
Qualification and E2E Sandbox Working Group (QWG)

Terms of Reference (Level 4)

The QWG Terms of Reference (“ToR”) sets out the role, membership and mode of operation.

1.1 QWG Role

The QWG is established as a working group under the auspices of the MHHS Testing and Migration Advisory Group.

The QWG’s role is to support the MHHS programme and the relevant code bodies (RECCo, SECAS, & BSC Elexon) in defining the requirements, approach and roles and responsibilities for the successful completion of Qualification for all MHHS programme participants.

In addition the QWG will define the approach and operation of the non-mandated E2E Sandbox stage.

1.2 Purpose and Duties

The QWG will:

- Support the programme in defining the Pre-Qualification requirements for Programme Participants (PPs) with regard to their PIT testing, prior to their entry into Qualification Testing.
- Support the programme with defining the Qualification requirements for each Programme Participant role.
- Supporting in shaping, structure and organisation of the Qualification testing stage, e.g. priority order of the testing schedule, and the potential approach of assigning PP’s to ‘Tranches’.
- Impact assess any change that impacts Qualification as received from the Change Board (as delegated by TMAG).
- Assess and identify risks, issues and dependencies associated with Qualification and escalate to TMAG any that impact the programme.
- Define the approach to E2E Sandbox stage including how Programme Participants will sign up to this.

1.3 Decision Making

The QWG will report its output to the TMAG for approval. This will occur on an ongoing basis and may require engagement with other programme participants. Where the QWG is unable to reach a consensus on a decision, the matter will be escalated to the TMAG.

1.4 Membership

The QWG meeting is open to all, however QWG attendees should be participant Test Managers, or industry subject matter experts. We would expect the following to attend:

MHHS SI Qualification Test Lead (Chair) or delegate.

MHHS Client Programme Test Manager.

MHHS Test Architect.

MHHS SI Environments Manager.

MHHS SI Test Data Manager.

MHHS Programme Management Office (PMO).

Relevant members of code bodies; RECCo, SECAS, & BSC Elexon.

1.5 Objective

QWG will initially support shaping of the Qualification Approach & Plan and later focus on developing the structure of Programme Participant guidance for E2E Sandbox testing.

To ensure timely reporting of Qualification deliverables to the TMAG for approval where required. To identify and escalate any issues whereby a consensus cannot be reached to the TMAG.

1.6 Scope, Deliverables, Roles and Responsibilities

QWG's scope is to support development and maintain the UIT Qualification approach and plan deliverable.

MHHS SI Qualification Test Lead will chair the meetings.

The MHHS PMO Secretariat will provide all meeting management services and deliver all regular and ad hoc meetings.

QWG attendees will review relevant papers and actions prior to meetings and will attend meetings with relevant updates or discussion points.

QWG members will be expected to actively contribute to the development and review of collateral required to achieve the deliverables, this is likely to include completing tasks and actions outside of the QWG.