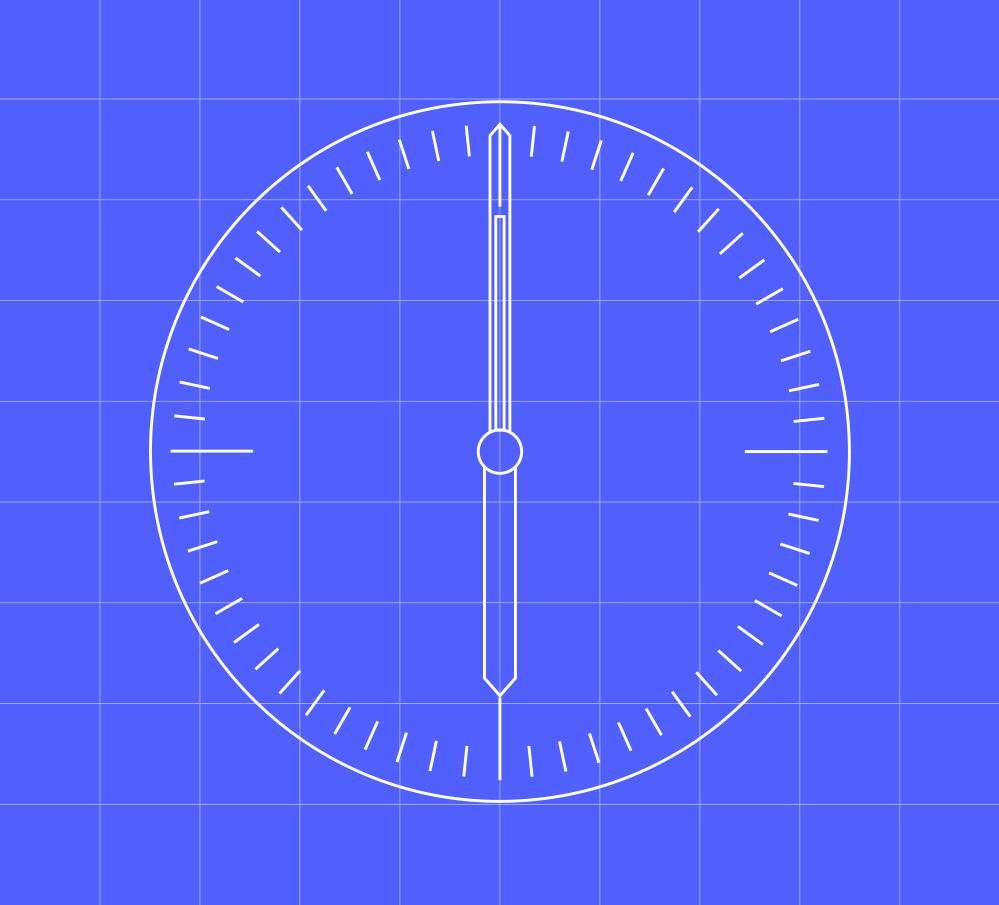
**Placing Reliance Proposal Form**



|  |  |  |
| --- | --- | --- |
| Document owner  **BSC and REC** | Document number  **N/A** | Version  **2** |
| Status  **Final** | Date  **06 December 2023** | Classification  **Public** |

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# House Keeping

## 2.1 Change Record

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Author | Version | Change Detail |
| 05 September 2023 | BSCCo and REC Code Manager | 1 | First version |
| 05 December 2023 | BSCCo and REC Manager | 2 | Second version |

## 2.2 Linked Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference | Document Link | Version | Published Date | Additional Information |
| MHHS-DEL1118 | [Qualification Approach and Plan](https://www.mhhsprogramme.co.uk/uploads/1eb8fb2b-aa01-4a4a-8a9d-d72d348dfad3/MHHS-DEL1118_Qualification_Approach_and_Plan_V1.0.pdf) | 1.0 | 30 May 2023 | Next iteration expected on 31 October 2023 |
| MHHS-DEL1064 | [MHHS Placing Reliance Policy](https://www.mhhsprogramme.co.uk/uploads/f9d6fada-efc3-47de-b5d9-9a0dcb9f5063/MHHS-DEL1064_-_Placing_Reliance_Policy_v1.0.pdf) | 1.0 | 27 April 2023 |  |

# Executive Summary

Non-SIT LDSOs, intending to ‘Place Reliance’ on some or all of the testing done by a Third Party or delegate a Third Party to ‘Test on Behalf of’ (as defined in [MHHS-DEL1064](#PRP)) as a part of their MHHS Qualification, must complete this Placing Reliance Proposal Form for Code Body Review (BSC and/or REC, as applicable for the participating Role). For Suppliers and Agents, they will need to fill in the Pre-Qualification Submission form, which has a section relating to Placing Reliance.

This information will be used to determine the validity of your proposal on a case-by-case basis, and following reviews of the submitted information, in conjunction with any discussions that are deemed appropriate, to identify if any additional testing may be required to satisfy Qualification requirements.

# Placing Reliance Proposal Form

## General Information

In this section, please provide the general information about your organisation, and the organisation you are partnering with to meet your testing requirements for MHHS Qualification, in part or whole.

### Details of the organisation submitting this proposal

|  |  |  |  |
| --- | --- | --- | --- |
| **Name as per Companies House** |  | | |
| **Company Registration Number as per Companies House** |  | | |
| **List of any MPIDs (with Role Code) that you are requesting any exemptions from testing for.** | *Supplier* |  | |
| *Metering Service* |  | |
| *Data Service* |  | |
| *DNO / Registration Service / UMSO* |  | |
| **Key Contact (Name, Role and Email)** |  | |  |
| **Are you intending to Place Reliance on some or all of the testing completed by another Code-defined organisation?If yes, please complete 4.1.2.** |  | | |
| **Are you intending on ‘Testing on Behalf of’ If yes, please complete 4.1.3.** |  | | |
| **Have you entered the arrangements to facilitate sharing for testing data to meet your Qualification requirements? If no, please clarify by when these arrangements are expected to be in place.** |  | | |

### Details of the MPIDs for the organisation submitting this proposal

|  |  |  |
| --- | --- | --- |
| MPID-Role | Placing Reliance On | Organisations Testing on Behalf Of |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Details of the organisations completing ‘Testing on Behalf of’ the Code-defined organisation

|  |  |
| --- | --- |
| **Name as per Companies House** |  |
| **Company Registration Number as per Companies House** |  |
| **Key Contact (Name, Role and Email)** |  |
| **Relationship with the Code-defined organisation submitting this proposal (e.g., Third-Party IT Provider, Third-Party Managed Service Provider, Third-Party Design/Build/Test Partner, etc.)** |  |
| **Which MPID-Roles did the Company execute the testing on?** |  |
| **What DIP Adapter was used for this element of the testing?** |  |
| **At which phase of testing will this testing be completed (SIT, QT Wave)** |  |
| **Is there a current arrangement between the two organisations? If no, please clarify by when these arrangements are expected to be in place.** |  |
| **Do you intend for the relationship to continue during migration and live operation following full transition?**  NB: Should this change during or after testing, then the participant will need to notify the Code Delivery Bodies and may be required to test and Qualify under the new arrangement) |  |

## System Architecture

In this section, please provide your system and software architecture diagram, accompanied by an overview in writing clearly identifying:

* the business features designed against the baseline.
* the degree of commonality of the software and its equivalent configuration between the organisation Placing Reliance and organisation completing the testing
* where a Third Party is completing testing on behalf of your organisation, please specify which components and interfaces are provided by that Third Party
* please set out boundary lines to show the areas of responsibility between your organisation and any Third Party for both the systems and operations

Please insert the system and software architecture diagram here:

|  |
| --- |
| System Architecture Diagram |

|  |
| --- |
| Overview covering the points listed above |
|  |
|  |

## RASCI

In this section, please provide a RASCI clarifying how the roles and responsibilities are split between your organisation and any Third Party:

* from whom you may procure systems and services to operate under the MHHS arrangements,
* whom you may delegate to ‘Testing on Behalf of’,
* whose testing you may ‘Place Reliance’ on.

|  |  |  |  |
| --- | --- | --- | --- |
| Task |  |  |  |
| * R – Responsible, i.e., the organisation responsible for the task assigned. * A – Accountable, i.e., the organisation that holds the ultimate accountability and control. * S – Supported, i.e., the organisation that provides assistance to the ‘Responsible’ organisation. * C – Consulted, i.e., the organisation that provides advice to the ‘Responsible’ organisation. * I – Informed, i.e., the organisation(s) that must be kept in the loop on decisions, outcomes, and progress. | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Responsibilities** | | | | | |
|  |  | **Role**  **(please add / remove columns as possible)** | **[function delivered, e.g. DIP Adapter]** | **[function delivered e.g. Supplier operations or subset]** | **[function delivered e.g. DTN adapter]** | **[function delivered – e.g. Agent operations]** | **[function delivered – e.g. Code compliance]** |
| **Applicant** | [Name of the organisation] | [market role] |  |  |  |  |  |
| **Third Parties**  **(please insert / remove rows as applicable)** | [Name of the organisation] | [e.g. Service or System Provider or another participant whose testing you will place reliance on] |  |  |  |  |  |
| [Name of the organisation] | [e.g. Service or System Provider or another participant whose testing you will place reliance on] |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Please insert organisation name and add columns where more than one organisation is involved, and explain how each organisation will be involved at each stage. |
| **System / Software Hosting and Maintenance**  NB: Please elaborate on specific systems/software within your IT landscape for which the RASCI may vary. |  |
| **System Design and Build**  NB: Please elaborate on specific systems/software within your IT landscape for which the RASCI may vary. |  |
| **Pre-integration Testing**  NB: Please elaborate on specific test phases for which the RASCI may vary. |  |
| **Qualification Testing**  NB: Please elaborate on specific tasks for which the RASCI may vary. |  |
| **Defect Management** |  |
| **Migration** |  |
| **Operation of business functionality**  NB: Please elaborate on specific functions for which the RASCI may vary, e.g., functionality operated in-house versus outsourced operations. |  |
| **Training of end-users** |  |
| **Updating business process documentation** |  |
| **Ensuring your organisation remains compliant with BSC and/or REC (as applicable for the market role you operate)** |  |
| NB: Please insert additional tasks where RASCI may vary depending on the arrangements you have in place. |  |
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## Risk and Mitigation

In this section, please provide details of risks that you have considered that may manifest as a result of Placing Reliance Policy. Please also provide mitigations you will put in place to manage these risks.

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Incidence | Impact | Mitigation |
|  | 3 – High  2 – Medium  1 – Low | 3 – High  2 – Medium  1 – Low |  |
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## Contextual Information

In this section, please provide any other contextual information that the Code Bodies may consider whilst assessing your Placing Reliance Proposal.

|  |
| --- |
| Contextual Information |
|  |