

## MHHS Design Advisory Group (DAG) Headline Report

Issue date: 16/12/2022

Meeting Number **DAG019**

Venue **Virtual – MS Teams**

Meeting Date and Time **14 December 2022**

Classification **Public**

### Actions

Area	Action Ref	Action	Owner	Due Date
Migration/ Transition	DAG19-01	Programme to issue update on migration / transition activities and plan	Programme (Adrian Page)	11/01/2023 (January DAG)
	DAG19-02	Ofgem to provide information on assumed half-hourly data opt-out rates	Ofgem (Jenny Boothe)	11/01/2023 (January DAG)
	DAG19-03	Large Supplier Representative to provide availability for discussion with Programme on E7/E10 options, with view to reducing the number of options to support formal Impact Assessment via a Programme Change Request	Large Supplier Represent (Andrew Grace)	ASAP
	DAG19-04	Programme to ensure formal Programme Change Request is raised in relation to work-off item D-012 (E7/E10 differential settlement)	Programme (Design Team)	11/01/2023 (January DAG)
	DAG19-05	Programme to issue draft CR relating to D-013 (Registration Service Operating Hours) to DAG for review prior to formal submission	Programme (Design Team)	11/01/2023 (January DAG)
	DAG19-06	Programme SI Assurance Team to initiate mobilisation of Level 4 Design Authority	Programme (SI Design Assurance Team)	ASAP
	DAG19-07	DAG members to submit any comments on the draft Design Authority ToR v0.8 and Design Change Management Procedure v0.7	DAG members	03/01/2023
	DAG19-08	DAG members to put forward names for appointment to the prospective constituency seats at the Design Authority	DAG members	11/01/2023 (January DAG)

	DAG19-09	Programme to reissue Design Change Management Procedure following comments from DAG members	Programme (SI Assurance Team)	04/01/2023 (January DAG papers)
	DAG19-10	Chair to provide resolution to ACTION DAG15-03 relating to whether EES and MRPS are considered central systems	Chair	ASAP
<b>Previous Meeting(s)</b>	DAG18-01	Design Team to provide information on how Performance Assurance requirements manifest in the Design Artefacts	Programme (Design Team)	14/12/2022
	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 ( <a href="mailto:design@mhhsprogramme.co.uk">design@mhhsprogramme.co.uk</a> ) 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
	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
	DAG15-03	Confirm view on whether MPRS and EES are considered central systems, and to liaise with other Programme WGs to confirm the Programme position	Programme (SRO)	14/10/2022
	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: <ul style="list-style-type: none"> <li>Add new section to report on discussion and outcomes from DAG review/decision</li> <li>Add comments to clarify any sections where there are subsequent updates or where future tense is used</li> <li>Update Section 2 MHHS Recommendations as required in view of updates made to other sections</li> <li>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</li> <li>Section 4: Add wording that it is out of scope for M5 baseline design decision (but not MHHS Design)</li> </ul>	Programme (Warren Fulton)	09/11/2022

	<ul style="list-style-type: none"> <li>Section 4 Add Performance assurance and disputes</li> <li>Clarification in Section 5 that all work-off items which result in changes to design artefacts will be subject to change control</li> <li>Updates to Section 5, point 4, to reference iServer updates</li> <li>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</li> <li>Update Section 7, Criteria 3, to explain the detail of how this requirement is met</li> <li>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</li> <li>Reword Section 7, Criteria 4, to note there is nothing preventing baselining of the design</li> <li>Criteria 5 note DAG wish to see Design Change management process</li> <li>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)</li> </ul> <p>Add note/link to Section 7, Criteria 9, to Appendix 2 – <i>Post M5 MHHS Design Participant support process</i></p>		
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	DAG-DEC-34	Work-off item D-012 (registration service operating hours) can be removed from the M5 Work-Off Plan, subject to the submission of a Programme Change Request and issuance for impact assessment
	DAG-DEC-35	Work-off item D-013 (registration Service Operating Hours) can be removed from the M5 Work-Off Plan, subject to the submission of a Programme Change Request and issuance for impact assessment

## RAID Items Discussed

RAID area	Description
None.	

## Key Discussion Items

Area	Discussion
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<p><b>Work-Off Plan Items</b></p>	<p>The DAG briefly discussed migration planning, noting weekly subgroups are underway on migration design. Timelines are to issue the draft migration design in February 2023, and review at DAG in March 2023. This includes reverse migration design. The Programme agreed provide DAG with information on migration / transition activities and planning (<b>ACTION DAG19-01</b>).</p> <p>The group received an update from the MHHS Design Team on progress with the M5 Work-Off Plan. The Programme advised that of the 70 items within the Work-Off Plan, a majority were resolved 'offline' via clarifications or minor updates to Design Artefacts, whereas 30 required more detailed discussion. Of the 30 work-off items requiring discussion, a solution has been agreed for 28 of these, and change marked versions of the Design Artefacts will be issued for assurance review in due course, with a view to approving the updated artefacts and agreeing the Work-Off Plan is complete at an extraordinary DAG to be held 31 January 2023. The Programme thanks participants for their contributions in resolving the majority of work-off items.</p> <p>The group proceeded to discuss the remaining two work-off items for which a solution could not be agreed via the M5 Work-Off Subgroup meetings.</p> <p><b>D-012 - E7/E10 Differential Settlement</b></p> <p>The Programme advised this work-off item relates to instances where smart metered customers with E7/E10 tariffs opt out of half hourly (HH) data collection, and the differential settlement arrangements this could require. The Programme advised there is a consumer-level issue to be treated, and that Programme Participants have not been able to agree a technical solution (or even if there is an issue to resolve).</p> <p>The group identified the current position in the MHHS Design Baseline is that no specific treatment is applied to E7/E10, and as such, the current baseline position is the same as Option 5 explored by the M5 Work-Off Subgroup (i.e. 'do nothing'). It was noted the issue primarily affects Suppliers and may affect consumers if tariffs cannot continue to be offered, or demarcation is required between E7/E10 consumers who have opted-out of HH data collection.</p> <p>The Programme advised an impasse has been reach which the M5 Work-Off Subgroup could not resolve. The Chair asked whether DAG members felt able to make a decision on this matter or whether it was felt a full impact assessment was required via the Programme Change Request (CR) process. A majority of members did not believe it was possible for DAG to make a decision on this.</p> <p>Several members felt a CR was the most appropriate route to formally draw out the views of participants and enable a decision. Other members considered whether there was a sufficient understanding of the available solutions to support a CR. The Elexon central systems member highlighted the potential delivery impacts of the options to resolved this item could result in a delay to the start of Systems Integration Testing (SIT) which is Programme milestone M9, and as such must proceed via the formal Programme CR process.</p> <p>The group discussed in detail what other options exist and whether raising this issue as a CR would enable it to be removed from the M5 Work-Off Plan. The Ofgem representative asked what the materiality of this issue was, and whether there was an assumed volume of consumers who would opt-out form HH data collection (<b>ACTION DAG19-02</b>). The group considered whether engagement with any dissenting Suppliers on the solution options may assist in reducing the number options which would require assessment via a CR and the Programme requested the Large Supplier Representative provides availability for a discussion (<b>ACTION DAG19-03</b>).</p> <p>The Chair asked members whether there were any objections to a Programme CR being raised to enable formal industry-wide impact assessment on this matter. No objections were received.</p> <p>The Chair then asked members whether, subject to the submission of a CR, the DAG accepted the D-012 work-off item could be removed from the M5 Work-Off Plan and a solution progressed via the CR. DAG members did not object to this, subject to the CR being raised and submitted to the Programme for issuance to impact assessment (DECISION DAG-DEC-34).</p>
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	<p>The Programme advised a CR would be raised accordingly (<b>ACTION DAG10-04</b>).</p> <p><b>D-013 - Registration Service Operating Hours</b></p> <p>The DAG discussed the second work-off item for which a solution could not be agreed via the M5 Work-Off Plan Subgroup meetings. The Programme advised that, as with item D-012, an impasse had been reached and proposed that a formal CR and industry impact assessment would now be the best method for determining a way forward.</p> <p>The group discussed existing requirements and expectations around 24/7 operation of services, and availability of support staff. One DAG member believed the matter of out-of-hours service provision is a wider issue than just registration services. It was acknowledged there is a spectrum of support and service which could be provided out-of-hours, and there were certain minimum regulatory requirements. The Programme advised a CR was likely required to understand the consequences of any decision to operate services outside of mandatory regulatory requirements.</p> <p>One attendee expressed a wish for further subgroup meetings to develop solutions around this, stating that, as there was not an exhaustive list of viable solution options, a CR could not resolve this matter. Another attendee believed that neither DAG nor DAG subgroups could make a decision on this, and industry views were required on the deeper principle of out-of-hour service and support operation. The Chair asked members if they believed a CR should be raised. Several members believed a CR should be raised. One member believed the principle of 24-hour service operation already existed, and that the raising of CR would enable respondents to opt for a lesser requirement. Another attendee believed there were many unanswered questions on this matter, and the knock-on impact were potentially significant. As such, the member believed any impact assessment would need to include more granular questions to not only draw out views on the principle of out-of-hours service operation, but specific options also. In response to this, one attendee stated they would object to a CR which provides any detailed options analysis as they would not wish for parties to focus on specific solution options which may then detract for consideration of the overall principle of 24-hour operation. The DAG Chair noted the views and based on the majority in support, approved that a draft CR should be produced by the Programme and circulated to members for review ahead of any formal submission (<b>ACTION DAG19-05</b>).</p> <p>The Programme noted current work congestion related to the update and issuance of Design Artefacts, following the conclusion of the M5 Work-Off Plan Subgroups, and the general work moratorium over the Christmas period. As such, the creation of a draft CR for circulation would not be until January 2023. The Chair asked whether there were any objections to work-off item D-013 being removed from the M5 Work-Off Plan, subject to the submission of a CR and issuance for impact assessment. No objections were received (DECISION DAG-DEC-35).</p>
<p><b>Post-M5 Design Change Management</b></p>	<p>The Chair noted there had not been sufficient time to discuss this item. However, noting the need to establish a post-M5 design baseline management process, the Chair asked DAG to authorise work around the mobilisation of the Design Authority (DA). One attendee noted the proposed constitution of the DA required the appointment of constituency representatives by DAG members who hold relevant technical expertise. Another member highlighted comments they had provided on the <i>Attachment 2 - Design Change Management Procedure v0.7</i>, and the Programme advised these would be incorporated into the draft procedure.</p> <p>The Chair confirmed the Design Change Management Procedure and draft DA Terms of Reference (ToR) would return to the January 2023 meeting for approval, however the MHHS SI Assurance Team would commence mobilisation activities for the first DA, target to be held at the end of January 2023 (<b>ACTION DAG19-06</b>).</p> <p>DAG members were asked to submit any comments on the above documents ahead of the paper deadline for the next DAG meeting (<b>ACTION DAG19-07</b>). DAG members were also asked to consider the names which could be put forward for appointment to the DA constituency seats, subject to approval of the DA ToR and Design Change Management Procedure (<b>ACTION DAG19-08</b>). The Programme advised an updated version of the Design Change Management Procedure would be issued including changes arising from current comments submitted by DAG members (<b>ACTION DAG19-09</b>).</p>

<b>Next Steps</b>	<p>The Chair noted there had not been time to discuss several decision items, such as an update to the Consequential Change impact Assessment Group's (CCIAG) ToR, and these would be issued for review and decision by correspondence.</p> <p>One member requested an update on <i>ACTION DAG15-03</i> relating to the Programme confirming whether MRPS and EES are considered central systems. The member noted this action had been outstanding for some time and advised they intended to raise the matter to the PSG if a response was not provided immediately. The Chair advised information had been received from the PSG, via the Programme SRO, which may resolve this action but required review and consideration first. The Chair took an action to provide a resolution to <i>ACTION DAG15-03</i> as soon as possible (<b>ACTION DAG19-10</b>).</p>
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**Date of next DAG: 11 January 2023**

**Date of next CCIAG: 22 December 2022**