

MHHS Design Advisory Group Minutes & Actions

Meeting number **DAG0003**

Venue **Microsoft Teams**

Date and time **12 January 2022, 10:00-12:00**

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)
Ofgem	Vlada Petuchaite (VP)
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 (MHu) (on behalf of Donna Townsend)
Design Engagement Administrator – Secretariat	Simon Chidwick (SC)
LDP Representatives	Simon Harrison (SH) Lewis Hall (LH) Miles Winter (MW)
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

SC advised ER had passed on his apologies.

AG advised he was from Waters Wye and not Total Gas and Power.

2. Minutes Agreement and Actions Update

JA advised that GSI provided feedback to the previous set of minutes and that these had been updated as a result and will be circulated with this set of minutes. **Action – DES-03-01 – SC** to circulate updated minutes from December's DAG.

DES-01-04 – IS advised to hold the action open until the Teams channel is fully live and access is granted.

DECISION DAG-DEC05: Following the completion of action DES-02-01 – the DAG fully **approved** the Security Design Working Group (as included in the Appendix to the DAG meeting 3 slides). DES-02-01 can be closed.

DES-02-03 can be closed as Design Principles are now a standing agenda item.

DES-02-04 and 05 can be closed as feedback was received from DAG members and discussed by the Design Team.

DES-02-06 – JA asked whether there was any further feedback DAG members would like to provide:

RL suggested that it would be useful for relevant representatives from the programme to join his constituent's drop-in sessions so they have an update of programme action for those interested. IS advised he was happy to join from a Design point of view and LH advised he was happy to engage the Lead Delivery Partner Programme Party Co-Ordinator to attend – **Action DES-03-02 – IS** to attend Supplier Agent constituents 'drop-in' session. **LH** to engage the Lead Delivery Partner Programme Party Co-Ordinator to potentially attend a future session.

GS and CH both raised their concern that representatives approving at BPRWG may be a different set of people than those at a lower or wider level. This risk is addressed by ensuring the BPRWG constituency representatives consult their various constituents.

GSI asked whether there would be a targeted DNO session occurring? IS confirmed that was the intention but Suppliers had occurred first due to the volume of issues and decisions that are specifically related to them, and any DNO session is likely to be a joint session with IDNO's.

JA advised DES-02-07, DES-02-08, DES-02-09 and DES-02-10 could all be closed (see DAG slides).

4. Review of Draft Design Principles and Agreement

IS advised that the slides address the specific feedback received from last month and there was still further work to do in bringing them to a higher level and grouping them together, there have also been some new principles that had been added since last month.

PRI-015 – 'Future Proofing' - CH asked whether any kind of cost/analysis benefit had been carried out to ascertain if this principle should be pursued. IS advised this principle was to ensure any Greenfield design did not restrict itself and that settlement periods could be parameterised and would be configurable. **Action DES-03-03 – IS** to ensure the 'Principle Title' is updated so as not to be specific to '15 minutes'.

SCha and CH advised they both have further concerns and clarifications that they will feed back. **Action DES-03-04 – SCha and CH** to provide their design principle feedback.

PRI-020 on Retrospective Appointments– **Action DES-03-05 – IS, CH and SCha** to discuss further for understanding and clarification of this principle.

Action DES-02-02 carries forward and is updated for **IS** to ensure they are circulated ahead of the next DAG in February.

See AOB below for DAG discussion on a proposed new design principle.

5. Level 4 Working Group Progress Update

CS advised she is currently confirming the on-boarding process for access to the MS Teams channel. It is hoped this will be up and running by the end of the week.

6. MHHS Design Roadmap

There was a challenge around the requirements being completed after the process maps for some of the working groups. IS advised that this would perhaps be a concern if the MHHS design was starting from scratch, but this is building on the requirements work of the CCDG and AWG. There is already considerable knowledge and foundation work done for these groups, so it should not be of concern that process maps and requirements are not necessarily travelling together.

GSI advised that on the MHHS Design Status Report it mentions DAG approval activity in June. **Action DES-03-06 – IS** to ensure accuracy of the Design Status Report.

Concerns were raised about how tight the April deadline would be and how much activity would be required to go through DAG particularly in March and April. JA advised extra DAG meetings may be required or the time of DAG meetings extended. **Action DES-03-07 – JA** to ensure placeholders are sent out for extra DAG meetings.

GS advised that there is a risk that Medium Suppliers may not have the resource and capacity to fully engage with the volume and frequency of activity likely to be required and that this has been raised in the Programme Steering Group, with the action to provide an alternative proposed plan (which he is developing for his constituents)). GS relayed that if the programme were to go ahead without Medium Supplier input and approval then it could not be considered baselined. CH and AG concurred with the points of resource availability and priority of other work areas for Suppliers.

JA stated that all parties needed to provide evidence to both the MHHS Programme and Ofgem on what they can do or what they can't resource up for MHHS, so that informed decisions could be made.

JA also canvassed opinion from the other DAG members. GSI noted that having the resource and capacity required would be very challenging, but was supportive of MHHS and that it had to be done 'right/rigorous'. MHU agreed with GSL that the timescales are challenging. RL advised that in terms of engagement his constituents are on-board but it was unclear whether that would be the same for the next phase of activity (design and build). SCha said his constituents were engaged and the people there in the design work groups. MH advised he had no major concerns yet but April/May could be difficult particularly as the market has not settled. SS agreed it could be challenging due to the volume of work that may be required. IS added that predicting the outcome of the sub group activity is not easy as the blockers that may occur out of them will not be known until they are discussed and so this could impact the timeline.

7. Any Other Business

There was a discussion about SEC-Modification-MP162 'SEC changes required to deliver MHHS' and a new design principle that RL wished to introduce 'on a level playing field' for all parties. This was in relation to the Target Response Time (TRT) for Suppliers and Meter Data Retrievers under MHHS. It was agreed a sub-group session should be held for this, specifically for Suppliers, Agents and DCC, but open to all DAG members. The intent would be to agree both the principle and any resultant design proposal or requirements needed. **Action DES-03-08 – JA** to ensure session is held to discuss SEC-Mod-MP162 and RL's design principle and circulate the principle wording, the modification context and considerations/proposal on any further MHHS design requirements.

Actions Summary

Action Ref	Action	Action Date A	Due Date
DES-01-04	IS to ensure DAG members are able to easily review Level 4 working groups and sub group output	17/11/21	09/02/22

Action Ref	Action	Action Date A	Due Date
DES-01-05	SC to ensure DAG TOR are reviewed in February 2022	17/11/21	09/02/22
DES-02-02	<p>'Draft Design Principles' – IS to ensure that:</p> <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. <p>12/01/22 – Action carried forward and IS to ensure the revised Draft Design Principles are circulated ahead of the next DAG in February.</p>	09/12/21	02/02/22
DES-03-01	SC to circulate updated minutes from December's DAG.	12/01/21	19/01/22
DES-03-02	IS to attend Supplier Agent constituents 'drop-in' session. LH to engage the Lead Delivery Partner Programme Party Co-Ordinator to potentially attend a future session.	12/01/21	09/02/22
DES-03-03	'Draft Design Principle' – PRI-15 – 'Future Proofing' - IS to ensure the 'Principle Title' is updated so as not to be specific to '15 minutes'.	12/01/21	09/02/22
DES-03-04	SCha and CH to provide their design principle feedback. 18/01/22: SCha and CH have both sent their feedback.	12/01/21	21/01/22
DES-03-05	'Draft Design Principle' – PRI-20 – 'Retrospective Appointments' - IS, CH and SCha to discuss further for understanding and clarification of this principle.	12/01/21	09/02/22
DEC-03-06	IS to ensure accuracy of the Design Status Report as currently it shows June DAG activity.	12/01/21	09/02/22
DEC-03-07	JA to ensure placeholders are sent out for extra DAG meetings.	12/01/21	09/02/22
DEC-03-08	JA to ensure session is held to discuss SEC-Mod-MP162 and RL's design principle and circulate the principle wording, the modification context and considerations/proposal on any further MHHS design requirements.	12/01/21	09/02/22