
Settlement Timetable Expert Group (STEG) Terms of Reference (Level 4)

The STEG Terms of Reference ("ToR") sets out the role, membership and mode of operation.

1.1 STEG Role

The STEG is established as the 'closed' settlement timetable technical expert sub-group, under the Level 3 Migration and Cutover Advisory Group (MCAG). The STEG role is to enable the delivery and implementation of the new Settlement Timetable i.e. Final Reconciliation (RF) moves initially from 14 months to 7, then 4 months and the first financial settlement run (SF) changing from 15WD to 7WD. To STEG will utilise settlement and migration experts to:

1. Operate within the approved [Transition Design solution](#).
2. Maintain the Settlement Timetable project plan.
3. Develop and define the data and criteria that will be used to enable decision making of the Transition Design decision points.
4. Ongoing monitoring of settlement and migration data, (including related issues) to enable a recommendation of the implementation of the new Settlement Timetable.
5. Make Settlement Timetable recommendations, to deliver M16 (shortening the timetable to 4 months and first financial run from 15 WD to 7WD).

1.2 Purpose and Duties

The STEG's purpose is -

1. To consolidate understanding of the Transition Design approach.
2. Undertake the detailed analysis to identify the reporting data items, metrics for decision making success criteria which will be used to monitor and underpin Transition Design decision points.
3. Develop the appropriate decision choreography.

The STEG's duties will be -

1. Deliver against and maintain the Settlement Timetable project plan.
2. Agree the decision point data items and success criteria within the group and then with industry via consultations and MCAG approval.
3. Agree the decision choreography for the Settlement Timetable change decision points.
4. Ensure the ongoing monitoring of the settlement data and migration reporting against the success criteria
5. Make recommendations for output approval to MCAG following industry consultation.

1.3 Decision-Making

STEG will make decisions through consensus. Where consensus cannot be reached the STEG Chair will make the final decision. The STEG will then make recommendations to the MCAG for approval.

1.4 Membership

Membership of the Sub-group is limited to Settlement Timetable experts and at the discretion of the STEG Chair -

- Chaired by the SRO or an individual delegated by the SRO.
- MHHS Programme Subject Matter Experts (SMEs).
- Elexon Subject Matter Experts (SMEs).
- Industry Settlement Subject Matter Experts (SMEs).
- MHHS Programme Management Office (PMO)

1.5 Objective

STEG objectives are to -

1. Review the Transition Design approach.
2. Define and agree the data items, metrics and success criteria for the Settlement Timetable decision making.
3. Undertake industry engagement, review and feedback of data items, metrics and success criteria.
4. Recommend the data items, metrics and success criteria to MCAG for approval.
5. Ensure the ongoing operation and monitoring of the settlement data and migration reporting against the success criteria.
6. Deliver M16 through the recommendation via correct decision group(s) (TBC) to implement the new 4-month Settlement Timetable and first financial settlement run (SF) changing from 15WD to 7WD.

1.6 Scope, Deliverables, Roles and Responsibilities

STEG's scope is work related to the Settlement Timetable delivery.

STEG will -

1. Deliver the data items, metrics and success criteria to be used in the Settlement Timetable decision points,
2. Deliver M16 Settlement Timetable (reduction of settlement timescales from 14 months to 4 months and reduction of financial settlement run (SF) changing from 15WD to 7WD).

The role of the Programme is to facilitate the meetings, sub-group planning and settlement technical expertise to analysis and develop the relevant data items and to monitor and report against Migration delivery.

The role of Elexon is to provide settlement technical expertise and through access to Elexon systems, build related reporting and to then report against agreed data items in line with the STEG agreed approach.

The MHHS PMO Secretariat will provide all meeting management services.

STEG attendees will review relevant papers and actions prior to meetings and will attend meetings with relevant updates or discussion point.

STEG members will be expected to actively contribute to the development and review of collateral required to achieve the deliverables.

If required, the STEG will liaise with other relevant governance groups regarding any issues or updates.