
Testing and Migration Advisory Group (TMAG) Terms of Reference (Level 3) - Draft

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

1.1 TMAG Role & Responsibilities

The TMAG'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 and Migration deliverables and their associated milestones to time and quality
- be responsible for all delegated Testing and Migration decisions and all requests that impact on Testing and Migration
- approve delegated Testing and Migration deliverables within the MHHS Programme
- establish Level 4 Working Groups where necessary to develop Testing and Migration deliverables, resolve Testing issues and mitigate Testing risks
- recommend approval to PSG for any PSG-level deliverables that TMAG 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 and Migration as received from the Change Board
- manage risks, issues and dependencies associated with Testing and Migration and escalate any that impact programme level accordingly to the MHHS Programme/PSG

It is envisaged that migration will separate from Q1 2023 (18 months prior to the start of migration) to focus on the specific needs of the migration activity.

1.2 TMAG Objectives

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

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

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

Enable transparency of Testing and Migration 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 and Migration work progresses to plan.

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

1.3 Membership

The TMAG 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
- 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) Large Supplier Representative
- i) Medium Supplier Representative
- j) Small Supplier Representative
- k) I&C Supplier Representative
- l) Supplier Agent Representative
- m) DNO Representative
- n) iDNO Representative
- o) National Grid ESO
- p) Consumer Representative
- q) Ofgem (Observer, to attend as appropriate)
- r) 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.

1.4 TMAG 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.

The PMO will publish TMAG documentation as it is non-confidential

TMAG Members (or nominated alternatives) will attend every meeting. TMAG meetings are scheduled for every 3rd Wednesday of the month.

TMAG Members will be fully meeting prepared before the meeting starts. To facilitate this readiness papers will be distributed 5 working days in advance of the scheduled TMAG meeting.

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

TMAG is a single seat constituency model and where require the TMAG member is expected to be fully briefed by liaising with their Migration expert. Where the agenda is aligned to Migration issues it may be more effective to relinquish their TMAG seat in favour of the Migration expert.

1.5 Decision Making

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

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

TMAG decisions will be by consensus and if consensus cannot be reached the Chair will make an informed decision.

Any Joint decision-making required with other industry governance (e.g. SEC TAG) will be considered as part of the Testing deliverables.

Where parties raise significant concerns with a TMAG decision, the concern will be resolved by TMAG or escalated to the PSG via a constituency representative.

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

Where the TMAG is presented with recommendations from Testing or Migration 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

A headline report will be issued within [1] working day of the TMAG, with full minutes, actions and decisions issued within [5] working days of the TMAG.

1.6 Testing and Migration Working Groups (Level 4)

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

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

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

All Testing and Migration 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 and Migration 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 and Migration Working Group.