MHHS Cross Code Advisory Group (CCAG) Headline Report

Issue date: 27/10/2022

Meeting number	**CCAG011**		Venue	**Virtual – MS Teams**
Date and time	**26 October 2022 10:00-12:00**		Classification	**Public**

Actions

Area	Action Ref	Action	Owner	Due Date
Minutes and actions	CCAG11-01	Share the mapping of design artefacts to code drafting and the process for tracking which artefacts have been translated into code. Share the level of detail artefacts will be tracked at (e.g. document, paragraph etc). Consider how consequential change design artefacts will be included in this (*subject to RECCo Change Request*)	Programme (Becca Fox)	23/11/22
Horizon Scanning	CCAG11-02	Raise at TMAG supplier concerns on new export MPANs and confirm how suppliers will be mandated on import/export MPAN transfers	Programme (Chris Welby)	16/11/22
Regulatory code freeze	CCAG11-03	Summarise the proposed approach for a regulatory code freeze. Review with code bodies and then bring back to CCAG	Programme (Andrew Margan)	23/11/22
Delivery of M7/M8	CCAG11-04	Provide a view on which elements of code drafting may be required to be brought in ahead of M10	Programme (Jason Brogden)	23/11/22

Decisions

Area	Dec Ref	Decision
Minutes	CCAG-DEC21	Amended minutes of CCAG meeting held 28 September 2022 approved
M5 Success Criteria	CCAG-DEC22	The CCAG approved the two CCAG M5 Success Criteria as input to the M5 decision at the Design Advisory Group (DAG)

RAID Items Discussed

RAID area	Description

No new items raised. Updates were provided on items in the CCAG Horizon Scanning log, some of which are managed via the Programme RAID management framework. The CCAG also discussed the dependency between M7, M8 and M10.

Key Discussion items

Area	Discussion
Minutes and actions	The following queries were raised during updates on the actions: • The approach to mapping and tracking design artefacts in code drafting. This will be shared by the Programme in future (**ACTION CCAG11-01**) • The approach to change control on the baselined design after M5. The Programme clarified that this process was under development and communications would be shared in the coming weeks, including via a webinar. • The BSC Representative noted the BSC's preference was not to have an enduring solution to host the Programme Design.
Horizon Scanning log	Code bodies provided updates on their code changes in the CCAG Horizon Scanning log. These updates can be found in the meeting papers and in the log itself. New changes raised at CCAG will be reviewed by the Programme Design team. A CCAG member queried obligations on suppliers for new export MPANs and how/if this would be mandated by the Programme. The Chair agreed to raise this at the Testing and Migration Advisory Group (TMAG) (**ACTION CCAG11-02**).
Regulatory Code freeze	The CCAG discussed the possible approach to an MHHS code freeze. This would be a period of restricted industry change to prevent industry parties being exposed to too much change at MHHS go live. The CCAG discussed the practicalities of a freeze (such as whether this would be a freeze on change to the MHHS Design or MHHS code, or more broadly), the merits and drawbacks of a potential freeze, and the role of different parties in instructing a freeze (as CCAG/MHHS instruction could only go so far). The Programme will now summarise the proposed approach for discussion with code bodies (**ACTION CCAG11-03**).
Delivery of M7/M8	The Programme presented the implications for aligning M8 (Code changes delivered) with M10 (start of migration). It had previously been agreed at CCAG that M8 should be aligned with M10 and that an extraordinary code release code be used to release MHHS code at this time. There was also an option to align the code release with an existing release date. The CCAG concluded to stay with the current approach and to review which elements of code drafting may be required to be brought in ahead of M10, particularly if there may need to be enforceable Code obligations to support Qualification activities and approval (**ACTION CCAG11-04**).
M5 Success Criteria and Prototyping report	The Programme provided a summary of the recent code draft prototyping activity and how it related to the two M5 Success Criteria requiring CCAG decision (M5 Success Criteria are available in the CCAG meeting pack). The prototyping Sprint 1 had demonstrated that the MHHS Design artefacts could be drafted into code and that iServer should not be used as an enduring governance baseline for code drafting. Sprint 1 had been a detailed exercise using an appropriate sample of Design artefacts. A second Sprint was planned in November to further inform the drafting approach.

	The Programme believed that the prototyping exercise gave confidence that the Design artefacts could be translated into code and that appropriate information had been provided by the MHHS Design team to plan for code drafting and this was supported by the report. Some queries and assumptions on the Design artefacts had been identified in the process but these were not fundamental issues with the Design (however they did highlight the importance of the M5 work-off plans and the need for a robust change process for the baseline after M5). The CCAG decided to approve the M5 Success Criteria (**DECISION CCAG-DEC22**).
Consequential change Code drafting approach	The Programme presented the current position for MHHS code drafting and the implications for consequential change code drafting activities. An option to include code body consequential changes in code drafting activity had been developed collaboratively with Code bodies as a potential way to improve efficiency for industry as a whole. The option was that design activity to deliver code body consequential changes would be developed and approved via usual code body mechanisms and governance (not within the MHHS Programme), and that code drafting of the subsequent consequential change designs would be incorporated within the scope of MHHS Programme code drafting activity. This would be a change to the scope of the CCAG and its Terms of Reference to include code drafting and approval of consequential code change (in addition to code drafting and approval of the baselined MHHS Design). This could be a more efficient way of drafting and approving all MHHS-relevant code, rather than completing drafting and approval activities for the MHHS design and consequential changes in parallel.

The RECCo representative summarised a Change Request they intended to raise to the Programme that set out this proposal as a Change Request. The intention was for this to go to Change Board this week ahead of Programme Steering Group (PSG) review on 02 November 2022. The Change Request would be a change to the CCAG Terms of Reference and the Governance Framework and so would be a PSG-owned Change Request. |
| **CDWG update** | The CCAG agreed to hold a Code Draft Working Group (CDWG) in November. One agenda item would be an update on the code draft prototyping activity recently completed. |

Date of next meeting: 23 November 2022