

# PNDG Meeting Minutes

## 1.1. Purpose

The purpose of this document is to capture details of the Project Nexus Delivery Group meeting so that it can be used for wider sharing and confirm any follow up actions.

## 1.2. Meeting Details

<b>Meeting Name:</b>	Project Nexus Delivery Group
<b>Meeting Date:</b>	03/05/2016
<b>Meeting Time:</b>	09:00am – 11:00am
<b>Meeting Format/Location:</b>	WebEx
<b>Chaired by:</b>	Jonathan Dixon
<b>Minutes recorded by:</b>	PwC

## 1.3. Meeting Attendees

Company	Representatives	Company	Representatives
British Gas Trading Limited	Richard Jones	Ofgem	Jon Dixon Rob Salter-Church
Brookfield Utilities UK	Jenny Rawlinson	Opus Energy Limited	Chris Harris
Business Energy Solutions Ltd	Georgina McKenzie	PwC	Jon Benton Marian Isola Melisa Findlay Steve Mullins
Co-Operative Energy Limited	Rosemary Springall	Scottish Power Energy Management Limited	Paul Carmen
DONG Energy Sales (UK) Ltd	Biju Varkey	SGN	Sara Neal
E.ON Energy	Carl Knight	Spark Gas Shipping Ltd	Endre Merai
EDF Energy Plc	Abigail Nduva	SSE	Mark Carlin
ENGIE	Hamid Aghassi	The Renewable Energy Company Limited	Jodie Humphries
ES Pipelines	Katy Birch	Total Gas & Power Ltd	Carol Moyse
Extra Energy	Alex Garcia	Utiligroup/ Utility Professional Business Operations Limited	Julie King
First Utility Limited	Richard Haywood	Utilita/ Winchester Gas Distribution Limited	Simon Bevis
Gazprom Marketing & Trading Retail Limited	Alan Leitch	Wales & West Utilities Ltd	Craig Armstrong
LoCO2 Energy Ltd	Jenny Barlow	WINGAS UK Limited	James Kleiner-Mann
Northern Gas Networks	Matthew Little	Xoserve	Lee Foster Sandra Simpson
Npower	Chris Harden		Ed Beattie (Baringa)

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## 1.4. Meeting Agenda

1. Review of the Terms of Reference for Project Nexus Delivery Group
2. Review of the PNDG Report Structure
3. Review of the Current PNDG Report

## 1.5. Meeting Minutes

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### Item1: Review of the Terms of Reference for Project Nexus Delivery Group

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#### Governance Review

4. Jon Dixon (from Ofgem) kicked off the session by outlining the Terms of Reference and the structure of the PNDG meeting. He stated the following:
  - WebEx has been selected as the format because it doesn't limit the number of participants who engage.
  - The meetings are open to anyone to attend and take place every fortnight on Tuesday morning for no longer than 3 hours.
  - PNDG attendees to identify a representative from their organisation to join the PNDG if they are not able to make a particular session.
  - The Market Trails Working Group, Solution Development Group and Transition Progress Group report into the PNDG.
  - The PNDG is the first point of contact for any key issues and as required, unresolved issues will escalate to the Project Nexus Steering Group (PNSG).
  - Decision making will be at the discretion of Ofgem with a focus on the risk to the programme and consumer interest.
5. Jon Dixon discussed the structure of the reporting schedule. He stated that:
  - PNSG will be meeting every 4 weeks, in line with the PNDG cycle.
  - Each of the reporting packs will be distributed by email the Thursday before the meeting. They will also be posted on the Ofgem website and a link will be included on the Joint Office of Gas Transporters' website for reference.

Question from PNDG Attendee:	Response:
1. On the PNDG structure, can we agree on a period prior to each session when the slides will be provided by?	PNDG packs will be distributed Thursday before the meeting.

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### Item2: Review of the PNDG Report Structure

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#### New PNDG Report Pack

6. Melisa Findlay (from PwC) explained the PNDG reporting slides and appendix in detail.
  - The 5 pillars were identified as the structure of the report – i.e. Project Delivery, Market Trials, Data, Transition, GONG.
  - Noted that participants would be asked for the RAG status of their projects on a fortnightly basis. This RAG status will reflect the impact of the programme wide Go-Live, rather than historic progress.
  - The report slides and structure will evolve from learnings and to reflect the progression of the programme and PwC's increased involvement.

Question from PNDG Attendee:	Response:
2. Will participants be required to provide updates through the portal each fortnight to help drive the RAG status?	Yes, this is the timeline we are moving towards to have up to date information in the PNDG pack.

7. Melisa Findlay also highlighted that everyone will be provided access to the Nexus portal and will be able to submit programme relevant risks and issues. These will be reviewed and managed by the PwC PMO team.

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### Item3: Review of the Current PNDG Report

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#### PNDG Pack for 3<sup>rd</sup> May 2016

8. Rob Salter-Church talked through his letter to the PNDG (slide 2 of the PNDG report). He noted the following:
- Target date for project Nexus remains as October 1<sup>st</sup> 2016.
  - PwC are undertaking a deep dive of the project to ascertain if the go live date is feasible.
  - Issues will be targeted to the appropriate governance forum (i.e. PNDG, PNSG and PNSF).
  - Ofgem and PwC will track and monitor industry participant progress through the market trials.
9. Melisa Findlay talked through the current Project Nexus status report, highlighting:
- In regards to project delivery, the overall status of the project is tracking as red as there are key critical milestones in place which are at risk of slippage.
  - Overall Market trials are tracking as red. Xoserve is reporting delivery as amber, whilst participants delivery has been assessed as red given the amount of work remaining within the outlined time frame.
  - The remaining pillars - Data, Transition and GONG - have been rated grey for the programme, as there is insufficient information for a PMO assessment at this time.
  - The risks, issues and decisions segment of the slides were not discussed, as a workshop on the 10<sup>th</sup> May, 2016 will be used to provide more current information. Currently, the risks and issues documented are historic ones from the PNSG meetings.

Question from PNDG Attendee:	Response:
3. Isn't participants red due to slippage with core build impacting their timelines?	That is a contributing factor but it is important to note that the RAG status reflects the ability to meet the Go Live date (the forward look rather than a historic review of progress) and the root cause does not impact this assessment.
4. Please could you advise on why the P1 outbound file defect (logged 19/04) isn't included on the graph?	The P1 has been resolved. This was an error as the P1 information was not included in the data made available for the PNDG.

10. Programme Commentary was addressed by Melisa Findlay and Sandra Simpson (from Xoserve) in line with the content of the slides and therefore is not repeated here (slide 4 of the PNDG report). Questions were received from a number of PNDG attendees.

Question from PNDG Attendee:	Response:
5. Has a date been confirmed for the remainder of the RGMA functionality delivery?	This will be available the 9 <sup>th</sup> May, 2016.
6. Data migration is being quoted as on track, but then refers to delays with delta loads. Can we be clear, is migration therefore not on track?	Data migration refers to the bulk load which Xoserve report as on track. The delta load is being reported as delayed and extending into contingency time.
7. Data/Transition/GoNoGo at 'grey' - commentary suggests they are 1) underway and 2) experiencing issues. So why 'grey'? Feel like they need to be RAGd. Does this also ask the question as to whether we have a critical path that is robust enough at a programme level?	Data, transition and GONG have been rated grey for the programme, because there is insufficient information for a PMO assessment at this time.  The aim is for future reports to include RAG status from the participant working groups as well as the programme view from the PMO.  Critical path representation will be explored as we continue to evolve the reporting pack.

11. Melisa Findlay noted that the programme plan has been changed so that it now aligns with the five pillars of the programme i.e. Project Delivery, Market Trials, Data, Transition and GONG (which will be added once relevant data is available).

- It was noted that the Programme plan reflects the slides included in the March PNSG rather than the April PNSG as there was found to the change had not been approved in the appropriate manner.
- A change management process will be put in place going forward to review, approve and track milestone changes in line with the governance structure.

Question from PNDG Attendee:	Response:
8. GONG criteria is key. Should we add a milestone to the programme plan to track against it?	Yes, further milestones will be included as the GONG criteria is refined with Xoserve and participants. GONG will also be represented as its own workstream on the programme plan.

12. A decision regarding the extension of market trials was discussed (slide 9 of the PNDG report).

- Whilst it was discussed and agreed at the PNDG, it was subsequently determined this should have been for recommendation only and escalated to the PNSG.
- This recommendation has now been drafted in this manner and will be reviewed 9<sup>th</sup> May 2016.
- This recommendation does not preclude further extensions of Market Trials being considered, though full analysis would be required.

Question from PNDG Attendee:	Response:
9. When do Xoserve expect to release final change pack?	The Final Schedule Change Pack will be released on the 30 <sup>th</sup> of June. See slide 21 of the PNDG Report for detail of the plan.

13. Market trial progress was addressed by Sandra Simpson in line with the content of the slides and therefore is not repeated here (slide 13 of the PNDG report). A question received from a PNDG attendee is included below.

Question from PNDG Attendee:	Response:
10. When will the 22m data validation be completed?	Xoserve has advised this will be completed imminently.

14. The Market Trial Participation and Defects slides were addressed by Melisa Findlay in line with the content of the slides and therefore is not repeated here (slide 14 and 15 of the PNDG report). A question received from a PNDG attendee is included below.

Question from PNDG Attendee:	Response:
11. What is being done by PwC for those parties who have not responded?	Ofgem and PwC will follow up as appropriate through working groups and assurance activities.

15. Data progress was addressed by Sandra Simpson in line with the content of the slide and therefore is not repeated here (slide 16 of the PNDG report). A question received from a PNDG attendee is included below.

Question from PNDG Attendee:	Response:
12. Can delta load hits be explained, what is a delta load hit?	The Delta loads will hit (i.e. impact) 57% of the SAP objects within the Xoserve system.

16. The Transition slide was addressed by Sandra Simpson in line with the content of the slide and therefore is not repeated here (slide 17 of the PNDG report). A question received from a PNDG attendee is included below.

Question from PNDG Attendee:	Response:
13. What is the critical date for design sign-off? and what are the risks around reducing the number of iterations?	Following up with questioner to understand the meaning of this question.

17. The GONG slide was addressed by Sandra Simpson in line with the content of the slide and therefore is not repeated here (slide 18 of the PNDG report).

## 1.6. Decision Log

Decision #	Pillar/ Milestone	Decision	Decision Owner	Status	Target Date
D001	Market Trials: MT1.2 Core L3/4 MT End	Extension of Market Trials to July 31st to allow for defect resolution and re-testing.	PNSG	PNDG recommend extension of date.	09/05/2016

## 1.7. Actions arising from meeting

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A001	Project Delivery	Project Delivery: Xoserve to continue delivery to current plan	Xoserve	New	03/05/2016	
A002	Project Delivery	Project Delivery: Go Live planning and deep dive assessments required in parallel to ongoing delivery	PwC	New	03/05/2016	25/05/2016
A003	Market Trials	Market Trials: Continue to liaise closely and monitor delivery of key scenarios across the industry.	PwC	New	03/05/2016	31/07/2016
A004	Market Trials	Market Trials: Finalise improved, defect prioritisation regime and increased visibility of blocking defects.	Market Trials Working Group	New	03/05/2016	31/05/2016
A005	Market Trials	Market Trials: Finalise recommendations on regression testing.	Market Trials Working Group	New	03/05/2016	18/05/2016
A006	Data / Transition	Data/Transition: Increase involvement and support to data working group and transition planning group in order to drive activity.	PwC	New	03/05/2016	06/06/2016
A007	Data	Data: Continued tracking of progress through daily meetings to support delivery of delta load.	Xoserve	New	03/05/2016	10/05/2016
A008	Transition	Transition: Transition planning to be undertaken as part of industry implementation planning activities.	PwC	New	03/05/2016	31/05/2016
A009	Transition	Transition: Prioritise development of key products to support IDR preparation.	Xoserve	New	03/05/2016	
A010	Transition	Transition: Prioritise production of key artefacts for external (TPG) requirements	Xoserve	New	03/05/2016	
A011	GONG	GONG: Finalise GONG criteria to a suitable level of granularity to support the ongoing readiness testing across the industry.	PwC	New	03/05/2016	02/06/2016

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A012	Risks and Issues	Refresh current risk and issue log through cross-industry workshop.	PwC	New	03/05/2016	
A013	PD1.1 Core UAT Fully Complete	Close out of remaining invoice steps in E2E UAT.	Xoserve Test Team	New	03/05/2016	
A014	PD3.1 US SIT (non inv.); PD3.2 US SIT (inv.) complete; PD4.1 US UAT (non inv.) complete	Co-location and additional resources assigned and will continue to support achieving 13th May completion	Xoserve Test Team	New	03/05/2016	13/05/2016
A015	MT1.2 Core L3/4 MT end	Participants to actively test previously unavailable functionality	Participants (PwC to monitor)	New	03/05/2016	13/05/2016
A016	MT2.2 US MT End	Xoserve to provide update on US delivery progress.	Xoserve	New	03/05/2016	17/05/2016
A017	D1.1 DMTC3 complete	Continue to proactively monitor plan for bulk load entry.	Xoserve	New	03/05/2016	