

MHHS Programme Design Delivery- Level 4 Working Group Terms of Reference

Business Process & Requirements Working Group (BPRWG) Terms of Reference (Level 4)- DRAFT

Role:

The role of the BPRWG is to contribute to the business process design and requirements of the end-to-end MHHS arrangements and ensure timely submission of business design artefacts to the DAG for approval.

Purpose and Duties:

BPRWG's purpose is to develop the business processes and requirements for the end-to-end MHHS design.

Industry subject matter experts will come together to review the existing business process maps and requirements and work these down to the next level detail. Members will contribute to specific business processes as well as providing review of all business processes.

Ongoing consultation will be carried out to ensure timely reporting of business process design artefacts to the DAG for approval.

Decision Making:

The BPRWG will report their output to the DAG for approval. This will occur on an ongoing basis and may require engagement with wider industry. Where the BPRWG is unable to reach a consensus on a decision delegated to them by DAG the matter will be escalated to the DAG.

Membership:

MHHS Design Market & Engagement Lead (Chair)
 MHHS Design Business Analyst,
 MHHS Design Market Architect,

Industry participants from, but not restricted, to the following parties- Elexon (as Central Systems provider), Smart DCC (as Smart meter central systems provider), Large Suppliers, Medium Suppliers, Small Suppliers, I&C Suppliers, Independent Supplier Agents, Supplier Agents, Distribution Network Operators, Independent Distribution Network Operators, National Grid ESO, Meter Administrator, IT Service Providers.

Meeting attendance is open to all

Objective:

To review the existing Business Process Models and requirements and work these down to the next level of detail

To review the business process and requirements products and artefacts and oversee the development of the required legal text

To analyse the implication of the new arrangements for the operation of their organisations and identify any issues which may impede an ability to deliver MHHS.

To assess the implication of specific design decisions against the programme design principles

To ensure timely submission of business process design artefacts to the DAG for approval

To identify and escalate any issues whereby a consensus cannot be reached within the working group to the DAG.

Scope, Deliverables, Roles and Responsibilities:

BPRWG's scope is to develop the business processes and requirements for the end-to-end MHHS design.

The MHHS Design Market & Engagement Lead will chair the meetings.

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

BPRWG Members (or nominated alternatives) will attend every meeting.

BPRWG Members will be fully meeting prepared before the meeting starts.

BPRWG Members should be a mix of business analysts, market architects, solution architects and industry subject matter experts.

BPRWG 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 Design Working Group.

Meeting attendance is open to all, unless otherwise determined.