

MHHS Design Advisory Group (DAG) Headline Report

Issue date: 13/04/2023

Meeting Number **DAG023**

Venue **Virtual – MS Teams**

Meeting Date and Time **12 April 2023**

Classification **Public**

Actions

Area	Ref	Action	Owner	Due	
Minutes and actions	DAG23-01	Confirm the plan (including timeline, dates and process) for DIP design documents to be shared with industry	Programme (Paul Pettitt)	10/05/23	
	DAG23-02	Clarify the status of DTN flow design issues (DES-196) – both quality issues/discrepancies in the document and the sign-off process for any document changes	Programme (Paul Pettitt)	10/05/23	
Change Requests	DAG23-03	Review Change Request analysis reference for grouping organisations into their constituency	Programme PMO	10/05/23	Complete - Constituency groupings reviewed and updated
	DAG23-04	Revise CR018 with feedback and clarifications provided at DAG and re-raise to Impact Assessment	Programme (Ian Smith)	10/05/23	
	DAG23-05	Add CR019 to the DIN log and progress through new design change management process	Programme (Paul Pettitt)	10/05/23	
Design change management process	DAG23-06	Clarify expectations on evidence required to be provided against SIT criteria against baselined versions of design documents – i.e. which versions of documents would evidence be required against at the point of evidence submissions	Programme (Paul Pettitt)	10/05/23	
	DAG23-07	Add to the design change management process the ability to release the 'signed off' design issues of a change request, should	Programme (Paul Pettitt)	10/05/23	

		other design issues in a change request not be approved and need further work			
	DAG23-08	Progress activity on developing and sharing a design knowledge base – to share common design queries that come into the Programme but do not make it onto the DIN log (i.e. design queries that do not result in changes to artefacts)	Programme (Paul Pettitt)	10/05/23	
	DAG23-09	Share design change timeline slides	Programme PMO	10/05/23	Included in an updated version 1.2 of the meeting pack available on the MHHS website

Decisions

Area		
Minutes and actions	DAG-DEC47	Minutes of DAG meeting held 08 March 2023 approved (with clarifications)
Change Requests	DAG-DEC48	Change Request CR018 to be revised with feedback and clarifications provided at DAG and re-raised to Impact Assessment. Decision on CR017 to be deferred and made alongside CR018
	DAG-DEC49	CR019 approved

Key Discussion Items

Area	Discussion
Minutes and actions	<p>Updates were provided against each of the open actions. Full detail will be provided in the meeting minutes.</p> <ul style="list-style-type: none"> Against action DAG21.1-13, the Programme shared that the DIP design artefacts that would be shared with industry had been agreed internally and that these were expected in late April. A further action was taken to provide more detail (action DAG23-01) Against action DAG22.1-05, further detail was provided by DAG members on the detail required to satisfy the action (action DAG23-02)

<p>Programme Change Requests</p>	<p><u>CR017/CR018</u></p> <p>The Programme provided an overview of the outputs of Impact Assessment for CR017 and CR018, including additional conditions from the LDSO community for CR018 that had been developed through the Impact Assessment process. DAG members raised concerns over the process taken for the Change Request, including that an 'unofficial' clarificatory Change Request had been shared to some participants, that the Change Request lacked some details required, and that the LDSO conditions had not been appropriately Impact Assessed. Some DAG members requested that red-lined versions of documents be shared with Change Requests in future but the Programme noted this was inefficient given Change Requests were typically to review and agree one or more solutions at a higher level (to subsequently be written into text). The Programme explained that Change Requests were being recorded on the DIN log, with subsequent red-lined text to be reviewed as part of the design change process. DAG members also raised queries with the classification of organisations in constituency groups in the Impact Assessment analysis (action DAG23-03).</p> <p>The DAG requested a revised CR018 with the feedback and clarifications included and to re-raise the Change Request to Impact Assessment (with no red-lined artefact shared alongside). A decision on CR017 would be deferred and made alongside CR018 (decision DAG-DEC47 and action DAG23-04).</p> <p><u>CR019</u></p> <p>The DAG approved CR019. Implementation of the Change Request would now progress through the Design change management process (decision DAG-DEC48 and action DAG23-05).</p>
<p>Design Authority updates</p>	<p>The Programme provided an update on design change activity and presented the updated process for managing changes to design artefacts. The Design Authority was to be stood down, with design changes moving through industry consultation and assurance in a similar way to the baselined Design. The Programme walked through a timeline for how changes would be packaged up into releases (action DAG23-09). The Programme noted that the process had been developed with the IPA and industry.</p> <p>DAG members expressed support for the refreshed design change process. DAG members requested further clarity on the evidence required for SIT entry against baselined artefacts (action DAG23-06), proposed that there should still be a mechanism for releasing minor, agreed changes (action DAG23-07) and that more visibility was required on design queries raised to the Programme that did not make it onto the DIN log (action DAG23-08).</p>

Date of next DAG: 10 May 2023