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## Migration and Cutover Advisory Group (MCAG) Terms of Reference (Level 3 Advisory Group)

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

The MCAG has been established from the splitting of the Testing and Migration Advisory Group (TMAG) into three separate Advisory Groups; the MCAG, the System Integration Testing Advisory Group (SITAG), and the Qualification Advisory Group (QAG).

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### 1.1 MCAG Role & Responsibilities

The MCAG is established as an Advisory Group under the auspices of the MHHS Programme Steering Group (PSG). The MCAG oversees the development of and compliance to the Migration Control Centre (MCC) Framework as well as the MHHS Transition and the MHHS Programme Data Cleanse.

The MCAG's role is to:

- To be responsible for overseeing the successful development, approval and Change Control of the MCC Framework, and monitor compliance thereto by all participants and the MCC during Migration Execution
- To be responsible for the management and oversight of all transition and cutover activities which are required to deliver the MHHS Target Operating Model (TOM) and agreed Programme plan
- To provide oversight to the delivery of the MHHS Programme Data Cleanse Plan
- Be accountable for decisions regarding the MCC Framework and dealing with requests that may impact the MCC Framework
- Delegate authority for operational decisions to the MCC, as per principles defined in the MCC Framework
- Advise the MHHS Senior Responsible Owner (SRO) / MCAG Chair on approval of migration and cutover deliverables, milestones, and Change Requests within the MHHS Programme
- Establish Level 4 Working Groups where necessary to develop migration and cutover deliverables, resolve migration issues, mitigate migration risks, and mitigate transition and readiness related risks.
- Make recommendations to PSG for any PSG-level deliverables that MCAG has a role in reviewing
- Present proposals to the Change Board for any new deliverables or change to existing deliverables
- Impact assess any Change Request that impacts migration and cutover arrangements, as received from the MHHS Change Board
- Support the management of risks, issues, dependencies, and Programme milestones associated with the MCC Framework and other MHHS Programme migration deliverables
- Escalate to the PSG any matter that may impact programme-level delivery
- For the avoidance of doubt, the MCAG is not accountable for individual programme participant delivery
- For the avoidance of doubt, the MCAG is not responsible for programme participant-level delivery or implementation

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### 1.2 MCAG Objectives

- To oversee and support the delivery of the MCC Framework and monitor compliance thereto
- To oversee and support the delivery of other MHHS Programme migration deliverables and milestones
- To oversee the delivery of all transition and cutover activities which are required to deliver the MHHS Target Operating Model (TOM) and agreed Programme plan
- To oversee the delivery of the MHHS Programme Data Cleanse Plan

- To be the primary decision making authority within the MHHS Programme for migration and transition deliverables and milestones, unless above Ofgem thresholds or related to programme-level delivery matters overseen by the PSG
- To review and validate deliverables against product descriptions and milestones against acceptance criteria, issue deliverables for consultation, and approve the migration deliverables and relevant milestones
- Ensure different programme participant perspectives are appropriately represented during decision making
- Enable transparency of migration developments and deliverables for all impacted constituency groups and stakeholders
- Delegate appropriate tasks and activities to Level 4 Working Groups
- Receive escalations from lower-level workgroups and reach consensus on decisions, ensuring migration and cutover activities progresses to plan
- Provide detailed migration and cutover advice to the SRO, PSG and other groups as required

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### 1.3 MCAG Membership

The MCAG Membership is set out in *MHHS-DEL030 MHHS Programme Governance Framework*. The MCAG Membership includes the SRO (or an individual delegated by the SRO from within the MHHS Implementation Manager function) as Chair, constituency representatives from each programme participant comprising of individuals with experience and expertise in migration and cutover activities, a consumer representative, and Ofgem as an observer, a consumer representative, and the Independent Programme Assurance (IPA) Manager. -

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- SRO as Chair
  - Migration Delivery manager
  - Migration Lead
  - Data Cleanse Lead
  - Transition Lead
  - Independent Programme Assurance (IPA) Manager
  - Elexon Representative (Helix)
  - DCC Representative (as smart meter central system provider and Central Switching Service provider)
  - RECCo Representative
  - Large Supplier Representative
  - Medium Supplier Representative
  - Small Supplier Representative
  - I&C Supplier Representative
  - Supplier Agent Representative
  - Supplier Agent (Independent) Representative
  - IDNO Representative
  - DNO Representative

- Consumer Representative
- Ofgem (Observer, to attend as appropriate)

The PMO will attend to act as meeting secretariat.

The MCAG Chair may invite other experts from within the MHHS Programme or Programme participant organisations whom the MCAG Chair considers relevant to any matter being considered by the MCAG

Where a nominated MCAG Constituency Representative wishes to send an alternate, they must inform the PMO and/or MCAG Chair who will be attending on their behalf. The Chair may eject any attendee whose attendance is not confirmed in advance.

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## 1.4 MCAG Member Roles and Responsibilities

The SRO (or an individual delegated by the SRO) will chair the meetings and make decisions.

The PMO will maintain and communicate up to date meeting documentation.

The PMO will maintain an up-to-date Programme plan, RAID log and ensure appropriate tracking of formal actions.

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

The PMO will publish MCAG documentation as it is non-confidential.

MCAG Members (or nominated alternatives) will attend every meeting. MCAG meetings are scheduled for every fourth Tuesday of the month unless otherwise communicated.

MCAG Members will review MCAG meeting papers and liaise with their constituents as appropriate ahead of each MCAG meeting. The PMO will distribute meeting papers five working days in advance of the scheduled MCAG meeting. Where necessary to ensure programme delivery timelines are met, or urgent matters are considered by the MCAG, the PMO may distribute meeting papers or arrange ad-hoc / extraordinary meetings of the MCAG outside of the regular schedule.

MCAG Members should be migration and cutover technical experts, with experience of similar industry programmes.

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## 1.5 Decision Making

The MCAG will advise the MCAG Chair who will make Level 3 decisions and Level 2 decisions when delegated from the PSG (Level 1 decisions will be escalated to Ofgem by the SRO or IPA).

The MCAG can delegate decisions to another Level 3 group or a lower-level working group as may be necessary.

The MCAG will ensure that any decisions are based on full transparency with programme participants and appropriate consultation.

The MCAG Chair will seek to make decisions with the consensus of MCAG members. Where that is not possible the MCAG Chair will make clear the reasoning for any decisions.

Any joint decision-making required with other industry governance bodies (e.g. the Retail Energy Code, the Balancing and Settlement Code, etc.) will be considered as part of the migration deliverables.

Where parties raise significant concerns with a MCAG decision, the concern will be resolved by MCAG or escalated in line with the appeals process. Decisions of the MCAG are subject to the 'Escalations and Appeals' process set out in *MHHS-DEL030 MHHS Programme Governance Framework* and IPA's *MHHSP Decision Appeal – IPA Assessment Approach and Criteria*<sup>1</sup> documents.

Consultation will be carried out on an ongoing basis, with the MCAG taking decisions based on information developed by migration working groups.

Where the MCAG is presented with recommendations from migration working groups they will have the ability to:

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<sup>1</sup> The *MHHS Programme Governance Framework* and IPA's *MHHSP Decision Appeal – IPA Assessment Approach and Criteria* can be found on the [MHHS website](#) or a copy may be obtained by contacting [PMO@mhhsprogramme.co.uk](mailto:PMO@mhhsprogramme.co.uk)

- Accept the recommendation – the proposals/recommendations are aligned to the TOM, MHHS business cases, Programme Milestones, MCAG principles, product descriptions, acceptance criteria and overall objectives.
- Reject the recommendation – the proposals/recommendations are not aligned to the TOM, product descriptions, acceptance criteria and overall objectives or require further development.
- Refer the proposals/recommendation for additional work or analysis.
- Accept the recommendation, subject to additional work being completed.
- Refer to the PSG when the recommendation meets the threshold for Ofgem intervention.

A headline report will be issued within two working days of each meeting and the meeting recording published to the Programme Collaboration Base. Programme Participants will be allowed to request additions they feel necessary once they have reviewed the report. The headline report will capture context around decisions, pertinent industry viewpoints, ensure a clear audit trail and decisions will be timestamped to enable easy reference to meeting recordings.

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## 1.6 MCAG Working Groups (Level 4)

The MCAG may convene working groups as it sees fit. Working groups will operate under Terms of Reference set by the MCAG and include clear objectives and deliverables.

Working groups will report to MCAG who will agree and define the purpose, scope, specific deliverables, and membership of each group on its creation. The activities of working groups will be subject to review and approval by MCAG. This will occur on an ongoing basis and may require engagement with wider industry.

Where a working group is unable to reach consensus on a decision delegated to them by MCAG, the matter will be escalated to the MCAG.

All working groups will be attended and chaired by the SRO or an individual delegated by the SRO. Attendance at migration working groups will be open to all, unless otherwise determined by the MCAG or SRO.

Working group attendees will be expected to actively contribute to the development and review of collateral required to achieve the objectives of the group, and this is likely to include completing tasks and actions outside of the working group meetings.

The current migration working groups include, but are not limited to:

- Transition and Operational Readiness Working Group (TORWG)
- Migration Working Group (MWG)
- Data Cleanse Working Group (DCWG)