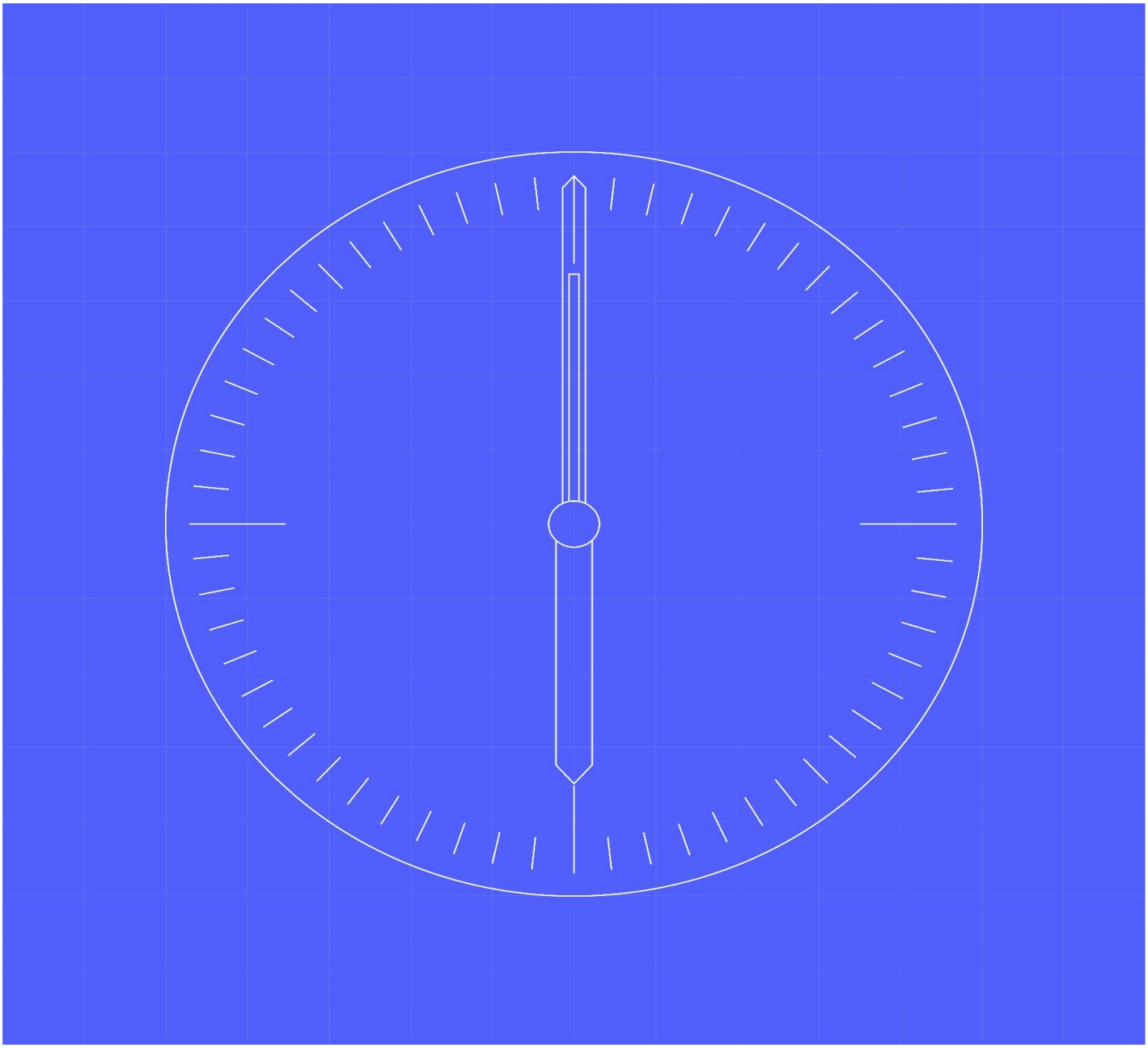
MHHS PROGRAMME
Industry-led, Elexon facilitated

[05] Migration Choreography



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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
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25/02/2025	Migration Team	3.0	Interim Approved by MCAG
14/03/2025	Migration Team	3.1	Draft for Consultation 4
11/04/2025	Migration Team	3.2	Updated following Industry Review
29/04/2025	Migration Team	4.0	Upversioned following MCAG Approval

1.2 References

Document	Publisher	Published	Additional Information
REF-01 MHHS-DEL2426-[01] Migration Framework Foundations v4.0	Migration Team	29/04/2025	Migration FW
REF-02 MHHS-DEL2427-[02] Migration Framework - Principles and Guidelines v4.0	Migration Team	29/04/2025	Migration FW
REF-03 MHHS-DEL2428-[03] Migration Capacity Calculations - Method Statements v4.0	Migration Team	29/04/2025	Migration FW
REF-04 MHHS-DEL2429-[03a] Calculations Monitoring and Control – Parameters v4.0	Migration Team	29/04/2025	Migration FW
REF-05 MHHS-DEL2430-[04] Migration Requirements and Processes v4.0	Migration Team	29/04/2025	Migration FW
REF-06 MHHS-DEL2431-[04a] Migration Business Process Models v4.0	Migration Team	29/04/2025	Migration FW
REF-07 MHHS-DEL2762-[05] Migration Choreography v4.0	Migration Team	29/04/2025	Migration FW
REF-08 MHHS-DEL2763-[06] Migration Governance and Escalation Framework v4.0	Migration Team	29/04/2025	Migration FW
REF-09 MHHS-DEL2764-[07] Migration Data Requirements and Reports v4.0	Migration Team	29/04/2025	Migration FW
REF-10 MHHS-DEL961 – Migration Design Document v1.5	Migration Team	26/03/2025	
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 v2.0	Migration Team	25/02/2025	
REF-14 MHHS-DEL813 – Overarching Test Data Approach and Plan v1.0	Testing Team	19/07/2023	
REF-15 MHHS-DEL1181 – Data Cleanse Plan v4.1	Migration Team	01/04/2025	
REF-16 MHHS-DEL1792 - M15 Acceptance Criteria v2.0	Migration Team	25/02/2025	
REF-17 MHHS-DEL3359 – Terminology and Glossary v4.0	Migration Team	11/04/2025 (Draft)	Migration FW

1.3 Terminology

Please see REF17 MHHS-DEL3359-Terminology and Glossary v4.0

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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; and
- Establishing anticipated timelines for migration activities.

This document, and supporting documents as listed in the References section, together with the migration timetable, form the MHHS Migration Plan that details the obligations, as defined in Section C12 of the Balancing and Settlement Code Section C, that defines the obligations on MHHS Market Participants relating to participation in the Migration of MHHS Metering Systems.

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 v4.0

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 v4.0 will govern.

c. Migration Foundations and Principles:

This document builds upon the:

- REF-01 MHHS-DEL2426-[01] Migration Framework Foundations v4.0
- REF-02 MHHS-DEL2427-[02] Migration Framework - Principles and Guidelines v4.0

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; and
- Other relevant parties involved in the migration process.

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3 Migration Sprint Overview

3.1 Sprint Cycles and Sprint Phases

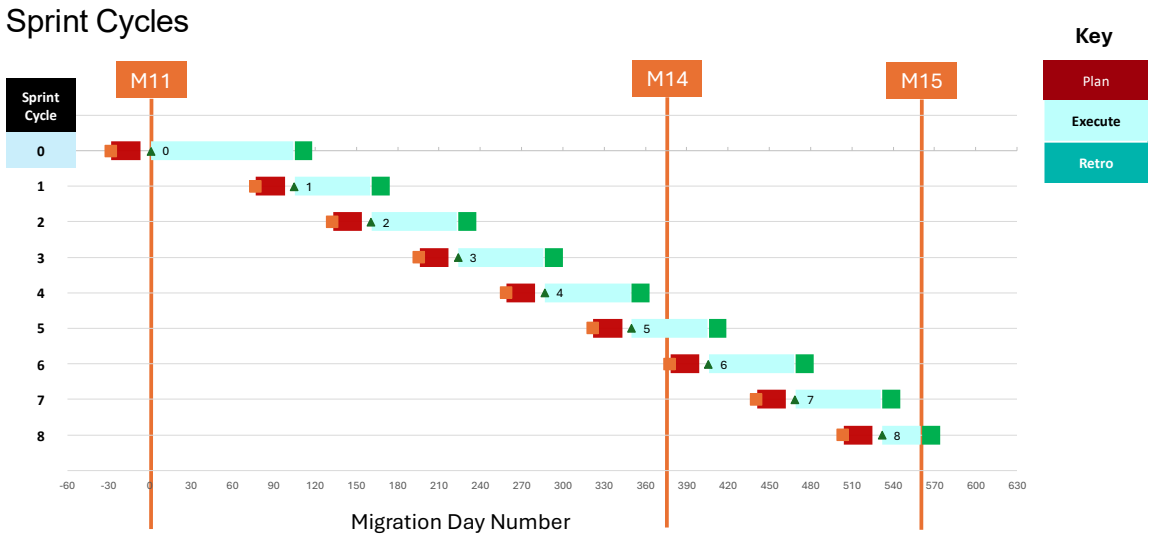
3.1.1 Sprint Cycles

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.

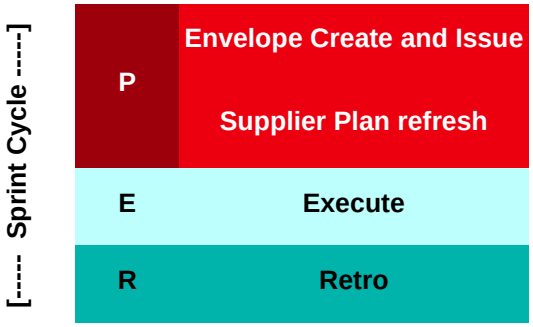
However, to accommodate more dynamic migration plans and adapt to the evolving needs of participants later in the Migration Window as more Suppliers and Service Providers start their migration, the duration of the Sprint Execute Phase may shorten to one month.

An illustrative example of the Sprint Cycles and with Sprint Phases



3.2 Sprint Cycle Phases

Each Sprint Cycle is composed of the following phases



- Create/Update and disseminate Suppliers Envelopes
- Supplier process their Envelopes and submit refreshed Migration plans to MCC
- Undertake Migration of MPANs according to Schedule
- 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 granularity for the impending Sprint execution period.

   If a Supplier has not provided a complete valid daily granularity migration plan for the impending Sprint to the MCC, they will not be permitted to undertake any Migrations until a valid daily granularity migration plan is in place.

3.2.2 Unused Capacity Allocation (U)

Unused Capacity Allocation will be an ad-hoc process to allow participants to request and make use of unused migration capacity during Sprint Execution periods.

- See REF-05 MHHS-DEL2431-[04a] Migration Business Process Models v4.0

3.2.3 Publish (Pub)

1) The MCC publishes the baselined Migration Schedule.

2) All relevant stakeholders receive the published and baselined Migration Schedule.

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.

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- 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 v4.0
- 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 v4.0

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

- See REF-05 MHHS-DEL2430-[04] Migration Requirements and Processes v4.0

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 Ad-Hoc Unused Capacity Allocation

Supplier actively migrating can request additional Capacity for Migration during Sprint Execution.

- See Section 9 in REF-05 MHHS-DEL2430-[04] Migration Requirements and Processes v4.0

3.2.6 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.

3.3.1 Ceremonies and Meetings:

See section 5 Meetings and Ceremonies.

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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

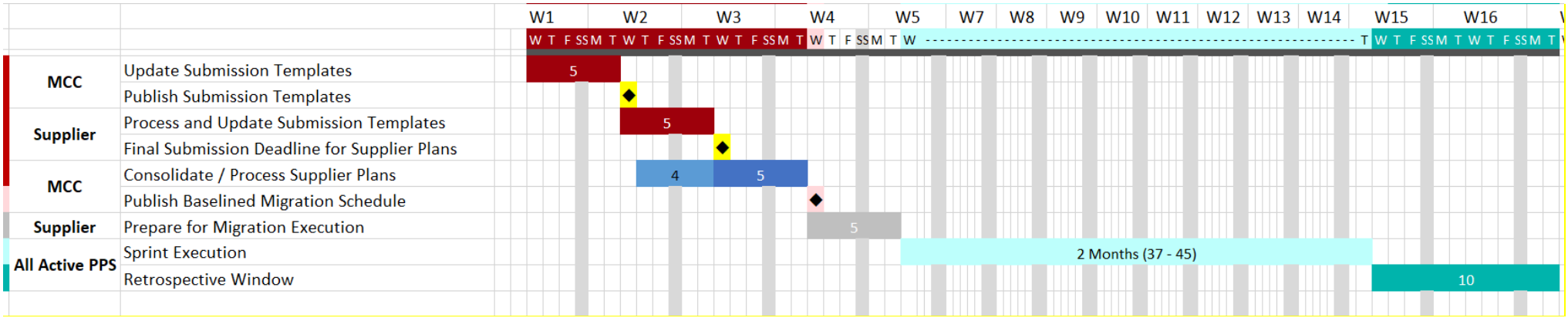

Figure 1- Example Gantt Timeline for Sprint Cycle and Sprint Phases

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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 Cycle	Plan Start Date	Issue Envelope Date	Supplier Plan Submission Deadline	Baseline Publication Date	Execution Start Date	Execution End Date	Retro Start Date	Retro End Date
0	Thu 25/09/25	**Thu 02/10/25**	Thu 09/10/2025	**Thu 16/10/25**	Thu 23/10/25	**Tue 03/02/26**	Wed 04/02/26	Tue 17/02/26
1	Wed 07/01/26	**Wed 14/01/26**	Wed 21/01/2026	**Wed 28/01/26**	Wed 04/02/26	**Tue 31/03/26**	Wed 01/04/26	Tue 14/04/26
2	Wed 04/03/26	**Wed 11/03/26**	Wed 18/03/2026	**Wed 25/03/26**	Wed 01/04/26	**Tue 02/06/26**	Wed 03/06/26	Tue 16/06/26
3	Wed 06/05/26	**Wed 13/05/26**	Wed 20/05/2026	**Wed 27/05/26**	Wed 03/06/26	**Tue 04/08/26**	Wed 05/08/26	Tue 18/08/26
4	Wed 08/07/26	**Wed 15/07/26**	Wed 22/07/2026	**Wed 29/07/26**	Wed 05/08/26	**Tue 06/10/26**	Wed 07/10/26	Tue 20/10/26
5	Wed 09/09/26	**Wed 16/09/26**	Wed 23/09/2026	**Wed 30/09/26**	Wed 07/10/26	**Tue 01/12/26**	Wed 02/12/26	Tue 15/12/26
6	Wed 04/11/26	**Wed 11/11/26**	Wed 18/11/2026	**Wed 25/11/26**	Wed 02/12/26	**Tue 02/02/27**	Wed 03/02/27	Tue 16/02/27
7	Wed 06/01/27	**Wed 13/01/27**	Wed 20/01/2027	**Wed 27/01/27**	Wed 03/02/27	**Tue 06/04/27**	Wed 07/04/27	Tue 20/04/27
8	Wed 10/03/27	**Wed 17/03/27**	Wed 24/03/2027	**Wed 31/03/27**	Wed 07/04/27	**Wed 05/05/27**	Thu 06/05/27	Wed 19/05/27

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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 v2.0 provides an outline of the Migration Processing hours.

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

From a migration perspective, Suppliers should submit their migration requests (If-031) exactly five working days ahead of the effective date, except where the Supplier is utilising the fast feedback arrangements.

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 is based on England and Wales public holidays, plus the 2nd January Scottish Bank Holiday.

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 Migration Schedule Publish

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5) MCC UCA Report Publish
6) Sprint Execution Phase Start/End
7) Sprint Execution Phase Weekly Stand-ups
8) Sprint Execution Phase Monthly Reviews
9) Retro Sprint Feedback Submission Deadline
10) Retro Issue Initial Sprint Findings Report
11) Retro Meeting
12) Migration Reports Availability/Schedule

5 Meetings and Ceremonies

This section outlines the key meetings and ceremonies, categorised by the Sprint phases of Planning, Execution, and Retrospective, detailing their purpose, frequency, ownership, and expected attendees.

NOTE: All PPs (Programme Participants) refers to all stakeholders actively involved in the MHHS Migration Programme, including:

- Suppliers
- Licensed Distribution System Operators (LDSOs)
- Service Providers (Agents)
- Central Services
- Registration Services
- Other relevant programme participants, as applicable to the specific meeting or migration activity.

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#	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 Migration deviation(s). • This may also take the form of a bilateral with impacted parties especially where there are sensitive topics to be discussed,	The meetings may also involve discussions on re-allocation of ceded capacity to ensure optimal utilization of available migration slots.
M-02.06	Ad-hoc Meetings for migration problem management	Sprint Execution Phase	As needed, when	To understand the reasons behind problems related to 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 Migration problem(s). • This may also take the form of a bilateral with impacted parties especially where there are sensitive topics to be discussed,	The meeting objectives will be to understand the nature of the problem(s) and formulate a plan to address with the affected party/parties. Can be initiated by MCC or party identifying problem(s).
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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