
Non-SIT LDSO Qualification Testing Sub-Group (LDSO QT SG)

Terms of Reference (Level 5)

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

1.1 LDSO QT SG Role

The LDSO QT SG is established as a sub-group under the auspices of the MHHS Qualification Advisory Group (QAG) and the Qualification Working Group (QWG).

The LDSO QT SG’s role is to support the MHHS Programme and the relevant Code Bodies (RECCo & BSC Elexon) in defining the requirements and approach for Qualification Testing as described in Non-SIT LDSO Qualification Testing Approach and Plan Annex 1. LDSO QT SG’s role is to provide a forum for problem solving at technical and operational levels, below that of the QWG which focuses on Qualification Testing.

The LDSO QT SG will ensure that there is technical coherence between the requirements set by the programme and Code Bodies and the testing delivery plans developed and executed by the LDSO programme participants.

The LDSO QT SG Sub-Group will support the QAG and QWG by developing and discussing Qualification material that relates to non-SIT LDSO Qualification Testing only. QWG will develop common Qualification material across all Qualification and a separate Non-SIT Supplier and Agent QT Sub-Group has been established to cover Supplier and Agent only material. This is in order to make the business more efficient and relevant for attendees.

1.2 Purpose and Duties

The LDSO QT SG will:

- Enable effective development of deliverables for Non-SIT LDSO QT.
- Support MHHSP in developing the QT arrangements with user input in line with the MHHS Programme Plan and the QA&P
- Support the LDSO programme participants with technical queries by enabling more detailed discussions specific to the Non-SIT LDSO Qualification Testing.
- Active tracking of progress across LDSO QT cohort.
- Monitoring risk mitigation activities.
- Assess and identify risks, issues and dependencies associated with development of Qualification Testing arrangements for Non-SIT LDSO and escalate to QWG any that impact the programme.
- Assess and provide feedback on non-SIT LDSO QT Testing artefacts and deliverables.
- Ensure there is sufficient time allocated to defect resolution and other technical queries outside of the SG meetings.
- Attend to actions delegated by QWG and provide update to QWG via secretariat.

The LDSO QT SG will sit on the Wednesday of Week 4 each month with any papers or agenda items submitted to the Chair by close of business of the prior Monday.

1.3 Decision Making

The LDSO QT SG will provide information to the QWG in an advisory only capacity. This will occur on an ongoing basis and may require engagement with other Programme Participants. For clarity the LDSO QT SG is not a decision-making body.

1.4 Membership

The LDSO QT SG meeting is open to all, however attendees should be participant test PMs and team members. We would expect the following to attend:

MHHS Qualification Test Manager (Chair),

MHHSP Non-SIT LDSO QT Project Team,

MHHSP Non-SIT LDSO QT PPC.

Non-SIT LDSOs

Relevant members of BSC and RECCo Qualification Team

Relevant members of MHHS Programme Team

1.5 Objective

LDSO QT SG will ensure that the Annex 1 of Qualification Approach and Plan is delivered through the testing activities of the LDSO Programme Participants in order to achieve the requirements of the M10 Milestone.

Following the start of connectivity and qualification testing, the LDSO QT SG will also provide a further forum for defect resolution, progress tracking and issue resolution.

To provide timely reporting of Qualification deliverables.

To ensure that any issues that may prevent completion of the QT programme are triaged, addressed and escalated.

1.6 Scope, Deliverables, Roles and Responsibilities

MHHS Qualification Test Lead will chair the meetings.

The LDSO QT Project will provide all meeting management services and deliver all regular and ad hoc meeting invites via the standard LDSO engagement channels.

LDSO QT SG attendees will review relevant papers and actions prior to meetings and will attend meetings with relevant updates or discussion points. Where possible, papers will be submitted to the SG 2 working days ahead of the meeting.

LDSO QT SG 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 meeting.

1.7 General

Unless otherwise notified, meetings will be held on Microsoft Teams or other equivalent conferencing software.

Meetings will be held in open session via videoconferencing platforms except where it is impractical in the opinion of the chair to hold the meeting in open session.

When meetings are recorded, recordings will be deleted within 60 days in line with MHHS Privacy Policy.