MHHS PROGRAMME
Industry-led, Elexon facilitated

MHHS Design Advisory Group Minutes & Actions

Meeting number	DAG0001	Venue	**Orange Room, Elexon, 350 Euston Rd, London NW1 3AW, & Microsoft Teams**
Date and time	**17 November 2021, 13:00-15:00**	Classification	**Public**

Attendees:

Design Advisory Group Chair	Justin Andrews (JA)
Design Manager	Ian Smith (IS)
Design Market and Engagement Lead	Claire Silk (CS)
Large Supplier Representative	Craig Hanford (CH)
DCC (Smart Meter Central System) Representative	Stuart Scott (SS)
Small Supplier Representative	Jo Bradbury (JB)
National Grid ESO	Keren Kelly (KK)
Ofgem	Anna Stacey (AS)
Ofgem	Danielle Watson (DW)
Consumer Representative	Ed Rees (ER)
Medium Supplier Representative	Gurpal Singh (GS)
DNO Representative	Jacqui Barton (JBa) (on behalf of Gemma Slaney)
Elexon (BSC Central Systems) Representative	Matt Hall (MH)
Supplier Agent Representative	Robert Langdon (RL)
Supplier Agent (Independent) Representative	Seth Chapman (SCha)
IDNO Representative	Donna Townsend (DT) – after 13:20.
Design Engagement Administrator – Secretariat	Simon Chidwick (SC)
Apologies:	
I&C Supplier Representative	Gareth Evans (GE)
DNO Representative	Gemma Slaney (GSl) (representative sent on her behalf)

1. Welcome and Introductions

JA advised GE had passed on his apologies for this first DAG meeting, but he had had not provided any comments on the slide pack and JA will debrief him following this meeting – **Action DES-01-01 – JA** to debrief GE.

2. Programme Governance and Design Objectives.

CH asked if there would be any flexibility to meeting arrangements – whether shorter meetings could be arranged to follow up on decisions rather than expecting a decision immediately in the regular meeting. JA advised the meetings

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would be based on business need regarding frequency and that it was important to have the monthly placeholders in diaries for a regular meeting.

RL requested clarification on, if there were a change that meant a three month delay to the programme, when would it be referred to Ofgem. JA/AS advised this related to any Level 1 programme milestones. In that circumstance the project would be referred to Ofgem as programme sponsor for approval.

CH wanted to know what suppliers could do to ensure they were able to comment and collaborate if they were unable to attend certain groups or meetings. IS advised the project was looking to open up various MS Teams channels where materials could be posted to be commented on. In the meantime all documentation would be circulated via e-mail. Additionally the programme's intention is to publish all relevant material on the website so it can reach all market participants.

DT asked what would happen in a situation where a solution is proposed to the DAG, but the DAG does not approve it? IS advised that if something is fundamentally wrong with that solution then that would go back to be worked on further. Another scenario is where there is optionality and agreement can't be reached at Level 4 group level and the decision has to be referred to DAG.

GS asked what the split of working groups was at Level 3? IS advised the Level 4 groups were subordinate to the DAG and he would confirm with Andrew Margan the up-to-date groups – **Action DES-01-02 – SC** to issue latest governance structure.

SS asked if there were any design principles, for example for process maps that the DAG could refer to that may assist them in steering the design in the right place and upholding it to the highest standards. **Action DES-01-03 – IS** to pull together key design principles and present at the next DAG.

CH asked what the decision making process was for DAG? IS advised it was by consensus and if consensus cannot be reached the Chair will make an informed decision. **Action DES-01-04 - IS** to ensure Level 4 working group and subgroup output can be easily available and reviewable.

3. Decisions

DECISION DAG-DEC01: Design Advisory Group Terms of Reference – **Approved**
CH asked that the DAG TOR be reviewed in the future, e.g. in 3 months' time. **Action DEC-01-05- SC** to ensure TOR are reviewed in February 2022.
DECISION DAG-DEC02: Business Process Requirements Working Group Terms of Reference – **Approved**
DECISION DAG-DEC03: Technical Design Working Group Terms of Reference – **Approved**

D Townsend requested to join the level 4 working groups - **Action DES-01-06- SC** to add D Townsend to level 4 working groups.

4. Next Steps

Next Meeting was agreed to be 8 December 2021 and the January DAG would be 12 January 2022. It was agreed the meetings should proceed with a mixture of face-to-face and audio so that participants have attendance options. There was also a desire for these meetings to take place in the morning starting at around 10 – 10:30 **Action DES-01-07– SC** to speak to MHHS PMO as they own the DAG invite. There was a suggestion that the working groups during the week commencing the 20th December may be lightly attended and it may be best not to proceed with this. IS advised the programme would be pragmatic about that week.

3. AOB

GS asked about the scope of 12 months for implementing these processes and whether that was industry facing or included back office processes as well and so was end to end. **Action DES-01-08 – JA** to confirm.
GS requested to see previous correspondence that had existed between Energy UK and the MHHS programme and the specific concerns that were expressed in that correspondence. **Action DES-01-09– JA** to speak to the rest of the programme to see if this correspondence can be obtained.
S Chapman advised he wasn't on the distribution list for DAG. **Action DES-01-10 – SC** to ensure S Chapman is added to the DAG distribution list.

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Actions Summary

Action Ref	Action	Action Date A	Due Date
DES01-01	JA to debrief Gareth Evans as Gareth was unable to attend the first meeting.	17/11/21	08/12/21
DES-01-02	SC to issue latest governance structure.	17/11/21	08/12/21
DES-01-03	IS to put together key design principles and present at the next DAG	17/11/21	08/12/21
DES-01-04	IS to ensure DAG members are able to easily review Level 4 working groups and sub group output	17/11/21	08/12/21
DES-01-05	SC to ensure DAG TOR are reviewed in February 2022	17/11/21	17/02/22
DES-01-06	SC to ensure DT is invited to level 4 working groups	17/11/21	19/11/21
DES-01-07	SC to speak to MHHS PMO as they own the DAG invite to ensure next meeting set ups are as agreed.	17/11/21	08/12/21
DES-01-08	JA to confirm whether the 12 months scope for implementing the changes was industry facing or end to end process including back office processes.	17/11/21	08/12/21
DES-01-09	JA to speak to all of MHHS programme to see if previous correspondence between Energy UK and the programme where specific concerns were raised can be obtained.	17/11/21	08/12/21
DES-01-10	SC to ensure SCha is added to the DAG distribution list	17/11/21	08/12/21

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