

PUBLICATION OF PAPERS FROM BPG May 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 6th May 2004.

BPG 06-05 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 6 MAY 2004 AT THE OFGEM OFFICE, GLASGOW
AGENDA**

1. Note of Last Meeting
2. Actions Arising DH
3. Programme Plan CM
 - a. Development of Baseline 2 Plan
 - b. Traffic Light Report
4. CDA Update TMc
5. Programme Board Reports All
(Papers to be provided)
6. AOB

Annex 2

BETTA Progress Group – Ofgem (Glasgow)
Note of Meeting: 6 May 2004

Present:	David Haldearn (DH)	Ofgem (Chair)
	Douglas Wright (DW)	SP
	Robin McLaren (RM)	SP
	Alec Morrison (AM)	SSE
	David Densley (DD)	SSE
	Nigel Williams (NW)	NGC
	Adrian Jarvis (AJ)	NGC
	Brian Saunders (BS)	Elexon
	Renata Williams (RW)	DTI
	Cath Martindale (CM)	Ofgem
	Liz Parminster (LP)	Ofgem
	Yvonne Naughton (YN)	Ofgem

1. Note of Last Meeting

1. The note of the last meeting was accepted.

2. Actions arising

2. DH reviewed the actions from the last meeting.

ACTION 4/3: Seminar: Confirm date and circulate an agenda. The date and venue of the seminar for England and Wales suppliers has yet to be confirmed and will be advised as soon as possible. A draft of the agenda was circulated out with the meeting. It was agreed that a seminar would also be held in Scotland. Date and venue will be confirmed as soon as possible. Action carried forward

ACTION 4/5: Connections: Arrange a meeting with SP and SSE to discuss data, ideas and possible options for inclusion in the consultation paper. NW discussed this issue with SP out with the meeting. Discussions have still to be held with SSE. This action is carried forward.

3. Ownership Boundaries

3. NW presented a paper on ownership and control boundaries. He highlighted issues resulting from differences in the boundaries in Scotland compared with England and Wales and suggested a way forward to address these.

4. SP and SSE agreed to write papers on this issue to inform the debate. **Action SP/SSE**

5. DH advised that Ofgem would consider these papers, requesting more information if necessary, and liaise with the transmission licensees when a policy view had been reached. **ACTION Ofgem**

3. Programme Plan

Development of baseline 2 plan

6. CM presented the revised transition and STC(P) plans and advised that the recommendation from TIG was that the BPG should agree to baseline these plans. There was some discussion about the basis on which the plans had been developed and the challenging timetable against which they had been produced.

7. BPG agreed to baseline the STCP and transition plan. All parties committed to deliver these plans and it was agreed that they would be used as the basis for monitoring progress.

8. It was suggested that the identification of the critical path was an important next step as it would enable BPG to understand the impact of any changes to the plan. It was agreed that TIG should come forward with this information at the next BPG meeting on 3rd June. **ACTION TIG**

9. The following points were also raised in discussion:

- As some level 2 processes would be used as the basis for external testing and trialling, it was important to ensure consistency between these processes and the STC(P)s
- The plan was underpinned by a set of agreed policy assumptions. If policy decisions resulted in these assumptions being incorrect, there might be implications for the plan.
- The identification of Go-Live indicators was considered to be important. These would be developed by the TIG

Traffic light report

10. CM presented a report of progress against the programme plan.

11. BPG were concerned about the volume of slippage that had occurred so soon after the plan had been baselined.

12. There was some discussion about the delays in the publication of Ofgem/DTI documents and in the Ofgem/DTI sign-off of the level 2 processes. DH reported that this was partly a result of the lengthy internal sign-off process and the process for getting DTI to sign-off the documents. It was agreed that Ofgem would review its sign-off process. **Action Ofgem.**

13. BPG also considered the progress of the development groups. It was noted that a few of the DG4 processes had slipped. BPG discussed resourcing issues within the DGs and, in particular, whether there was any scope to make more effective use of the CDA in this area. It was noted that the CDA had been in touch with the DG chairs to offer to produce the “swim lane” diagrams and the Logical Interface Catalogues.

14. There was also a discussion about the reporting and monitoring arrangements for the programme. Going forward, it was suggested that we might need to augment the programme management element of the TIG and improve the accountability and transparency of the DGs.

15. It was agreed that the CDA should have a role in relation to monitoring and reporting on the progress of the DGs. This would involve

- Monitoring the progress of the DGs against their baseline plan.
- Managing the process for escalating unresolved issues
- Producing a weekly report to the Chair of BPG on the DG meetings that have taken place during that week
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16. It was agreed that Ofgem would write to the DG chairs to explain this new role.

Action Ofgem

4. CDA Update

17. TM reported that there were a large number of “open” assumptions. She would work with the programme managers and Ofgem to identify the “trigger points” for closing these assumptions.

18. TM explained that the CDA had undertaken consistency checks on four level 2 processes and identified some inconsistencies. She will discuss this further with Ofgem.

Action: TM

5. Programme Board Reports

19. DD, DW, AJ and BS outlined SSE’s, SP’s, NGT’s and Elexon’s reports respectively.

20. ELEXON advised the meeting that it had held a number of workshops for users in England and Wales and that the message that Elexon could give at the forthcoming seminar (discussed below) should be considered in light of these workshops.

21. SSE noted that its resources were very stretched and that it would continue to monitor these levels in light of plans going forward.

22. DH was keen to ensure that BPG had visibility of the critical path items to be delivered by the companies. It was agreed that the companies would ensure that these were included in their elements of the programme plan and highlight any issues in their reports to BPG. **ACTION Companies**

6. AOB

Bill update

23. It was noted that 2nd reading of the Bill will commence on 10th May 2004 and that the Committee stage is likely to start around 20th May 2004.

BETTA seminar

24. A draft agenda for the England and Wales seminar had been circulated out with the meeting. It was noted that difficulties in co-ordinating diaries had delayed finalising arrangements. Dates for the Scottish seminar were discussed. Ofgem will arrange a date and venue for both seminars as soon as possible and communicate this to BPG by email.

Annex 3***CDA BPG Meeting Report***

Report Number	6	Meeting Date	6th May 2004
Summary			
<ul style="list-style-type: none"> The CDA Register currently contains 120 Open¹ Assumptions, 3 Open² Issues and 22 Open³ Risks. 1 new Assumption, no new Issues and no Risks have been added to the CDA Register since the last CDA BPG Report, however, 64 Assumptions, 0 Issues and 7 Risks have been updated. As a result of conversations with Ofgem and the Companies the CDA will explore with DG chairs if there's any scope for them to help out with LICs and swim lanes. 			
Assumptions			
<ul style="list-style-type: none"> There are currently 120 Open Assumptions on the CDA Register (108 Accepted, 10 Pending, 0 Raised and 2 Revised). None of the Open Assumptions have Low Confidence (100 High Confidence, 15 Medium Confidence, 7 Unassigned). 1 Assumption has been added since the last CDA BPG Report. 64 Assumptions have been updated, as a result of the addition of a 'trigger for closure' column. 			
Issues			
<ul style="list-style-type: none"> 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. 0 Issues have been updated. 			
Risks			
<ul style="list-style-type: none"> There are currently 22 Open Risks on the CDA Register (21 Accepted, 1 Pending). Of these, 5 Risks are deemed to impact the BETTA programme plan (critical or non-critical path) or are of significant interest to the DGs. 0 new Risks have been identified since the last CDA BPG Report, and 7 Risks have been updated, primarily as a result of a CDA review of mitigation progress. 			
For the attention of BPG:			
BPG are invited to review the Monitor List.			

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.