

MHHS Design Advisory Group Minutes & Actions

Meeting number **DAG0002**

Venue **Microsoft Teams**

Date and time **8 December 2021, 10:00-11:45**

Classification **Public**

Attendees:

Design Advisory Group Chair	Justin Andrews (JA)
Design Manager	Ian Smith (IS)
Design Market and Engagement Lead	Claire Silk (CS)
Large Supplier Representative	Craig Handford (CH)
DCC (Smart Meter Central System) Representative	Stuart Scott (SS)
Small Supplier Representative	Jo Bradbury (JB)
National Grid ESO	Keren Kelly (KK)
Ofgem	Anna Stacey (AS)
Ofgem	Danielle Walton (DW)
I & C Supplier Representative	Andrew Green (AG) (on behalf of Gareth Evans)
Medium Supplier Representative	Gurpal Singh (GS)
DNO Representative	Gemma Slaney (GSI)
Elexon (BSC Central Systems) Representative	Matt Hall (MH)
Supplier Agent Representative	Robert Langdon (RL)
Supplier Agent (Independent) Representative	Seth Chapman (SCha)
IDNO Representative	Morven Hunter (MH) (on behalf of Donna Townsend)
Design Engagement Administrator – Secretariat	Simon Chidwick (SC)
LDP Representative	Simon Harrison (SH)
Guest for Security Design Working Group Presentation:	
MHHS Information Security Architect	Kevan Gleeson (KG)
Apologies:	
I&C Supplier Representative	Gareth Evans (GE) (representative sent on his behalf)
Consumer Representative	Ed Rees (ER)
IDNO Representative	Donna Townsend (representative sent on her behalf)

1. Welcome and Introductions

JA advised ER had passed on his apologies.

2. Minutes Agreement and Actions Update

DES-01-04 – IS advised the Teams migration with the Lead Delivery Partner was occurring this weekend. SH advised that he foresaw the LDP portal being up and running by Xmas.

DES-01-08 – JA advised the scope for market participants for implementing the changes was end to end process including back office processes. This was following the faster switching model. This approach reduces the risk of industry testing phases being disrupted by participants making large code drops into integrated systems during that time period.

JA advised that RL's concern around the stakeholder heat-map for 'integrated Supplier Agent representation (i.e. Suppliers who will provide their own data services in house) had been added to the last set of minute. **Action DES-02-10 – SC** to circulate updated minutes.

3. Security Design Working Group Terms of Reference: Review and Agreement

DECISION DAG-DEC04: Security Design Working Group Terms of Reference: **Approved pending:**

Action DES-02-01 – KG to ensure the Terms of Reference are made clearer to show how the Security Design Working Group will interact and work together with the Technical Design Working Group.

It was agreed the Security Design Working Group could proceed awaiting this amendment to the Terms of Reference. It is proposed to hold a meeting before Xmas.

4. Design Principles and Agreement

The members of the DAG discussed the principles. DAG members highlighted a number of comments on wording and the nature of each principle. The DAG agreed that the following actions: - **Action DES-02-02- IS** to ensure that:

- a) they are presented at a higher level in themes and categorised;
- b) a status for each principle is adopted, so it is clear whether the principle is a draft one or has been formally adopted and agreed;
- c) separate out assumptions or requirements; and
- d) draft a governance approach for DAG approval and where they may be published.

Action DES-02-03 – SC to ensure the Design Principles are in the agenda to be reviewed in January 2022, and that they become a standing agenda item going forwards.

Action DES-02-04 – DAG members to ask their constituents for feedback on the draft design principles and to provide that feedback by COB 16/12/21.

Action DES-02-05 – RL to send note to IS regarding principle 002 – Legacy Systems Interaction - and the risks it may pose. **IS** will discuss with the Design Team.

5. Level 4 Working Group Progress Update

Concerns were discussed regarding the level of engagement amongst some constituencies. CS stated that the programme were looking to set up a number of targeted sessions for various constituent groups to help with the engagement on the design. **Action DES-02-06 – DAG** members to (i) feedback any actions that can be taken or any thoughts on how to ensure constituents are brought up to speed on the programme and (ii) any trade associations or smaller aspects of constituents that may not have the resource to dedicate to working groups but are still very interested in the design and progress of the MHHS programme.

SCha raised the concern that there was a lot of design work to complete and that there are only a three DAG's left until April to review and approve the large volume of artefacts. IAS recognised it is a very aggressive time frame. JA stated that DAG meetings would be held to meet the business needs so if extra meetings were needed these would be scheduled.

6. Actions/Next Steps

Action DES-02-07 – AS to pull together the Ofgem feedback that was provided to the letter from Energy UK and make available to DAG members (see action DES-01-09).

Action DES-02-08 – SC to send out placeholders for the DAG occurrences for February, March and April.

Action DES-02-09 – CS to send relevant information and documentation to GSI regarding the Smart Market Segment Sub Group.

RL queried what the situation would be if there was not agreement in DAG and it was left to Chair discretion to make the final decision. JA advised this would be reported up to PSG and if any member of DAG were dissatisfied with the decision they could raise it at PSG if they wished to.

GS asked how the concerns raised in the Energy UK letter would be addressed. IS/JA advised that there would be a Consequential Change Impact Assessment Group (reporting to DAG) that would be the forum for issues such as other consequential changes impacting the MHHS Programme.

Actions Summary

Action Ref	Action	Action Date A	Due Date
DES-02-01	KG to ensure the Security Design Working Group Terms of Reference provide clarity on how it will interact and work with the Technical Design Working Group.	09/12/21	12/01/22
DES-02-02	'Draft Design Principles' – IS to ensure that: <ul style="list-style-type: none"> a) they are presented at a higher level in themes and categorised; b) a status for each principle is adopted, so it is clear whether the principle is a draft one or has been formally adopted and agreed; c) separate out assumptions or requirements and d) draft a governance approach for DAG approval and where they may be published. 	09/12/21	12/01/22
DES-02-03	SC to ensure the Design Principles are in the agenda to be reviewed in January 2022, and that they become a standing agenda item going forwards.	09/12/21	12/01/22
DES-02-04	DAG members to ask their constituents for feedback on the draft design principles and provide that feedback.	09/12/21	16/12/21
DES-02-05	RL to send note to IS regarding principle 002 – Legacy Systems Interaction - and the risks it may pose. IS will discuss with the Design Team.	09/12/21	12/01/22
DES-02-06	DAG members to (i) feedback any actions that can be taken or any thoughts on how to ensure constituents are brought up to speed on the programme and (ii) any trade associations or smaller aspects of constituents that may not have the resource to dedicate to working groups but are still very interested in the design and progress of the MHHS programme.	09/12/21	12/01/22

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DES-02-08	SC to send out placeholders for the DAG occurrences for February, March and April.	09/12/21	12/01/22
DES-02-09	CS to send relevant information and documentation to GSI regarding the Smart Market Segment Sub Group	09/12/12	12/01/22
DES-02-10	SC to circulate updated DAG minutes with added comment from RL	09/12/21	12/01/22