MHHS SIT Advisory Group (SITAG) Headline Report

Issue date: 16/10/2024

Meeting number	**SITAG 009**	Venue	**Virtual – MS Teams**
Date and time	**16 October 2024 10:00-12:00**	Classification	**Public**

Actions

Area	Action Ref	Action	Owner	Due Date
Minutes and Actions	SITAG09-01	IPA to email the Large Supplier representative after the session on the expected timeline for receiving IPA assurance activities post-CR055.	IPA (Taylor Thorpe)	20/11/2024

Decisions

Area	Decision Ref	Description	Rationale
Minutes and Actions	SITAG-DEC39	SITAG approved headline report of the SITAG meeting held 18 September 2024 with no amendments.	The Programme invited objections to the approval of the document, to which none were received.

Key Discussion Items

Area	Discussion
Minutes and Actions	**DECISION**: The headline report of the previous meeting was approved with no amendments (**SITAG-DEC39 – recording timestamp 00:01:00**). The Programme provided updates on the action items from the previous SITAG meeting, specifically mentioning the ongoing action on the IPA to provide an update on next year's assurance activities to reflect CR055. The Large Supplier representative asked about the expected timeframe for receiving IPA assurance activities post-CR055. The IPA noted that they would email the Large Supplier representative after the session on the expected timeline. **ACTION**: IPA to email the Large Supplier representative after the session on the expected timeline for receiving IPA assurance activities post-CR055 (**SITAG09-01**).

SIT Operational Test Scenarios and Test Cases Theme 3	The Programme provided an update on SIT Operational Test Scenarios and Test Cases Theme 3 and flagged that ongoing collaboration between Helix and the ongoing industry consultations. The RECCo representative expressed concerns about the availability of the service management low-level design and its impact on creating detailed test scripts. They emphasised the need for further definition of test cases once the operational manuals are available. The Programme acknowledged the concerns and explained that the test cases would reference the service operations manual and mentioned that a meeting was scheduled to discuss the approach to building the test cases.
Maintenance Window Update	The Programme provided an update on the maintenance window activities, highlighting the ongoing settlement testing and the changes to the test evidence capture policy. No comments or questions were raised by SITAG members.
CR55 Update	The Programme discussed the CR055 timeline, the feedback received from participants, and the proposed changes to the timeline, including the addition of contingency sprints and the impact on the go-live date. The RECCo representative asked about the M10 decision point, specifically looking at the plan and the three-month late exit milestones. They inquired whether the decision point would determine if the late exit timeframe would be utilised. The iDNO representative inquired about the system code freeze, and the Programme confirmed that it had been taken out of the plan, which was well-received.
IPA Updates	The IPA provided an update on test assurance, noting that most actions are completed, with a few still in progress, and highlighted the completion of P7 and the start of planning for P8, emphasizing key dates and upcoming bilateral sessions. No comments or questions were raised by SITAG members.
Programme Milestones related to SITAG	The Programme ran through Programme Milestones related to SITAG. The Large Supplier representative asked for clarification on when the revised version of the milestones against CR055 would be available. Specifically, they inquired whether the first time they would see the revised version would be at the next SITAG pack or if it would be available before then. The Programme responded by explaining that they were working on the assumption that when they present the revised plan to PSG, it would be approved as an interim plan while it goes to Ofgem. Therefore, post-Friday, they should be able to change the baseline and see the revised reporting after that point.
Top Programme Risks related to SITAG	The Programme introduced the top programme risks related to SITAG. The Large Supplier representative also asked for clarification on when the revised version of the risks against CR055 would be available, as per above. The Programme responded similarly, indicating that the revised version would take a few weeks to update completely, but key risks would be done sooner.

Date of next meeting: 20 November 2024

Attendees

Chair
Chris Welby   MHHS SRO

Industry Representatives
Graham Wood   Large Supplier Representative
James Murphy   Supplier Agent Representative (Independent)
Jonny Moore   RECCo Representative
Lijo Louis   Medium Supplier Representative
Shaun Brundrett   Small Supplier Representative
Stacey Buck   IDNO Representative
Terri Hamilton   DNO Representative

MHHS
Adrian Ackroyd   Test Programme Manager
Anne Robinson   PMO Governance Support
Heath Thomas   Data Workstream Project Lead
Jason Brogden   Programme Industry SME
Keith Clark   MHHS Programme Manager
Kiran Raj   SIT Functional Test Lead
Roger Robar   Test Management Lead

Other Attendees
Paul Daniels   Avanade
Sinead Quinn   Ofgem
Taylor Thorpe   IPA
James Stokes   DIP Manager

Apologies

Gavin Gallimore   DCC Representative
Santosh Vasudevan   Elexon Representative
Richard Marriot   NGESO Representative
Seat vacant   Supplier Agent Representative
Confirmed not filling seat   Consumer Representative

Confirmed not filling seat   I&C Supplier Representative