

MHHS Programme Steering Group (PSG) Minutes and Actions

Issue date: 12/07/2023

Meeting Number **PSG022**

Venue **Virtual – MS Teams**

Date and Time **05 July 2023 1000-1200**

Classification **Public**

Attendees

Chair

Helen Tipton (Chair)

MHHS SRO

Industry Representatives

Andrew Campbell (AC)
Caroline Farquhar (CF)
Deborah Woods-Malone (DWM)
Gareth Evans (GE)
Graham Wood (GW)
Jenny Rawlinson (JR)
Jonathan Hawkins (JH)
Karen Thompson-Lilley (KTL)
Lewis Robertson (LR)
Paul Akrill (PA)
Vladimir Black (VB)

Small Supplier Representative
Consumer Representative
DCC Representative
I&C Supplier Representative
Large Supplier Representative
iDNO Representative
RECCo Representative
National Grid ESO
Elexon Representative (Central Systems Provider)
Supplier Agent Representative
Medium Supplier Representative

MHHS IM

Adrian Page (AP)
Andrew Margan (AM)
Chris Welby (CW)
Chris Harden (CH)
Fraser Mathieson (FM)
Giles Clayden (GC)
Keith Clark (KC)
Richard Gwatkin (RG)

SI Design Lead
Code Lead
Industry SME
Programme Director
PMO Governance Lead
Deputy Programme Manager
Programme Manager
DIP Lead

Other Attendees

Jenny Boothe (JBo)
Melissa Giordano (MG)
Paul Daniels (PD)
Rhiannon Harrison (RH)
Richard Shilton (RS)
Sinead Quinn (SQ)

Ofgem
Ofgem
Avanade (DIP Provider)
IPA
IPA
Ofgem

Apologies

Joel Stark (JS)

Supplier Agent Representative (Independent)

Actions

Area	Ref	Action	Owner	Due
Fast Track Design Update Process Review	PSG22-01	Programme to consider and action comments on the operation of the Fast Track Design Update Process Review raised by the PSG	Programme (Paul Pettitt)	02/08/2023
Core Capability Provider Update	PSG22-02	Programme to update DIP risk actions dates within the DIP dashboard	Programme (Richard Gwatkin)	02/08/2023
Delivery Dashboards	PSG22-03	Programme to consider most valuable way to present RAID to PSG and generate right discussions, and how to increase visibility/discussion of both Programme and participants risks and issues at relevant governance groups	Programme (Keith Clarke & Anya Neill)	02/08/2023
	PSG22-04	Programme to meet with DCC to discuss management of activities required ahead of SIT entry	Programme (Adrian Page)	02/08/2023
Previous Meeting(s)	PSG21-05	Programme to discuss with IPA the potential inclusion of IPA test assurance activities alongside programme plan information, to assist participants' view of effort requirements	Programme and IPA	05/07/2023
	PSG20-01	Programme to issue communication to provide clarity on SIT timelines and other key requirements	Programme (Adrian Page)	08/06/2023
	PSG20-02	Programme to progress meeting with ESG and its contracting Programme Participants to progress Placing Reliance Policy proposals	Programme (Jason Brogden)	08/06/2023
	PSG20-03	PSG Constituency Representatives to encourage constituents to request bilateral discussion with Programme on SIT planning (e.g. to discuss systems, processes, practicalities of testing and qualification, operation of placing reliance policy, etc)	PSG Constituency Representatives	08/06/2023
	PSG18-05	Look into the assurance process for LDSOs for the accuracy of data for DUoS billing	Jason Brogden	05/07/2023
	PSG17-05	Review the post-implementation approach to Benefits Realisation and how Benefits Realisation will be handed over to Ofgem at M16	Programme (Jason Brogden)	To be reviewed at CP2
	PSG15-01	Progress work on customer segments in migration at the Migration Design Subgroup (MDSG)	Programme (Jason Brogden)	08/06/2023

Decisions

Area	Ref	Decision
Minutes and Actions	PSG-DEC55	The PSG approved the headline report and minutes of the PSG meeting held 08 June 2023 with no amendments
SAS ToR	PSG-DEC56	The PSG approved the Terms of Reference for the Settlement Analysis Scoping Working Group (SASWG)

Minutes

1. Welcome

The Chair welcomed all to the meeting and introduced the agenda

2. Minutes and Actions Review

The PSG approved the minutes and headline report of the PSG meeting held 08 June 2023 with no amendments.

DECISION PSG-DEC55: The PSG approved the headline report and minutes of the PSG meeting held 08 June 2023 with no amendments

Action updates were provided as per the meeting slides. Full action wording and resolutions for closed actions can be found within the meeting papers.

3. Sponsor update

MG recapped approval of the Programme Plan baseline at the previous meeting, and stated a desire to see no slippage with the new timetable.

CF expressed interest in Ofgem discussions on incentives for adherence to the Programme Plan and asked whether this may include penalties also. CF also queried how any such measures would be enacted, and whether this would be via licence, noting many MHHS participants are not licenced parties. MG responded consideration of incentives was at a very early stage. JBo reiterated the importance of adhering to the Programme Plan, and it was noted any potential incentive/penalty regime would be subject to consultation before implementation. The Chair noted there are many considerations involved in the employment of incentives.

4. Programme Reporting

KC advised the Programme are now reporting against the latest baselined Programme Plan. KC noted the timeline is expeditious but was mitigated somewhat by the phasing of participant delivery.

Progress has been made in clarifying the approach to managing data with participants. Further clarity will now be provided on data cuts and how the Programme will treat and return augmented data to participants for use in testing.

The PSG were advised delivery of M9 is amber owing to the complexity and significance of activities to be managed ahead of this milestone. M9 represents CIT interval one, which is the point at which DIP and Helix are active on initial SIT activities. KC expressed confidence activities are on track, and advised the Programme are engaging closely with key relevant stakeholders.

KC advised the go/no go criteria and timeline for Control Point 2 will be tabled at the August PSG.

5. SAS ToR

CW provided an overview of the Settlement Analysis Scoping Working Group (SASWG) advising the group is seeking to scope any work which may be required as a result of MHHS impacts on settlement. SASWG is a Level 4 working group under the PSG. The next meeting will be held 10 July 2023, where the group will consider the practical work it can undertake. The expected outcome of the group are recommendations for Programme Change Requests (CRs) or other tasks to mitigate any impacts on settlements, and regular reporting will be provided to the PSG.

AC asked why the draft SAWG Terms of Reference (ToR) states it will not be within the remit of the group to raise CRs. CW replied the purpose of the group is to scope work that may be required, which may result in recommendations that CRs be raised. The Programme would then seek interested parties to act as the Proposers of any changes.

The Chair invited further comments on the ToR, to which none were received. The PSG approved the Terms of Reference for the SASWG.

DECISION PSG-DEC56: The PSG approved the Terms of Reference for the Settlement Analysis Scoping Working Group (SASWG)

6. Fast Track Design Update Process Review

Update from Programme

AP provided an overview of the operation of the Fast Track Design Update Process following one month of operation. AP advised Interim Release (IR) 1 was implemented on 05 July 2023 and contained c.130 changes arising from the Design Issues Notification (DIN) Log.

IR2 is due for implementation on 05 July 2023, and involves another c.100 changes. Participants were provided with the opportunity to object to items in IR2, to which c.30 objections were received. The Programme engaged in dialogue with objectors, and a majority of objections were rejected following bilateral discussion. One objection was tabled at the Design Resolution Group (DRG) and was resolved by agreement the item would be included in IR3.

AP stated the process has been successful in providing participants with certainty over design changes far faster than before. Continuous improvement is being employed, and the Programme are liaising with the IPA and considering how best to communicate objection deadlines. Consideration is also being given to increasing the frequency of the DIN Log refreshes from fortnightly to weekly, thereby providing a more frequent view of prospective design changes.

IPA Comments

The views of the IPA were invited, and RS advised the process had been reviewed with the Programme and has thus far been successful in increasing the frequency of design releases. The IPA agreed with the need for continuous improvement and highlighted that change marking is not currently provided until after the release of changes, which can result in participants needing to review documents twice, which is inefficient. AP acknowledged this and the importance of being able to review updated documentation ahead of release and advised this was under consideration as part of continuous improvement actions.

PSG Member's Comments

CP, the DNO Representative, supported the process and stated a belief that participants were in favour of the process, notwithstanding the IPA's point regarding change marking. There was a belief DIN solutions could be articulated more explicitly within the DIN Log.

PA, the Supplier Agent Representative, noted agents raised 16 objections to IR2, all of which were rejected. More clarity was requested over how objections could proceed to DRG for wider discussion. The Programme advised bilateral meetings will be held with agents to discuss how the process works and why objections are rejected. The Programme advised information will always be provided on why objections have been rejected, and a rejection does not mean the 'door is closed'. A request was made to ensure the DRG agenda is articulated clearly enough to ensure participants are able to allocated the best fit resources for attendance.

GW, the Large Supplier Representative, thanked the Programme for the bilateral meetings provided to Large Suppliers to overview the process. GW believed a lack of comments from Large Suppliers on IR2 was owing to timeout of the objections window for this release.

JH, the RECCo Representative, noted only one RECCo objection made it through to the DRG for discussion. A request was made for clear guidance on how participants may table an item at the DRG for discussion and there was a belief this would assist the resolution of objections. AP advised this would be considered and the Programme are open to discussion on any matters of import. JH agreed with the comments on change marking, and believed this was the next gap within the process to be solved.

ACTION PSG22-01: Programme to consider and action comments on the operation of the Fast Track Design Update Process Review raised by the PSG

The Chair advised their view is objections must be fully understood and any rejections provided with a clear and agreed rationale. The Chair considered the process is operating as intended and fulfilling its primary purpose.

7. Core Capability Provider Update

Updates were provided by two Core Capability Providers, DIP and Helix.

DIP Updates

RG advised that following the onboarding of the DIP service provided in January 2023, and following the design phase, the build phase has commenced. RG stated the DIP build was c.60% complete and is now moving toward the testing phase, with all activities believed to be on track. The DIP is a key component of the MHHS Target Operating Model (TOM) and the Programme are working closely with Avanade, the DIP Service Provider, to manage, monitor, and build. This is on track for Delivery by M9 and represents movement toward deployment of an industry grade core component.

PSG Member's Comments

AC highlighted some risk mitigation actions within the DIP Dashboard contained resolution dates in the past. RG took an action to review and amend these as required.

ACTION PSG22-02: Programme to update DIP risk actions dates within the DIP dashboard

The group noted the logical architecture design deliverable was still pending sign-off. The onboarding process is to be finalised, and further details continue to be added to the draft process. The Programme are ensuring a particular focus on secondary addressing and d-flow routing. RG surmised that, whilst not yet closed, all risk mitigations were on track. AC agreed it appeared the risks relating to DIP delivery are being managed.

PA noted the expectation of participants readiness for DIP testing at M9, but advised they could not see a period for onboarding participants ahead of M9. RG advised the onboarding of participants ahead of M9 will be phased. Interval 1 will include Helix, Interval 2 St Clements, and Interval 3 at the end of November 2023 will bring in wider participants. Work is ongoing to support onboarding and ensure parties are ready to commence use of the DIP, and how to ensure sufficient time before proceeding to CIT.

Helix Update

LR advised development work is progressing well. Helix have reviewed IR2 and are now reviewing IR3 to ensure assess which changes can be achieved by CIT, and any other changes can be scheduled for future system releases. Helix are relatively confident M9 is achievable.

The Chair asked for confidence to be provided over the delivery of actions to mitigate risk. LR responded several actions within the Helix dashboard have moved on and would be updated.

LR highlighted transition design may impact Helix delivery timeframes, noting this did not become available until later than originally indicated.

The Chair concluded that updates will provided at the next meeting by the remaining Core Capability Providers.

8. Delivery Dashboards

RAID

The PSG discussed the need to review risks and issues more closely as the Programme approaches M9. KC noted there is a need to understand both Programme risks and participants risks, noting very few items are raised to the RAID Log by participants. The Chair noted an intention to commence presentation of key risks to relevant governance groups for discussion and monitoring. Several PSG members agreed this would assist in obtaining a breadth of views and ensuring input on the management of risks and issues. The Programme committed to considering the best way to present RAID items to the PSG and how to ensure visibility and generate valuable discussion of both Programme and participants risks at relevant Programme governance groups.

ACTION PSG22-03: Programme to consider most valuable way to present RAID to PSG and generate right discussions, and how to increase visibility/discussion of both Programme and participants risks and issues at relevant governance groups

The group noted the potential challenges with discussing participant risks which may involve commercial sensitivities.

SIT Status

AP noted all SIT participants have now been confirmed.

DWN, the DCC Representative, advised their status as a Core Capability Provider is currently amber, and whilst DCC are on track for SIT entry, there are risks which exist around data requirements. DCC are collaborating with the Programme to ensure mitigating action are underway. The amber status reflects the short timelines to SIT entry and DCC not being fully clear on the requirements for test data. There are also outstanding questions over environments and defect management. The representative believed the right conversations were ongoing, and there was a positive focus on resolving the 'known unknowns'. The Programme Testing Lead added that weekly bilaterals are being held with DCC and offered to discuss directly with DCC to ensure appropriate action are proceeding on both sides. KC highlihged DCC's role regarding data will be for SIT Functional rather than CIT, and the status could reasonably be described as a 'pale' amber. The Chair thanked DWM for the clarity of their update.

ACTION PSG22-04: PSG to review efficacy of Fast Track Design Update Process at next PSG following one month of operation

PPC Updates

The Chair highlighted the success of the recent MHHS Open Day, held 13 June 2023. At it's peak, c.180 participants were in attendance both virtually and in person. Feedback provided praised the content of the day, stating it was pitched at the right level of detail for the technical attendees in attendance.

IPA Updates

RS advised the IPA are coming to the end of the first testing assurance activity and thanked those who participate, noting it was a constructive experience. Feedback from participants has been largely in line with what the Programme has reported. Parties are on the for CIT. A fuller update will be provided at the next PSG.

9. Summary and next steps

The Chair invited any other business, to which no items were raised.

The Chair thanked members for their contributions and closed the meeting.

Dates of Next Meetings: 02 August 2023 10am