



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

Design Advisory Group #17

31 October 2022

Version 1.0

MHHS-DEL713

Document Classification: Public

Agenda (page 1 of 2)

#	Item	Objective	Type	Lead	Time	Page
1	Welcome			Chair	10:00-10:05 5 mins	1
2	Minutes and Actions	Approval of minutes and review of actions	Decision	Secretariat	10:05-10:15 10 mins	4
3	DAG Meeting Governance	Provide overview of DAG meeting operation, decision making, and how voting outcomes will be managed	Information	Secretariat	10:15-10:35 20 mins	7
4	Overview of Design Development	Overview of the MHHS design development process	Information	Programme (Claire Silk)	10:35-11:05 30 mins	13
Break 10 mins						
5	L4 Assurance Outcomes & Work-off Plan	Report on the outcomes from the Level 4 Assurance Forums and any updates to the work-off plan	Discussion	Programme (Claire Silk & Warren Fulton)	11:05-13:05 120 mins	15
Lunch 45 mins						
6	SI Assurance Report	Overview from the MHHS Design Assurance Team of second line assurance findings relating to M5	Information	Programme (Design Assurance Team)	13:50-14:10 20 mins	19
7	IPA Assurance Update	Update from the IPA on third line assurance findings relating to M5	Information	IPA (Colin Bezant)	14:10-14:30 20 mins	20
8	Design Baseline Report	Discuss the M5 design baseline report and other information supporting a decision on baselining with DAG members	Discussion	Programme (Warren Fulton)	14:30-15:30 60 mins	21
9	Decision	DAG decision on approval of the MHHS design baseline	Decision	Chair & Secretariat	15:30-15:55 25 mins	23

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#	Item	Objective	Type	Lead	Time	Page
10	Summary and Next Steps	Summarise key meeting points, actions, and next steps	Discussion	Chair & Secretariat	15:55-16:05 <i>10 mins</i>	25

[Attachments](#)

Attachment 1 – [Design Assurance Findings \(M5\) v1.0](#)

Attachment 2 – M5 Design Baseline Report v1.0

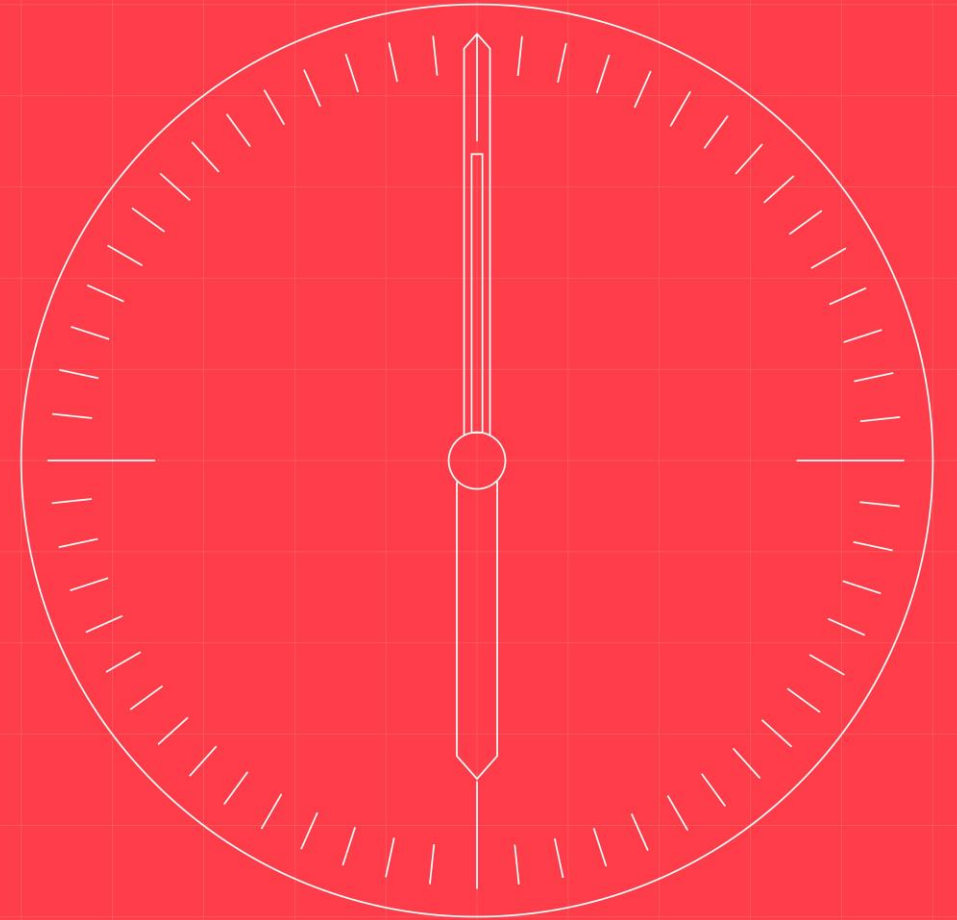
Attachment 3 – DAG 14 October Headline Report (change marked) v1.1

Minutes and Actions

DECISION: Approval of minutes and review of actions

Secretariat

10 mins



Minutes and Actions Review (1 of 3)

- Approval of Minutes of DAG held [14 October 2022](#)
- Approval of amendments to Headline Report suggested by RECCo Representative (see [Attachment 3](#))
- Review of outstanding actions:

Ref	Date	Action	Owner	Due Date	Update
DAG06-01	09/03/2022	Review alignment between related MPAN modifications and design subgroup	Programme (Ian Smith)	17/08/2022	RECOMMEND CLOSED: We believe the current design aligns to inflight modifications, however further scenarios have been identified which may contradict both. The Design Team have added this to the work-off list to clarify the alignment.
DAG13-08	28/07/2022	Programme Risk related to Change Requests once Design is baselined. Add to Programme risk log if not, and import into Design Risk Log	Programme (Ian Smith)	10/08/2022	ONGOING: Warren Fulton to add to risk log.
DAG13-09	28/07/2022	Check timings for performance assurance requirements work	Chair	10/08/2022	ONGOING: Action ongoing until timings are noted at CCAG on 26 October.
DAG14-01	10/08/2022	Programme to provide information on timeline for iServer implementation (see also ACTION DAG13-12)	Programme (Paul Pettit)	07/09/2022	ONGOING: Action ongoing to track implementation of iServer. The Enduring Design Hub be rolled out after baseline.
DAG14-05	10/08/2022	Programme to confirm whether Industry Standing Data (ISD) entity values will be published as part of M5 or transition plan	Programme (Chair)	07/09/2022	ONGOING: Entity values will come post M5. Role codes are slated to be part of M5 but may be part of the work-off plan due to dissensus/optionality. Further information will be provided for clarification.
DAG15-02	14/09/2022	DAG members to provide comments on the transition approach options and high-level proposals (see ACTION DAG15-01)	DAG members	21/09/2022	RECOMMEND CLOSED: Comments received.
DAG15-05	14/09/2022	Programme to issue information on outcome of code drafting prototyping exercise to support the fulfilment of the design acceptance criteria	Programme (Ian Smith)	14/10/2022	RECOMMEND CLOSED: Further information has been provided with the Baseline report on 24 October.
DAG16-01	14/10/2022	Share Programme response to latest SEC MP162 consultation	Programme (Warren Fulton/Jason Brogden)	31/10/2022	ONGOING: Update to be provided in meeting.
DAG16-02	14/10/2022	Ensure responses from DAG members on MWG slides are fed to MWG	Programme (PMO)	31/10/2022	RECOMMEND CLOSED: Comments provided to MWG Chair.
DAG16-03	14/10/2022	Issue comms to parties on when the design baseline work-off list will be published	Programme (Claire Smith)	31/10/2022	RECOMMEND CLOSED: Issued on 20 October 2022

Minutes and Actions Review (2 of 3)

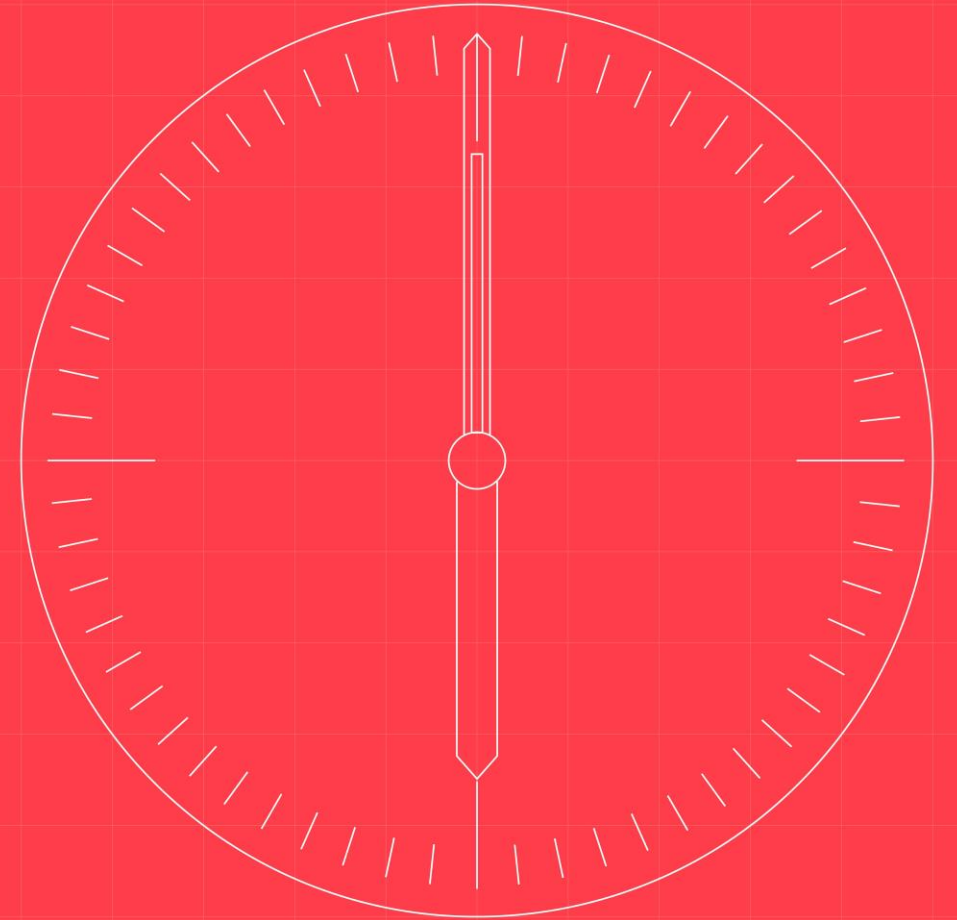
Ref	Date	Action	Owner	Due Date	Update
DAG16-04	14/10/2022	Cross-reference CCIAG items with work-off plan to ensure any items still needing consideration/action are captured	Programme (Claire Smith)	31/10/2022	RECOMMEND CLOSED: CCAIG actions were compared against work-off list and the list updated accordingly
DAG16-05	14/10/2022	Understand what items from 9 November DAG can be discussed on 31 October DAG	Programme (Warren Fulton)	31/10/2022	RECOMMEND CLOSED: The DAG meeting on 31 October 2022 has a full agenda. The 09 November 2022 DAG meeting is intended to be used as a mop-up from the 31 October 2022 meeting, and to review progress on the work-off list delivery – it is not possible to bring these items forward. DAG members will be offered the opportunity to raise AOB at the meeting on 31 October 2022 also, where any remaining time can be allocated to matters which may otherwise arise at the next DAG meeting.

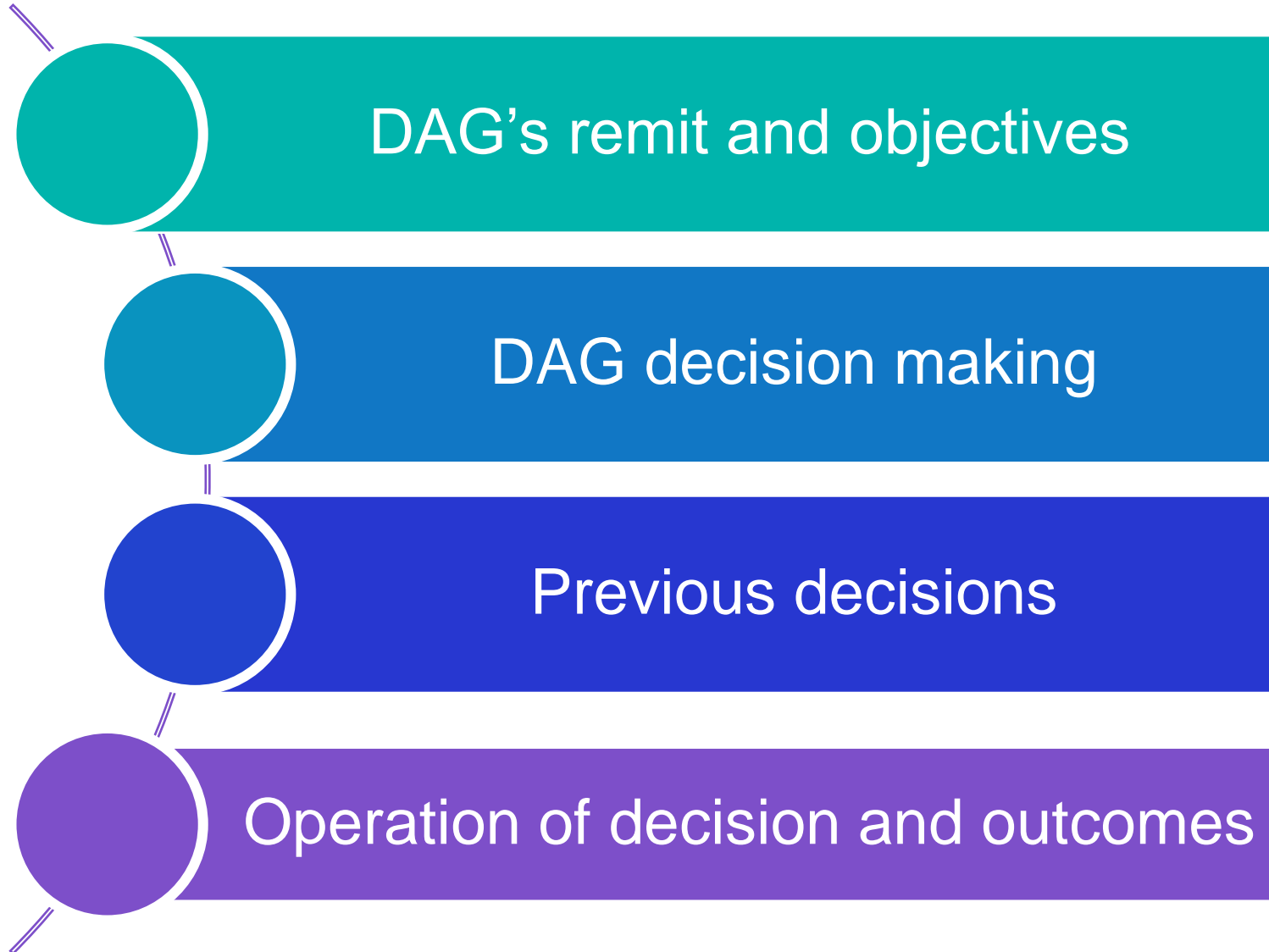
DAG Meeting Governance

INFORMATION: Provide overview of meeting operation, decision making, and how voting outcomes will be managed

Secretariat

20 mins





**MHHS
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DAG Terms of Reference (ToR)

Role:

“...approve...the detailed system design...”

Objectives / Purpose / Duties:

“...primary decision-making authority...”

“...approve the design artefacts...”

“...ensure...perspectives...represented...”

“...ensure transparency...”

“...reach consensus so...design work progresses...”

*“...provide the detail necessary...to **commence** system design and build.”*

7 Design Advisory Group (DAG) Terms of Reference (Level 3)

The DAG Terms of Reference (“ToR”) sets out the role, membership and mode of operation.

7.1 DAG Role

The DAG’s role is to oversee, review, consult and approve, the MHHS Programme development of the end-to-end business processes, system and data architecture that delivers the detailed system design that enables all programme participants to design, build and test their individual system and business changes.

7.2 DAG Objectives

- To be the primary decision-making authority for the system and solution design, unless above Ofgem thresholds.
- To oversee the Programme design outputs, review and validate the output contents against design principles, objectives and expectations, send the deliverables for consultation and approve the design artefacts.
- Ensure different programme participant perspectives are appropriately represented during decision making.
- Enable Design transparency for all impacted constituency groups and stakeholders.
- Delegate appropriate tasks and activities to Level 4 Working Groups.
- Receive escalations from lower level workgroups and reach consensus on decisions, so the Programme design work progresses to plan.
- Provide detailed advice to the SRO, PSG and other groups if required.

7.4 Purpose and Duties of MHHS Design Advisory Group

DAG’s purpose is to be the mechanism that oversees, reviews and approves end-to-end business processes, system and data architecture deliverables that produce the detailed system designs that enables all programme parties to design, build and test their individual system and business changes.

DAG is responsible for all design decisions and all requests that impact on design.

DAG is responsible for overseeing the development of the physical baseline which will provide the detail necessary for all parties to commence system design and build.

DAG ToR:

“...decisions...by consensus...if consensus cannot be reached...Chair will make an informed decision.”

*“...design principles should be adhered to...this **does not rule out** instances where DAG may deviate...to deliver the core elements of the design solution.”*

Programme Governance Framework

3.6 Programme Decision Making

The proposed governance structure has four levels of decision-making. Decision-making can be delegated from the parent group to the child group below. Responsibilities and accountabilities sit with the SRO, unless a decision meets Ofgem's threshold criteria². In the case of a decision meeting the threshold, Ofgem will direct the SRO to implement its decision. Below the Ofgem thresholds, the PSG will make Programme decisions through consensus. Where consensus cannot be reached the SRO will make the Programme decision based on the various views of the PSG and taking into account any advice from the IPA. The PSG should delegate decision-making to a Level 3 group when appropriate to do so. Advisory Group decisions will be by consensus and if consensus cannot be reached the Chair will make an informed decision based on the various views of the constituency representatives. The Level 3 groups can delegate decision-making, tasks and actions to a Level 4 group. Where consensus cannot be reached at a group, a decision can be escalated to the group above. Level 4 groups will be more detailed working groups and/or technical sub-groups.

DAG ToR

7.6 Decision-making

The DAG will make Level 3 decisions and Level 2 decisions when delegated from the PSG. (Level 1 decisions will be escalated to Ofgem by the SRO or IPA).

The DAG can delegate decisions to another Level 3 group or a lower level work group.

The DAG will ensure that any decisions are based on full transparency with programme participants and appropriate consultation. DAG decisions will be by consensus and if consensus cannot be reached the Chair will make an informed decision.

Where parties raise significant concerns with a DAG decision, the concern will be resolved by DAG or escalated to the PSG via a constituency representative.

Consultation will be carried out on an ongoing basis, with the DAG taking decisions based on information developed by Design Working Groups.

Where the DAG is presented with recommendations from Design Working Groups they will have the ability to:

- i) Accept the recommendation – the proposal/recommendations are aligned to the TOM, overall objectives and design principles.
- ii) Reject the recommendation – the proposal/recommendations does not align to the TOM, programme and design principles or requires further work/clarity.
- iii) Refer the recommendation for additional work or analysis.
- iv) Accept the recommendation, subject to additional work being completed.
- v) Refer to the PSG when the recommendation meets the threshold for Ofgem intervention or DAG cannot reach consensus.

It should be noted that the design principles should be adhered to wherever possible. However, this does not rule out instances where DAG may deviate from these, where sufficient justification exists to deliver the core elements of the design solution.

Decisions and outputs of the DAG will be published within five working days of the meeting.

Previous Decisions

- Tranches 1-3
- Artefacts meet requirements of TOM and timetable
- Majority views
- Resolution plan for outstanding issues
- Issues do not require material change to design
- DAG decide when issue resolved

'Informed Decision' Factors

- Consensus
- Success criteria
- Supporting evidence (for/against)
- Work-off plan
- SI and IPA assurance views
- Implementation plan
- Ofgem timetable
- Costs and resource impacts of not baselining
- Rejection rationales

Operation of Decision and Outcomes

DAG Members will be asked:

Do you agree the MHHS design can be baselined, taking into account the agreed work-off plan and any other dependencies?



Each constituency representative will be asked to state 'Yes' or 'No'



If no, member to note consequences of not baselining as contained within *Attachment 2 M5 – Design Baseline Report* and confirm their reasons not to baseline justify consequences to industry



For any members who do not support the decision to baseline, clear reasoning and any supporting evidence will be requested and recorded in the meeting minutes

Voting Scenarios

Unanimous Approval

Majority Approval

Split

Majority Rejection

Unanimous Rejection

Escalation and Post-Decision:

DAG may escalate decision/outcome to Programme Steering Group (PSG) for SRO decision

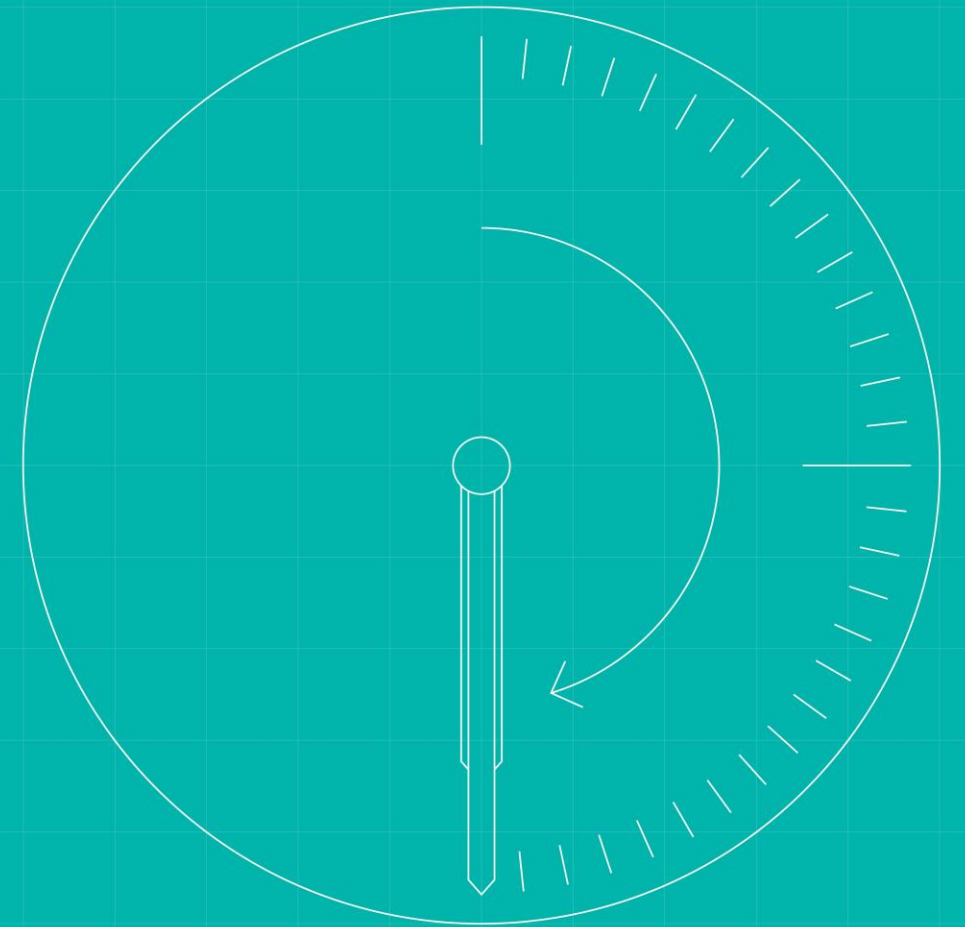
Post-decision, Participants may raise with PSG representative, the Independent Programme Assurance (IPA) provider, or Ofgem.

Overview of Design Development

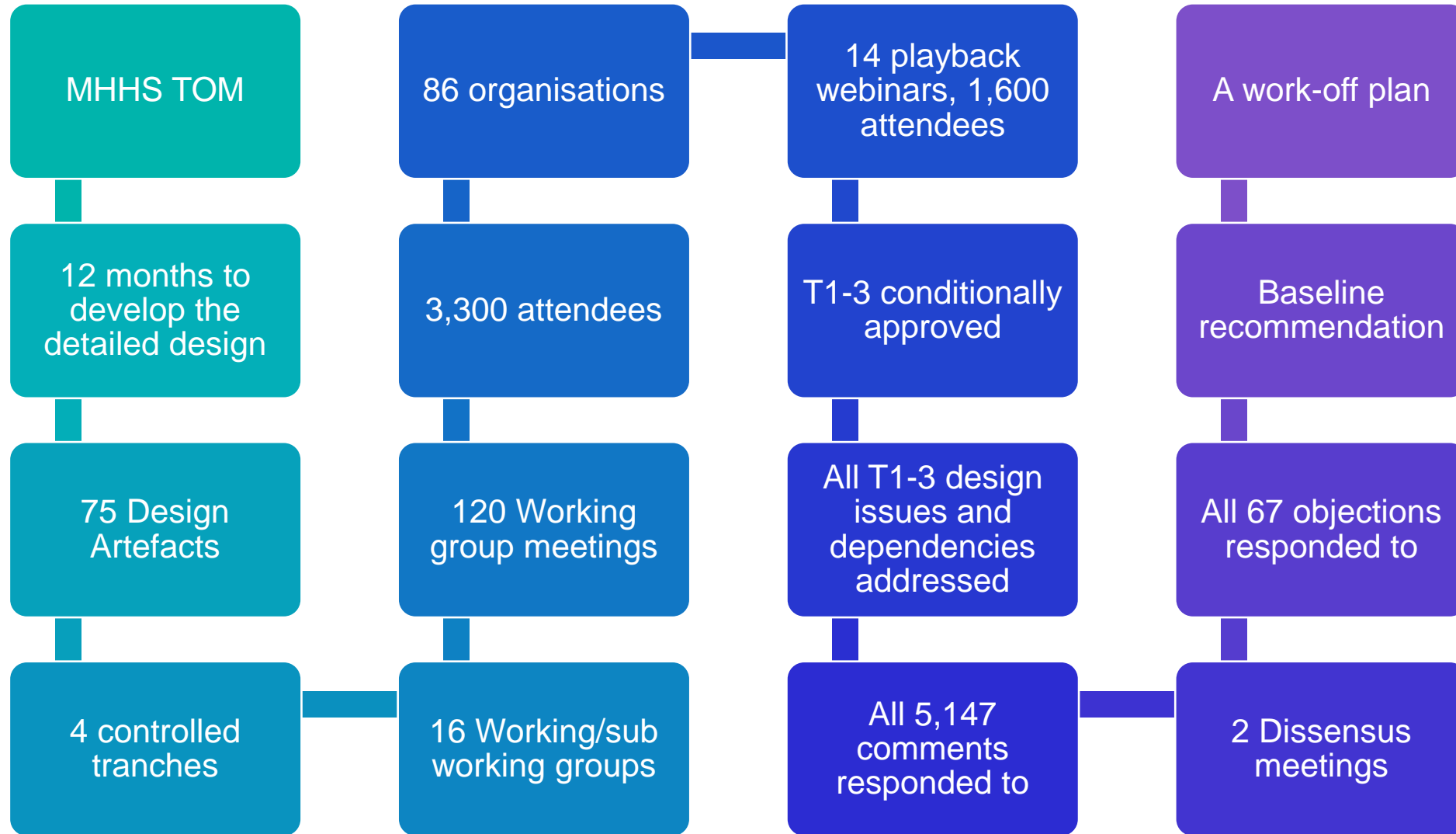
INFORMATION: Overview of the MHHS design development process

Programme – Claire Silk

30 mins



Design Development

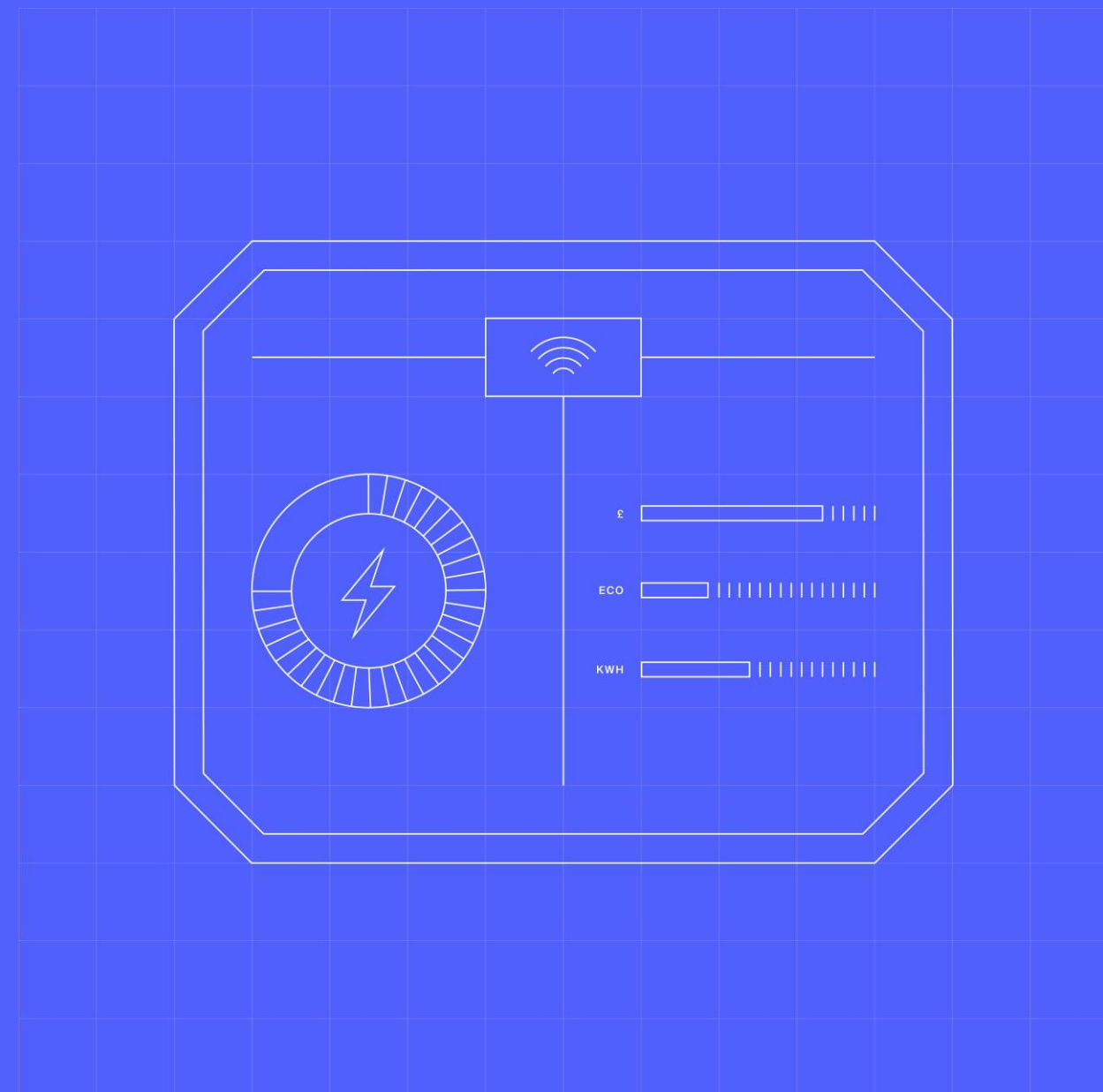


L4 Assurance Outcomes & Work-off plan

INFORMATION: Update on the outcomes from the Level 4 Assurance Forums and any updates to the work-off plan

Programme – Claire Silk & Warren Fulton

120 mins



BPRWG Assurance

The BPRWG Assurance meeting is scheduled for 27 October 2022.

The BPRWG forum will be asked if they have any material issues regarding:

1. The updated Design Artefacts issued since 17 October 2022
2. The resolution of objections / queries raised by Participants in connection with comment responses published from 03 October 2022
3. The proposed work-off plan

This slide will be updated with the outcomes from the meeting and presented at DAG on 31 October 2022

Discussions at DAG:

Note: The BPRWG Assurance Forum brings together the industry experts involved in development of the MHHS Design Baseline to undertake a final assurance check. The desired outcome is assurance and comfort to the DAG that the BPRWG experts have reviewed any final objections, industry comments, and the work-off plan, and are satisfied the design is capable of being baselined

Discussion: DAG members to provide any comments or issues to be recorded in relation to the outcomes of the BPRWG Assurance Forum

The TDWG Assurance meeting is scheduled for 27 October 2022.

The TDWG forum will be asked if they have any material issues regarding:

1. The updated Design Artefacts issued since 17 October 2022
2. The resolution of objections / queries raised by Participants in connection with comment responses published from 03 October 2022
3. The proposed work-off plan

This slide will be updated with the outcomes from the meeting and presented at DAG on 31 October 2022

Discussions at DAG:

Note: The TDWG Assurance Forum brings together the industry experts involved in technical development of the MHHS Design Baseline to undertake a final assurance check. The desired outcome is assurance and comfort to the DAG that the TDWG experts have reviewed any final objections, industry comments, and the work-off plan, and are satisfied the design is capable of being baselined

Discussion: DAG members to provide any comments or issues to be recorded in relation to the outcomes of the TDWG Assurance Forum

The SDWG Assurance meeting is scheduled for 28 October 2022.

The SDWG forum will be asked if they have any material issues regarding:

1. The updated Design Artefacts issued since 17 October 2022
2. The resolution of objections / queries raised by SDWG members in connection with comment responses published from 03 October 2022
3. The proposed work-off plan

This slide will be updated with the outcomes from the meeting and presented at DAG on 31 October 2022

Discussions at DAG:

Note: The SDWG Assurance Forum brings together the industry experts involved in security design for the MHHS Design Baseline to undertake a final assurance check. The desired outcome is assurance and comfort to the DAG that the SDWG experts have reviewed any final objections, industry comments, and the work-off plan, and are satisfied the design is capable of being baselined.

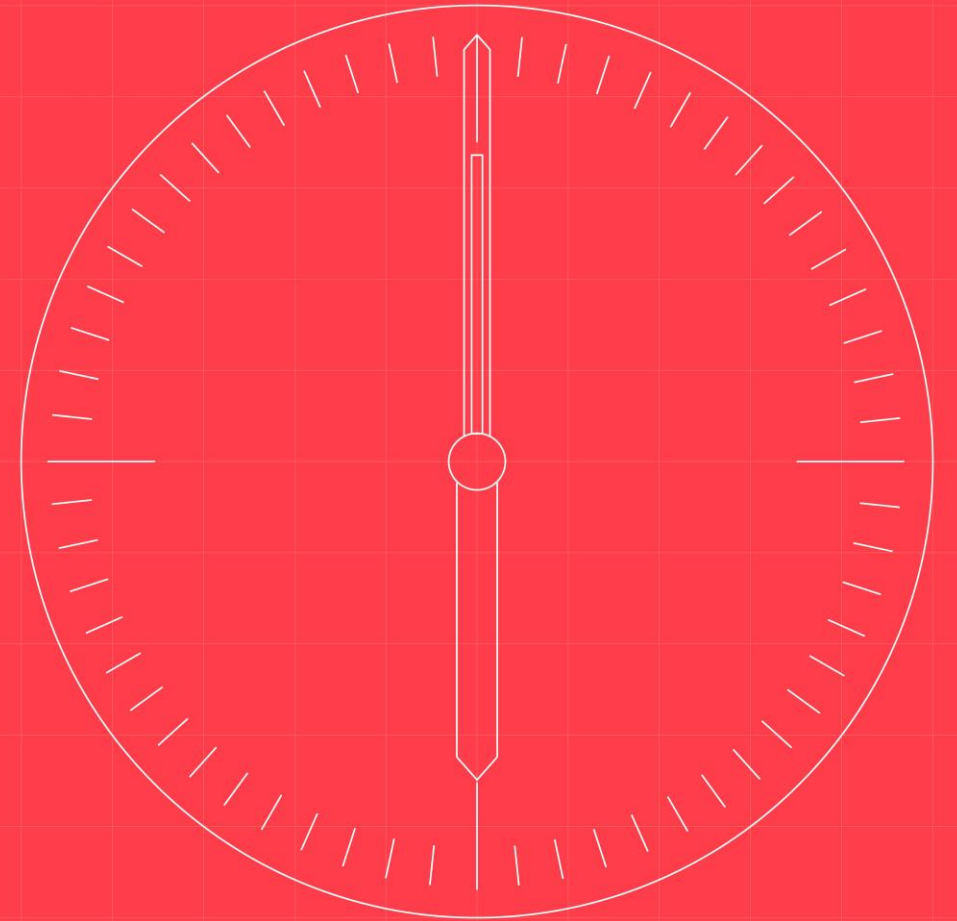
Discussion: DAG members to provide any comments or issues to be recorded in relation to the outcomes of the SDWG Assurance Forum

SI Assurance Report

INFORMATION: Overview from the MHHS Design Assurance Team of second line assurance findings relating to M5

Programme – Design Assurance Team

20 mins

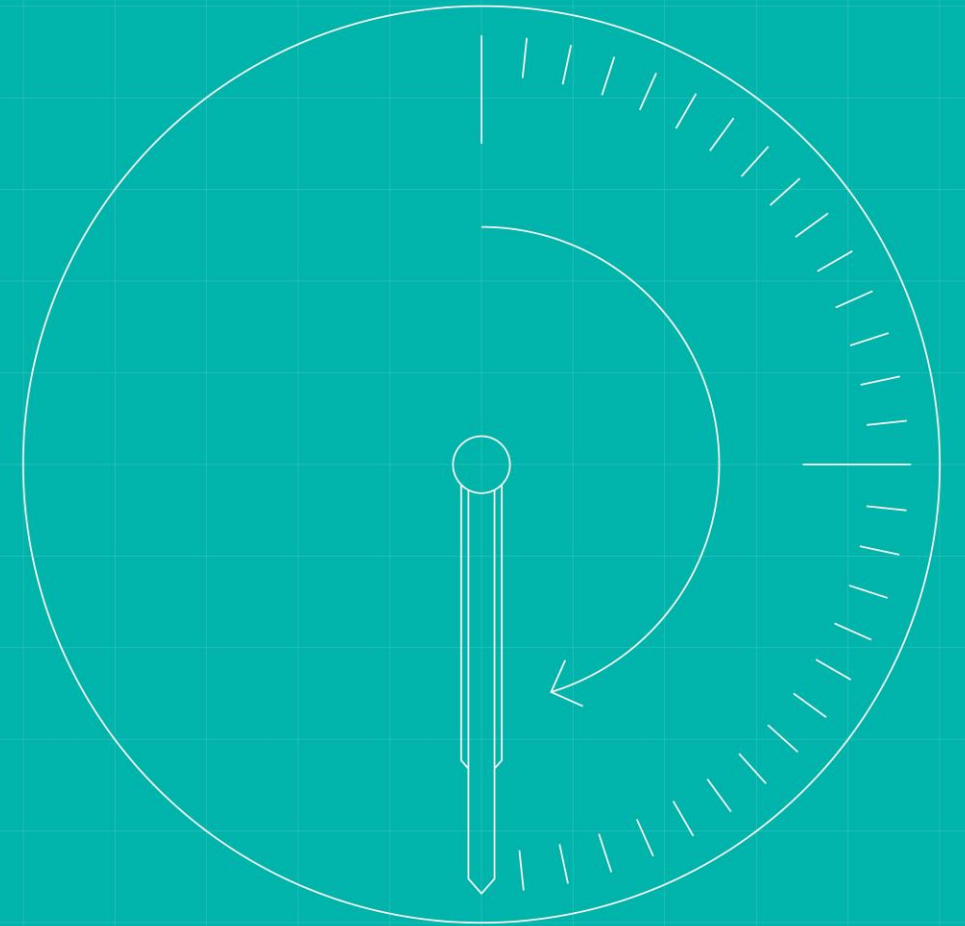


IPA Assurance Update

INFORMATION: Update from the IPA on third line assurance findings relating to M5

IPA – Colin Bezant

20 mins

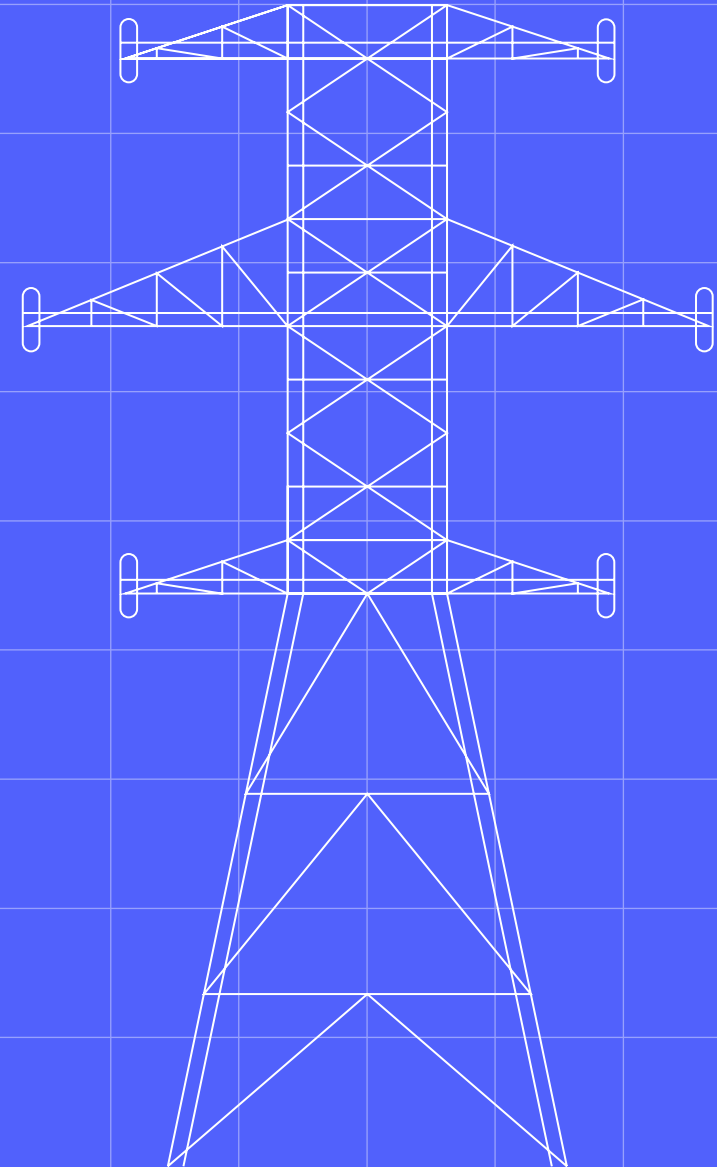


Design Baseline Report

DISCUSSION: Discuss the M5 design baseline report and other information supporting a decision on baselining with DAG members

Programme – Warren Fulton

60 mins



- The Design baseline report was issued for DAG review on 24 Oct 2022
- We kindly request that DAG members review the report before the meeting
- At the meeting, members will be asked if they have any comments or issues to be recorded regarding the various sections in the report, and approve the report

Report sections:

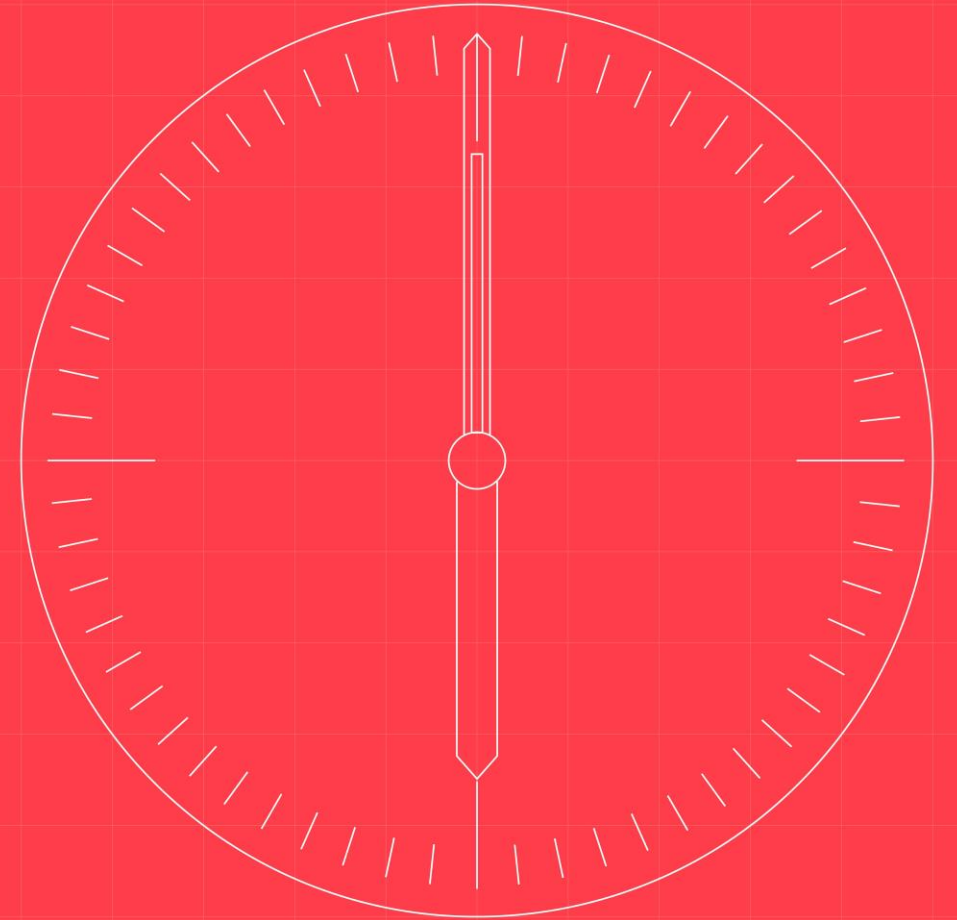
- Executive summary
- Out of scope
- Work-off plan governance
- Performance to acceptance criteria
- MHHS Recommendation
- Key evidence
- Supporting data

Decision

DECISION: DAG decision on whether to recommend approval of the MHHS design baseline

Chair & Secretariat

25 mins



DAG Members will be asked:

Do you agree the MHHS design can be baselined, taking into account the agreed work-off plan and any other dependencies?

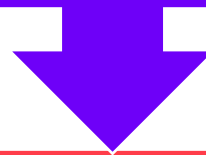
Each constituency representative will be asked to state 'Yes' or 'No'



If no, consequences of not baselining will be provided, and member will be asked:

Do the reasons not to baseline justify the consequences to industry?

Member to be asked for clear reasoning for meeting minutes.



The Chair will undertake actions dependent on the voting scenario.

Confirmation of the next steps will be provided.

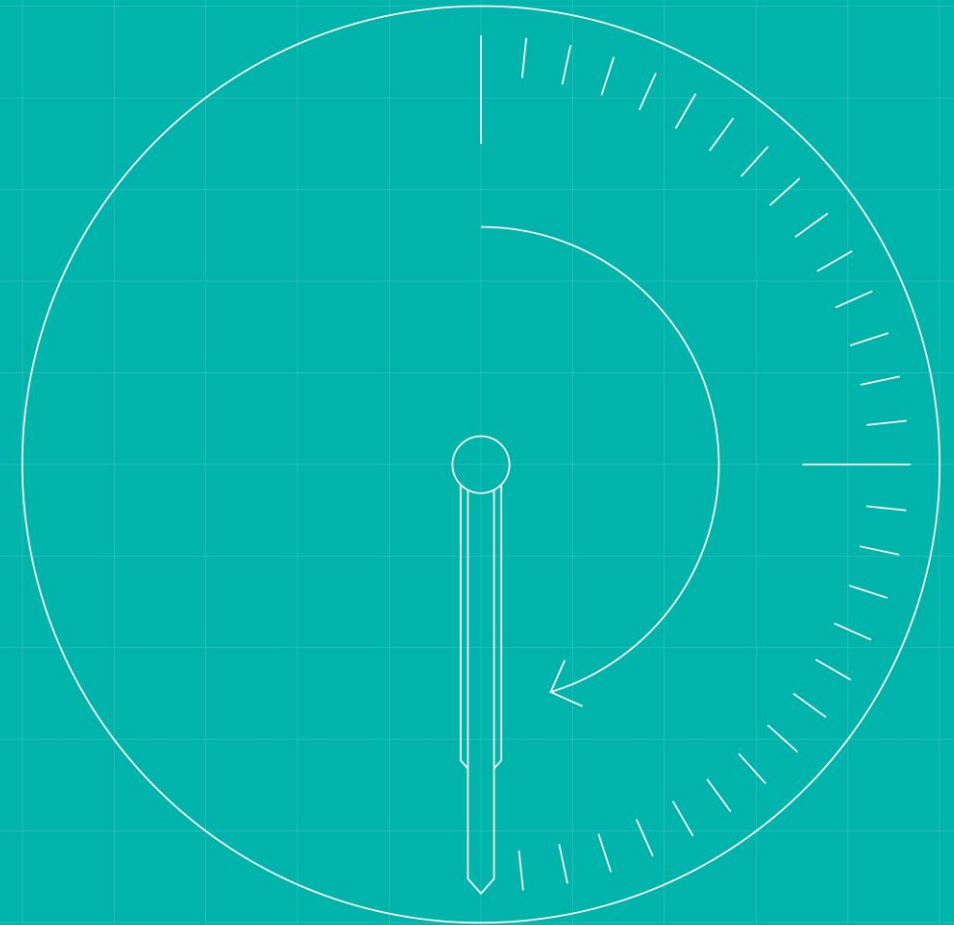
Information on recourse available to Participants will be provided.

Summary and Next Steps

INFORMATION: Summarise key meeting points, actions, and next steps

Chair & Secretariat

10 mins



Next Steps

- Confirm actions from meeting
- Confirm next steps
- Next DAG meeting: **09 November 2022 10am**
- Next CCIAG meeting: **10 November 2022 1pm**

If you would like to propose an agenda item for the DAG or would like any information about MHHS governance groups, please contact the Programme PMO (PMO@mhhsprogramme.co.uk)