MHHS PROGRAMME

Industry-led, Elexon facilitated

Cross Code Advisory Group #8
27 July 2022

Version 1.0

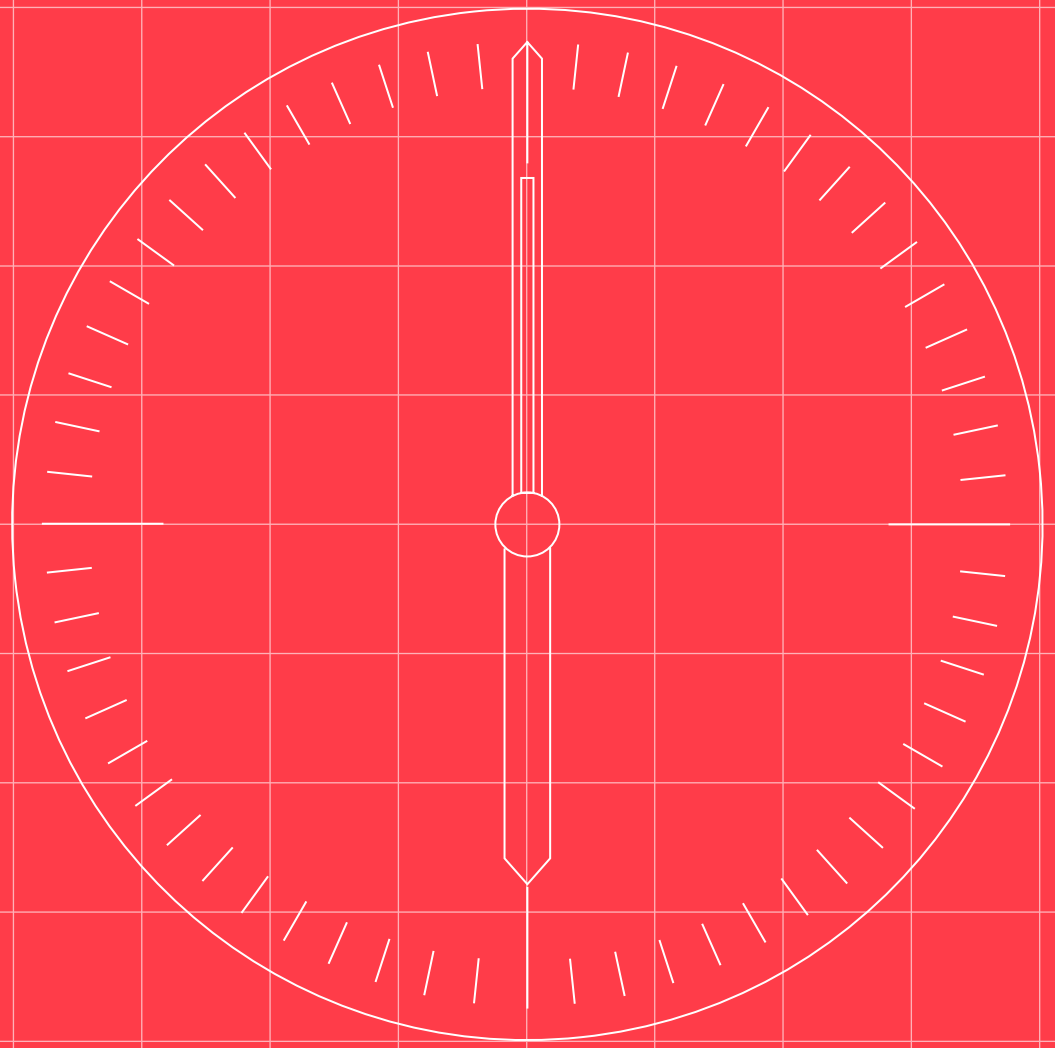
MHHS DEL522

Document Classification: Public

Agenda

#	Item	Objective	Type	Lead	Time	Page
1	**Welcome**			Chair	10:00-10:05 *5 mins*	1
2	**Minutes and Actions**	Approve minutes of previous meeting and review outstanding actions	Decision	Chair & Secretariat	10:05-10:15 *10 mins*	3
3	**Governance Groups Updates**	Updates from MHHS Programme governance groups	Information	Programme (PMO)	10:15-10:20 *5 mins*	5
4	**Horizon Scanning Log**	Review code changes relevant to the MHHS Programme and identify any actions required to minimise risks/impacts	Discussion	Programme (Martin Cranfield)	10:20-10:30 *10 mins*	7
5	**Transitional Text Approach and Code Drafting Requirements**	Review latest information on approaches to transitional text, text activation, amendment, code removal, release, enduring document management (see actions CCAG07-04 and 07-06)	Discussion	Programme (Martin Cranfield)	10:30-10:50 *20 mins*	9
6	**CDWG Update**	Approve CDWG ToR and provide update from inaugural meeting	Decision	Programme (Martin Cranfield)	10:50-11:00 *10 mins*	11
7	**Items for Approval**	Approve updated versions of items previously brought to CCAG: 1) Code drafting principles and approach; 2) Code draft RACI; 3) Resource model; 4) Code draft plan.	Decision	Programme (Martin Cranfield)	11:00-11:25 *25 mins*	13
8	**PPC Introduction**	Provide an overview of the Programme Party Coordinator (PPC) role, team and activity	Information	Programme (Pete Edwarde)	11:25-11:30 *5 mins*	22
9	**Summary and Next Steps**	Summarise meeting actions and next steps	Information	Chair & Secretariat	11:30-11:35 *5 mins*	25
	Attachments Attachment 1 – Code Drafting Working Group Terms of Reference (draft) v0.3 (change marked) Attachment 2 – Code Drafting Working Group Terms of Reference (draft) v0.3 (clean) Attachment 3 – Programme Responses to CCAG Member Comments on Code Draft Plan presented at CCAG 22 June 2022 (ACTION CAG07-08)					

Minutes and Actions



DECISION: Approve minutes of previous meeting and review of outstanding actions

Chair & Secretariat

10 mins

Minutes and Actions

- Approval of Minutes from CCAG meeting held 22 June 2022
- Review of outstanding actions:

Ref	Date Raised	Action	Owner	Due Date	Update
CCAG04-07	23/03/2022	PMO to flag operational choreography document to CCAG once issued for consultation	Programme (PMO)	August 2022	ONGOING: To be completed once document becomes available (please refer to the design plan for timelines).
CCAG07-01	22/06/2022	Update MHHS responses to content in the Horizon Scanning Log	Programme (Matt McKeon)	20/07/2022	RECOMMEND CLOSED: Updates complete, to be discussed under agenda item 3 at CCAG 27 July 2022.
CCAG07-02	22/06/2022	Add Changes R044 and DP206 to the Horizon Scanning Log	REC and SEC Representatives	20/07/2022	RECOMMEND CLOSED: R0044 added to log. Update required for DP206.
CCAG07-03	22/06/2022	Update the code draft M6-M8 plan following CCAG discussion and bring to July CCAG for approval	Programme (PMO)	20/07/2022	RECOMMEND CLOSED: Updates made following last CCAG. For review under agenda item 8 at CCAG 27 July 2022.
CCAG07-04	22/06/2022	Develop the Programme's approach to transitional text, including for the drafting approach, activation arrangements following code implementation, sunset clauses, and the plan for a final release. Discuss the transitional text approach with BSC and REC offline. Bring the outputs to July CCAG for discussion.	Programme (Andrew Margan)	20/07/2022	RECOMMEND CLOSED: For discussion under agenda item 5 at CCAG 27 July 2022.
CCAG07-05	22/06/2022	Provide feedback on periods of activity in industry to be taken into consideration when determining the timing and durations of activities in the plan	All CCAG members	20/07/2022	ONGOING: Feedback provided that timings look correct, but detailed analysis was not achieved due to annual leave. Remain ongoing to provide further opportunity to assess.
CCAG07-06	22/06/2022	Discuss the post-release/implementation plan, including how changes will be managed. Discuss with REC and BSC. Present back to CCAG in July	Programme (Andrew Margan)	20/07/2022	RECOMMEND CLOSED: Code release could be a date later than qualification. CCAG members to confirm release dependencies via a new action under item 5 at CCAG 27 July 2022.
CCAG07-07	22/06/2022	Meet to discuss the Ofgem steps within code release and implementation. Updates the plan as required and present outputs in July CCAG	Programme, Ofgem	20/07/2022	ONGOING: Discussion held and code draft plan updated (see action CCAG07-03). Awaiting further feedback from Ofgem.
CCAG07-08	22/06/2022	Provide responses to the code draft plan feedback received prior to the CCAG meeting	Programme (Andrew Margan)	29/06/2022	RECOMMEND CLOSED: Responses provided and issued with meeting papers.
CCAG07-09	22/06/2022	Amend the resource RACI to make REC a responsible party for registration service and qualification	Programme (Andrew Margan)	20/07/2022	RECOMMEND CLOSED: RACI updated and to be agreed under agenda item 7 at CCAG 27 July 2022.
CCAG07-10	22/06/2022	Update resource plan to note that the resource in the plan is for code drafting only (additional resource is required for meeting attendance and consultation)	Programme (Andrew Margan)	20/07/2022	RECOMMEND CLOSED: Resource plan updated and to be agreed under agenda item 7 at CCAG 27 July 2022.
CCAG07-11	22/06/2022	Consider the enduring referencing and hosting of design artefacts and how this should be brought into each code. Update the code draft principles for approval in July CCAG.	Programme (Andrew Margan)	20/07/2022	ONGOING: Prototyping of iServer for enduring solution to be progressed next month.

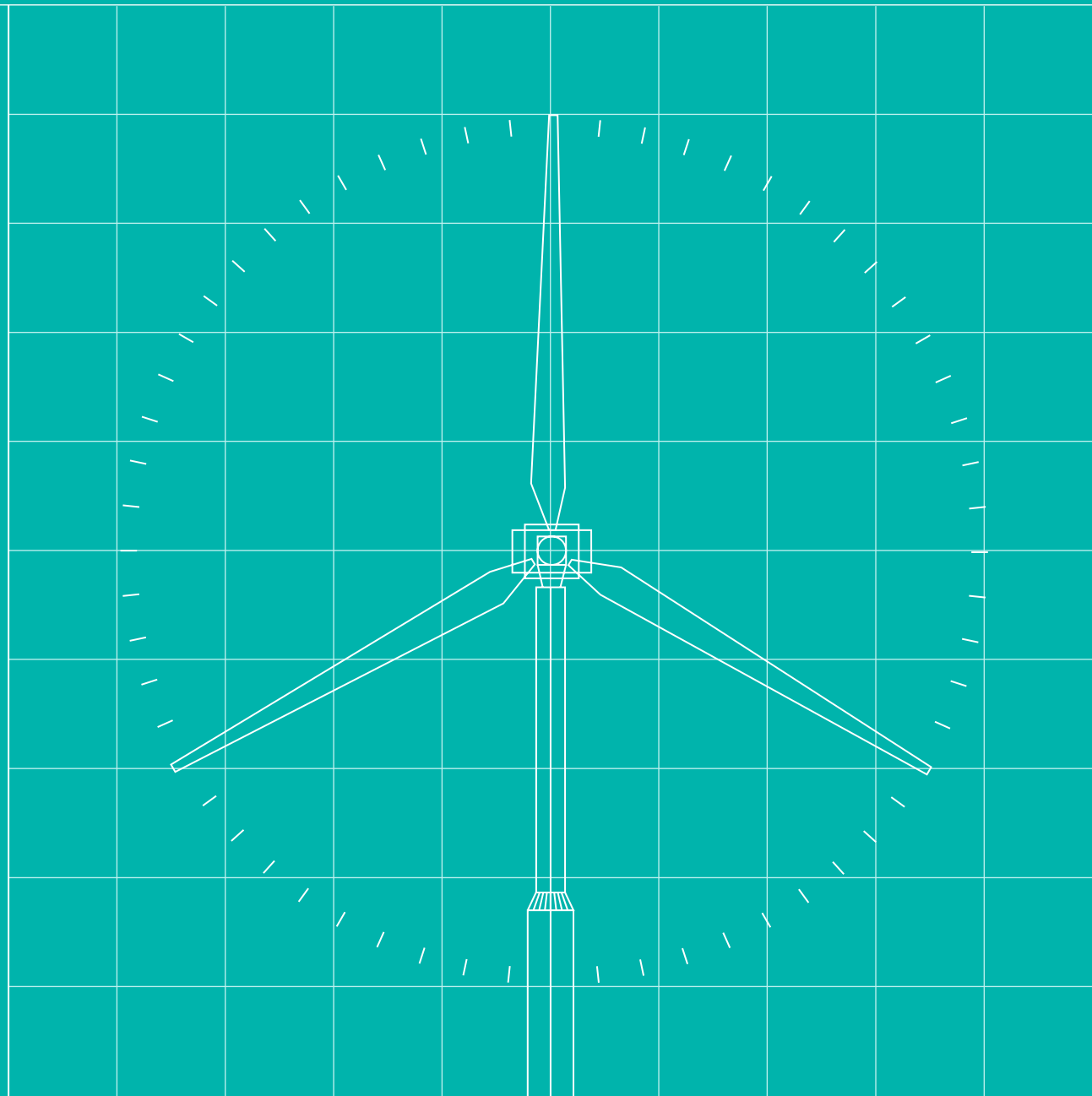
3

Governance Group Updates

INFORMATION: Updates from MHHS Programme governance groups

Programme – PMO

5 mins



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L2 and L3 Governance Group Updates

Programme Steering Group (PSG)

Update from PSG 06 July 2022

1. **M5 design plan –** the Programme provided an overview of the revised design plan to October. This included the the path to deliver all design artefacts by 29 July 2022.
2. **Decision on CR007** – the Programme presented the outputs of Impact Assessment on CR007. The Programme presented a new proposal to rescind the Change Request and issue a new Change Request covering M5 and M3, taking into account feedback from CR007 Impact Assessment and the new design plan. The PSG agreed to progress the proposal. An extraordinary PSG has been scheduled for 14 July 2022 to review the Change Request and make a decision whether to raise it for Impact Assessment
3. **Programme re-plan** – The Programme provided an update on progress of the re-plan and volunteer planning working groups
4. **SEC MP162 approval risk** - the Programme provided an overview of risk relating to MP162 and asked for feedback from PSG on mitigating actions
5. **Pre-meeting webinar** – the PSG provided feedback on the pre-PSG webinar trial. Future webinars will be scheduled.

The PSG Headline Report is available here

Design Advisory Group (DAG)

Update from DAG 06 July 2022

1. **Tranche 3 Approval** – The DAG conditionally approved the Tranche 3 design artefacts
2. **Level Playing Field Design Principle** – The DAG continue to assess whether Smart Energy Code Modification Proposal (SEC MP) 162 is consistent with the MHHS design principles. The Programme will produce a paper detailing the options available and the advantages/disadvantages to help inform DAG's decision, or support escalation where DAG cannot reach agreement.
3. **DIP Functional Specification and Non-Functional Requirements** – the latest version of each document were issued to the DAG, incorporating amendments made following review. Please see the latest documents provided with the DAG meeting papers available here.

The DAG Headline Report is available here

Testing and Migration Advisory Group (TMAG)

Agenda items for TMAG 20 July 2022

1. **Test data generator for consumption data –** hear feedback from TMAG members on whether they have a way of injecting the Programme's generated data into their systems
2. **Working group deliverables and dependencies tracker** – review the forward plan for and inter-relationships between TMAG governance groups
3. **RAID review** – review testing and migration related risks and issues
4. **Working group updates** – review updates and next steps for the Migration, Data, Environments & Configurations Management, and Qualification & E2E Sandbox working groups

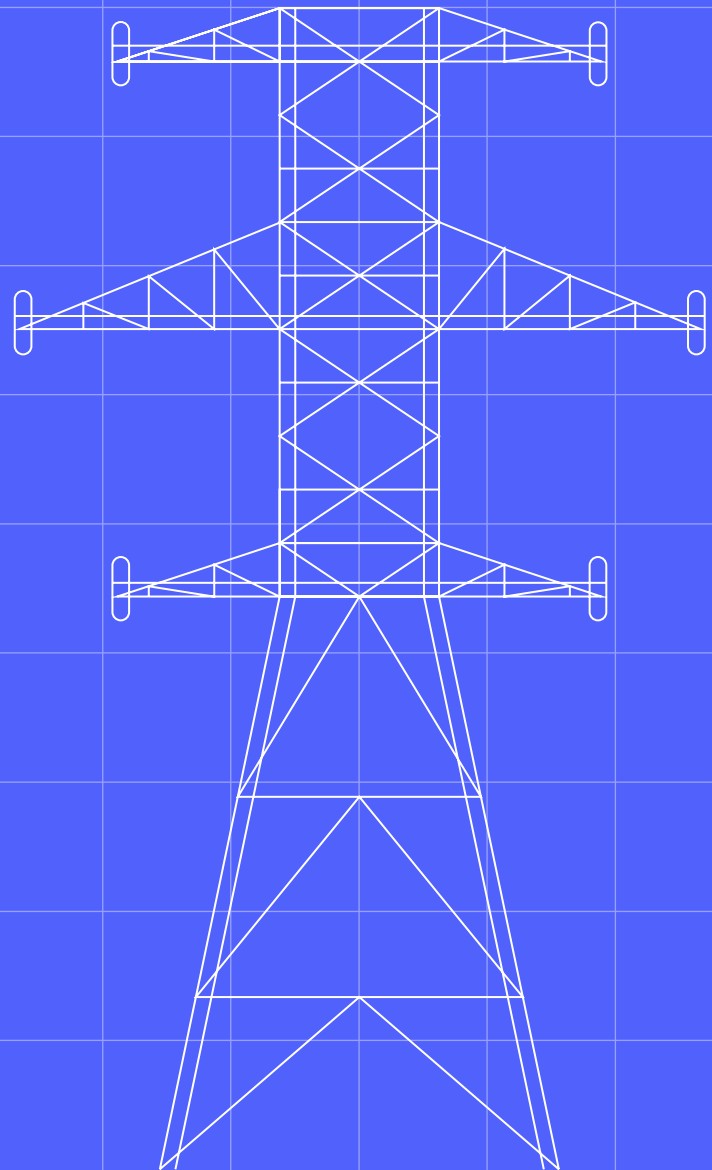
The TMAG meeting papers are available here

Horizon Scanning Log

DISCUSSION: Review code changes relevant to the MHHS Programme and identify any actions required to minimise risks/impacts

Programme – Martin Cranfield

10 mins



Horizon Scanning Log

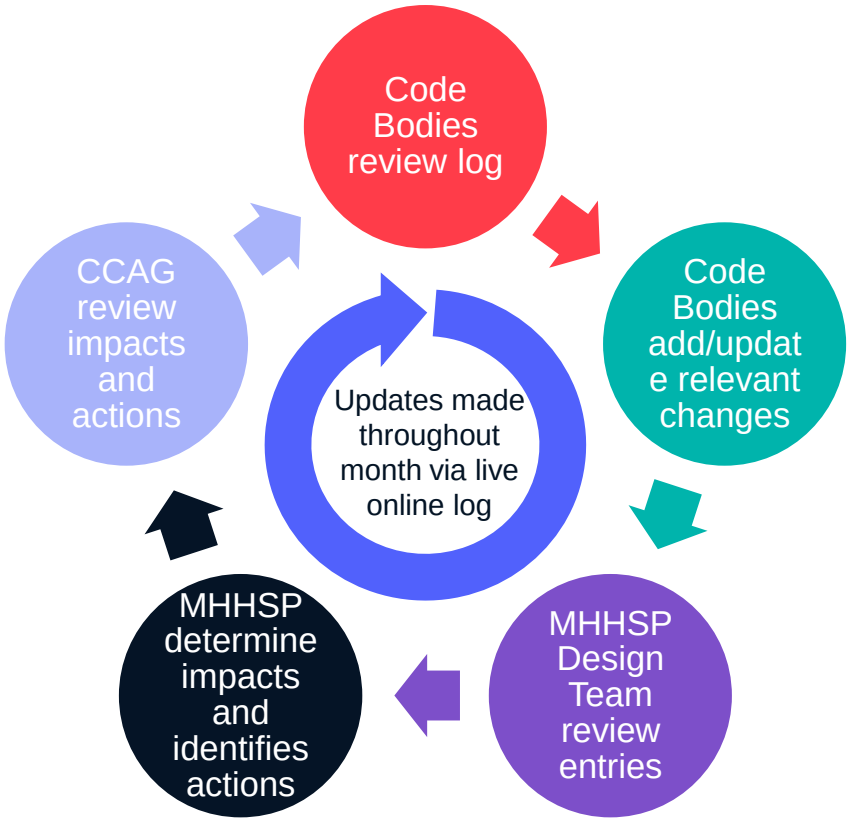
CCAG update

Process and Review
- Code Bodies update throughout month (akin CACoP CMR)
- Programme Design Team triages any impacts
- CCAG discuss and review actions by exception

Key Monthly Questions
- Has log been updated / Is log complete?
- Have all MHHS impacts been identified?
- Are risks sufficiently managed / mitigated?

Specific Changes
- REC R0044 – Updates from RECCo / Updates on MHHS impacts
- SEC MP162 – Updates / challenges

Reminder: Horizon Scanning Log Process



Live log available on the MHHS Portal – please contact PPC@mhhsprogramme.co.uk if you require access

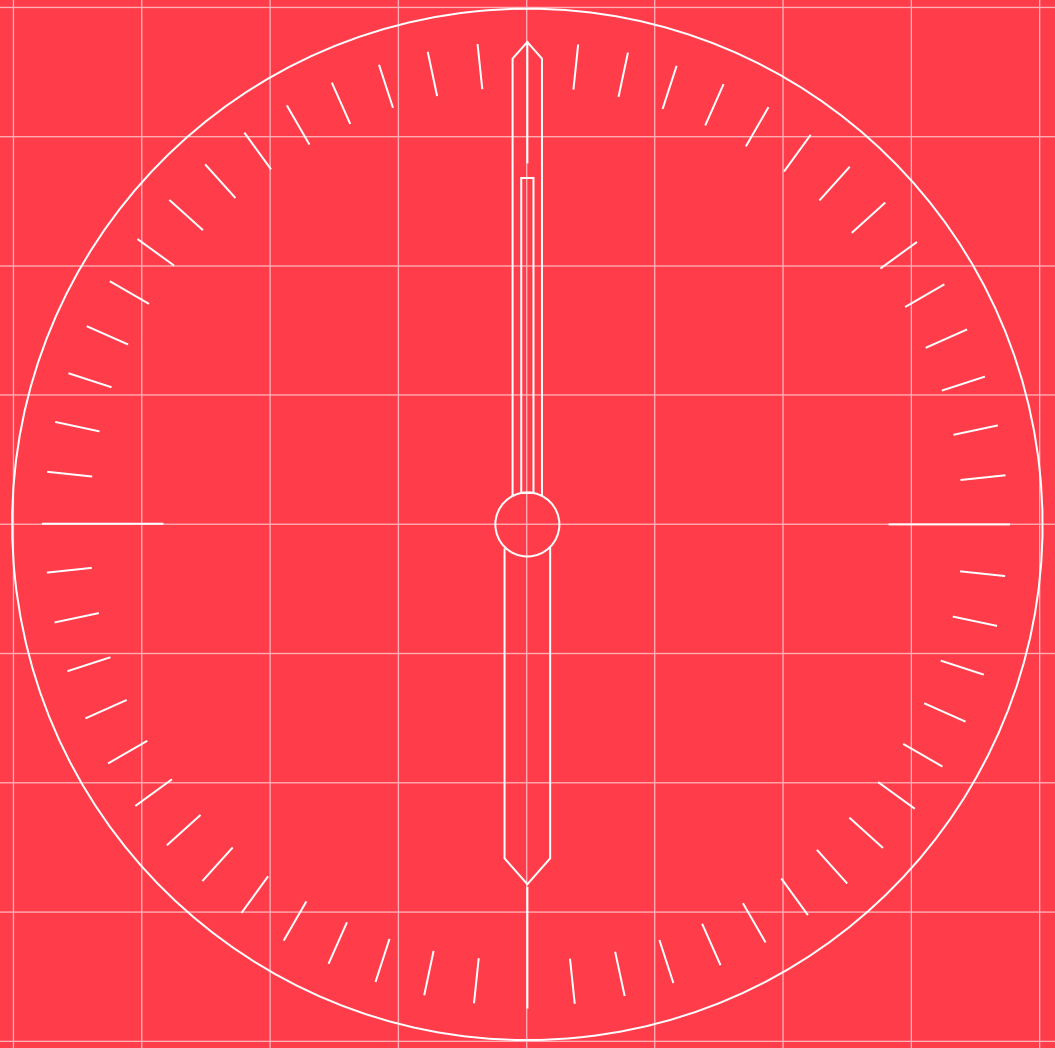
Direct link: MHHS-DEL387 CCAG Code Change Horizon Scanning Log v1.0

Transitional Text Approach and Code Drafting Requirements

DISCUSSION: Review latest information on approaches to transitional text, text activation, amendment, code removal, release, enduring document management (see actions CCAG07-04 and 07-06)

Programme – Martin Cranfield

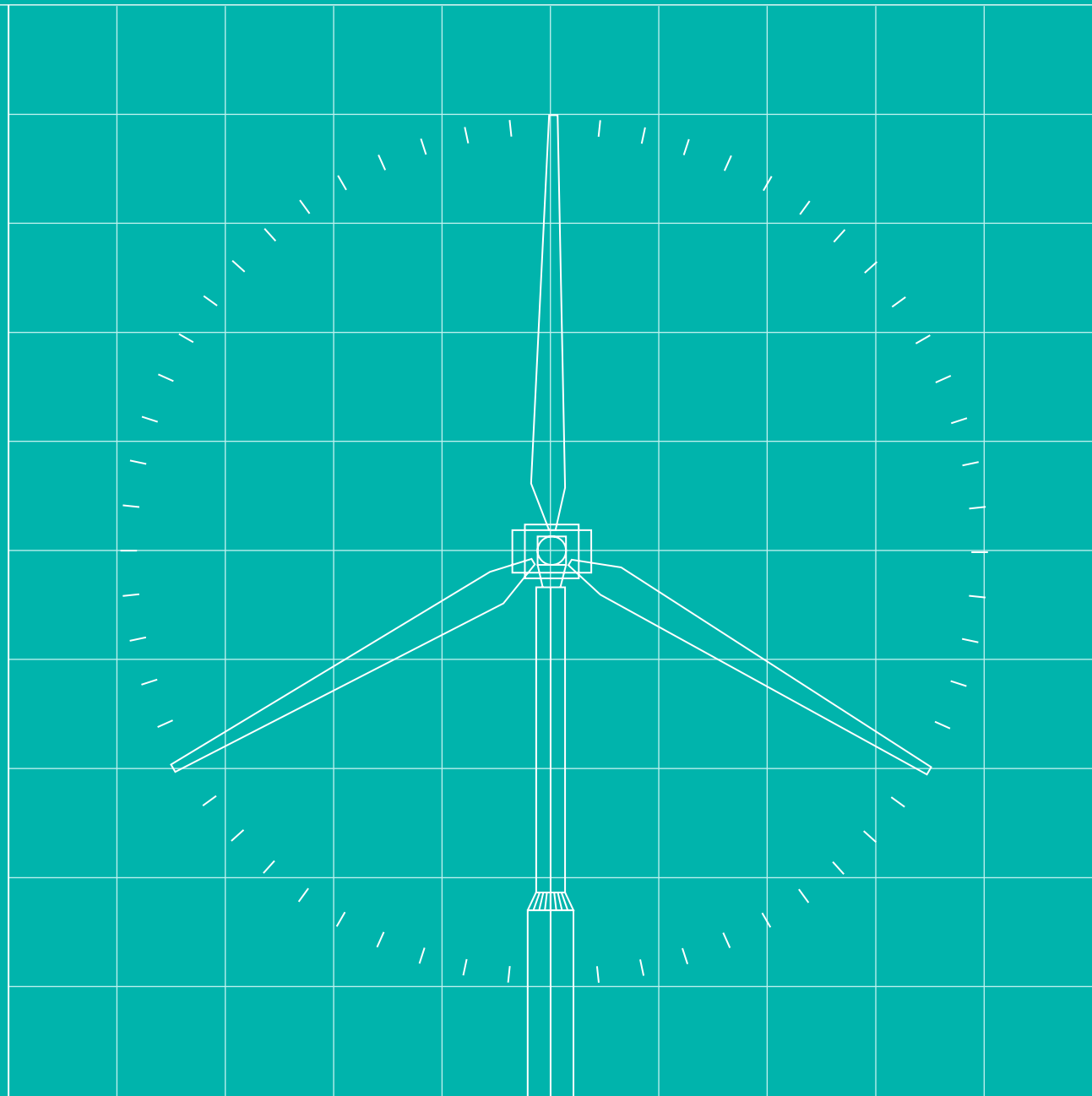
15 mins



Mid-month CCAG Code Drafting Requirements (1 of 2)

#	Subject	Options	Solution	Action
1	Transition Text	1. Transition text sits above both old and new text and explains how it operates 2. A new schedule is created to cover transition text approach to switch on/off text and old text cut to schedule 3. Transition text embedded into lower level text	A new schedule is created to cover transition text to switch on/off text and old text cut to schedule, (although there may be exceptions which need to be managed lower text where there are quirks). At the end a house keeping change removes the transition schedule. (*Noting 80/20 rule may mean that most text is managed this way, although exceptions will mean this may not work for all changes and all codes).	Present at CCAG
2	Text activation (M8)	Implementation/code release options 1. Linked to Qualification 2. Linked to M9 Testing 3. Linked to M10 4. Transition document needs to be complied with ahead of go-live	The CCAG plan assumes the code implementation is the first available code release after code drafting delivery (M6), with a back-up release. Both releases being before qualification. The challenge is should the code implementation be in a much later release and how much later. Options – CCAG Approval, Ofgem Approval/Designation, Code go-live date is first release or a later release. .	**CCAG Homework** **1) Is there a difference between CCAG approval vs Ofgem approval/designation for legalising code changes for participants?** **2)What is the preference for code to implemented? E.g. Pre-Qualification or Pre-migration?**
3	Text amendment post M8	1. Standard mod process 2. Centrally developed under CDWG	Assumed to be BAU mod process. Exception could be a result of testing or final mop up post migration.	**The text amendment solution is dependent on the Participant resource to item 2.**
4	Code removal (Sunset Clauses)	1. Sunset clauses at from first draft 2. SMAP used to remove code at end	Transition schedule approach would drop away (see point 1)	Present at CCAG
5	Consequential Code Change	1. Manage through CDWG 2. Code bodies update their codes to reflect changes made in another code	Code bodies update their codes to reflect changes made in another code	Present at CCAG
6	Drafting approach	Is there an alternative to the solution?	Code drafters will draft code by topic and send for internal review before issuing for cross code review. Code drafting will be central managed and stored via SharePoint	Present at CCAG
7	Enduring solution	iServer vs digital code (Other options)	Prototyping iServer with load shaping service	Under development

CDWG Update



DECISION: Approve CDWG ToR and provide update from inaugural meeting

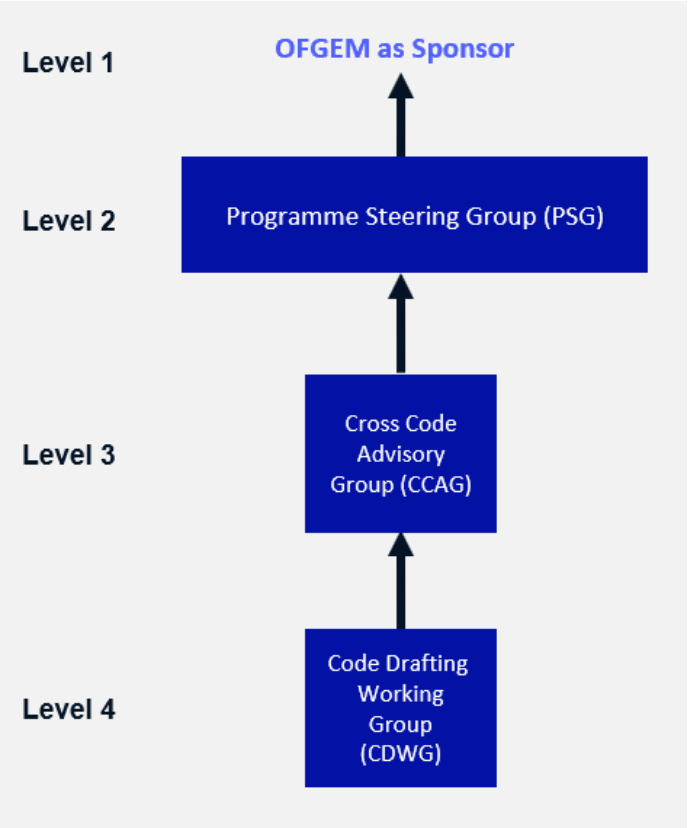
Programme – Martin Cranfield

10 mins

CDWG Updates

Discussion items at CDWG 30 June 2022:

Extract of MHHS Programme Governance Structure



For CCAG decision – CDWG Terms of Reference (attachment)

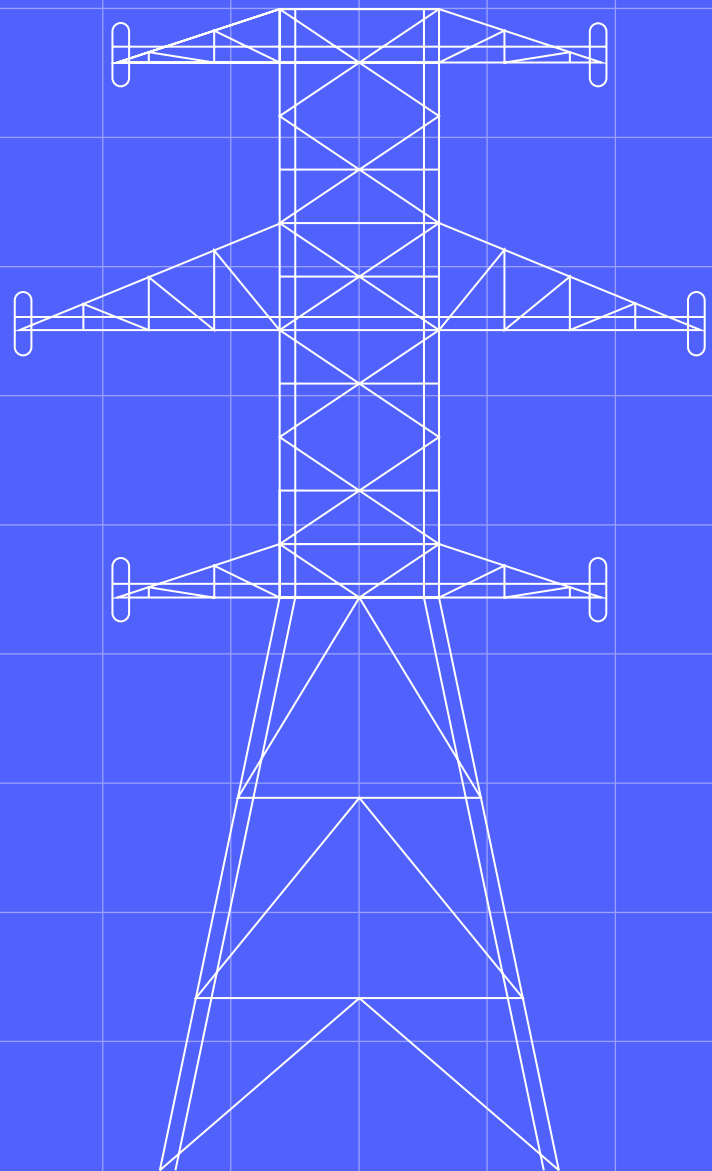
Items for approval

DECISION: Approve updated versions of items previously brought to CCAG:

1. Code drafting principles and approach
2. Code draft RACI
3. Resource model
4. Code draft plan

Programme – Martin Cranfiield (PMO)

25 mins



Code drafting principles and approach

- **Latest principles and approach information following review by CCAG and DAG**
- **Please note, the principles and approach are to be considered a' living' document and may be subject to change as needs evolve**

Principles

1. Code drafting will take a **lean approach** - new wording and content changes will be minimised, and any changes simple and direct. Code drafting will be clear, unambiguous and complete in order to negate/reduce the need for associated supporting documents.
2. Code drafting will **reflect the content of the design (i.e. the MHHS Target Operating Model (TOM))** and not ~~to~~ re-open the merits of each design solution (the Programme is design-led).
3. ~~BSCPs (or equivalent) will reference the Enterprise Architect tool, rather than duplicate design artefacts.~~ ~~**Design artefacts will be referenced wherever possible**~~, ~~using a "point at" model.~~
4. Code drafting will be **colour coded/change marked**, to support drafting and assurance review.
5. The **code with the largest impact will lead/dictate code drafting activity** and other codes will dove tail into their work; e.g. REC/MHHSP will drive code draft activity and DCUSA presents their consequential changes at the same time. Similarly, codes will undertake their drafting under each topic area at the same time.
6. **Code drafting artefacts will be held centrally,** and available on the MHHS Portal
7. **Code drafting and review will take place offline**. Comments from review will be addressed in the working group by exception (i.e. only where specific comments require discussion)
8. The ownership of code drafting and review cycles by topic area will be delegated to the L4 Working Group by the CCAG
9. **CCAG will retain control to recommend implementation and request Ofgem Smart Meter Act Powers**.
10. **Mini-consultation will be by all Programme Participants** via their principal contacts.
11. Mini- consultation, drafting reviews, and **code drafting itself will occur in parallel where possible**
12. In accordance with Ofgem timetable, code drafting will not change settlement timetable until transition is complete
13. **Initial qualification** will be undertaken against the design not code drafting
14. Requirements for, or impacts on, transitional text, consequential change, performance assurance, qualification, migration, and terminology consistency, impacts on previous drafting topics or snags for upcoming drafting topics will be considered through the development of code legal text

Approach

1. **Topic areas to be drafted in order by largest first** (to be validated by BSC and REC matrix planning activity and with final outputs of the design). **Time required to draft for each topic area will flex** depending on the volume of drafting required. The topic areas will be: 1) Data Services, 2) Metering, 3) Registration, 4) Interfaces/Data Specification, 5) BSC Central Services, 6) Governance, 7) Transitional text
2. A **consistency check** will provide assurance and gap analysis to cross reference code sections to design artefacts. This will ensure all artefacts are codified. Code Bodies will lead the consistency check, with support from other code bodies, the Programme
3. **Any changes to the design** post M5 will require a Programme Change Request and supporting evidence
4. **CDWG will be the formal working group**. The CCAG will maintain mid-month meetings with code bodies.
5. **Some code drafting can be 'warm started'.** This includes transitional text (as each topic area completes) and consequential changes for non-REC/BSC (see Principle 14).
6. Draft text will require internal **reviews** before being sent to mini-consultation
7. The Programme will **centrally manage consultations and submission of code changes to Ofgem**, collating code documentation where necessary
8. **Enduring design artefact management** post-programme completion will be provided via a design document repository accessible to all

Code Drafting RACI (Page 1 of 2)

Code Drafting RACI Matrix

Code Drafting RACI	Project leadership (SRO/CPT)	Project Team (PMO)	Code Bodies (MHHSP, BSC, REC, DCUSA, CUSC, SEC)	Ofgem	CCAG Members	Programme Participants/ CDWG
Central activities						
Strategy	R/A			I	C	I
Planning	A	R		I	C	I
Resource Management	R/A		R	I	C	I
Plan Management	A	R	C	I	C	I
Meeting Management	A	R		I	C	I
Code Drafting Process						
Code Drafting	A	I	R		I	
Drafting QA	A	I	R			
Consultation	A	R	C		I	C
Query Management	A	R	R		I	I
Query Resolution	A		R		I	I
CDWG Review	A	R	R		I	R
Final Drafts	R/A	C	R	I	I	I
Governance						
CCAG Updates/Escalations	A	R	R		C	I
SRO CCAG Recommendation	A/R	I	C	I	C	I
Approval and Release						
SMAP	C	I	C	R/A	I	I
Consultation	C	I	C	R/A	I	C
Designation	I	I	I	R/A	I	I

Detailed code drafting RACI matrix next slide

Code Drafting RACI (Page 2 of 2)

Programme and code body detailed code drafting RACI Matrix

Detailed Code Drafting RACI	Project leadership (SRO/CPT)	Project Team (PMO)	MHHSP (Design)	Elexon	REC (Code Management)	DCUSA (Code Admin)	CUSC (Code Admin)	SEC (Code Admin)
Code Drafting								
Data Services	A	I	R	C	C*	C*	C*	C*
Metering Services	A	I	C*	I	R	C*	C*	C*
BSC Central Services	A	I	R	C	I	C*	C*	C*
Interfaces	A	I	R	C	R	C*	C*	C*
Registration	A	I	R	C	R	C*	C*	C*
Governance	A	I	R	C	R	C*	C*	C*
Qualification	C	I	C	R/A	R	C*	C*	C*
Transition Text	A	I	R	C	R	C*	C*	C*
Cross Check/Mop up	A	I	R	C	R	R	R	R
Performance Assurance**	C	I	C	R/A	R	C*	C*	C*

***** Consulted , although responsible for identifying and making code changes where relevant

** Not part of M6 code drafting activity – to be picked up by PABs

Note: REC area updated and Elexon BSC and Helix merged (action CCAG07-09)

Code Drafting Resourcing – Code Planned Resources

Overview of Programme and REC code drafting resources

Drafting sequence	1	2	3	4	5	6	7	8	9	10	11	12
Topic	Planning	Data Services	Metering Services	Registration	BSC Central Services	Interface	Governance	Consequential Changes	Consistency Check	Qualification	Tranisiton text	Finalise code
Lead Code	PMO	BSC	REC	Both	BSC	Both	Both	Both	All	Both	All	
BSC/MHHSP		Primary		Both	Primary	Both	Both	Both	BSC	Both	BSC	Both
Resource required		*2 FTE*		*2 FTE*	*2 FTE*	*2 FTE*	*2 FTE*	2 FTE	*2 FTE*	*2 FTE*	*2 FTE*	2 FTE
Time required		*15 WD*		*15 WD*	*15 WD*	*8 WD*	*8 WD*	15WD	*15 WD*	*8 WD*	*15 WD*	15 WD
Resource available		*2 FTE*		*2 FTE*	*2 FTE*	*2 FTE*	*2 FTE*	2 FTE	*2 FTE*	*2 FTE*	*2 FTE*	2 FTE
Time available		*15 WD*		*15 WD*	*15 WD*	*15 WD*	*15 WD*	15 WD	*15 WD*	*15 WD*	*15 WD*	15 WD
Gap												
REC			Primary	Both		Both	Both	Both	Both	Both	Both	Both
Resource required			*2 FTE*	*2 FTE*		*2 FTE*	*2 FTE*	2 FTE	*2 FTE*	*2 FTE*	*2 FTE*	2 FTE
Time required			*25 WD**	*25 WD**		*15 WD*	*15 WD*	15 WD	*15 WD*	*8 WD*	*15 WD*	15 WD
Resource available			*2 FTE*	*2 FTE*		*2 FTE*	*2 FTE*	2 FTE	*2 FTE*	*2 FTE*	*2 FTE*	2 FTE
Time available			*25 WD**	*25 WD**		*15 WD*	*15 WD*	15 WD	*15 WD*	*15 WD*	*15 WD*	15 WD
Gap												
SEC**												
Resource required		*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*
Time required		*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*
Resource available		*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*
Time available		*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*
Gap												
DCUSA**												
Resource required		*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*
Time required		*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*
Resource available		*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*
Time available		*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*
Gap												
CUSC**												
Resource required		*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*
Time required		*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*
Resource available		*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*
Time available		*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*
Gap												
Grid**												
Resource required		*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*
Time required		*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*
Resource available		*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*	*1 FTE*
Time available		*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*	*1 WD*
Gap												

* Resource will be allocated to the Metering Service early while Data Service drafting is in progress

** Although changes are likely to be less than 1 working day, this value is maintained to ensure there is contingency within the resource allocation

*** Does not include resource requirements for the consultation process, answering queries, and/or attending meetings

- This resource plan shows resource required for code drafting within each topic area – this does not include resource requirements for other CCAG-related activities such as meetings, consultation and reviews
- The Code Drafting Plan will rely be built on this resource requirement

Note: updated to reflect scope of resource activities (action CCAG07-10)

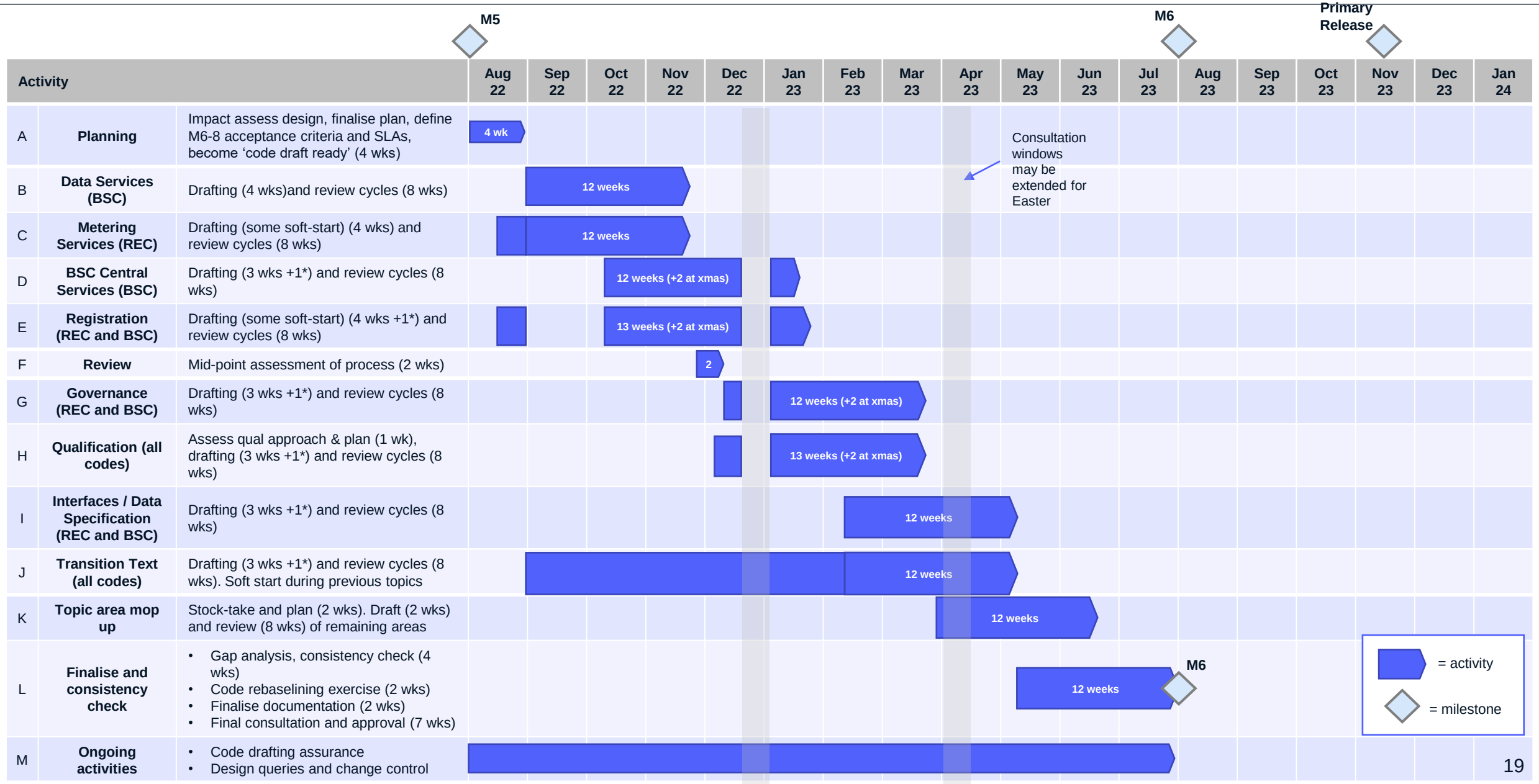
Background and information

- The following slides present the **current version of the code drafting plan to M8**. This is **CCAG owned and has been developed iteratively** with the Programme and CCAG members
- The **detail underlying the plan (line-by-line activities and durations) is contained within the draft Programme re-plan.** This will be issued for consultation at the start of August
- The **dates detailed in the plan are subject to any Change Request that may move M5**. If M5 moves later, so will the dates in this plan. The Programme will look to ensure the code draft plan delivers code changes in the most efficient timescales possible
- **Content in this plan is subject to change as we continue to learn more about the code draft approach.** This may be through the CCAG or wider Programme mechanisms (such as Planning Working Groups and later, re-plan consultations)
- The following updates have been made since last CCAG:
  - **Additional detail** provided to a number of activities in the plan
  - **Updated Ofgem consultation and decision** process (action CCAG07-07)
  - Additional **'ongoing activity' steps** added covering assurance and change control
  - **Soft-start activities** added

The ask of CCAG

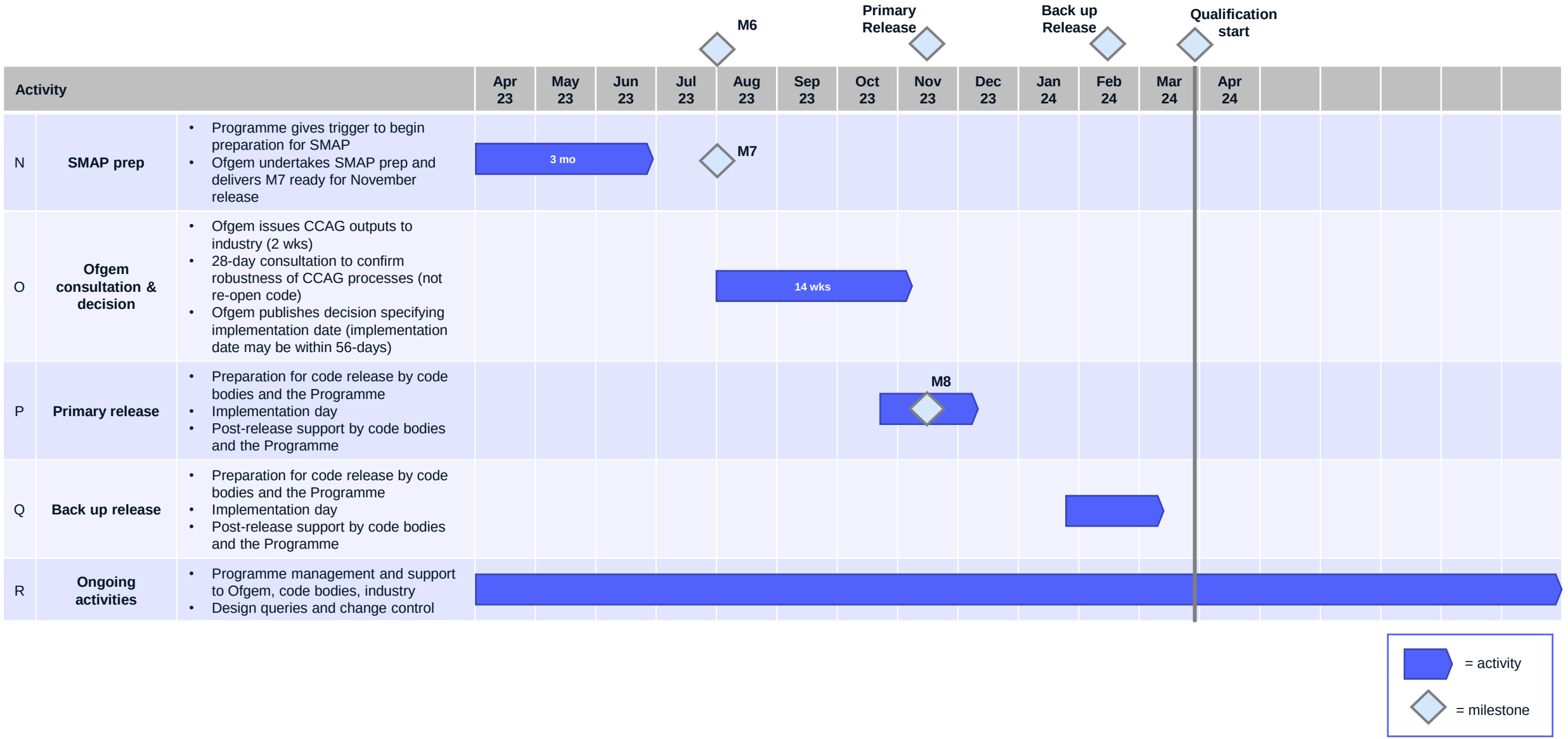
To agree that the plan reflects discussions at CCAG as a final input into the re-plan (subject to any further updates as described above)

CCAG plan (2 of 4) - Code draft plan to M6



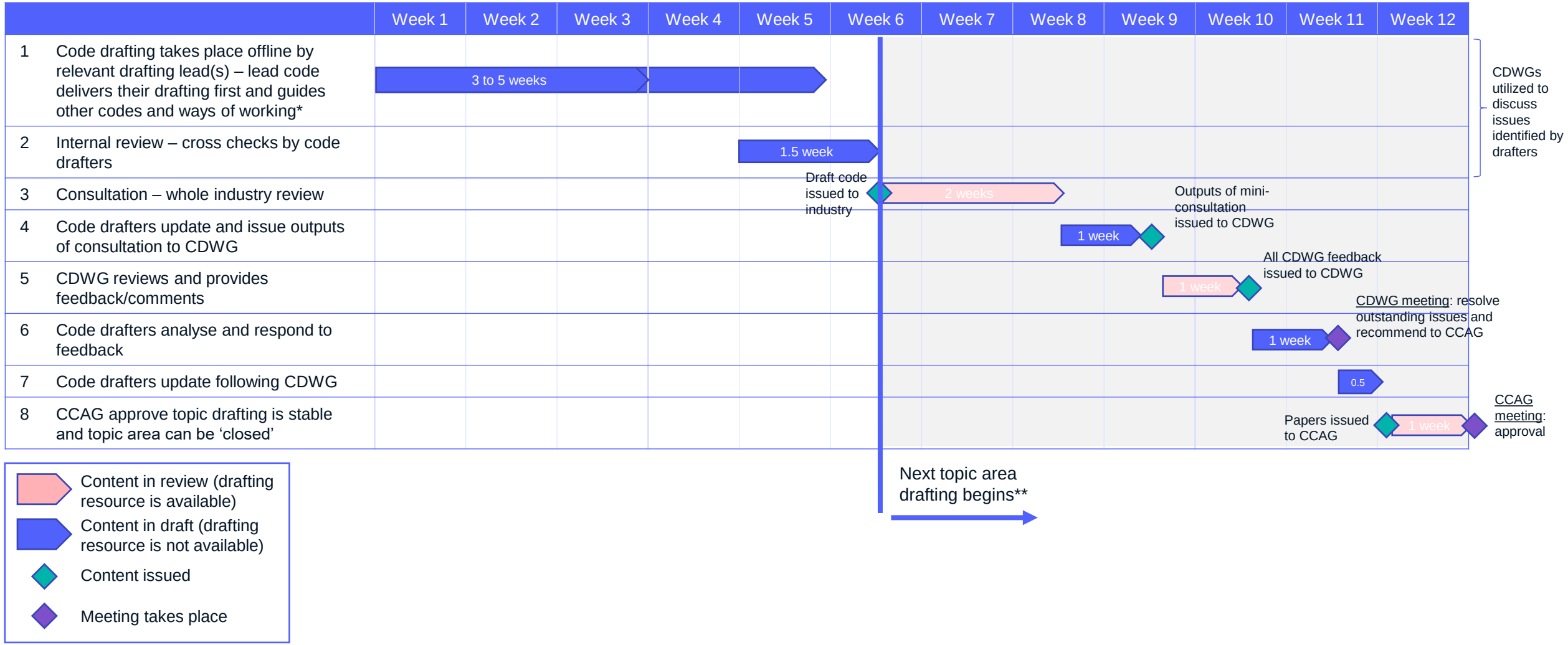
*an additional week has been added to the durations provided in the resource plan to allow for the parallel running of topic areas

CCAG plan (3 of 4) - Release plan to M7 and M8



CCAG Plan (4 of 4) – Topic area code drafting steps and review cycles

Topic area drafting and review process



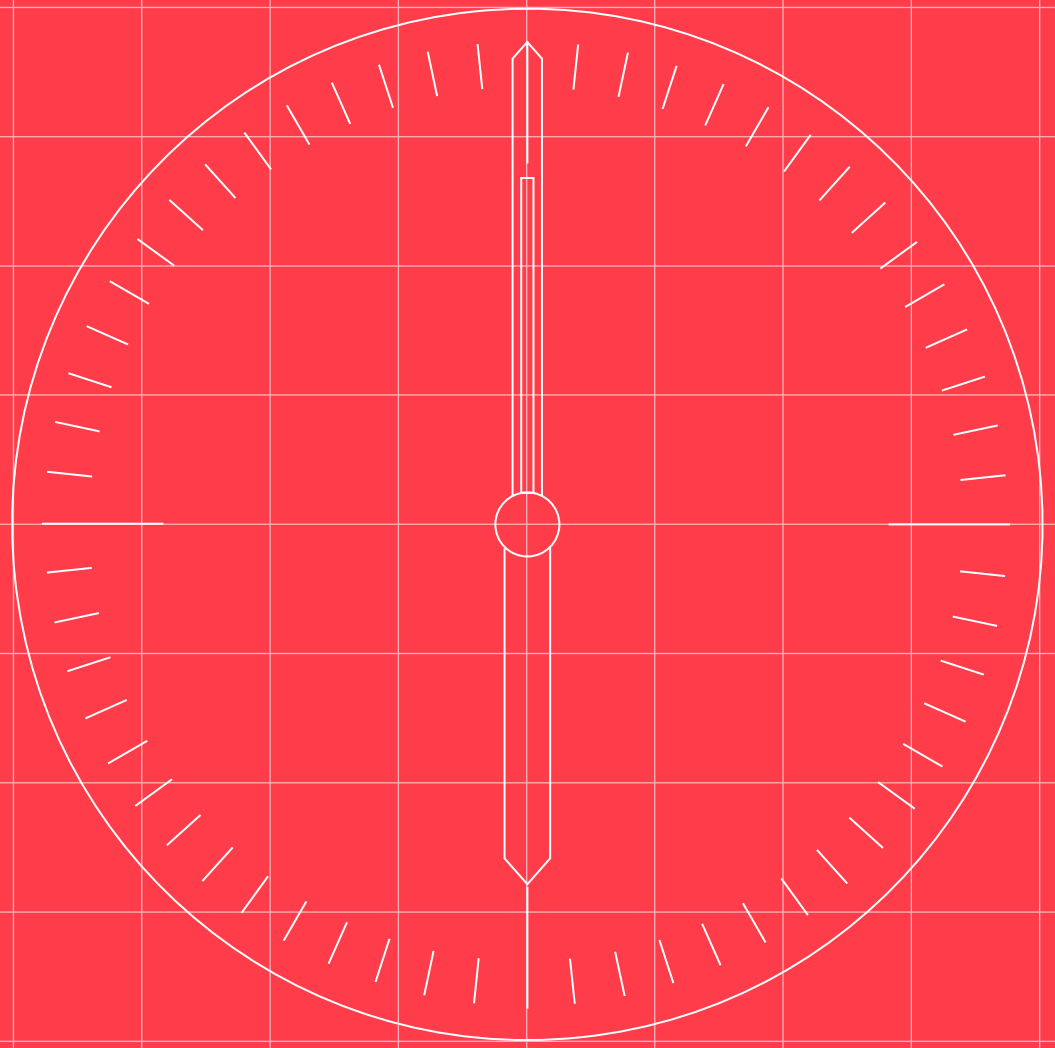
*additional time has been added to the durations provided in the resource plan to allow for the parallel running of topic areas
**the main dependency to start drafting the next topic area is the previous topic area going to consultation. Therefore, there is some leeway in the timeframes required for activities after consultation within a topic area, such as extending CDWG reviews for large topic areas

PPC Team Introduction

INFORMATION: Provide an overview of the Programme Party Coordinator (PPC) role, team and activity

Programme – Pete Edwarde

10 mins

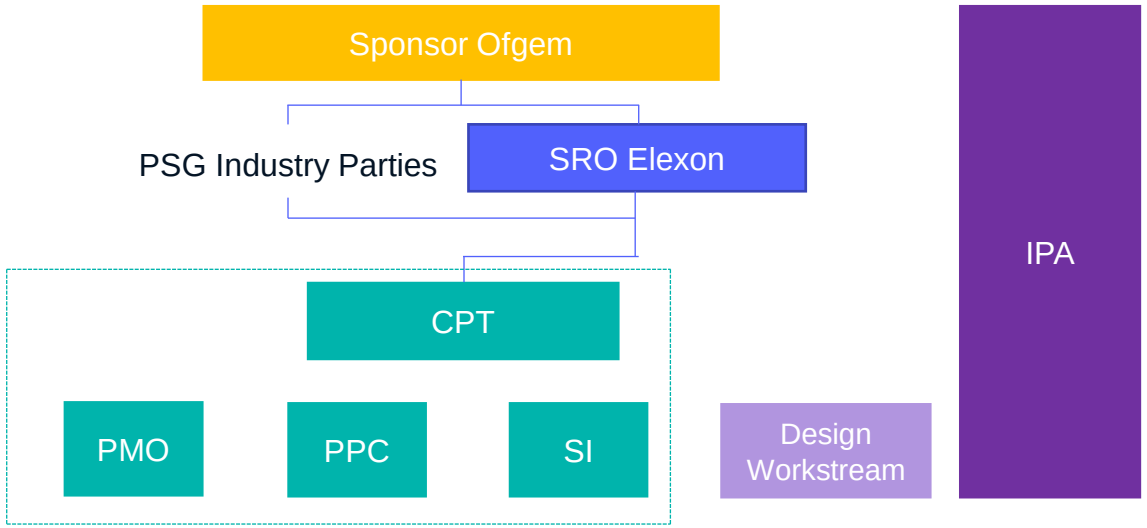


Programme Party Coordination (PPC) Team Introduction

Our Vision

The PPC aims to coordinate industry participants through Design, Build, Test, and Post-Implementation phases of the Programme. The team works to bring all parties on the Programme journey, create buy-in and ensure they can deliver to the timescales set out. Winning the hearts and minds of Participants is fundamental to the successful delivery of MHHS.

PPC's place in the wider Programme



Our Responsibilities

- **Engaging** with all industry participants on a 1-1 basis
- MHHS-led **events** such as open days
- **Readiness assessments** before key milestones
- **Webinars** to communicate Programme information
- Informative **Programme documentation** (e.g. 101 Guides, FAQs)

Intended Outcomes

- **Awareness** – Participants are aware of key Programme information
- **Understanding** – Set expectations of Participants, communicate timelines and plans
- **Encourage Preparation** – Discuss Participants' own plans
- **Two-way dialogue** – have open, transparent, and mutually beneficial conversations with Participants
- **Excitement and commitment** – capture 'hearts and minds', emphasising the benefits of MHHS

Programme Party Coordination (PPC) Team Introduction

Meet the PPC Team

Lauren Nicholls
PPC Lead
Large Supplier, DNO Rep
Lauren.nicholls@mhhsprogramme.co.uk

Amatey Doku
Data and Analytics Lead
Central Parties, Software Provider Rep
Amatey.doku@mhhsprogramme.co.uk

Kevin Redmond
Change Management Lead
Small, I&C Supplier Rep
Kevin.redmond@mhhsprogramme.co.uk

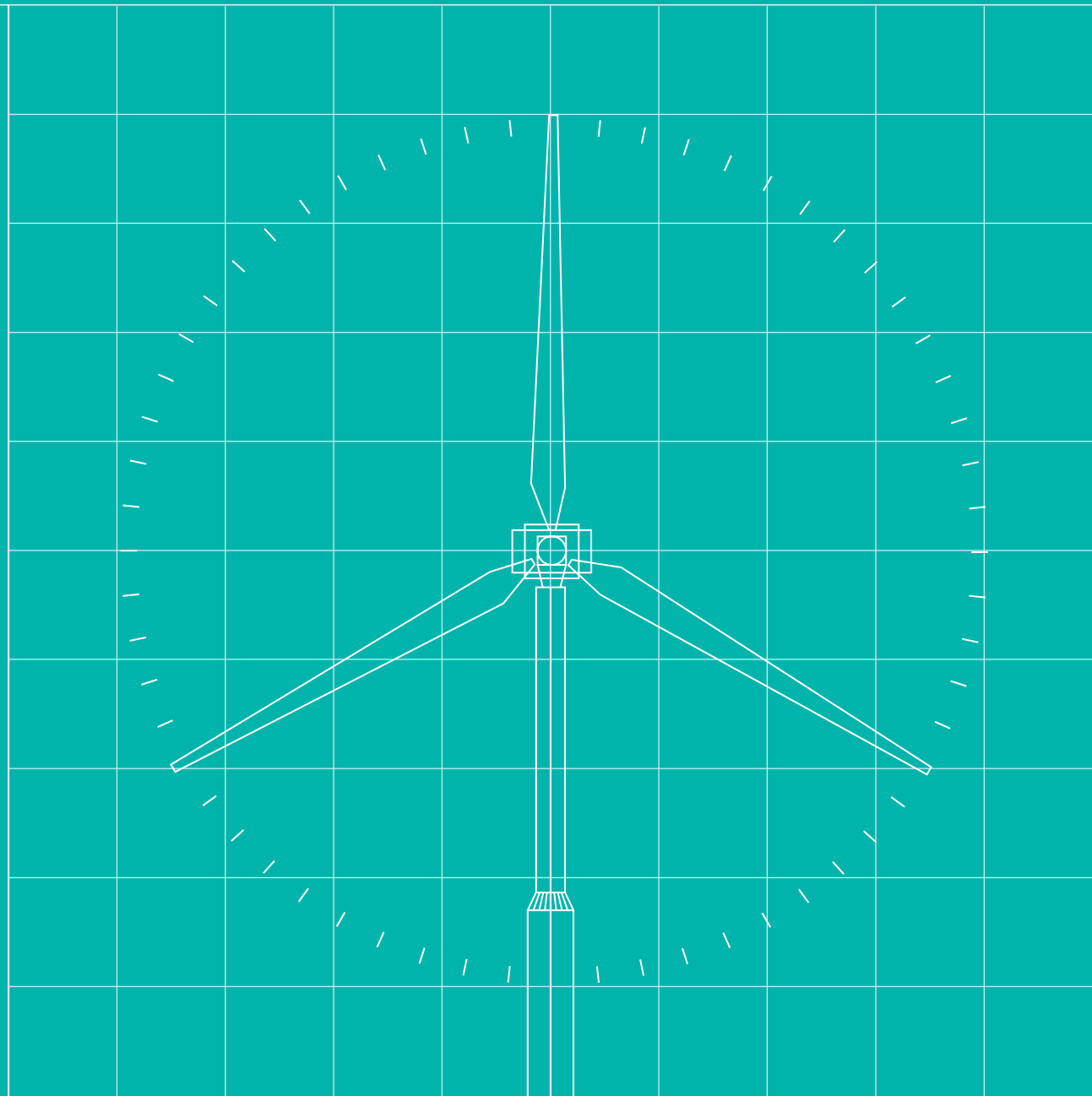
Pete Edwarde
Readiness Assessment Lead
Agents Rep
Pete.edwarde@mhhsprogramme.co.uk

Marina Sykes
Communications and Engagement Lead
Medium Supplier, IDNO Rep
Marina.sykes@mhhsprogramme.co.uk

Amina Uddin
PPC Support
Amina.Uddin@mhhsprogramme.co.uk

General queries and requests for support should be sent to PPC@mhhsprogramme.co.uk.

Summary and Next Steps



INFORMATION: Summarise meeting actions and next steps

Chair & Secretariat

10 mins

Next steps

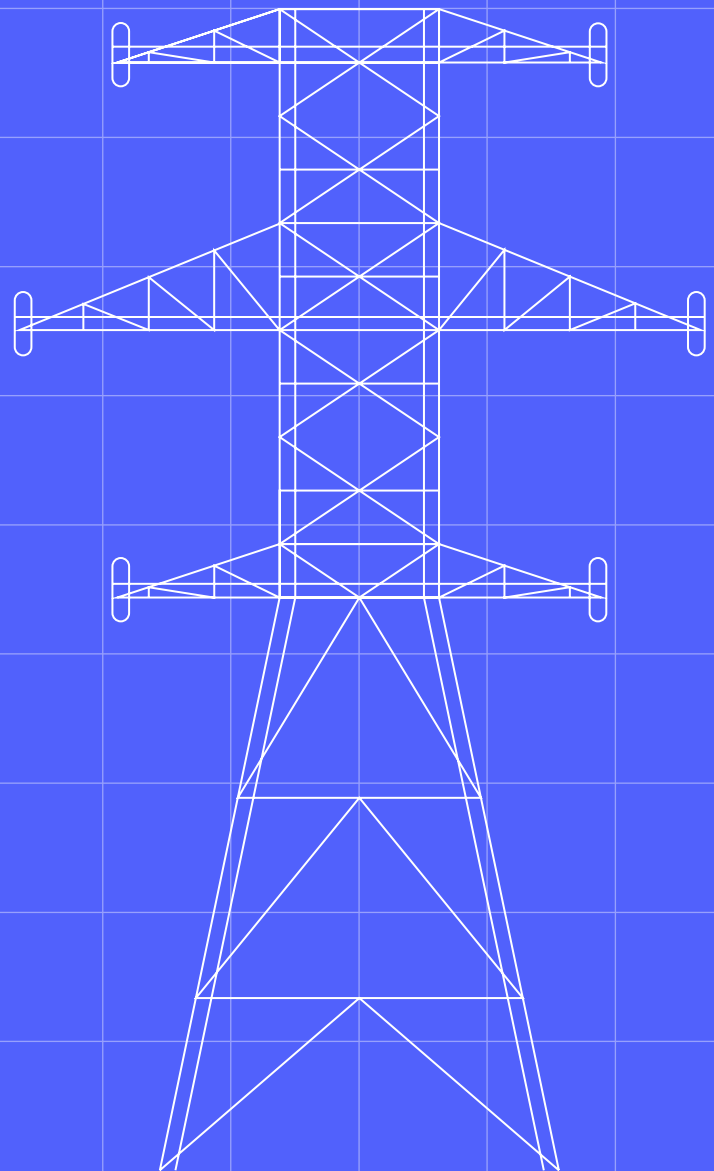
- Secretariat to confirm actions and decisions from meeting
- CCAG Agenda Roadmap – CCAG dates and planned agendas:

Meeting dates	22-Jun	27-Jul	24-Aug	28-Sep	26-Oct	26-Nov
Relevant milestone or activities			Code drafting plan commences			M5 (subject to CR009)
Agenda items	*Re-plan inputs including the approach to transition text, consequential changes, and the qualification code draft topic area *Update resource models *Code drafting principles approval for DAG review *L4 Workgroup set-up	*Finalise resource models, RACI, principles & approach and code draft op-plan *L4 Workgroup updates/ decisions *Design acceptance/success criteria *Transitional text approach	*Code drafting preparation update *Operational Choreography document *Code drafting approach to referencing design/iServer	*Post-M5 Replanning Activity (CCAG consultation inputs) *Code Drafting Preparation Checklist *Code drafting planning update *Code drafting approach to referencing design/iServer	*Post-M5 Replanning Activity (CCAG consultation inputs) *Code Drafting Preparation Checklist *Code drafting planning update	*M6: Code drafting process commences (subject to M5) *CCAG Status Report draft
Standing items	*Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates	*Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates	*Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *L4 plan and WG status report	*Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *L4 plan and WG status report	*Minutes & actions *Agenda roadmap *Horizon scanning log *Governance group updates *L4 plan and WG status report	

If you would like to request agenda items for the CCAG, please contact PMO@mhhsprogramme.co.uk

Attachments

Attachment 1 – Code Drafting Working Group Terms of Reference (draft) v0.3 (change marked)

Attachment 2 – Code Drafting Working Group Terms of Reference (draft) v0.3 (clean)

Attachment 3 – Programme Responses to CCAG Member Comments on Code Draft Plan presented at CCAG 22 June 2022 (ACTION CAG07-08)