



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

Programme Steering Group #4

02 February 2022

Version 1.0

MHHS-DEL155

Document Classification: Public

Agenda

1. Welcome

Chris Welby

5 mins

2. Minutes and Actions Review

Chris Welby

5 mins

3. Supplier mobilisation plans

Gurpal Singh, Graham Wood, Gareth Evans

35 mins

4. Programme Dashboards

Chris Harden, Keith Clark

20 mins

5. Governance Arrangement Proposals

Jason Brogden

20 mins

6. Next Steps

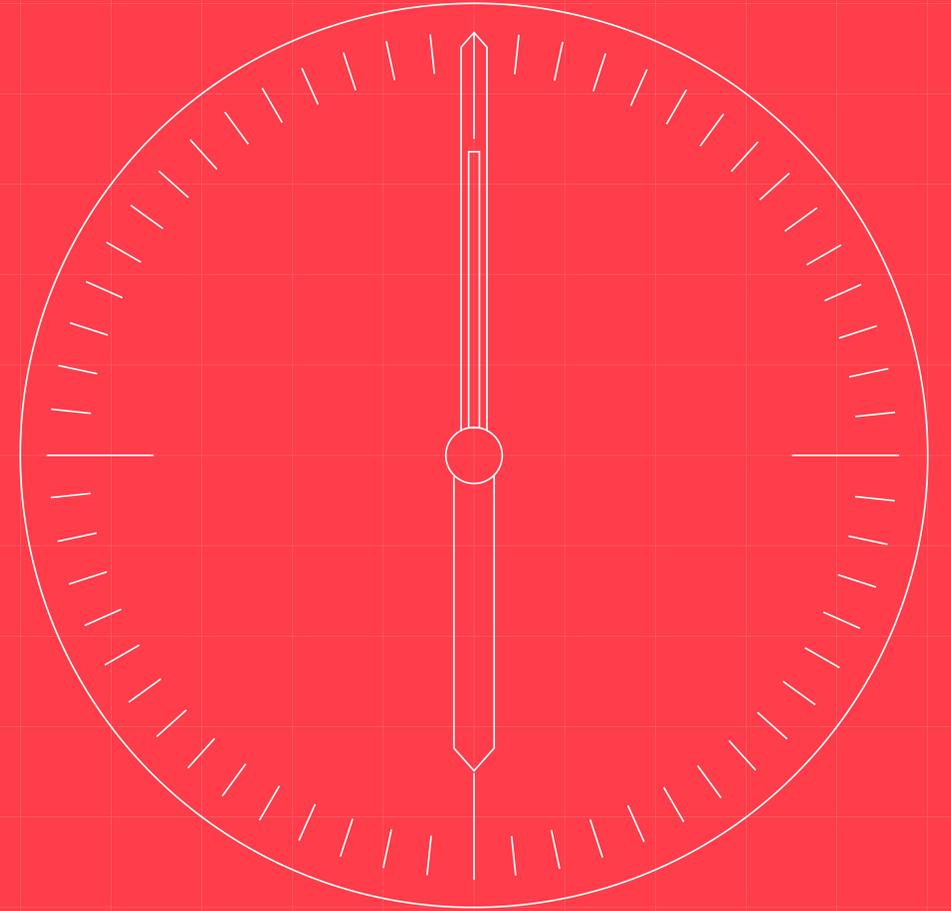
Chris Welby

5 mins

Minutes and Actions Review

Chris Welby

5 mins



Minutes and Actions Review

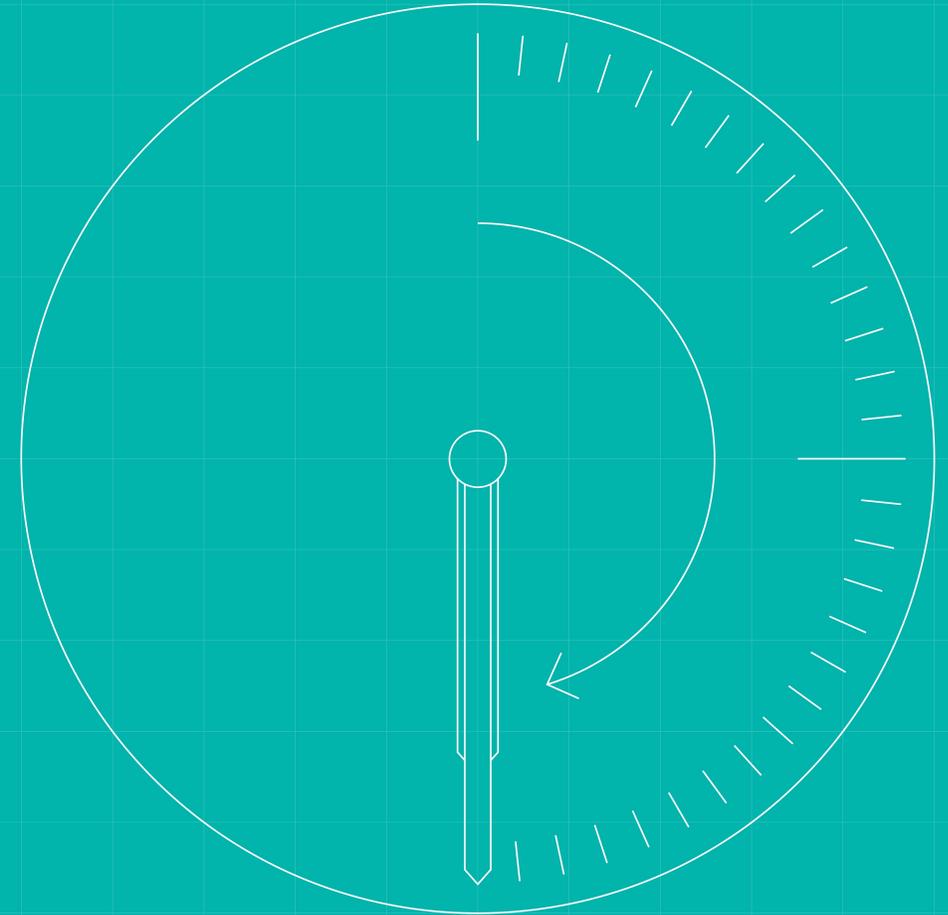
- Approval of Minutes from 19/01/22 ([PSG Meeting Minutes - 19 January 2022](#))
- Open Actions and Actions from PSG 19/01:

Ref	Date	Action	Owner	Due Date	Status
PSG02-03	15/12/2021	Programme to provide a more detailed understanding of the transition plan to programme participants.	Programme PMO	Qtr2 2022 (part of rebaselining exercise)	OPEN: Information to be provided as part of full mobilisation and the rebaselining activities. This remains open and will do so until the replan, currently scheduled for Q2 2022
PSG02-04	15/12/2021	PSG constituent representatives are requested to confirm the status of each of their constituency members programme status and in particular whether each participant is currently mobilised and resourced, or if not, when they intend to be so (and why they currently haven't been able to mobilise as per the baseline plan). If a significant proportion of the constituency participants haven't been able to mobilise, what is the constituencies proposal (including reasoning) for changes to the programme plan (specifically the M4 M3 & M5 milestone and the re-planning exercise). In order to have a meaningful conversation at the January PSG meeting on the 19th January, we would like written responses to be submitted to the SRO programme mailbox by Friday, 14th January at the latest.	PSG Constituency Reps	14/01/2022	OPEN: Agenda item for adhoc PSG meeting on 19 January 2022. Action discussed in detail at PSG 19/01. Action detail has been updated to reference M3 and M5 (as opposed to M4 and M5). Follow up required for Large and Medium Supplier Constituent Representatives to provide response to action for discussion at PSG 2nd February. Any content must be submitted to PMO by COP Tuesday 25th January to be included in meeting papers
PSG01-06	10/11/2021	The Programme Budget update to be added as a standard PSG agenda item from an appropriate point in time – TBD with PSG.	Programme SRO	30/01/2022	OPEN: to be in place for March PSG.
PSG03-01	20/01/2022	Ensure Testing Advisory Group nominations are available via MHHS website	Programme PMO	02/02/2022	COMPLETE: shared PSG constituents alongside meeting headline report
PSG03-02	20/01/2022	Programme session to be set up with Supplier Constituency Representatives (Large, Medium and I&C) w/c 24/01/22 to discuss Supplier mobilisation and wider programme plan.	Programme SRO	28/01/2022	OPEN: in progress
PSG03-03	20/01/2022	Share Ofgem baseline plan	Programme PMO	02/02/2022	COMPLETE: shared PSG constituents alongside meeting headline report
PSG03-04	20/01/2022	Consider the PSG communications approach going forward (e.g., pack issue to wider participants, use of WebEx)	Programme SRO	15/02/2022	OPEN: Meeting scheduled for 01/02/22 to progress

Supplier mobilisation plans

Gurpal Singh, Graham Wood, Gareth Evans

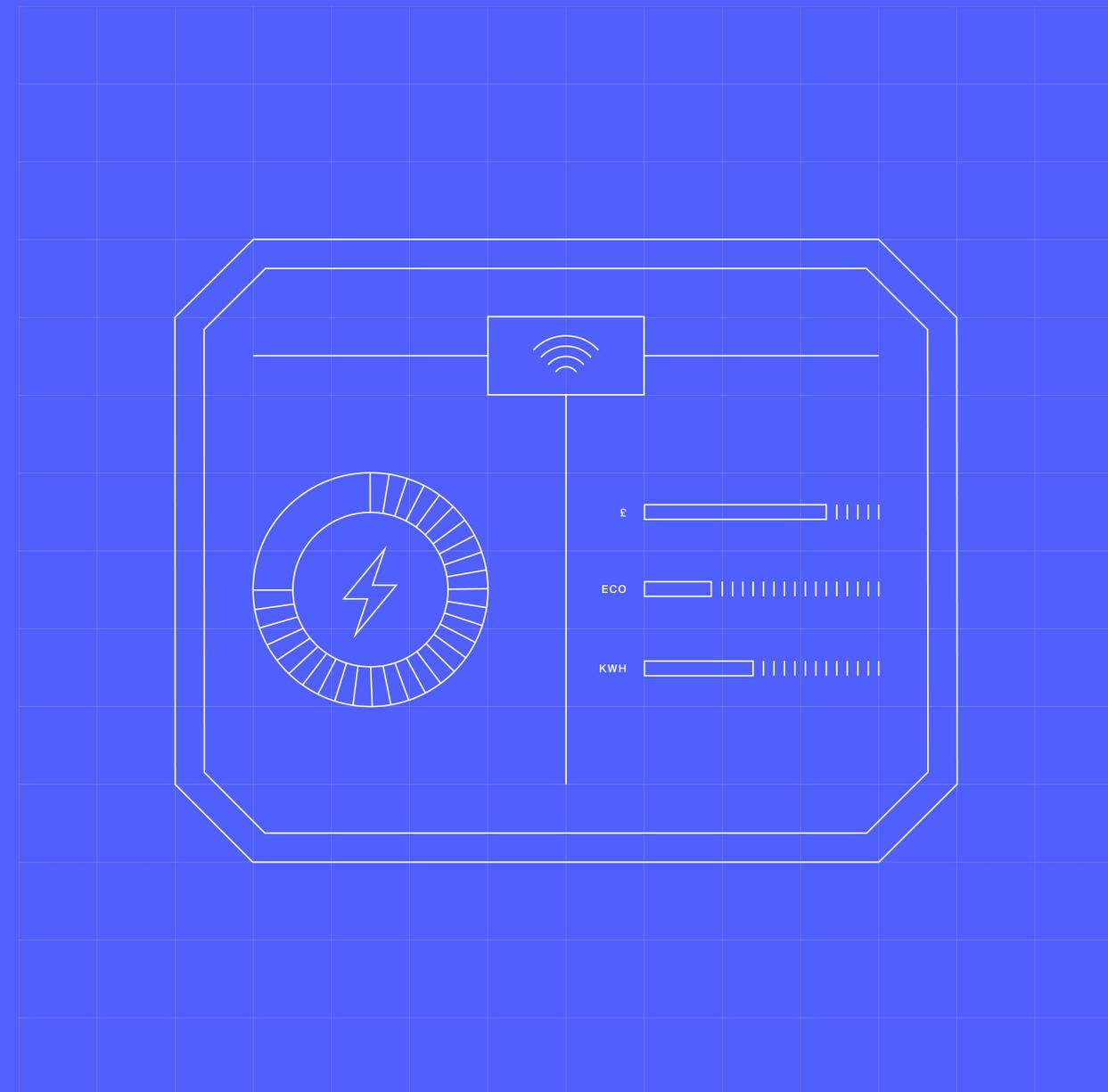
45 mins



Programme Dashboards

Chris Harden, Keith Clark

20 mins



MHHS Milestone Status to 2023

Milestones	RAG	Planned Date	Expected Date	Current status and issues	Actions to resolve
M1 Full Business Case Decision	Complete	Apr 21		<ul style="list-style-type: none"> Publication of the full business case, including the transition plan and decision on the TOM 	
M2 Architecture Working Group (AWG) Recommendation delivered	Complete	Jun 21		<ul style="list-style-type: none"> Recommendations providing guidance for the solution architecture required to enable the DWG's TOM 	
M3 Design, Build Start	Complete	Aug 21		<ul style="list-style-type: none"> DCC and Elexon mobilised and proceeding per plan 	
		May 22	May 22	<ul style="list-style-type: none"> DNOs are mobilised (including 3rd parties); iDNOs are mobilising and have raised no mobilisation issues 	
		May 22	tbc	<ul style="list-style-type: none"> Supplier constituencies' (all constituencies) programme mobilisation largely not started with the exception of the Medium Suppliers constituency which has begun early activities 	<ul style="list-style-type: none"> Supplier constituencies to provide alternative proposal for timetable to M5 + justification Programme team to meet with each Large Supplier
		May 22	May 22	<ul style="list-style-type: none"> Supplier Agents are mobilised and actively engaged in the programme's design meetings 	
SRO fully functioning		Oct 21	Jan 22	<ul style="list-style-type: none"> Knowledge sharing / transfer (with LDP) expected to be complete by 31-Jan-22 	
M4 LDP fully functioning		Jan 22	Jan 22	<ul style="list-style-type: none"> Mobilisation, onboarding and knowledge sharing / transfer (with SRO) expected to be complete by 31-Jan-22 	
IPA fully functioning		Jan 22	tbc	<ul style="list-style-type: none"> IPA supplier selected but mobilisation timescales unknown. Not likely to be fully in place and mobilised by 31-Jan-22 (awaiting Ofgem further information) 	<ul style="list-style-type: none"> Ofgem to support the IPA's earliest start to their programme participation
M5 Physical baseline delivered		Apr 22	Apr 22	<ul style="list-style-type: none"> May be some delay due to volume of work required to finish the design. Timeline may extend further due to lack of involvement of some key participants in Design workshops – which would risk later significant changes 	<ul style="list-style-type: none"> Programme Participants to ensure they are fully represented in Design workshops
M5+ Industry Re-plan		Jul 22	Jul 22	<ul style="list-style-type: none"> New milestone denoting the completion of activity PM2. Expected to be approx. 3 months after M5 completion. Requires industry involvement in creating and baselining new programme plan following design completion 	
M9 System Integration Testing Start		Aug 23	tbc	<ul style="list-style-type: none"> Date to be determined subject to decision on M5+ 	
M6 Code change and detailed design recommendations delivered		Apr 22	tbc	<ul style="list-style-type: none"> Milestone to be adjusted to reflect design-led approach such that code changes can be made at a later date, renaming to "Initial Code Changes Drafted". This decouples dependency with M5 and will require M8 revision. New date to be determined via CCAG and then approved by Ofgem if > 3 months delay 	
M7 Smart Meters Act powers enabled		May 22	tbc	<ul style="list-style-type: none"> Date to be confirmed by Ofgem 	
M8 Code changes delivered		Nov 22	tbc	<ul style="list-style-type: none"> Dependent on M6. New date and plan to be determined by CCAG members 	

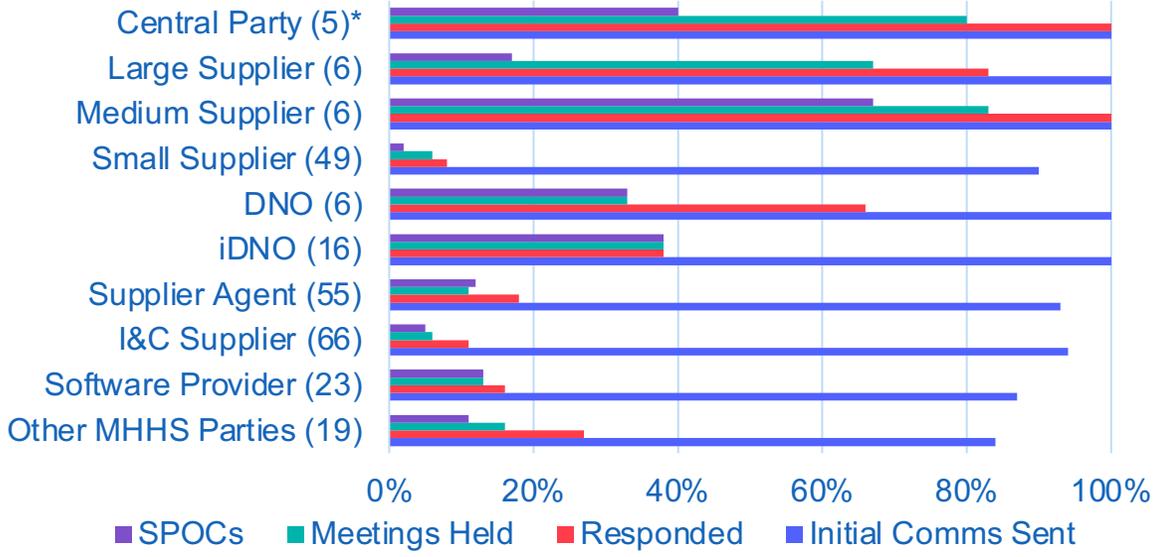
	On track		Not on track, at high risk
	At risk		To be determined

 <p>252 PPs in total 237 PPs with contacts (94%)</p>	 <p>514 Emails sent 187 Responses (36%)</p>	 <p>55 Intros organised (20 % of total) 54 Intros held (20%)</p>	 <p>All Large Supplier and Central Party Intros have now been scheduled</p>	 <p>31 SPoCs received (11%) 18 SPoCs are different contacts (7%)</p>
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Please note that the totals are cumulative.

Key Themes

Engagement by Constituency



- Our highest engaging constituency is Medium Suppliers, for which 100% have responded and 100% have had introductory sessions.
- We are currently unable to engage with 100% of Central Parties as the final Central Party (DIP) is yet to be procured.

	<p>Suppliers are concerned with Design workstream progress, due to their Subject Matter Experts being already engaged with Faster Switching, with very limited capacity for MHHS at present.</p>
	<p>Several Participants have requested that Working Groups become more targeted, so they can prioritise their attendance. Circulation of key discussion topics and documentation in advance of the next few meetings is desired to allow for sufficient time to review internally.</p>
	<p>The majority of Large suppliers have indicated their preference for a delay or a pause to the MHHS Programme – with a clear preference for post Faster Switching Launch in July.</p>
	<p>Participants are slow to appoint their SPOCs as they are preoccupied with Faster Switching and are awaiting clarity on the structure of the programme before appointing appropriate people.</p>
	<p>A number of organisations have requested a clear glossary of terms, which is under development, and signposting of where key documents are on the Portal.</p>

JANUARY

Design Completeness

Total Artefacts: 81
Working Group progress: 26 ready
Working Group forecast: 15 in Feb
DAG approved to date: 0
DAG forecast: 13 in Feb
DAG approval outstanding: 81

Assurance

Loaded into tool: 0/81
Assessed vs Standards: 0
Design Gaps: 0
Open Assurance Risks: 5 (5 new)
Design CRs raised: 0
Design CRs agreed: 0/0

Engagement – Meetings

Meetings in past month: 9
Average attendees: 30
Representative mix:
Suppliers: 18% Agents: 29%
Networks: 13% Others: 39%
Additional Supplier specific sessions in past month: 2 Attendees: 37

Industry Change

New Impacting Modifications: 1 SEC
Open Modifications Monitored: 1
Mods creating MHHS CR:
MHHS Code Changes to raise: 7/7
MHHS Code Changes completed: 0/7

Design Issues

New issues in past month: 1
Issues closed: 23
Open issues: 65
Aged issues (over 3 months): 22

Engagement – Portal

Visits to Design content: TBC
Comments raised: TBC
Comments resolved: TBC
Comments outstanding: TBC
Parties not engaged this month: TBC

Design Artefact Status and Forecast

	Current Status							Document L4/DAG Forecast Approval									
	Number Of Documents	Drafting Not Complete	Drafting Complete	In Flight with SWG	Pending Resolution	In Flight with L4	In Flight with DAG	Jan		Feb		Mar		Apr		May	
								L4	DAG	L4	DAG	L4	DAG	L4	DAG	L4	DAG
Business Process Artefacts																	
Business Process Maps	20	5	15	12	3	0	0	0	0	12	0	2	12	6	2	0	6
Logical Interfaces	38	4	34	34	32	0	0	0	0	9	0	2	9	27	2	0	27
Business Requirements / Process Step Descriptions	10	7	3	3	0	0	0	0	0	2	0	2	2	6	2	0	6
Global Artefacts	5	3	2	2	0	0	0	0	0	1	0	3	1	1	3	0	1
SUB-TOTAL	73	19	54	51	35	0	0	0	0	24	0	9	24	40	9	0	40
Technical Design Artefacts																	
DIP Non-Functional Requirements	1	0	1	1	0	1	0	0	0	1	0	0	1	0	0	0	0
DIP Functional Specification	1	0	1	1	0	1	0	0	0	1	0	0	1	0	0	0	0
End to End Architecture	1	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
End to End Non-Functional Requirements	1	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
Security Specifications and Impact assessments	4	1	3	3	0	3	0	0	0	0	0	0	0	3	0	0	3
SUB-TOTAL	8	3	5	5	0	5	0	0	0	2	0	2	2	3	2	0	3
TOTAL	81	22	59	56	35	5	0	0	0	26	0	11	26	43	11	0	43

Key issues pending resolution:

Description

Change of Agent - Forecast DAG Discussion Feb
 Interface Approach - Forecast DAG Discussion Feb
 Supplier Interaction - Linked to both above issues

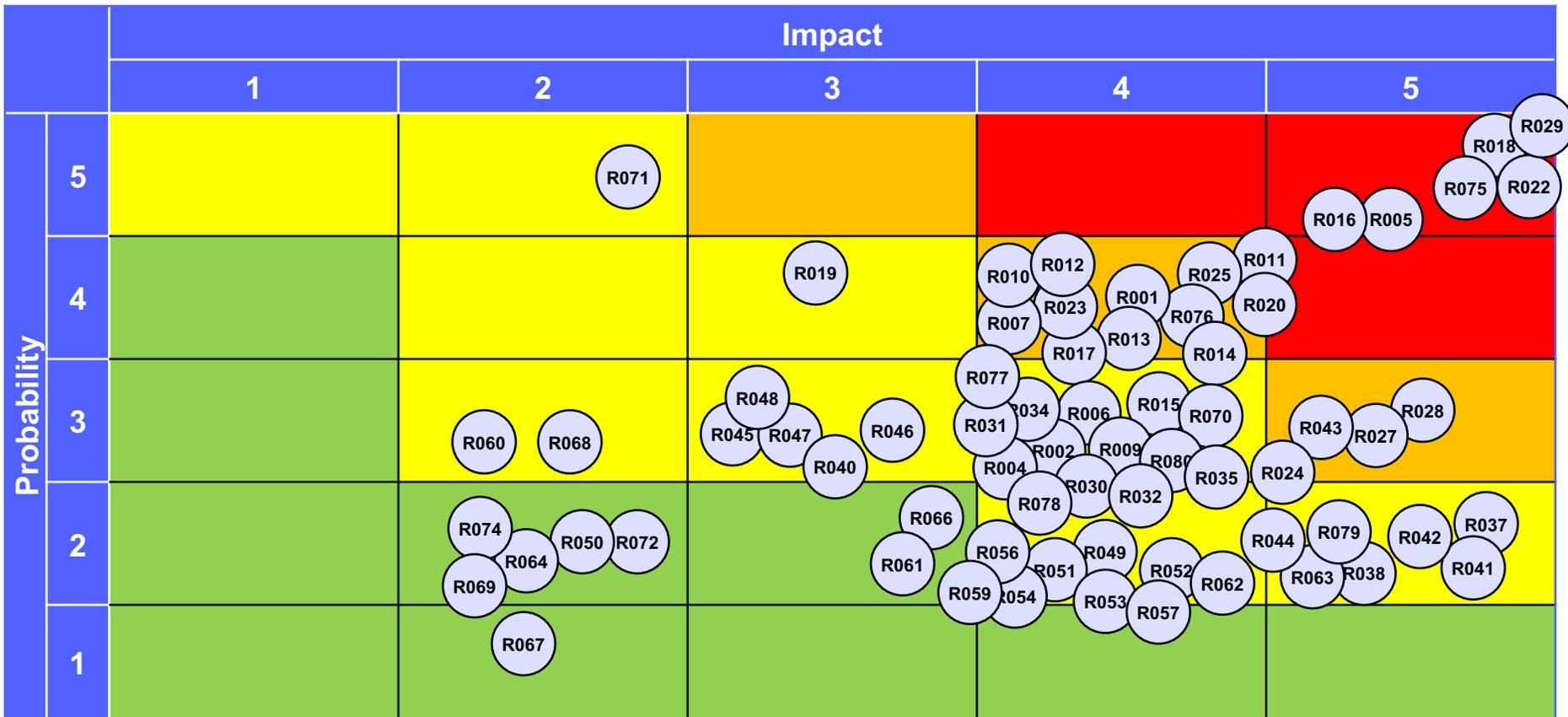
No. of Artefacts Blocked

17
 7
 11

* All issues pending resolution are dependent upon feedback and input from suppliers

Overall Risk & Issue Assessment

The below heatmap shows all of the risks captured in the MHHS Risk Register to date and their given scoring.



Calculation: **Score = (Probability x Impact) + Proximity**

Key

Score	Overall Score Categories
2 to 8	Low
9 to 16	Medium
17 to 24	High
25 to 30	Critical

Summary

Score	Open Items	%
Low	7	10%
Medium	38	54%
High	17	24%
Critical	8*	11%
Total	70	100%

**This figure includes 2 issues*

Note – the risk scoring also takes into account proximity. Where a risk is has a higher proximity score it will be closer to the top right of the square on the grid.

Emerging risk themes

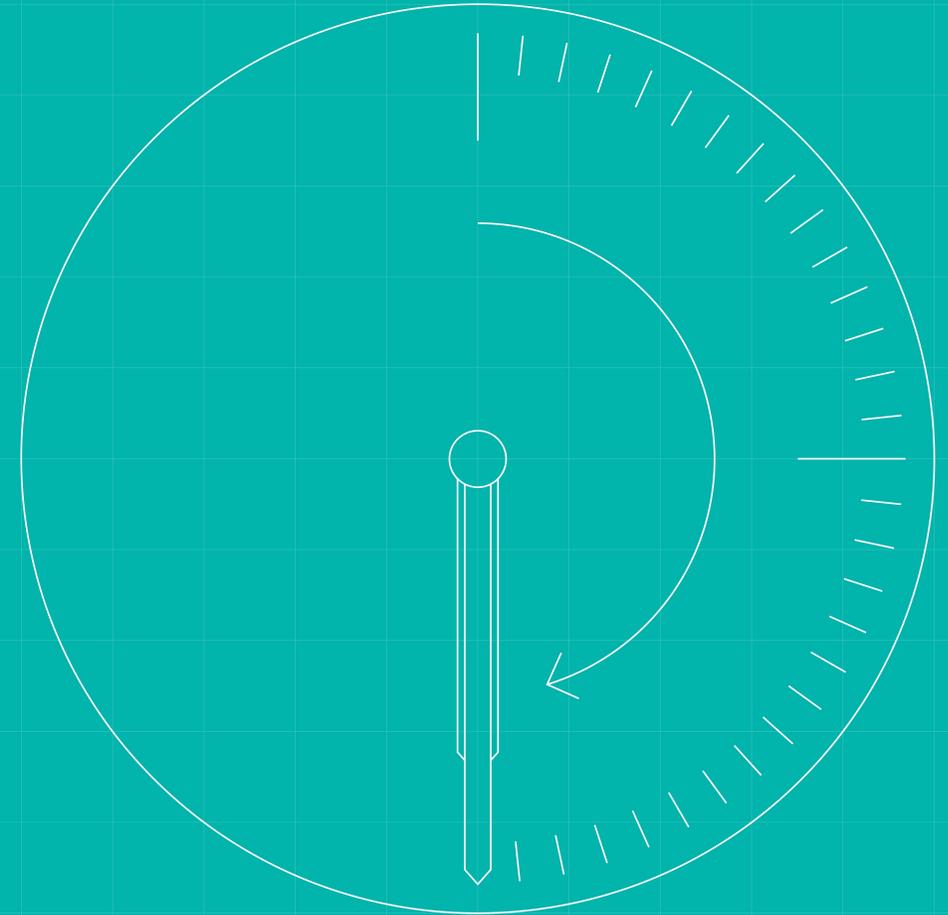
We have analysed the risks and issues captured in the RAID log and have identified three emerging themes.

#	Theme	Risk Theme Description	Mitigation Approach
1	Supplier engagement and mobilisation	Suppliers may not be mobilised early enough to reach the M3 date of May-22 in the Ofgem timetable	<ul style="list-style-type: none"> • Early engagement (via SRO Function and PPC) with Reps and Supplier contacts to support Supplier planning and ensure the timetable is understood and can be maintained • Supplier identification of any alternative options (to reach M3) to be considered at February PSG based on risk, and impact (on all Participants) • PSG decision on whether the current timetable may be maintained (after consideration of Supplier proposed alternative options) • Possible escalation to Ofgem if PSG concludes that the timetable must be materially delayed
2	MHHS physical design stability post-M5	The MHHS physical design may be changed materially after it is baselined at M5 – if there is inadequate engagement of Participants (especially Suppliers) before M5	<ul style="list-style-type: none"> • Encourage targeted engagement from all Participants – via the provision (during working groups) of a clear timetable for all artefact pathways to ultimate DAG approvals • Ensure Suppliers have sufficient knowledge about priority aspects of the emerging MHHS design to enable they have opportunity to influence the intended physical design before M5 • All Participants to identify any design assumptions they are making as they mobilise, to ensure they are tracked and dispelled during the design working group activities (and DAG to review any remaining ones as part of final risk-based decision to baseline the design)
3	Ability to meet the M5 timetable as planned	The amount of work – due to design complexity and / or ability to continue to attract adequate Participant engagement – may cause difficulty in reaching an agreement on the design by end of Apr-22	<ul style="list-style-type: none"> • Encourage adequate engagement from all Participants – via the provision (during working groups) of a clear timetable for all artefact pathways to ultimate DAG approvals • Exceptional targeted sessions where needed (outside working groups), to manage risk related to any design complexities or specific Participant challenges / queries • Early escalation of any design activities that start to drift 'off track' vs. working group plans • Bring forward the May DAG

Governance Arrangement Proposals

Jason Brogden

10 mins



The Lead Delivery Partner during mobilisation has been asked to review the Programme Governance to identify and recommend improvements to the current Governance Framework and this is the result of that review.

The Programme Steering Group are asked to note the following improvement already in progress:

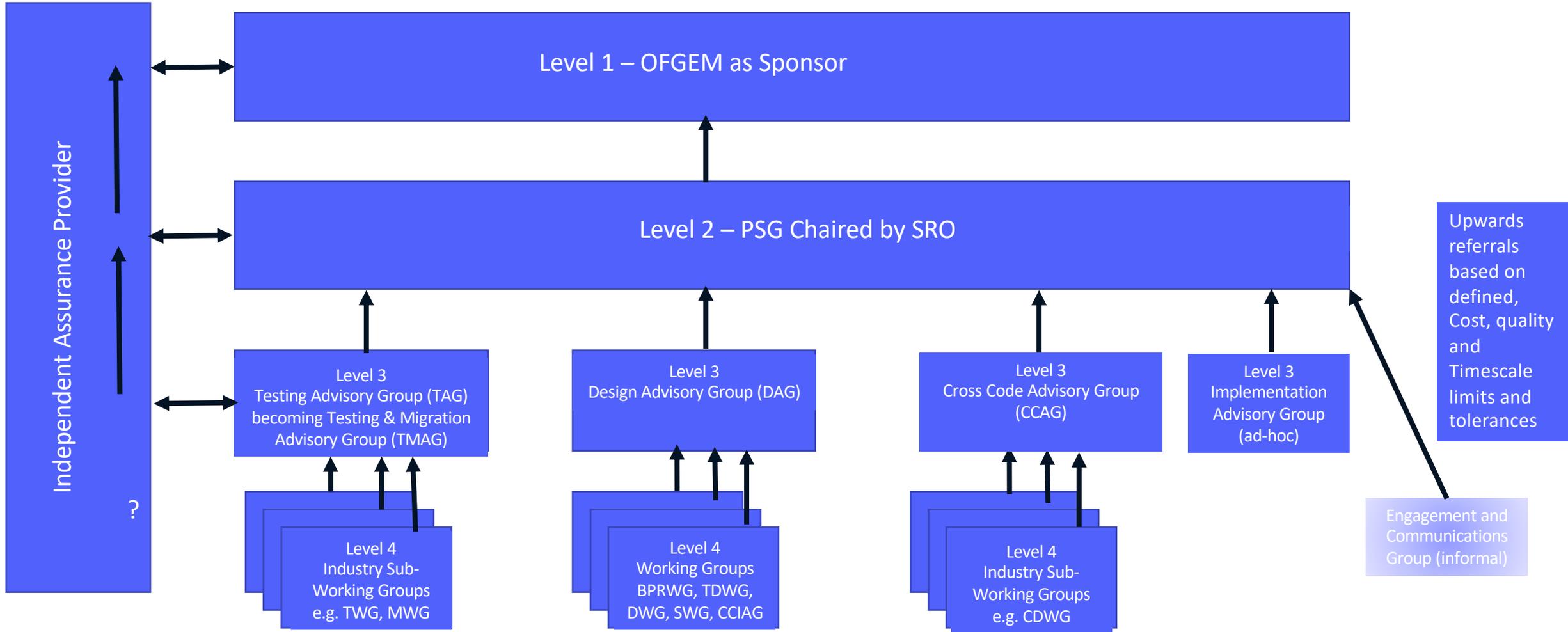
- **Level 3 Testing Advisory Group (TAG) scheduled for 26th January with Terms of Reference proposed; constituency based representation but with the explicit request for testing experts**

The Programme Steering Group are asked to approve the following recommendations:

- **Continue to keep the Implementation Advisory Group (IAG) on hold and amend existing IAG ToRs to reflect ad-hoc nature of level 3 groups**
- **Review and amend PSG ToR where necessary to reflect Programme Board type accountabilities**
- **Level 3 TAG to be expanded to Testing & Migration Advisory Group (TMAG) in March to take responsibility for Migration developments**
- **Level 4 Migration Working Group (MWG) established after first TMAG to develop Migration deliverables**
- **Terms of Reference are developed for TMAG in a separate document consistent with the MHHS Programme template with input from MHHS Programme SI team and SRO**
- **Add Constituency Representative Roles & Responsibilities to Governance Framework**

The Programme Steering Group are asked to **consider whether to establish a voluntary Engagement & Communications Group & when**

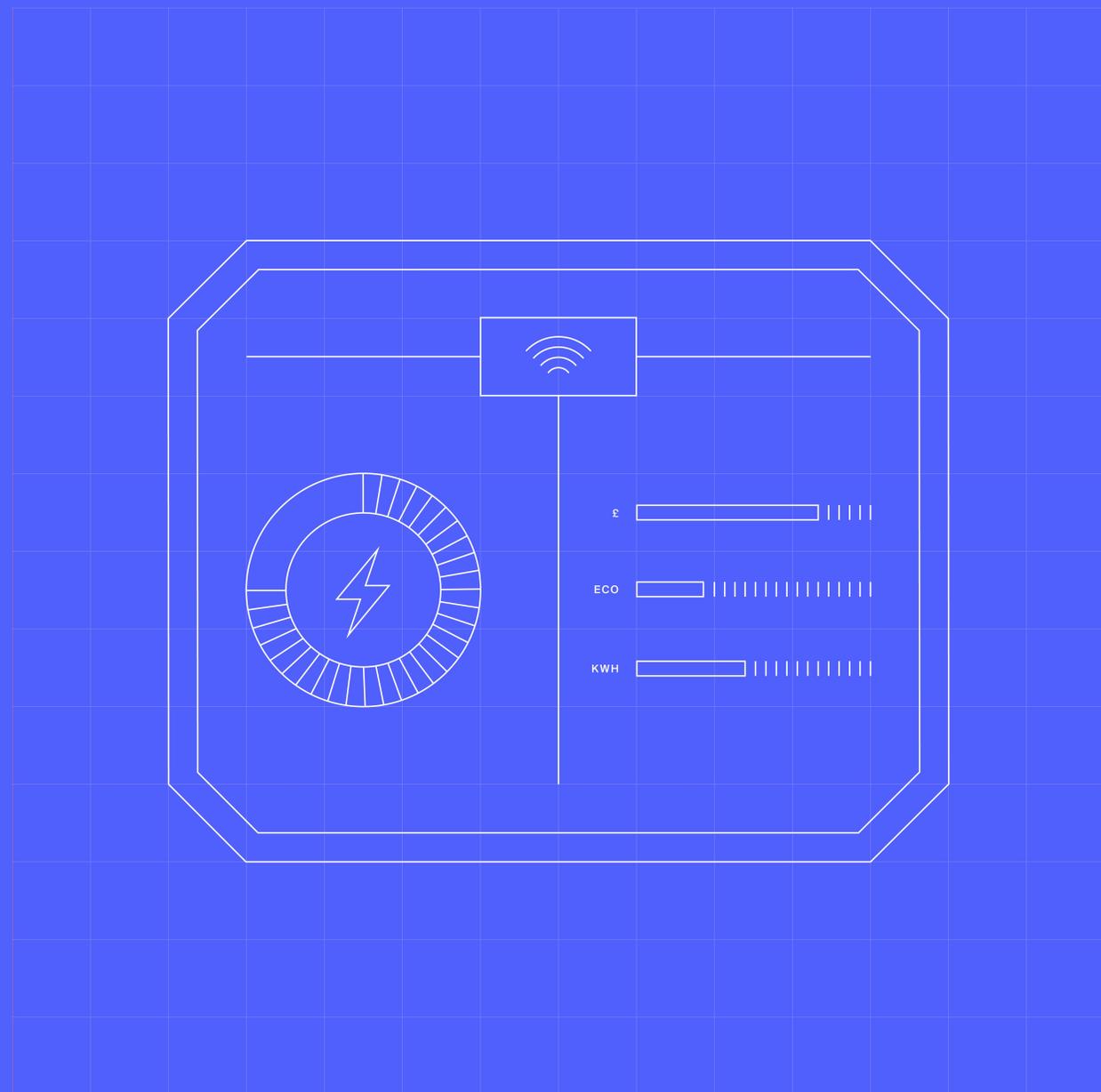
The Programme Steering Group are asked to note that we are recommending to the Cross Code Advisory Group that they establish a **Level 4 MHHS Code Drafting Working Group (CDWG) below CCAG, with CCAG to advise on the best time to initiate CDWG with suitable Terms of Reference**



Next Steps

Chris Welby

5 mins



Next Steps

- Confirm actions from meeting
- Date of next PSG: 02 March 2022

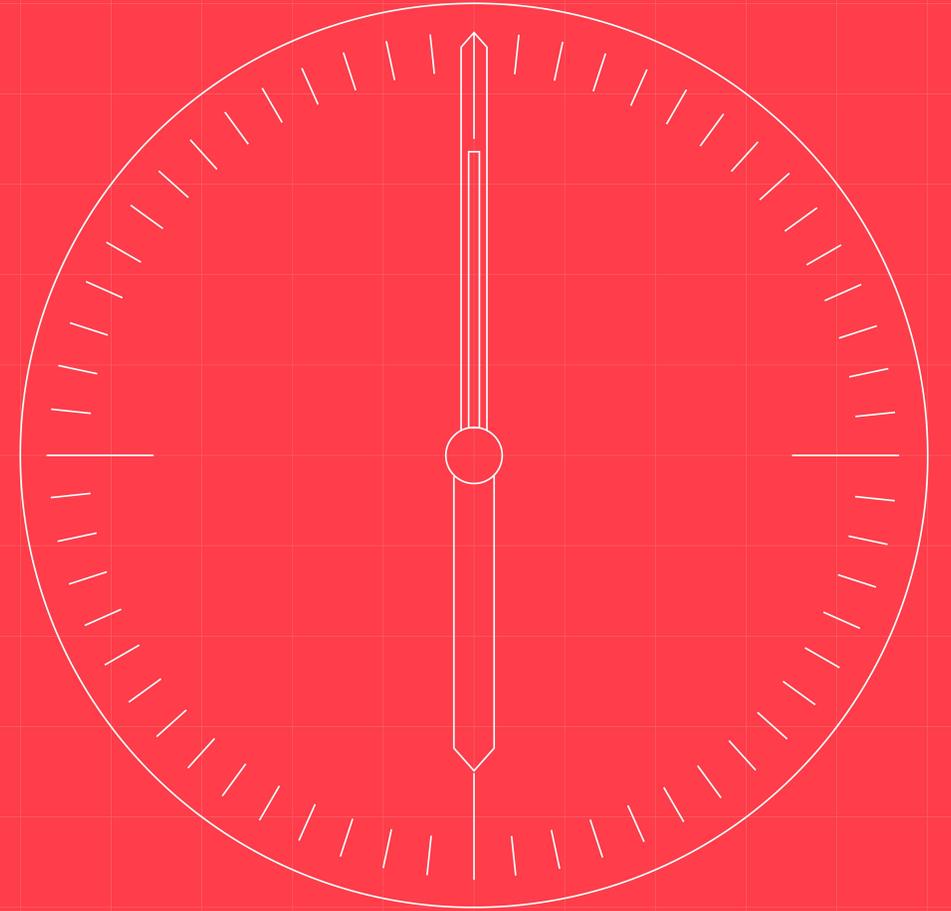
Contact

PMO@MHHSProgramme.co.uk

Thank you

Appendix 1

Rationale for Governance Change Proposals



As LDP, we have committed to deliver the following as an Outcome Criterion for M4 end January 2022:

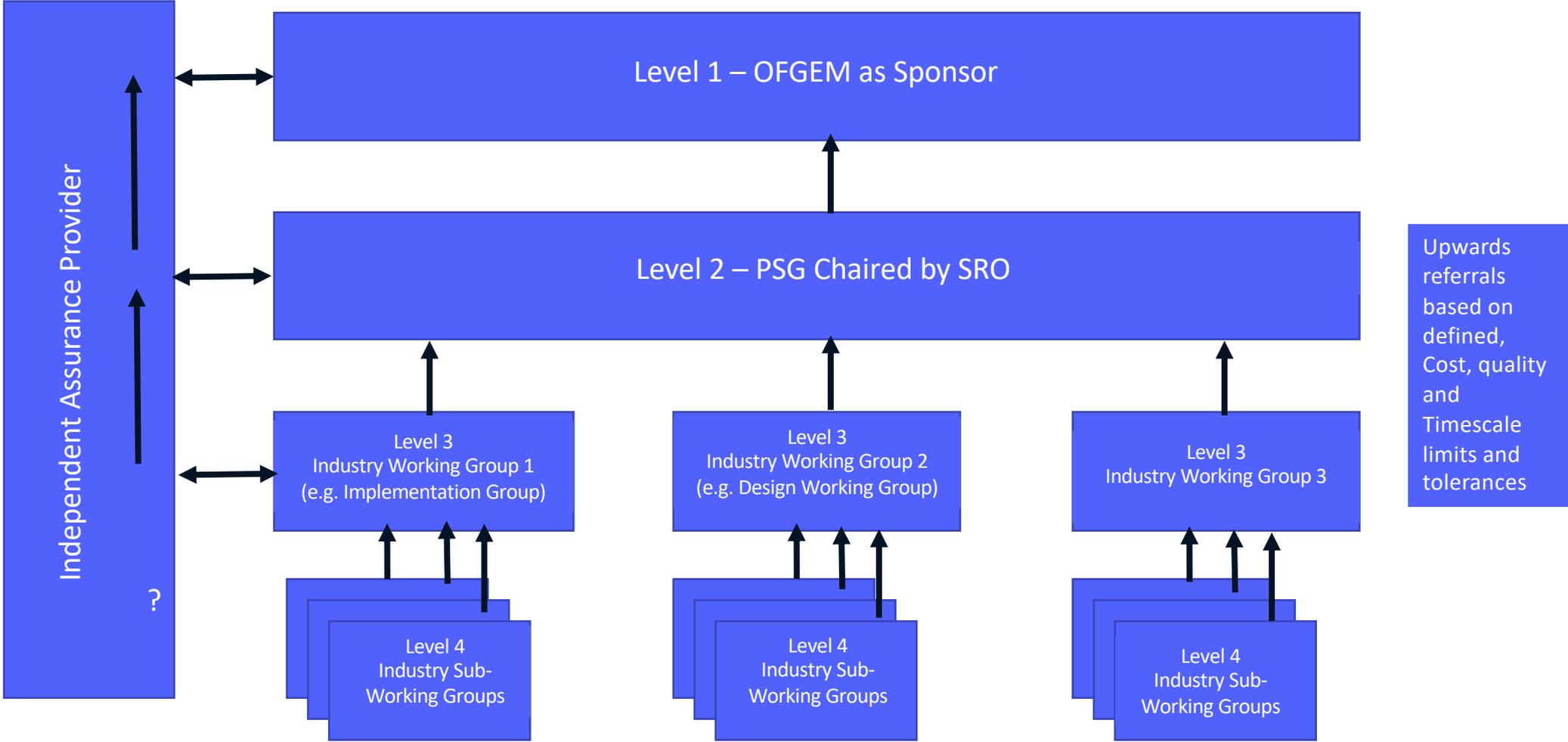
- Recommendations and proposals for changing the MHHS Governance Framework and its implementation arrangements identified and agreed in principle for submission to Ofgem for approval (CPT, PMO)
 - To highlight that approval is via PSG – not Ofgem, although Ofgem will want to approve the change control process, which is required to update the Designated Framework.

Ofgem designated the Governance Framework v1 in November 2021

The MHHS Programme has published MHHS Programme Governance Framework 2.1 which expands on this with Group Terms of Reference and a change control process principles

There were a number of proposals in the LDP submission to consider new groups and changes to governance and these have been developed into these recommendations

We will not replicate the Governance Frameworks above, but show here where we propose to make changes or expand on those arrangements with explicit groups



The Programme Workgroups to be established were expected to be:

- the Programme Steering Group (operational)
- the Design Advisory Group (operational)
- the Implementation Advisory Group (stand up deferred and the subject is managed under PSG as proposed in this presentation)
- the Programme Workgroups – as required, and including the Code Change Development Group (CCDG) and the Architecture Working Group (AWG) (operational)
- the Programme Technical Groups – as required
- the Cross Code Advisory Group (CCAG) (operational)

The Programme Workgroups that may be established in the future were highlighted as below:

- the Post-AWG Workgroup (Level 4 Working Groups established under DAG)
- the Security Working Group (established as a Level 4 Working Group under DAG)
- the Data Working Group (established as a Level 4 Working Group under DAG)
- the Testing Advisory Group (initiated in January and covered in this presentation)
- the Transition Group (Migration proposal covered in this presentation)
- the Post-Implementation Group (to be considered later)

There are a number of short term deliverables and outcomes associated with Testing:

- Milestone 4 Outcome Criterion by end Jan 2022:
 - Level 3 Governance Test Advisory Group established and convened in agreement with PSG (SI)
- Milestone 5 Outcome Criterion by end April 2022:
 - Test strategy documented and agreed incorporating both functional and non-functional testing
- Milestone 5 Deliverables:
 - E2E Integration & Test Strategy; Data plan for industry wide testing
- Milestone 5+ deliverables include:
 - Automated Test Results Generators; Simulators; Data Generators

Development work on E2E Integration & Test Strategy and Data Plan needs to start now so we need to mobilise a group to collaboratively develop this with industry. Given its importance, we propose that this is at Level 3

Testing Advisory Group will provide continuity through scenario definition, test script definition, test data etc.

Recommendation in progress:

- **Level 3 Testing Advisory Group scheduled for 26th January**
- **Constituency based representation but with the explicit request for testing experts**
- **Terms of Reference proposed to the first TAG meeting**

There are no Implementation Advisory Groups scheduled for now.

The original intent was for Implementation Advisory Groups to take responsibility of the implementation process, particularly monitoring the plan and keeping the plan on track with any corresponding issue resolution.

Current thinking is that PSG will retain ownership of the delivery of the plan and act more like a Programme Board holding the programme to account for delivery against time, quality and resource/cost, rather than a Steering Group with a less clearly defined steering role

If we review the PSG ToR to reflect this role, then we should not need the IAG for now

If we find that the PSG is taking too long because of these responsibilities or that there are deliverables or outcomes that need a lower level of discussion or development work below PSG, then we should consider re-instating IAG

The Governance Framework v1 defines 1.44. Implementation Working Groups (level 4 groups) – chaired by the PMO:

- The PMO may convene working groups, open to industry representatives, as required. These are likely to cover key areas of implementation including testing, data, qualification, migration and post implementation. These working groups should be open to all MHHS Participants and should ensure that all work is transparent to all MHHS Participants and allows MHHS Participants and appropriate opportunity to comment. Implementation working groups should report to the Implementation Group where decisions are made.

We believe that these groups should be at level 3 as they will assume that level of importance and should be reporting to PSG, rather than an Implementation Advisory Group which is defined as monitoring the plan

Recommendations:

- **Continue to keep IAG on hold**
- **Review and amend PSG ToR where necessary to reflect programme accountabilities**
- **Review and amend existing IAG ToRs to reflect the above ad-hoc nature of level 3 groups**

PSG ToR should be reviewed to ensure they are explicit on the Programme Board-type activities set out in the Implementation Group considerations

Code and Regulatory matters should be considered under CCAG and therefore whilst there is a role for regulatory representation at PSG, it should not be the focus. The focus should be on the delivery of the plan to time, cost and quality and the approval of deliverables to support this.

Programme Steering Group Attendees

- Currently the PSG ToR is prescriptive that certain CPT members attend and we expect attendance will be adaptable to have the most suitable CPT members from the LDP at the most relevant elements of the meeting. We suggest the ToR are updated to reflect this

Migration Advisory Group (Level 3)

The Migration, Cutover & Data Strategy will be delivered for Milestone 5+. Development work is likely to need to start in Q1 2022 to hit this milestone and we will need to mobilise a group to collaboratively develop these proposals with industry and subsequently plan, test and run Migration. Given its importance, we propose that this is at Level 3.

We need a level of confidence in the design before we consider our migration options. Given the M5+ deadline, we propose to mobilise this group in March 2022, recognising the Migration Strategy may need to adapt to reflect any developing design options.

We have considered 2 options for the Level 3 Group:

1. Expand the scope of the existing Testing Advisory Group to a Testing and Migration Advisory Group (TMAG). Establish a Level 4 Migration Working Group (MWG) to undertake the development work to support Migration deliverables, including cutover and importantly data.
2. Establish a new Migration Advisory Group (MAG) reflecting that Migration experts tend to be different from Testing experts.

Option 1 is recommended to minimise the number of additional Level 3 governance groups for industry to support and because it is important that the testing community understand and start to consider migration to provide a broader view. Constituency reps can provide comments and approve Migration deliverables whilst a Level 4 Migration Working Group will have the respective migration, cutover and data experts developing content.

We plan to split TMAG into separate TAG and MAG Level 3 groups in Q1/Q2 2023, 18 months before Migration starts.

We should continuously review the TMAG scale of work & if it becomes unmanageable earlier, we should separate TMAG earlier.

Recommendation:

- **Level 3 TAG expanded to Testing & Migration Advisory Group (TMAG) in March 2022**
- **Level 4 Migration Working Group (MWG) established after first TMAG**
- **Terms of Reference to be developed in separate document consistent with the MHHS Programme template**

The use of constituency representatives is fundamental to the Governance Framework at Level 2 & Level 3

There is no description of the roles and responsibilities of the constituency representatives within the Governance Framework and this could lead to uncertainty on how the representatives work to optimise the input from their constituencies, particularly where the MHHS programme is directly interacting with all Programme Parties through the PPC.

Recommendation:

- **Add Constituency Representative Roles & Responsibilities to Governance Framework**

There is an opportunity for stakeholders to provide input and ongoing support to our stakeholder engagement and communications strategies and methods. This helps by:

- Enhancing stakeholder buy-in to our approach and the programme more generally
- Ensuring our communications and engagement is focused on the outcomes that stakeholders want as well as our programme outcomes (e.g. alternative methods, what is the most effective channel for whom)
- Gaining expert input from stakeholders
- Explore the potential to use stakeholder engagement channels to support programme engagement
 - This is a mechanism we have seen used by other projects (e.g. ENA Open Networks project) to enhance engagement and communication to the mutual benefit of programme parties and the central programme

We could establish an Engagement & Communications Group run on the following basis:

- voluntary attendance for whoever might want to attend, so not constituency based
- not decision-making - a forum for discussion, advice to the programme and coordination of activity
- chaired by Elexon SRO (Andrew Margan) and run every 2 months to provide input to the programme and summary feedback to PSG

Members of the group would not be the usual regulation or programme reps, we want communications and stakeholder engagement experts from the stakeholders. If we can't get access to these people, it will not add value.

We should consider the timing of when this group is established if there is an appetite for it, as it could start later in the programme.

Recommendation: test with PSG whether stakeholders want the opportunity to establish this informal group and when

In the model where we are driving Code obligations from technical design, we propose a Level 4 MHHS Code Drafting Working Group (CDWG) under CCAG to draft regulatory change proposals consistent with MHHS design before they are sent to the CCAG for review and approval.

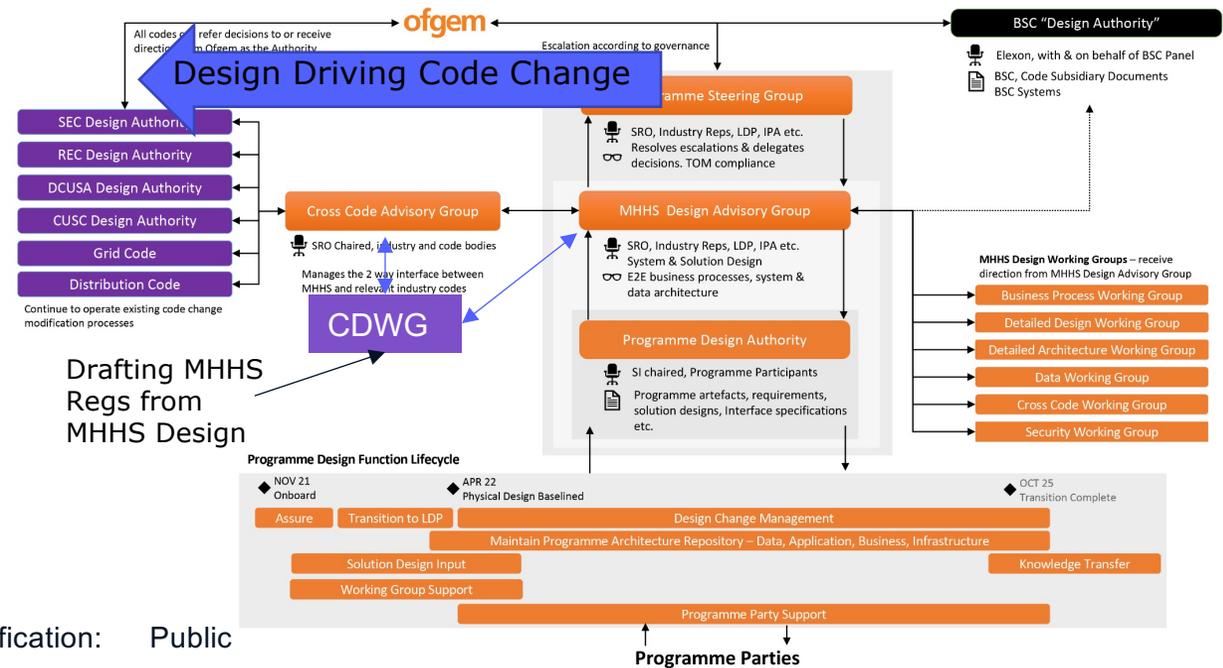
A danger of not taking well formulated regulation to CCAG is that it will be influenced/drafted by other Code Bodies to their needs and requirements rather than ours. We need a starting point driven by MHHS design and we expect there to be some continuity in resource from the Design Level 4 WGs and the CDWG.

CDWG will not re-open the design. Any issues with the design should be raised to the DAG for resolution.

CCAG will advise on the best time to initiate CDWG, which may be just before the design is baselined in readiness.

Recommendations to CCAG:

- **Level 4 MHHS Code Drafting Working Group (CDWG) established below CCAG**
- **CCAG to advise when to establish CDWG**
- **Terms of Reference to be developed in separate document consistent with the MHHS Programme design team and SRO**



Contact

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Thank you