
Design Advisory Group (DAG) Terms of Reference (Level 3)

The DAG Terms of Reference (“ToR”) sets out the role, membership and mode of operation.

DAG Role

The DAG’s role is to oversee, review, consult and approve, the MHHS Programme development of the end-to-end business processes, system and data architecture that delivers the detailed system design that enables all programme participants to design, build and test their individual system and business changes.

DAG Objectives

- To be the primary decision-making authority for the system and solution design, unless above Ofgem thresholds.
- To oversee the Programme design outputs, review and validate the output contents against design principles, objectives and expectations, send the deliverables for consultation and approve the design artefacts.
- Ensure different programme participant perspectives are appropriately represented during decision making.
- Enable Design transparency for all impacted constituency groups and stakeholders.
- Delegate appropriate tasks and activities to Level 4 Working Groups.
- Receive escalations from lower level workgroups and reach consensus on decisions, so the Programme design work progresses to plan.
- Provide detailed advice to the SRO, PSG and other groups if required.

Membership

The DAG Membership is the SRO as Chair, technical expert representatives from each programme participant constituency and Ofgem as an observer.

- a) SRO - Chair
- b) SRO Design Manager
- c) Lead Delivery Partner (LDP) Programme/Design Manager
- d) Lead Delivery Partner (SI) System Integrator Manager
- e) Independent Programme Assurance (IPA) Manager
- f) Elexon Representative (as central systems provider)
- g) DCC Representative (as smart meter central system provider)
- h) RECCo Representative
- i) Any other provider of a central system required for MHHS implementation (e.g. communications provider)
- j) Large Supplier Representative
- k) Medium Supplier Representative
- l) Small Supplier Representative
- m) I&C Supplier Representative
- n) Supplier Agent Representative (Independent Supplier Agent)
- o) Supplier Agent Representative

- p) DNO Representative
- q) iDNO Representative
- r) National Grid ESO
- s) Consumer Representative
- t) Ofgem (Observer, to attend as appropriate)
- u) The PMO will attend to act as meeting secretariat.

Purpose and Duties of MHHS Design Advisory Group

DAG's purpose is to be the mechanism that oversees, reviews and approves end-to-end business processes, system and data architecture deliverables that produce the detailed system designs that enables all programme parties to design, build and test their individual system and business changes.

DAG is responsible for all design decisions and all requests that impact on design.

DAG is responsible for overseeing the development of the physical baseline which will provide the detail necessary for all parties to commence system design and build.

DAG Scope, Deliverables, Roles and Responsibilities

- DAG's scope is the development and management of all system and process Design Artefacts.
- The SRO (or someone delegated by the SRO from within the MHHS Implementation Manager function) will chair the meetings.
- The PMO will maintain and communicate up to date meeting documentation.
- The PMO will issue a headline report within one working day of the meeting, with full minutes, actions and decisions issued within five working days of the meeting.
- The PMO will maintain an up to date Programme plan, RAID log and actions log.
- The PMO will provide all meeting management services and deliver all regular and ad hoc meetings.
- DAG Members (or nominated alternatives) will attend every meeting.
- DAG Members will be fully meeting prepared before the meeting starts.
- DAG Members should be a mix of business, system, data, design, security and solution technical experts.

Decision-making

The DAG will make Level 3 decisions and Level 2 decisions when delegated from the PSG. (Level 1 decisions will be escalated to Ofgem by the SRO or IPA).

The DAG can delegate decisions to another Level 3 group or a lower level work group.

The DAG will ensure that any decisions are based on full transparency with programme participants and appropriate consultation. DAG decisions will be by consensus and if consensus cannot be reached the Chair will make an informed decision.

Where parties raise significant concerns with a DAG decision, the concern will be resolved by DAG or escalated to the PSG via a constituency representative.

Consultation will be carried out on an ongoing basis, with the DAG taking decisions based on information developed by Design Working Groups.

Where the DAG is presented with recommendations from Design Working Groups they will have the ability to:

- i) Accept the recommendation – the proposal/recommendations are aligned to the TOM, overall objectives and design principles.
 - ii) Reject the recommendation – the proposal/recommendations does not align to the TOM, programme and design principles or requires further work/clarity.
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- iii) Refer the recommendation for additional work or analysis.
- iv) Accept the recommendation, subject to additional work being completed.
- v) Refer to the PSG when the recommendation meets the threshold for Ofgem intervention or DAG cannot reach consensus.

It should be noted that the design principles should be adhered to wherever possible. However, this does not rule out instances where DAG may deviate from these, where sufficient justification exists to deliver the core elements of the design solution.

Decisions and outputs of the DAG will be published within five working days of the meeting.

Design Working Groups (Level 4)

The DAG will convene several End to End (E2E) Design Working Groups which will have responsibilities to develop specific aspects of the E2E design.

Design Working Groups will report to DAG who will agree and define the scope of each group on its creation. Work from the Design Working Groups will be subject to review by DAG.

The DAG will stand up E2E working groups as needed and will have the responsibility of approving a clear Terms of Reference and Deliverables for each group it establishes.

Groups will be convened at the appropriate point and may not be required to remain active throughout the Programme delivery.

The below groups are currently in place as Design Working Groups:

- a) Business Process & Requirements Working Group (BPRWG)
- b) Technical Design Working Group (TDWG)
- c) Security Design Working Group (SDWG)

The below groups are likely to be required as Design Working Groups. (This list is not exhaustive).

- d) Consequential Change Impact Assessment Group (CCIAG)
- e) Data Working Group (DWG)

The purpose, specific deliverables and membership of each group will be determined by the DAG when each Design Working Group is created.

All Design Working Groups will report their output to the DAG for approval. This will occur on an ongoing basis and may require engagement with wider industry.

Where a Design Working Group is unable to reach a consensus on a decision delegated to them by DAG the matter will be escalated to the DAG.

All Design Working Groups will be attended and chaired by the SRO or someone delegated by the SRO such as the MHHS Lead Delivery Partner. Meeting attendance should be open to all, unless otherwise determined.

Design Working Group members will be expected to actively contribute to the development and review of collateral required to achieve the deliverables, this is likely to include completing tasks and actions outside of the Design Working Group.
