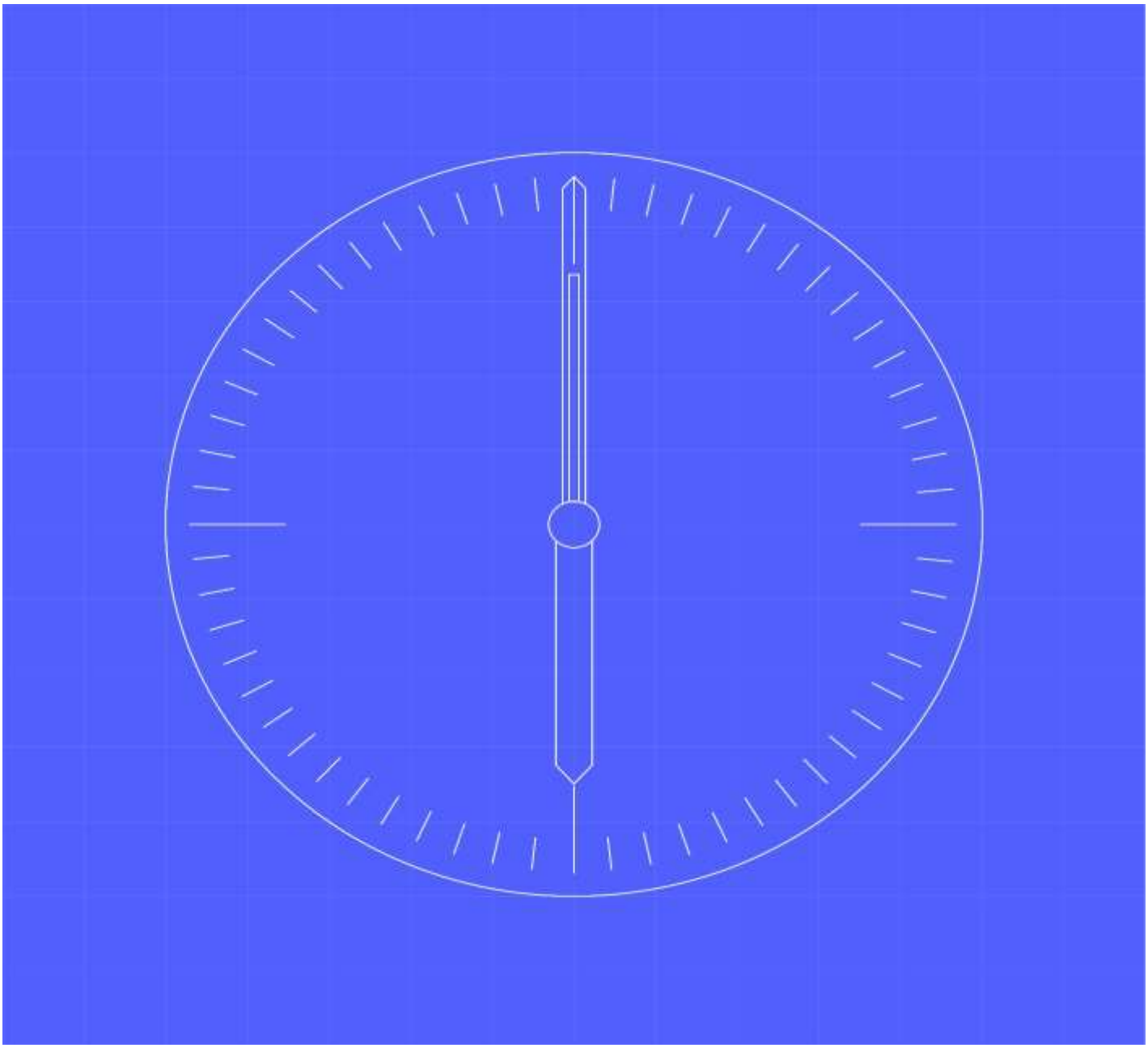
MHHS PROGRAMME
Industry-led, Elexon facilitated

[05] Migration Choreography



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1 Contents

1 Contents **2**
1.1 Change Record 3
1.2 References 3
1.3 Terminology 4
2 Introduction **6**
2.1 Purpose and Scope 6
2.2 Relationship to Other Migration Framework Components 6
2.3 Intended Audience 6
3 Migration Sprint Overview **7**
3.1 Sprint Cycles and Sprint Phases 7
3.2 Sprint Phases 7
3.3 Sprint Cycle Principles and Guidelines 9
3.4 Early Planning Phases (Pre-M11) 10
3.5 Sprint Cycle and Phases Candidate Timelines (Gantt View) 11
3.6 ILLUSTRATION ONLY - Sprint Cycle and Sprint Phase (Dates 12
4 The Migration Calendar **13**
4.1 Migration Working Days 13
4.2 Migration Non-Working Days 13
4.3 Excluded Days 13
4.4 Key Migration Events 13
5 Meetings and Ceremonies **15**

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1.1 Change Record

Date	Author	Version	Change Detail
13/06/2024	Migration Team	0.1	Draft for Industry Consultation
28/06/2024	Migration Team	0.2	Updated following Industry Consultation Comments
25/07/2024	Migration Team	1.0	Version uplifted following MCAG Interim Approval

1.2 References

Document	Publisher	Published	Additional Information
REF-01 MHHS-DEL2426-[01] Migration Framework Foundations v2.0	Migration Team	25/07/2024	Migration FW
REF-02 MHHS-DEL2427-[02] Migration Framework - Principles and Guidelines v2.0	Migration Team	25/07/2024	Migration FW
REF-03 MHHS-DEL2428-[03] Migration Capacity Calculations - Method Statements v2.0	Migration Team	25/07/2024	Migration FW
REF-04 MHHS-DEL2429-[03a] Migration Capacity Calculations – Parameters v2.0	Migration Team	25/07/2024	Migration FW
REF-05 MHHS-DEL2430-[04] Migration Requirements and Processes v2.0	Migration Team	25/07/2024	Migration FW
REF-06 MHHS-DEL2431-[04a] Migration Business Process Models v2.0	Migration Team	25/07/2024	Migration FW
REF-07 MHHS-DEL2762-[05] Migration Choreography v1.0	Migration Team	25/07/2024	Migration FW
REF-08 MHHS-DEL2763-[06] Migration Governance and Escalation Framework v1.0	Migration Team	25/07/2024	Migration FW
REF-09 MHHS-DEL2764-[07] Migration Data Requirements and Reports v1.0	Migration Team	25/07/2024	Migration FW
REF-10 MHHS-DEL961 – Migration Design Document v1.4	Migration Team	12/06/2024	
REF-11 MHHS-DEL953 – Data Assessment Report v1.0	Migration Team	21/02/2023	
REF-12 MHHS-DEL1128 – Migration, Cutover and Data Strategy v1.0	Migration Team	02/06/2023	
REF-13 MHHS-DEL1648 - Migration Thresholds Document v1.0	Migration Team	20/11/2023	
REF-14 MHHS-DEL813 – Overarching Test Data Approach and Plan v1.0	Testing Team	19/07/2023	
REF-15 MHHS-DEL1181 – Data Cleanse Plan v2.1	Migration Team	04/06/2024	
REF-16 MHHS-DEL1792 - M15 Acceptance Criteria v1.0	Migration Team	13/12/2023	

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1.3 Terminology

Term	Description
BAU Process	This refers to a process within the MHHS arrangements as set out within the MHHS Core Design.
BSC	Balancing and Settlement Code
Central Services / Systems	MHHS Programme term referring to the parties and systems that comprise the supporting infrastructure for MHHS business processes and services, namely the Elexon Central Services, Electricity Enquiry Service, Data Service Provider, Central Switching Service, Data Transfer Network, and the Data Integration Platform.
CoA	Change of Agent
CoS	Change of Supplier
CSS	Central Switching Service
Daily Planned Migration Threshold	This is an industry-wide limit on the maximum planned for number of migrations that can take place on a given day under normal circumstances (200,000).
Data Cleanse Plan	The approach and activities required to improve and populate data prior to Migration start.
DC	Data Collector
DIP	Data Integration Platform
DS	Data Service
DSP	Data Services Provider
ECS	Elexon Central Services
EES	Electricity Enquiry Service
Export MPAN	An MPAN that exports energy to the grid from a premises.
Forward Migration	The process through which MPANs will move from legacy arrangements to MHHS arrangements.
IDNO	Independent Distribution Network Operator
Import MPAN	An MPAN that imports energy from the grid to a premises
ISD	Industry Standing Data
LDSO	Licensed Distribution System Operator
LDSO Portfolio Thresholds	Limits set for each LDSO based on the size of their portfolio, ensuring balanced migration across different operators See MHHS-DEL1648 - Migration Thresholds Document v1.0
Legacy Arrangements	The existing arrangements set out under the BSC and REC. For the purposes of the Migration Design, this is primarily the REC Metering Services Schedule and the Balancing and Settlement Procedures related to Data Collection.
MCC	Migration Control Centre
MFW	Migration Framework
MHHS	Market-Wide Half-Hourly Settlement
MHHS Arrangements	The new MHHS arrangements as set out in the MHHS Core Design Artefacts.
Migration Design	The technical articulation of how MPANs will move from legacy to new MHHS arrangements. See MHHS-DEL961 – Migration Design Document v1.4
Migration Period	The period denoted by the Programme as occurring between the M11 and M15 milestones.
Migration Planning and Management Tool (MPMT)	Application to be developed for use by the MCC to manage the end to end migration process
MOP	Meter Operator
MPAN	Meter Point Administration Number
MPID	Market Participant Identifier
MS	Metering Service
MWG	Migration Working Group
NFR	Non-Functional Requirement
Primary MPAN	The MPAN, within a Related MPAN arrangement, for which a Switch is initiated, or a forward migration (via an IF-031) is initiated.

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Term	Description
Qualified Supplier	A Supplier MPID recognised in ISD as both having passed the relevant BSC qualification requirements; and declared that their service is operational within the MHHS arrangements.
Registration Service	The Registration Service is the LDSO service that holds Meter point standing data information about each MPAN within its Distribution Region. Data includes the BRP the processing and metering services appointed to the MPAN. It also includes information on the type of customer, the Measurement Class, Energisation Status and Line Loss Factor Class.
REC	Retail Energy Code
Reverse Migration	The process through which MPANs will move from MHHS arrangements to legacy arrangements.
Secondary MPAN	The MPAN, within a Related MPAN arrangement, for which a forward migration occurs when an IF-031 is received for a Primary MPAN.
Switch	The process by which a new Supplier Registration supersedes an existing Supplier Registration, managed by the CSS.
Upper Migration Threshold	This is an industry-wide limit on the maximum number of migrations that can take place on a given day under exceptional circumstances (300,000). See MHHS-DEL1648 - Migration Thresholds Document v1.0
Supplier Capacity Envelope (Envelope)	A daily profile covering the whole migration period detailing the maximum number of migrations for a given Supplier MPID in a LDSO that may be undertaken. This also includes the submission rules for a Supplier MPIDs deminimus category submissions.
Supplier Submission	A Supplier's forward view of planned migrations by MPID at LDSO level that falls within the Supplier Capacity Envelope provided and includes all MPANs within their portfolio within each LDSO area.

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2 Introduction

2.1 Purpose and Scope

The Migration Choreography document serves as a guide to the timing, sequence, and coordination of activities within the (MHHS) Migration.

It enables all stakeholders to understand their roles, responsibilities, and interdependencies within the migration process. It serves as a roadmap for the successful planning, execution, and monitoring of migration activities, while maintaining alignment with the overall Migration Framework.

The scope of this document includes:

- Definition of migration sprint phases and key activities
- Specification of sprint planning, execution, and retrospective processes
- Establishing anticipated timelines for migration activities

2.2 Relationship to Other Migration Framework Components

This document closely links to other components of the Migration Framework:

a. Monitor, Manage, and Control Processes:

This document provides the temporal dimension for the Monitor, Manage, and Control processes in REF-05 MHHS-DEL2430-[04] Migration Requirements and Processes.

b. Migration Governance:

This document specifies key activities that the processes and rules in the REF-08 MHHS-DEL2763-[06] Migration Governance and Escalation Framework will govern.

c. Migration Foundations and Principles:

This document builds upon the:

- REF-01 MHHS-DEL2426-[01] Migration Framework Foundations
- REF-02 MHHS-DEL2427-[02] Migration Framework - Principles and Guidelines

Which outlines the core principles, objectives, and success criteria for the migration program. Especially principles such as fairness, transparency, and efficiency.

2.3 Intended Audience

This document is for all stakeholders involved in the MHHS Migration Program, including but not limited to:

- Migration Control Centre (MCC) team
- Suppliers
- Licensed Distribution System Operators (LDSOs)
- Data Communications Company (DCC)
- Elexon Central Services
- Other relevant parties involved in the migration process

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3 Migration Sprint Overview

3.1 Sprint Cycles and Sprint Phases

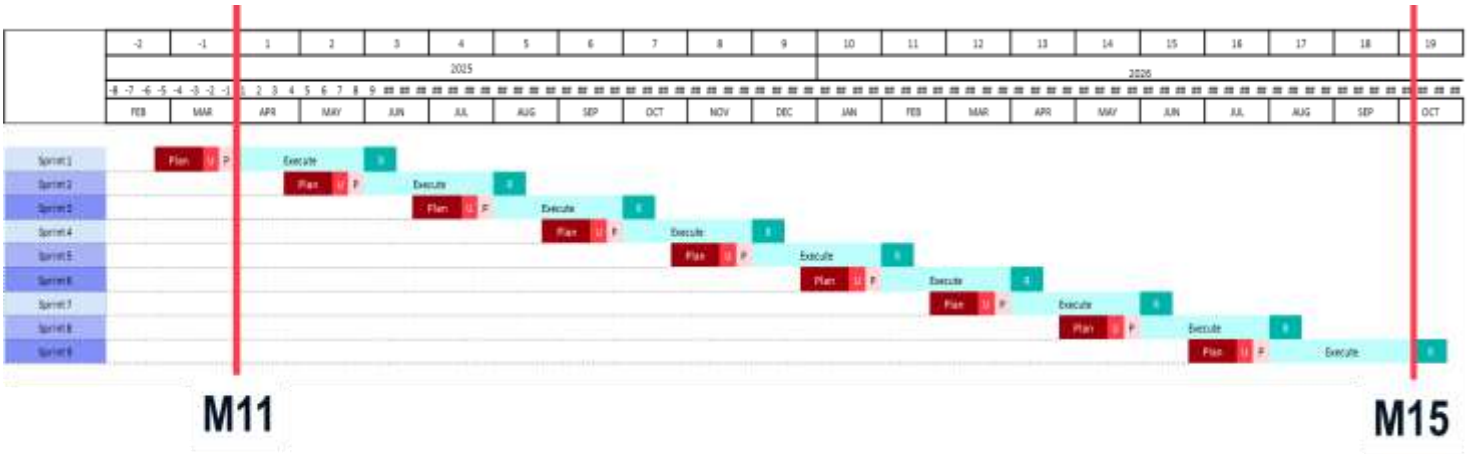
3.1.1 Sprint Cycles

Sprint Cycles divide the MHHS Migration Window into overlapping iterative timeframes.

Based on the current Programme plan, the initial plan is to include **9** Sprint Cycles, each with a 2-month **Sprint Execute** Phase.

However, to accommodate more dynamic migration plans and adapt to the evolving needs of participants later in the Migration Window as more Suppliers and Service Providers start their migration, the duration of the Sprint Execute Phase may shorten to one month.

An illustrative example of the Sprint Cycles and with Sprint Phases



3.2 Sprint Phases

Each Sprint Cycle is composed of the following phases:

Sprint Cycle

P	Envelope Create and Issue Supplier Plan refresh	• Create/Update and disseminate Suppliers Envelopes • Supplier process their Envelopes and submit refreshed Migration plans to MCC
U	UCA	• Unused Capacity Allocation (Requests. Allocations)
Pub	Publish	• Publish of the baselined Migration Schedule
E	Execute	• Undertake Migration of MPANs according to Schedule
R	Retro	• Retrospective review of the Sprint

3.2.1 Plan (P)

As principle and in agreement with the Migration Working Group the MCC will keep each Plan Phase as short as possible to ensure that participants are not adversely affected by overlapping mandatory Migration activities, and the MCC uses the latest available portfolio and outturn data to inform the creation/refresh of Suppliers Envelopes.

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As part of the sprint planning, the MCC will review the revised capacity envelopes and Migration Schedule (forward view) to account for any material changes to participant plans due to reasons such as SIT, Qualification progress etc.

All Suppliers must submit plans at weekly granularity for each LSDO MPID for which they have portfolios of MPANs up until the M15 Milestone.

Like the early planning phases, the weekly granularity plan submissions will provide an opportunity for participants to adjust their longer-term Migration Schedules should they require without the same degree of commitment associated with Daily Granularity Sprint Plans.

a. Capacity Envelope Creation

1) The Migration Control Centre (MCC) creates/updates Supplier Envelopes for each Supplier-LDSO MPID based on the available migration capacity and disseminates them along with the Supplier Migration Plan Submission templates.
2) The MCC then distributes the Supplier Envelopes along with the Supplier Migration Plan Submission templates to the respective Suppliers.

b. Supplier Plan Submission

1) Upon receiving the Supplier Envelopes, Suppliers assess their migration requirements and submit updated Migration Plans to the MCC.
2) These plans should specify the intended migration volumes for each Supplier-LDSO MPID.
3) Additionally, Suppliers are obligated to provide the MCC with an updated list of their Service Providers and a weekly forecast of anticipated Migration Volumes for each Service Provider.
4) This information enables the MCC, Service Providers, and Suppliers to identify and mitigate any potential risks caused by unexpected volume of MHHS Migration agent appointment messages.
5) Only Suppliers who are already migrating or are about to qualify in time for the next Sprint will need to submit plans at a daily level for the duration of the Sprint execution period.

3.2.2 Unused Capacity Allocation (U)

1) The MCC analyses the submitted Supplier plans to determine any unused migration capacity for the upcoming Sprint.
2) The MCC then generates an Unused Capacity report and shares it with eligible Suppliers.
3) Suppliers then have the opportunity to request additional capacity from the unused pool.
4) The MCC evaluates these requests and allocates the unused capacity to Suppliers based on predefined criteria and allocation rules. Future consultations will develop the details of this process.

3.2.3 Publish (Pub)

1) Concurrent with the distribution of the Unused Capacity reports, the MCC publishes an initial (Draft) version of the Migration Schedule. This initial schedule provides Suppliers with an early view of the planned migrations for the upcoming Sprint, and for those not planning to request unused capacity there should be no further change.
2) Suppliers who have successfully secured additional capacity from the unused pool receive an updated Migration Schedule reflecting their increased allocation.
3) The MCC then consolidates the Supplier migration plans and the allocated unused capacity into a final, baselined Migration Schedule.
4) All relevant stakeholders receive the published and baselined Migration Schedule.

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To safeguard commercially sensitive information, the MCC distributes aggregated versions of the Migration Schedule to participants where data protection is necessary.

3.2.4 Execute (E)

During the Execute phase, Suppliers proceed with migrating MPANs as per the baselined Migration Schedule. They are responsible for ensuring that their migration activities align with the agreed-upon volumes and timelines.

The MCC plays a key role in monitoring the progress of the migration throughout the Execute phase as follows:

- Tracking the status of each Supplier's migration activities and compare them against the baselined Migration Schedule.
- The MCC will collect and analyse migration outturn data in near real-time, in order to identify any deviations or potential issues promptly.

The MCC will seek to handle identified deviations promptly to ensure, as much as possible, that the overall migration remains on track.

- See REF-08 MHHS-DEL2763-[06] Migration Governance and Escalation Framework

In summary, this will require engagement with the affected Suppliers, assessing the impact of the deviations, and implementing corrective actions as necessary.

The MCC also provides ongoing support to Migration Participants, and specifically to Suppliers, during the Execute phase as follows:

- Act as a central point of contact for any migration-related queries, concerns, or requests for assistance.
- Work closely with Suppliers to resolve any challenges and facilitate a smooth migration process.
- Provide regular Migration Status and tracking reports. See REF-09 MHHS-DEL2764-[07] Migration Data Requirements and Reports

During the Execute phase, the MCC adheres to the 03 Manage Sprint Execution processes.

- See REF-05 MHHS-DEL2430-[04] Migration Requirements and Processes

By actively monitoring, managing, and controlling the migration during the Execute phase, the MCC aims to minimise disruptions, mitigate risks, and to protect the M15 Milestone.

3.2.5 Retrospective (R)

At the end of the sprint, the MCC facilitates a retrospective review session.

Participants discuss the sprint's successes, challenges, and lessons learned.

The MCC collects feedback and identifies areas for improvement in future sprints, and if required implement in a currently executing Sprint.

3.3 Sprint Cycle Principles and Guidelines

Consistency: Sprint Execution phases should consistently start and end on the same day of the week or week of each month to maintain predictability and alignment among participants.

Start Date (Day of the Week): Sprint execution phases will commence on the first Wednesday of each month (monthly or every other month) to ensure a standardized starting point.

Duration Flexibility: The programme will begin with 2-month sprint execution phases, with the option to shorten the duration to 1 month in later sprints to accommodate more dynamic migration plans.

Stakeholder Engagement: Regular stakeholder meetings are essential to facilitate effective communication, alignment, and issue resolution:

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3.3.1 Ceremonies and Meetings:

See section 5 Meetings and Ceremonies.

3.4 Early Planning Phases (Pre-M11)

All Suppliers must provide a view of Migration Volumes at a weekly level of granularity to assist in understanding Migration preferences before M11.

Before M11 there will be several iterations of the Migration Schedule and in accordance with the schedule discussed with the MWG and agreed with MCAG.N.B. The Migration Team acknowledges that early Supplier Plan Submissions, especially from Suppliers qualifying in later waves, are likely to be subject to change over the subsequent iterations.

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3.5 Sprint Cycle and Phases Candidate Timelines (Gantt View)

Following the principles outlined above, we have developed a candidate timeline to show the Working Days for each of the key phases and activities within a Sprint Cycle

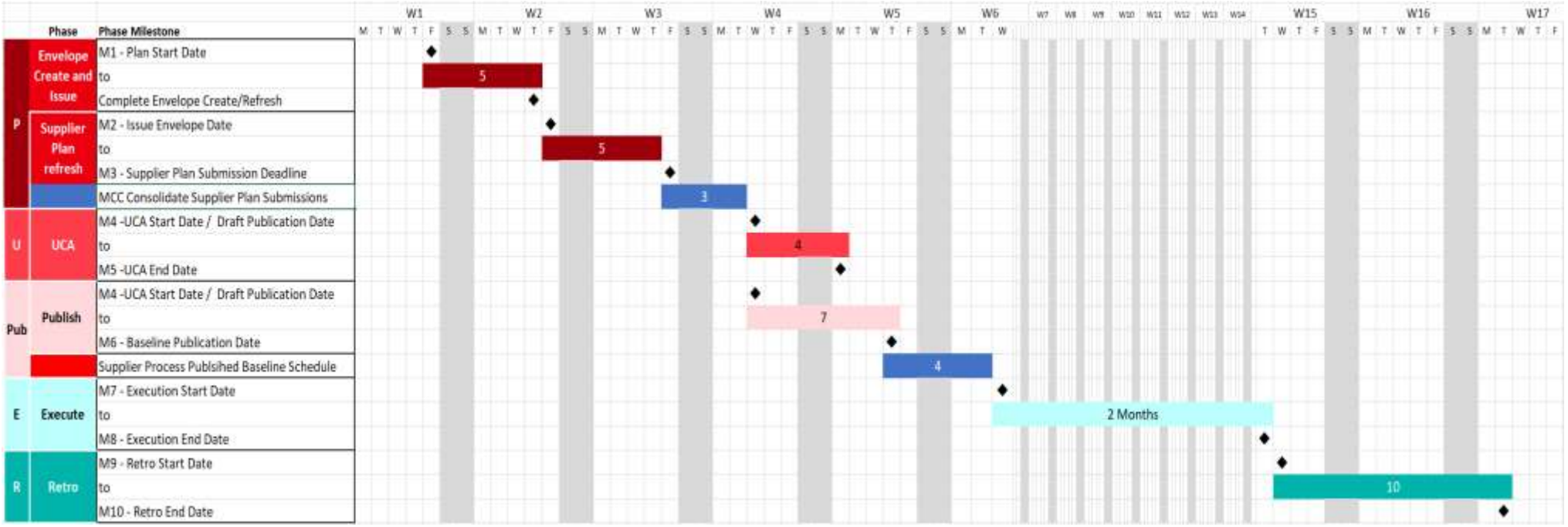

Figure 1- Example Gantt Timeline for Sprint Cycle and Sprint Phases

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3.6 ILLUSTRATION ONLY - Sprint Cycle and Sprint Phase (Dates)

Below, we present a list of example Sprint Cycles and Sprint Phases for the first 3 Sprint Cycles, with dates that reflect the principles and agreements from previous discussions and the consensus reached at Migration Working Groups.

Please note that this information serves illustrative purposes only. We will seek to establish the actual dates during future consultations and/or through Governance groups.

We plan to refine and finalise these dates before baselining the official Migration Sprint Schedule. At this stage, we are seeking your views on these dates in principle.

Sprint	YEAR	Plan Start Date	Issue Envelope Date	Supplier Plan Submission Deadline	Draft Publication Date / UCA Start Date /	UCA End Date	Baseline Publication Date	Execution Start Date	Execution End Date	Retro Start Date	Retro End Date
1	2025	Fri 28/02/25	**Fri 07/03/25**	Fri 16/03/2025	**Wed 19/03/25**	Mon 24/03/25	**Thu 27/03/25**	M11	**Tue 03/06/25**	Wed 04/06/25	Tue 17/06/25
2	2025	Fri 02/05/25	**Fri 09/05/25**	Fri 16/05/2025	**Wed 21/05/25**	Mon 26/05/25	**Thu 29/05/25**	Wed 04/06/25	**Tue 05/08/25**	Wed 06/08/25	Tue 19/08/25
3	2025	Fri 04/07/25	**Fri 11/07/25**	Fri 18/07/2025	**Wed 23/07/25**	Mon 28/07/25	**Thu 31/07/25**	Wed 06/08/25	**Tue 30/09/25**	Wed 01/10/25	Tue 14/10/25

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4 The Migration Calendar

The Migration Calendar serves as a single source of truth for all participants.

It outlines the migration working days, non-working days, and keys dates relevant to the operation of the Migration Control Centre (MCC) including submission deadlines.

4.1 Migration Working Days

Standard business days and operating hours define Migration Working Days, during which participants carry out migration activities.

The REF-13 MHHS-DEL1648 - Migration Thresholds Document v1.0, provides an outline of the Migration Processing hours.

The Migration Calendar explicitly identifies the typical working dates, which are usually Monday to Friday.

4.2 Migration Non-Working Days

The MCC will not schedule any MHHS MPAN Migration initiations on Migration Non-Working Days.

This includes weekends and public holidays.

The Migration Calendar will specify these non-working dates to ensure that all participants are aware.

Furthermore, the Supplier Envelopes and Submission Templates sent to Suppliers will clearly identify these days.

4.3 Excluded Days

Excluded Days designate specific dates within the Migration Calendar as non-migration days for various reasons, such as:

1) Price control events
2) Contract rounds
3) Change freezes (e.g., Christmas period)

These Excluded Days are explicitly identified in the Migration Calendar to inform participants of the periods when migration activities cannot be scheduled.

4.4 Key Migration Events

The Migration Calendar will also include important migration-related events and milestones, such as:

1) MCC Envelope Publish
2) Supplier Plan Submission Deadline
3) Supplier Plan Validation Window
4) MCC Draft Migration Schedule (without UCA) Publish
5) MCC UCA Report Publish
6) Supplier Request UCA Window
7) MCC Baseline Migration Schedule (with UCA) Publish
8) Sprint Execution Phase Start/End

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9) Sprint Execution Phase Weekly Stand-ups
10) Sprint Execution Phase Monthly Reviews
11) Retro Sprint Feedback Submission Deadline
12) Retro Issue Initial Sprint Findings Report
13) Retro Meeting
14) Migration Reports Availability/Schedule

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5 Meetings and Ceremonies

#	Meeting Title	Sprint Phase	Frequency/ Timing	Purpose	Description	Owner/ Facilitator	Expected Attendees	Additional Notes
M-01.01	Weekly Migration Readiness Meeting	Sprint Planning Phase	Weekly	To align and set up the Migration Operational and technical processes for the upcoming sprint.	These meetings are considered part of the Sprint Planning phase to ensure that all participants are prepared for the upcoming migration activities, and in particular Participants planning to start migration for the first time in the next Sprint Execution Phase.	MCC	• All PPs planned to be active in the next Migration Sprint Execution Phase for the first time. • Supporting Services • Service Activation	The meetings will focus on reviewing and finalising the operational and technical processes, ensuring readiness for the upcoming migration sprint to ensure smooth activation on Migration Start Date.
M-01.02	Migration Support Meetings	Sprint Planning Phase	Every two weeks As required during Migration Window	To provide early-dedicated migration support for new participants about to start migration, including regular Migration Surgery, FAQ sessions, and training.	The MCC will hold these meetings every two weeks throughout the Sprint Cycles to offer guidance, support, and training to new participants preparing for migration.	MCC or designated PPC	• All PPs planned to be active in the next Migration Sprint Execution Phase for the first time • All PPs requiring information/knowledge of Migration Framework or upskilling in MHHS Migration	These meetings may include webinars, training sessions, and FAQ sessions to address common concerns and provide necessary information relating to MCC and migration processes.
M-02.01	Weekly Migration Sprint Execution Phase Stand-up Meeting	Sprint Execution Phase	Weekly, during the Sprint Execution phase	To review the progress of the migration, identify blockers or issues, and discuss necessary actions to keep the migration on track.	These meetings serve as regular touch points for all active participants involved in the current Sprint Execution phase.	MCC	• All PPS actively involved in the current Sprint Execution phase.	The MCC will ensure that all participants have an opportunity to provide updates and raise concerns.
M-02.02	Monthly Migration Review Meeting	Sprint Execution Phase	Monthly, covering the current and upcoming Sprint Execution phases	To provide a higher-level overview of the migration progress, focusing on key milestones, achievements, and challenges.	In addition to the weekly stand-ups and involve all active participants in the current and upcoming Sprint Execution phases.	MCC	• All PPS actively involved in the current Sprint Execution phase and/or the next Sprint Execution phase.	The meetings will also review external dependencies and objectives.

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#	Meeting Title	Sprint Phase	Frequency/ Timing	Purpose	Description	Owner/ Facilitator	Expected Attendees	Additional Notes
M-02.03	Daily Stand-up Meeting (Industry Ramp-up)	Sprint Execution Phase	Daily, during the industry-wide ramp-up period	Closely monitor the migration progress and participant performance, identify critical issues or blockers, and ensure quick turnaround time for resolution during the industry-wide ramp-up period.	Daily stand-up meetings for all active participants for Industry-wide ramp-up.	Early Live Support	• All PPS actively involved in the industry-wide ramp-up period.	
M-02.04	Daily Stand-up Meeting (Supplier Ramp-up)	Sprint Execution Phase	Daily, during the Supplier ramp-up period	Closely monitor the migration progress and participant performance especially newly on-boarded suppliers, identify critical issues or blockers, and ensure quick turnaround time for resolution during the Supplier ramp-up period.	Daily stand-up meetings for key participants involved in onboarding and monitoring new Suppliers as includes tracking performance and service introduction SLAs.	MCC	• All PPS actively involved Supplier ramp-up period. • Including Supplier and directly related parties.	The meetings will also focus on operational configuration and central services dependencies.
M-02.05	Ad-hoc Meetings for Significant Deviations	Sprint Execution Phase	As needed, when significant deviations occur	To understand the reasons behind significant deviations from expected migration submissions or plans, assess the impact on the overall migration schedule, and determine necessary actions to mitigate risks.	The MCC will convene these ad-hoc meetings with relevant participants when significant deviations occur.	MCC	• Relevant participants involved in relation to the identified Migrationdeviation(s).	The meetings may also involve discussions on re-allocation of ceded capacity to ensure optimal utilization of available migration slots.
M-03.01	Retrospective Meeting	Sprint Retrospective Phase	Approximately 10 working days after the completion of each Sprint Execution phase	To reflect on the previous Migration Sprint Cycle's performance, discuss lessons learned, identify areas for improvement, and agree on actionable improvements for future sprints.	Brings together all active Migration participants.	MCC	• All PPS involved in the previously closed Sprint Execution Phase..	The MCC will facilitate the meeting, focusing on gathering feedback, analysing sprint execution data, and driving actionable improvements.

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