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## Transition & Operational Readiness Working Group (TORWG) Terms of Reference (Level 4 Working Group)

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

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### 1.1 TORWG Role

The TORWG is established as a working group under the auspices of the MHHS Testing and Migration Advisory Group (TMAG).

The TORWG’s role is to:

- Act as a home for the discussion of all MHHS transition and operational readiness-related items going forwards.
- Facilitate discussion and strive for consensus on transition and operational readiness discussion items to inform the development of documents (e.g. MHHS Service Management Strategy, Cutover Plan etc.) that will shape and define key activities and milestones across the transition period.
- Escalate any major transition and operational readiness-related risks, issues and / or concerns to TMAG.

Note that it is not the role of the TORWG to:

- Discuss any migration-specific topics (e.g. migration planning, or Migration Control Centre (MCC) development). These discussions will be held in the Migration Working Group (MWG) instead.

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### 1.2 TORWG Objectives

The TORWG’s primary objective is to act as a home for the discussion of all MHHS transition and operational readiness-related items going forwards. Currently these topics do not have an obvious home within the existing MHHS governance structure.

Another objective for the TORWG is to facilitate discussion on transition and operational readiness-related items to inform the development of documents that will shape and define key activities and milestones across the transition period.

The definition of these activities and milestones will introduce certainty for Programme participants around the expected shape of the transition period and will also bring certainty around the expectations and obligations on Programme participants across the transition period.

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### 1.3 Decision-Making

The TORWG has no formal decision-making powers. Instead, the Programme will use TORWG meetings to strive to reach consensus on areas of discussion and final outputs will be reported up to the TMAG for approval.

This will occur on an ongoing basis and may require engagement with other Programme participants. Where the TORWG is unable to reach a consensus on a decision delegated to them by TMAG, the matter will be escalated to the TMAG.

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### 1.4 Membership

- MHHS Transition & Operational Readiness Lead (Chair);
- MHHS Transition & Operational Readiness Business Analysts;
- MHHS Programme Management Office (PMO);
- MHHS Programme Participants.

The TORWG meeting is open to all Programme participants. TORWG attendees should be industry subject matter experts or have expertise in the areas of transition and / or operational readiness.

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## 1.5 Member Roles and Responsibilities

- The MHHS Transition & Operational Readiness Lead will chair meetings.
- The MHHS PMO Secretariat will provide all meeting management services and deliver all regular and ad-hoc meetings.
- TORWG attendees will review relevant papers and actions prior to meetings and will attend meetings with relevant updates or discussion points.
- TORWG members will be expected to actively contribute to the development and review of collateral and this is likely to include completing tasks and actions outside of the TORWG meetings.