MHHS Design Advisory Group (DAG) Headline Report

Issue date: 10/11/2022

Meeting Number	**DAG018**	Venue	**Virtual – MS Teams**
Meeting Date and Time	**09 November 2022**	Classification	**Public**

Actions

Area	Action Ref	Action	Owner	Due Date
Minutes and Actions	DAG18-01	Chair to provide information on how Performance Assurance requirements manifest in the Design Artefacts	Programme (Design Team)	14/12/2022
Work-Off Plan Updates	DAG18-02	Programme to update the Work-Off Plan to reflect the inclusion of DTN definitions in Programme activities	Programme (Warren Fulton)	14/12/2022
	DAG18-03	SC and SJ to provide any comments on potential additional detail or clarifications on expected actions for work-off items to the MHHS Design Team (design@mhhsprogramme.co.uk) to enable updates to the Work-Off Plan	Supplier Agent Representative (Seth Chapman) & RECCo Representative (Sarah Jones)	16/11/2022
	DAG18-04	Programme to issue updated Work-Off Plan to DAG with any changes highlighted	Programme (Warren Fulton)	16/11/2022
	DAG18-05	Programme to publish the static list of baselined docs with the DAG minutes	Programme (Claire Silk)	16/11/2022
	DAG18-06	Programme to provide clarity of the scope of transition planning groups	Programme (Design Team)	14/12/2022
Previous Meeting(s)	DAG13-09	Confirm approach and timescales for performance assurance requirements work and share with the BSC and REC representatives ahead of the next meeting	TMAG Chair	10/08/2022
	DAG14-01	Programme to provide information on timeline for iServer implementation (see also ACTION DAG13-12)	Programme (Paul Pettit)	07/09/2022
	DAG17-02	Chair to review the DAG Terms of Reference to ensure there is clarity over the role of DAG post-M5.	Chair	14/12/2022
	DAG17-09	Programme to update M5 Design Baseline Report to include: • Add new section to report on discussion and outcomes from DAG review/decision • Add comments to clarify any sections where there are subsequent updates or where future tense is used	Programme (Warren Fulton)	09/11/2022

		• Update Section 2 MHHS Recommendations as required in view of updates made to other sections • Expand Section 2, subsection 2.4, to include reference to 'consequences of baselining' in addition to the existing wording on the consequences of not baselining and reflect wording in 2.1 • Section 4: Add wording that it is out of scope for M5 baseline design decision (but not MHHS Design) • Section 4 Add Performance assurance and disputes • Clarification in Section 5 that all work-off items which result in changes to design artefacts will be subject to change control • Updates to Section 5, point 4, to reference iServer updates • Update Section 7 to ensure clarity the report is the Programme's recommendation to DAG, rather than the DAG's view on approval of the baseline • Update Section 7, Criteria 3, to explain the detail of how this requirement is met • Update Section 7, Criteria 4, to clarify there are no severity one or two items and that severity is not recorded in the Work-Off Plan • Reword Section 7, Criteria 4, to note there is nothing preventing baselining of the design • Criteria 5 note DAG wish to see Design Change management process • Add additional wording to Section 7, Criteria 9, regarding how notice on the progression of work-off items will be managed (e.g. updates to PSG, fortnightly reporting, updates to the Work-Off Plan, and how notices to participants will be managed) • Add note/link to Section 7, Criteria 9, to Appendix 2 – *Post M5 MHHS Design Participant support process*		
	DAG17-11	Programme to ensure work-off items which impact code drafting are prioritised and request the Code Drafting Project Manager reviews this.	Programme (PMO)	09/11/2022
	DAG17-12	Programme to make the Programme Party Coordinator (PPC) Team aware of potential impacts of Work-Off Plan items on the information provided by participants for Readiness Assessment 2.	Programme (PMO)	09/11/2022

Decisions

Area		
Work-Off Plan Updates	DAG-DEC-33	The DAG majority approved to proceed with a shorter review cycle for the transition design artefacts.

RAID Items Discussed

RAID area	Description
None.	

Key Discussion Items

Area	Discussion
Minutes and Actions	The DAG reviewed the open and outstanding actions from previous meetings, full details of which will be provided in the DAG Minutes and Actions. *ACTION DAG13-09: Check timings for performance assurance requirements work* **I**t was agreed the new owner of this action would be the Testing and Migration Advisory Group (TMAG) chair. One attendee noted a performance assurance working group (PWG) had been established via Elexon. The Independent Supplier Agent noted the action is focused on DAG achieving clarity on what is being delivered under the Programme which will inform Performance Assurance design. The Chair agreed to determine how this will manifest through design artefacts (**ACTION DAG18-01**). *ACTION DAG17-05: Programme to publish Clarifications Log for review by DAG.* The RECCo representative flagged the clarification log should be reviewed and updated by the Programme prior to sending. The Design Team noted changes had been made to the live clarification log, and a link will be shared along with the DAG Headline Report. The RECCo representative brought up **ACTION DAG15-03** to receive confirmation as to whether EES was considered a central system. The group agreed this action would be re-added to the DAG meeting papers and a position provided by the Programme at the next meeting.
Programme Updates	Regarding the PSG updates, one attendee clarified Round 3 of the Programme replan had been deferred. It was agreed to issue a link to the PSG Headline Report to the DAG. It was noted a Systems Integration Test Working Group (SITWG) will be mobilised in December, with meetings to take place on the first Thursday of each month in the afternoon. Any DAG members interested in joining the SITWG were encouraged to contact PMO@mhhsprogramme.co.uk.
Work-Off Plan Updates	One attendee The Ofgem Representative stressed the importance of understanding the priorities within the work-off plan and likelihood of any potential slippage in the resolution schedule. They believed the resolution deadlines must be reasonable and urged all participants to voice any concerns over deadlines. The IPA Representative agreed, noting the Work-Off Plan is clear, and is owned by DAG. The Design Team r provided an overview of operation of the work-off plan, noting the Design Team believes the work-off plan is realistic. However the risk is that a potential lack of consensus amongst participants may result in delayed timelines. The Design Team clarified the work-off plan is a live document, confirming the Programme will report fortnightly to the DAG and the design newsletter on progress. It was noted the Programme agreed that under work-off item D-025, the definition of DTN messages will be delivered, and the work-off plan will be updated accordingly (**ACTIONS DAG18-02** and **DAG18-04**). The Design Team confirmed 19 December 2022 – 1 January 2023 will not include any scheduled programme participant activity required for work-off. The DAG discussed the importance of work-off items being clearly linked to the original comment. Any DAG members with any comments on detail (e.g., to amend the wording of work-off item comments or descriptions) were encouraged to send these to design@mhhsprogramme.co.uk (**ACTION DAG18-03**). The DAG was given an overview of the upcoming post-M5 design working groups. The importance of participation from constituencies was stressed, and it was noted PMO would be attending to ensure recommendations to DAG are captured. The purpose of these sessions is to achieve a clear recommendation from the working groups. Any dissensus would be noted and taken to DAG for resolution. The Design Team will schedule standing sessions to Business Process and Requirements Working Group (BPRWG) and Technical Design Working Group (TDWG) members, with themed

	discussion items to be communicated so programme participants know which sessions to attend. This will be recorded in the work-off plan once the working group schedule is confirmed.
	It was noted the Design Artefact Tracker has been updated with baseline version numbers (Version 4.0). A static list of the Design Artefacts which have been baselined, and their version numbers at the time of baseline will be published to enable a reference point for the progression of artefact versions post-baseline (**ACTION DAG18-05**).
	Transition
	The Design Team invited the DAG to decide on the process for transition design review:
	1) Continue with the traditional schedule of two review cycles: issuing out the objects for comments, receiving comments which then go to assurance review, then taking these comments to DAG; or
	2) Shorten the process by making decisions in a working group, then going straight to an assurance review to ensure everything agreed in the meeting has been completed in the artefacts.
	The group discussed how a condensed process would benefit towards the acceleration of design, noting the risk of rejecting valid comments and the importance of establishing rigour in the working groups. One attendee raised the need to understand the scope of transition, and it was agreed elements of old and new arrangements would need to be incorporated and discussed. The Programme agreed to provide clarity on the scope of any transition planning groups (**ACTION DAG18-06**).
	The DAG made a majority decision to go with the shortened assurance cycle, noting process on transition migration will be continually reviewed and the decision will be changed if necessary. It was noted that any issues that pop up during the assurance review that result in objection/dissensus will lead to delays to the timeline. If a decision is made on reverse migration, this will add three weeks to the end of the process. A minority of DAG members were concerned about shortening the review cycle. The DAG Chair determined the majority decision should be accepted, noting the fortnightly progress reports would highlight and issued with the work-off design issue to DAG.
Post-M5 Design Change Management	The Design Assurance Lead provided an overview of post-M5 design change management, noting information will be made available on the Programme Collaboration Base as this gets progressed. An overview of the post-M5 design group governance structure was shared, with an attendee noting the Terms of Reference (ToR) will provide for the decision making abilities of this group and thresholds for whether any matters require escalation to DAG or a full Programme CR.
	It was noted in the design change management process flow that notifications and updates will be provided to DAG and there will be full industry oversight of any potential minor or uncontentious changes to Design Artefacts as well as a to cater for emergency or urgent releases. The Design Assurance team have taken onboard feedback from the DAG on redlining change to ensure clarity.
	The DAG discussed the definition of change and the difference between the process for issues and the process for change. It was noted the impact assessment process should be made suitable for the type of change coming through. The PMO Governance Lead clarified the formal Programme process would not be changed and no updates ware required for the existing change request process.

Date of next DAG: 14 December 2022

Date of next CCIAG: 24 November 2022