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## Testing Advisory Group (TAG) Terms of Reference (Level 3)

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

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### 1.1 TAG Role & Responsibilities

The TAG’s role is to:

- be responsible for overseeing the successful preparation for and execution of all testing which will provide the necessary incremental confidence for Migration and Go-Live
- be accountable for the delivery of Testing deliverables and milestones to time and quality
- be responsible for all delegated Testing decisions and all requests that impact on Testing
- approve delegated testing deliverables within the MHHS Programme
- establish Level 4 Working Groups where necessary to develop Testing deliverables, resolve Testing issues and mitigate Testing risks
- recommend approval to PSG for any PSG-level deliverables that TAG has a role in reviewing
- present proposals to the Change Board for any new deliverables, change to the content of deliverables, change to the timing of delivery of deliverables
- Impact assess any change that impacts Testing as received from the Change Board
- manage risks, issues and dependencies associated with Testing and escalate any that impact programme level accordingly to the MHHS Programme/PSG

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### 1.2 TAG Objectives

To be the primary decision making authority for delegated Testing deliverables and milestones, unless above Ofgem thresholds.

To oversee the Programme Testing deliverables and milestones, review and validate the deliverables against product descriptions and milestones against acceptance criteria, send the deliverables for consultation and approve the Testing deliverables and milestones.

Ensure different programme participant perspectives are appropriately represented during decision making.

Enable transparency of Testing developments and deliverables 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 Testing work progresses to plan.

Provide detailed Testing advice to the SRO, PSG and other groups if required.

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### 1.3 Membership

The TAG Membership is the SRO (or someone delegated by the SRO from within the MHHS Implementation Manager function) as Chair, technical expert testing constituency representatives from each programme participant and Ofgem as an observer –

- a) SRO - Chair
- b) SRO Test Manager
- c) Lead Delivery Partner (LDP) Testing Architect

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- d) Lead Delivery Partner (SI) System Integrator Manager
- e) Independent Programme Assurance (IPA) Representative
- f) Elexon Representative (as central systems provider)
- g) DCC Representative (as smart meter central system provider)
- h) Any other provider of a central system required for MHHS implementation (e.g. communications provider, potentially Electralink)
- i) Large Supplier Representative
- j) Medium Supplier Representative
- k) Small Supplier Representative
- l) I&C Supplier Representative
- m) Supplier Agent Representative
- n) DNO Representative
- o) iDNO Representative
- p) National Grid ESO
- q) Consumer Representative
- r) Ofgem (Observer, to attend as appropriate)
- s) The PMO will attend to act as meeting secretariat.

It may be that some parties do not feel as though they have a role in providing testing input (e.g. Consumer Representative) and in this case, the place will be open for future attendance if that position changes.

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#### 1.4 TAG Member Roles and Responsibilities

The SRO (or someone delegated by the SRO) will chair the meetings.

The PMO will maintain and communicate up to date meeting documentation.

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.

TAG Members (or nominated alternatives) will attend every meeting. TAG meetings are scheduled for every 3<sup>rd</sup> Wednesday of the month.

TAG Members will be fully meeting prepared before the meeting starts.

TAG Members should be testing technical experts, with experience of similar industry programme testing an advantage.

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#### 1.5 Decision Making

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

The TAG will ensure that any decisions are based on full transparency with programme participants and appropriate consultation.

TAG 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 TAG decision, the concern will be resolved by TAG or escalated to the PSG via a constituency representative.

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

Where the TAG is presented with recommendations from Testing Working Groups they will have the ability to:

- i) Accept the recommendation – the proposal/recommendations are aligned to the TOM, product descriptions, acceptance criteria and overall objectives.
- ii) Reject the recommendation – the proposal/recommendations does not align to the TOM, product descriptions, acceptance criteria and overall objectives or requires further work/clarity.
- 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

Decisions and outputs of the TAG will be published within 10 working days of the meeting.

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## 1.6 Testing Working Groups (Level 4)

The TAG is likely to convene a number of Testing Working Groups which will have responsibilities to develop specific aspects of the Testing strategy, approach, design and deliverables.

Testing Working Groups will report to TAG who will agree and define the purpose, scope, specific deliverables and membership of each group on its creation. Work from the Testing Working Groups will be subject to review and approval by TAG. This will occur on an ongoing basis and may require engagement with wider industry.

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

All Testing 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.

Testing 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 Testing Working Group.