



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

MHHS Webinar: Qualification Assessment Document Submission

29 May 2024
MHHS-DEL2296



Please engage via Slido – we are here to take your questions.



We have dedicated 15 minutes to a Q&A at the end of the session to answer all questions through Slido. Any questions not answered in the webinar will be followed up in the FAQ document.



Please do not discuss topics outside the scope of this walkthrough.

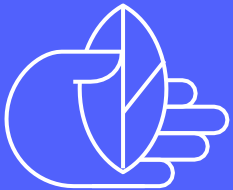


We want to work collaboratively to equip you with the guidance, support and information you need to complete your Qualification Assessment Document

This session is being recorded and will be published on the Collaboration Base and website for you to revisit and for those unable to attend.

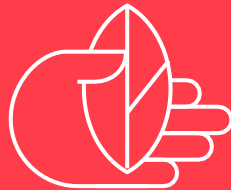
Introduction

George Player
5 minutes



QAD Walkthrough and Q&A

Daniel Rodgers & Matt Cogram
50 minutes



Close

George Player
5 minutes





Why are we holding this webinar?

- The Qualification Assessment Document (QAD) is the mechanism through which all Programme Participants will provide the evidence required by Code Bodies for MHHS Qualification.



Why is the Qualification Assessment Document important?

- Code Bodies expect Programme Participants to complete the QAD at an organisation level, covering all Market Roles they intend to operate within the new MHHS arrangements.
- To support the efficient review of evidence and to avoid unnecessary delay between the completion of Qualification Testing (QT) / MHHS Programme Systems Integration Testing (SIT) and MHHS Qualification being approved, evidence should be provided via an Initial QAD Submission and a Final QAD Submission.
- Code Bodies will then review this information and work with the Programme Participant to clarify and assure that the information provided meets Code Body requirements for MHHS Qualification.



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**Please ask questions throughout the webinar.
You can join at [Slido.com](https://www.slido.com)
#QAD**



QAD Consultation v1.1

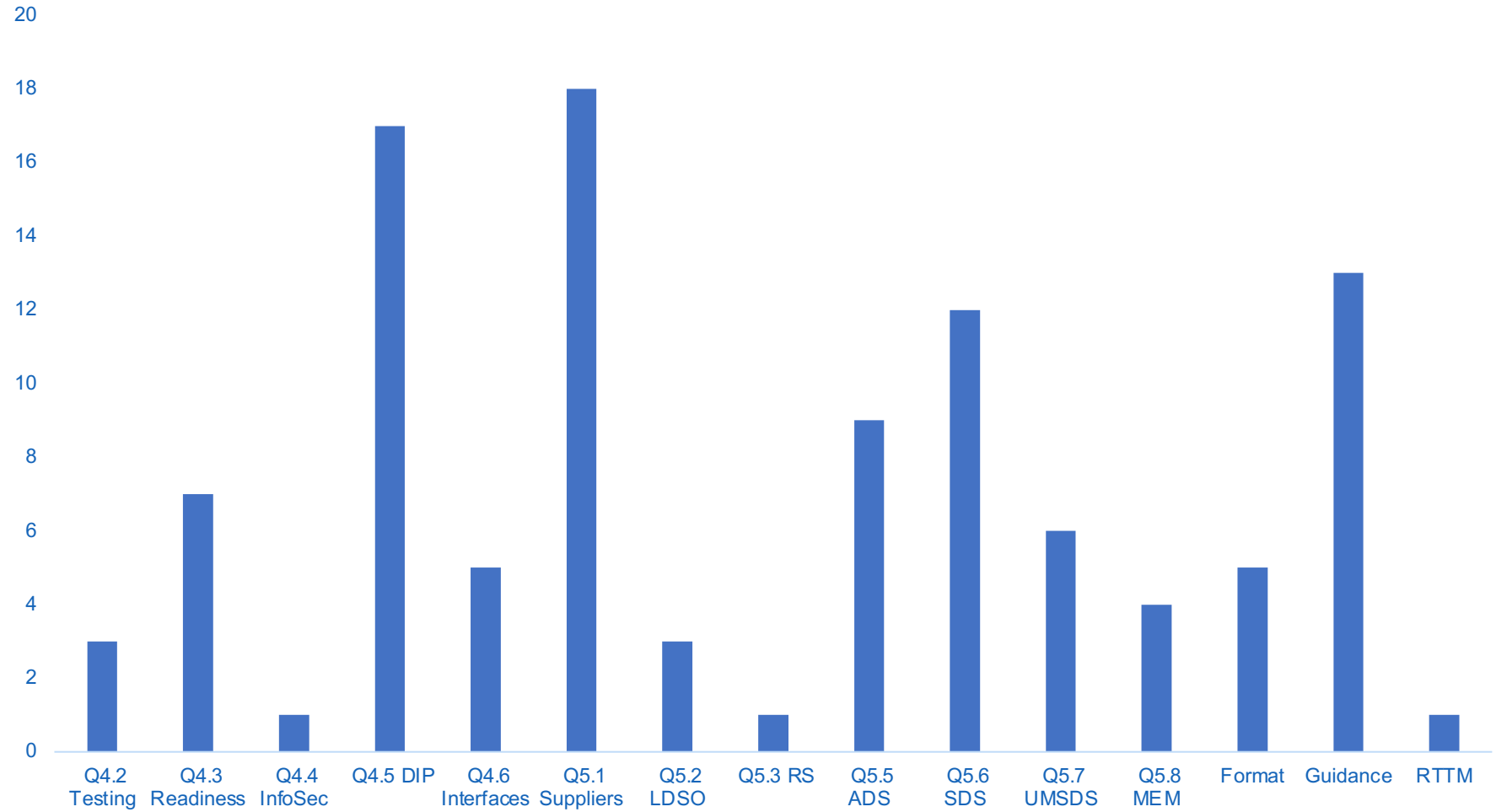
- QAD v1.1 was issued for consultation on 07 May 2024; the consultation window was open until 21 May 2024
- QAD v1.1 includes the addition of guidance to all Section 5 questions for all roles, as well as minor updates to capture non-functional and migration requirements
- All comments received during this consultation will be considered for the final QAD v2.0 which will be shared for consultation in July
- We will provide a response to all comments raised prior to the consultation for v2.0

QAD Consultation v1.1

QAD Consultation:

105 comments

14 organisations



QAD Consultation v1.1



Key Theme 1: Specificity

1. Specify any evidence required
2. Specify level of detail expected
3. Specify the code requirements



Key Theme 2: Guidance

1. Guidance on how QAD will be submitted
2. Initial vs Final QAD
3. Further guidance on expected response



Key Theme 3: Formatting

1. Provide a redlined v1.1
2. Provide a word document of v1.1
3. Align guidance to question



What is the QAD Portal?

- The QAD Portal will be a digitised platform.
- Applicants can answer questions and respond to review comments directly within the QAD Portal.
- Sections will be reviewed by BSC and/or REC, depending on the role.
- Programme Participants will only be able to view information relating to their organisation.
- Code Bodies will be hosting a Webinar on QAD Portal on 18th June.

4.1 Company Sign Off

To be completed in final submission of the QAD

Name of Programme Participant Organisation:

Except for the matters detailed below (delete if not applicable), having made appropriate enquiries of other directors and officials of the organisation, I confirm that:

- 1) The information and evidence provided in this Qualification Assessment Document is true and accurate and not misleading because of any omission or ambiguity or for any other reason.
- 2) The processes and controls noted within this Qualification Assessment Document are an accurate reflection for our arrangements for MHHS live operations, and I acknowledge that any further changes will be required to be disclosed to BSC and REC as detailed in 7.3.7 of the Qualification Approach and Plan.
- 3) The arrangements as documented are adequate and appropriate to deliver and operate our in-scope service(s) in-line with the BSC and REC obligations brought about by Marketwide Half-Hourly Settlement.

Please detail any exception(s) here:

Approved by

Print Name

Signature (Electronic)

Position

Date

Note: Signed by Authorising Director i.e. a registered Director of the company (verifiable with Companies House, or in the case of a non-UK company a person having an equivalent position)

4.2 Testing Declaration and Evidence Submission

Questions	Guidance Points	Participant Response
4.2.1. Please confirm if there have been any changes to the information provided in the Pre-Qualification Submission form, or Placing Reliance Proposal, if you submitted one.	<p>[Yes/No/Not Applicable]</p> <p>If yes, please provide an updated Pre-Qualification Submission or Placing Reliance form, highlighting the parts that have changed.</p> <p>If you were not required to submit a pre-qualification submission, then please select N/A.</p>	
4.2.2. Please confirm that for each MHHS requirement, you have successfully completed the relevant testing requirements in Pre-Integration Testing (PIT) to satisfy the BSC and/or REC Assessment Criteria, have provided PIT documentation including an approved MHHS-DEL1052 PIT Test Completion Report, and where applicable, agreed a work-off plan with the REC and BSC Code Managers for any outstanding defects.	<p>[Yes/No]</p> <p>If no, please detail which requirements you have not successfully completed testing for, and any mitigation or alternative evidence you have agreed with the relevant Code Bodies.</p> <p>If you have agreed a work-off plan, please provide an update here of the latest status of agreed actions.</p> <p>Your PIT Approach and Plan should have included your defect identification and resolution policy, release management policy, and regression testing policy; if it does not, please provide these separately.</p>	
4.2.3. Please confirm that all relevant process documentation, including Local Work Instructions (LWIs) for operatives have been updated for all business processes required to meet the BSC and REC MHHS assessment criteria.	<p>[Yes/No]</p> <p>If no, please detail expected timeframes to complete these updates; these should be completed by the final submission of the QAD.</p> <p>These updates should cover all of the relevant 'Business Processes' to your role(s) from Section 5 of the QAD.</p>	
<i>To be completed in final submission of the QAD</i>	[Yes/No]	
4.2.4. Please confirm that for each testable MHHS requirement, you (and/or your third party software provider) have successfully completed the relevant testing requirements in SIT or QT, and where applicable, agreed a work-off plan with the REC and BSC Code Managers for any outstanding defects.	<p>or alternative evidence you have agreed with the relevant Code Bodies.</p> <p>If you have an agreed work-off plan, please provide an update here of the latest status of agreed actions.</p>	

4.3 Operational Readiness

Questions	Guidance Points	Participant Response
4.3.1 Please provide details on your user readiness plan to ensure that operatives will be able to perform the updated processes during live operations.	This should include plans for additional training, guidance documentation, user testing, dress rehearsals, and post go-live monitoring. For the initial submission of the QAD you should outline timeframes for planning, creating, and executing these activities, and in the final submission of the QAD you should outline the latest status of these activities. You may wish to provide a written summary of these planned activities, and/or upload relevant support documentation outlining this.	
4.3.2 What adjustments, if any, are required in your organisation's resource needs to meet the changes brought about by MHHS, and how does your organisation intend to fulfil these requirements?	This response should include a resourcing plan, specifically highlighting areas in which you would like to onboard expertise. Please reference changes required for both the migration period and post-migration activities. For the initial submission of the QAD you should outline the expected timeframes for planning, creating, and executing a resourcing plan, and in the final submission of the QAD you should provide an update on the specific resourcing plan. You may wish to provide a written summary of these planned activities, and/or upload relevant support documentation outlining this.	
4.3.3. How will you ensure that the cutover to the changed processes does not cause disruption to prevent you from meeting your obligations as set out in the BSC and/or REC (as appropriate)?	If an issue does arise during the cutover when you begin migrating, how will you ensure that it does not produce a failure to meet the BSC and/or REC obligations? You should detail any rollback plans and how dual running of pre-MHHS and post-MHHS systems may relieve specific risks.	

4.4 Information Security and Data Protection

Questions	Guidance Points	Participants Response
4.4.1. How will you ensure that you have comprehensively identified and effectively assessed all information security and data protection risks associated with your in-scope services that were updated in line with the BSC and REC obligations brought about by MHHS?	Provide an impact assessment or risk register detailing security and data risk associated with the changes brought about by MHHS, including risk scoring, owners, applicable controls and mitigating actions. Where applicable, provide risk treatment plans detailing the response to any risk associated with MHHS requirements and code obligations.	

4.5 Data Integration Platform (DIP)

Prior to moving to the production environment, the DIP Manager will review the following section in adherence with DSD002 requirements.

*[Please note that Issue 101 'Ongoing Governance, Funding and Operation of the DIP' is currently being consulted on and this section will be updated as required to reflect the outcome of this consultation.]*¹

Questions	Participants Response
4.5.1. Do you comply with ISO 27000 series? <i>(note: or equivalent provision)</i>	
4.5.2. Provide evidence of process for retaining all audit logs of basic user activities (e.g., logon, logoff, failed attempts) and security events for all information systems and services that interact with the DIP, within legal constraints, for a minimum of 3 months of live data and 12 months archived	
4.5.3. Provide an overview of your process in place to retain any security events for all information systems that interact with the DIP.	

¹ <https://www.elexon.co.uk/documents/change/issues/101-150/issue-101-issue-consultation/>

4.6 Interface Management

Data Management Area	Questions	MHHS requirements	Participant Responses
4.6.1 Data Integration Platform (DIP)	<p>a) What controls and procedures do you have in place around Market Message management to ensure they are robust and appropriate to meet the BSC and REC obligations brought about by MHHS that are relevant to your role(s)? (e.g.</p> <ul style="list-style-type: none"> - Error resolution - Monitoring of missing or erroneous DIP interfaces - Data backups and recovery processes) - <p>This may include controls in systems directly to the DIP, or middleware such as the DIP adapter.</p> <p>You may wish to provide a written summary of these processes and controls, and/or upload relevant support documentation outlining these.</p>	<p>MHHS-BR-SU-122 MHHS-BR-SU-123.1 MHHS-BR-SU-123.2 MHHS-BR-SU-124 MHHS-BR-SU-126 MHHS-BR-SU-127 MHHS-BR-SU-128 MHHS-BR-SU-129 MHHS-BR-SU-140 MHHS-BR-LD-058 MHHS-BR-LD-059.1 MHHS-BR-LD-059.2 MHHS-BR-LD-062 MHHS-BR-LD-063 MHHS-BR-LD-064 MHHS-BR-MS-070 MHHS-BR-MS-072 MHHS-BR-MS-073 MHHS-BR-MS-074 MHHS-BR-MS-075 MHHS-BR-MS-083 MHHS-BR-MS-091 MHHS-BR-DS-138 MHHS-BR-DS-139.1 MHHS-BR-DS-139.2 MHHS-BR-DS-143.1 MHHS-BR-DS-144</p>	

<p>4.6.2 Data Transfer Network (DTN)</p>	<ul style="list-style-type: none"> a) How is your connection to the DTN maintained to send and receive flows? b) What systems do you use to send DTN flows and what automation steps do you have in place? c) What are your validation steps for DTN flows received via the DTN? d) How are details updated and maintained onto your system? e) How have you adapted your systems and processes regarding DTN flows to reflect the new MEM and Data Services Market Roles? f) How have you tested the DTN flows and to what extent? 	<p>MHHS-BR-SU-138 MHHS-BR-RS-143 MHHS-BR-MS-083 MHHS-BR-DS-149</p>	
<p>4.6.3 Industry Standing Data (ISD)</p>	<ul style="list-style-type: none"> a) What controls do you have in-place to ensure that ISD updates are captured within all relevant systems to support wider business processes? 	<p>MHHS-BR-SU-123 MHHS-BR-LD-059 MHHS-BR-MS-071 MHHS-BR-DS-139</p>	
<p>4.6.4 Electricity Enquiry Services (EES)</p>	<ul style="list-style-type: none"> a) Will you require access to the Electricity Enquiry Service to receive up-to-date Electricity Market information, and if so, do you already have the access you need via the GUI and/or API? Else, will you make an application for the access you need? 	<p>MHHS-BR-SU-139 MHHS-BR-DS-156 MHHS-BR-MS-090 MHHS-BR-DS-156</p>	

Process Area	Questions	Guidance Points	MHHS requirements	Participant Responses
5.1.1.2 Appointment with Change of Supplier In line with MHHSP-BP002, MHHSP-BP003	a) Excluding the functional elements tested in PIT/SIT/QT, what further changes have been made to your E2E business process? (e.g. to inputs, workflows, integrations, and downstream systems and processes; this may be nothing). In the case that changes have been made, how have you tested these updated E2E business process (e.g. E2E process changes tested in own UIT environment)	For Question 5.1.1.2 A - Your response should include the following: <ul style="list-style-type: none"> • A disclosure of changes to systems and processes which have not been tested as part of PIT/SIT/QT, as above. • Any instances where you have opted out of receiving DIP Publications, and how you will ensure you will receive this information. • How you will gain assurance that even with these additional changes, your wider end-to-end systems and processes will still enable you to operate in line with your BSC and REC Code Requirements, as above. • If there are no relevant additional changes to disclose for this business process, please write "N/A". 	MHHS-BR-SU-005 MHHS-BR-SU-006 MHHS-BR-SU-007 MHHS-BR-SU-008 MHHS-BR-SU-009 MHHS-BR-SU-010 MHHS-BR-SU-011 MHHS-BR-SU-012 MHHS-BR-SU-013 MHHS-BR-SU-014 MHHS-BR-SU-015 MHHS-BR-SU-016 MHHS-BR-SU-017 MHHS-BR-SU-059 MHHS-BR-SU-106 MHHS-BR-SU-107 MHHS-BR-SU-135 MHHS-BR-SU-136 MHHS-BR-SU-158 MHHS-BR-SU-159 MHHS-BR-SU-160	
	b) What controls do you have in place to verify that a Qualified Data Service and/or Metering Service is appointed for the relevant Market Segment from the Registration Effective From Date (EFD)?	For Question 5.1.1.2 B - Your response should include the following: <ul style="list-style-type: none"> • Method(s) to identify and appoint a Qualified Data Service and/or Metering Service to the relevant Market Segment, and ongoing monitoring controls to ensure the correct appointment is in place. 		

	<p>c) What controls will you put in place to manage Supplier Agent activities to ensure the end-to-end process is carried out within MHHS defined timescales. This includes:</p> <ul style="list-style-type: none"> a. Data Services activities e.g. sending Consumption data b. MEM activities e.g. sending MTDs 	<p>For Question 5.1.1.2 C - Your response should include the following:</p> <ul style="list-style-type: none"> • Controls to ensure Supplier Agent Activities are carried out in line with MHHS defined timescales and messages are processed within 60 minutes of receipt, outlined in the operational choreography. Controls may include ongoing monitoring processes and follow-up communication where activities are delayed. Please refer to both: <ul style="list-style-type: none"> ○ Data Service activities ○ MEM activities 		
	<p>d) How will you identify when you need to raise a dispute to switch meter reads given the amendments to the triggers for raising a dispute, the extension of the application to cover half hourly metering point?</p>	<p>For Question 5.1.1.2 D - Your response should include the following:</p> <ul style="list-style-type: none"> • Methods to identify raising a dispute to switch meter reads. 		
	<p>e) What controls do you have in place to ensure the end-to-end process is carried out within MHHS defined timescales as outlined in the Operational Choreography and baselined in the relevant codes?</p>	<p>For Question 5.1.1.2 E - Your response should include the following:</p> <ul style="list-style-type: none"> • Controls to ensure a dispute is identified, raised and resolved as early as possible. 		
	<p>f) How will you identify discrepancies between metering details received from SMRS with information from the Metering Service?</p>	<p>For Question 5.1.1.2 F - Your response should include the following:</p> <ul style="list-style-type: none"> • Processes to identify any discrepancies between metering details received from the SMRS, and information from the Metering Service, and how these 		

All questions asked today will be addressed in a comprehensive FAQ document following the webinar. This document will be made available to participants on the MHHS Website and Collaboration Base.