PUBLICATION OF PAPERS FROM BPG
March 2004 Meeting

This note describes the papers that are now being published, in the form of Annexes to this note, arising from the BETTA Progress Group (BPG) Meeting held on 10th March 2004.

BPG 10-03 Papers

The following papers are published

- **Agenda** The agenda for the meeting is at Annex 1

- **Minutes** The minutes of the meeting are shown at Annex 2

- **CDA report** This report can be found at annex 3

Annex 1

BETTA PROGRESS GROUP MEETING
10AM ON 10 MARCH 2004 AT THE OFGEM OFFICE, LONDON
AGENDA

1. Note of Last Meeting

2. Actions Arising   DH

3. Transition   LP

4. Transition Update from NGC   NW

5. Programme Plan   KM
    a Baseline 2

6. CDA Update   CM/KM

7. Programme Board Reports   All

8. AOB

Annex 2

BETTA Progress Group – Ofgem (Glasgow)
Note of Meeting: 10 March 2004

Present: David Halldearn (DH)   Ofgem (Chair)
              Douglas Wright (DW)   SP
              Robin McLaren (RM)   SP
              Mike Barlow (MB)   SSE
              David Densley (DD)   SSE
              Charles Davies (CD)   NGC
              Nigel Williams (NW)   NGC
              Brian Saunders (BS)   Elexon
              Maria Bazell (MB-DTI)   DTI
              Cath Martindale (CM)   Ofgem
              Liz Parminter (LP)   Ofgem
              Yvonne Naughton (YN)   Ofgem

1. Note of Last Meeting

1.   Comments provided by NGC were incorporated in the minutes. The note of the meeting of 12 February 2003 was agreed.

2. Actions arising

2.   DH reviewed the actions from the last meeting. All actions were complete or on the agenda.

ACTION 2/1: New connections in Scotland: Review progress on the transmission network analysis in preparation for meeting Stephen Timms. CD reported that the three transmission licensees were targeting 29th March2004 for the 2005 figures/studies. RM suggested that it was important to remove the uncertainty over connections in Scotland as soon as possible. It was agreed that the transmission licensees and Ofgem should meet to come to a preliminary view on the implications of the studies before the meeting with the Energy Minister Stephen Timms on 18th March 2004. RM agreed to set up this meeting. **ACTION RM**

The purpose of and attendance at the meetings with the Energy Minister, Stephen Timms was discussed. It was suggested that this meeting should address progress on the programme and readiness for Go-Live. MB-DTI noted that the agenda would address the purpose of these meetings going forward.

Actions 2/1 is complete.

ACTION 2/4 Programme Plan: Produce baseline 2 plan. Item on the agenda. Action is complete

3. Transition

Principles

3. BPG agreed a set of principles, underpinning the approach to transition.

Terms of reference (ToR) for TIG

4. The importance of having the right people attend TIG was recognised. The rationale behind holding TIG meetings in London was to ensure the right people from Ofgem were on hand to provide input on policy matters. It will be important to have a structured agenda to allow the necessary people to attend. It was recognised that TIG is the high-level discussion with detailed discussion and decisions taken at BPM level.

5. The frequency of TIG meetings was also discussed. It was felt that in order to manage transition these meetings should be held more frequently. Ofgem is to explore the use of teleconferencing and the frequency of these meetings. **ACTION Ofgem**

6. Following a suggestion by DW, it was agreed that testing and trialling and training should be made explicit in the ToR for TIG. **ACTION Ofgem**

7. CM reported that the draft ToR included a role for the CDA that was slightly wider than their terms of reference. BPG were content with this.

Role of Business Process Managers (BPMs)

8. LP presented a diagram setting out the key business processes and the Ofgem contact for each of these. She reported that two new processes had been included since the last BPG meeting. They were:
a) Providing transmission services, and
b) User facing TO responsibilities.

9. There was some confusion about what was to be included under "providing transmission services". Ofgem agreed to clarify at the TIG meeting on 11th March. **ACTION Ofgem**

10. DH explained that the clustering of the processes reflecting how Ofgem had decided to organise its team and that this would not necessarily match the way in which the companies had chosen the cluster the processes.

11. A decision on which of the Scottish companies will lead on run-off and user facing responsibilities has still to be reached. This would be discussed at TIG on 11th March. **ACTION TIG**

12. BPG agreed the role of the BPM's. Some reservations were expressed about the use of 'manager' in the title however it was agreed to retain the title of BPM.

Next steps

13. It was noted that the first TIG meeting would be held on 11th March 2004 and BPMs would provide their first cut "strawmen" by 31st March 2004.

Information requirements

14. Ofgem provided proposals on the information that would be presented to BPG during transition. CM reported that this had been informed by discussions with Elexon over the information that it provides to its project board. The proposal, which included reporting on Go-Live criteria and progress against plans, was agreed.

15. Following a suggestion from DW, it was agreed that testing and trialling would be reported on explicitly. It was also agreed that BPG should see reports from the CDA on design consistency issues. **ACTION Ofgem**

4. Transition update from NGC
16. NW presented NGC's early thoughts on how business processes may be transitioned. This will be discussed in more detail at TIG.

5. Programme Plan
a) Baseline 2
17. It was agreed that the programme plan would be rebaselined at the BPG meeting in April 2004, following consideration of the first cut of the "strawmen" for the transition of key business processes and their implications for the STC(P)s. In the meantime, interim plans had been developed which would provide a more effective tool for monitoring the work of the DGs.

18. The companies will consider how the work of the DGs could be progressed. The attendance of an independent body at DG meetings and the use of contractors was discussed. The companies agreed to and consider whether longer bunker sessions would improve progress **ACTION SP/SSE/NGT**

19. It was noted that Ken Murray played an important role in progressing the work of the DGs. It was agreed that we should seek his views on this. **ACTION Ofgem**

6. CDA Update
20. CM presented the CDA report, explaining that the format and content of this had been revised to reflect the proposals in the paper on reporting requirements to BPG. The general view was that the level of detail in the report was about right. CD said that he recognised the issues and it gave him confidence that the process was working well. It was noted that there were some difficult issues, particularly in DG3, which needed to be resolved.

7. Programme Board Reports
21. MB, DW, CD and BS outlined SSE's, SP's, NGT's and Elexon's reports respectively.

22. SP raised the issue of user training, arguing that it was important to ensure that large directly connected customers were prepared for BETTA. It was agreed that this would be considered as part of the work on transition planning.

8. AOB

23. The meeting scheduled for 7th April 2004 will now be held at 10am on 21st April in London.

24. The next teleconference will be held at 10am on 25th March 2004.

25. It was agreed that the fortnightly BPG teleconferences should be formalised, with an agenda produced and the minutes of the previous meeting circulated beforehand **ACTION Ofgem**

26. DH closed the meeting by thanking Charles Davies for all his help and support in BPG and his input to the energy industry over the years. Charles will retire at the end of March 2004.

Annex 3

CDA Report

Report Number	4	Meeting Date	10th March 2004

Summary

- The CDA Register currently contains 115 Open[1] Assumptions, 3 Open[2] Issues and 21 Open[3] Risks.

- 1 new Assumption and no new Issues or Risks have been added to the CDA Register since the last CDA BPG Report, however, 30 Assumptions, 4[4] Issues and 31 Risks have been updated.

Assumptions

- There are currently 115 Open Assumptions on the CDA Register (101 Accepted, 11 Pending, 1 Raised and 2 Revised).

- None of the Open Assumptions have Low Confidence (81 High Confidence, 9 Medium Confidence, 25 Unassigned).

- 1 Assumption has been added since the last CDA STEG Report (A144: currently Raised, to be submitted to Ofgem on the 27th February 2004). 30 Assumptions have been updated.

Issues

- There are currently 3 unresolved (i.e. Accepted, Pending or Raised) Issues on the CDA Register.

- No new Issues have been added since the last CDA BPG Report. 4 Issues have been updated.

Risks

- There are currently 21 Open Risks on the CDA Register (18 Accepted, 3 Pending).

- Of these, 5 Risks are deemed to impact the BETTA programme plan (critical or non-critical path) and have a high or medium probability of occurrence.

- No new Risks have been identified since the last CDA BPG Report, however, 31 Risks have been updated, primarily as a result of a CDA review of mitigations

For the attention of BPG:

BPG are invited to review the Monitor List.

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[1] I.e. With status other than Rejected or Closed.

[2] I.e. With status other than Rejected, Closed or Resolved.

[3] I.e. With status other than Rejected or Closed.

[4] I018 currently has a status of Resolved but is to be re-opened following the DG4 of 17th/18th February 2004.