

Project Nexus Delivery Group Minutes

1.1. Purpose

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

1.2. Meeting Details

Meeting Name:	Project Nexus Delivery Group
Meeting Date:	31/05/2016
Meeting Time:	10:00am - 11:30pm
Meeting Format/Location:	Xoserve, WebEx
Chaired by:	Jon Dixon (Ofgem) & Melisa Findlay (PwC)
Minutes recorded by:	PwC

1.3. Meeting Attendees

Company	Representatives		Company	Representatives
British Gas Trading Limited	Glynis Leeson	PwC		Andrew Sinclair
Co-Operative Energy Limited	Rosie Springhall			Jonathan Benton
Corona Energy	Alison Salisbury			Marian Isola
DONG Energy	Biju Varkey			Melisa Findlay
Data Serve	Bobbie Gallacher			Richard Shilton
EDF Energy	Phil Whitaker	Renewable Energy Company Limited		Steve Mullins
Engie	Hamid Aghassi	Scottish Power Energy		Susan Mathew
E.ON Energy	Carl Knight	SGN		Joshua Phelps
Extra Energy Supply Ltd	Mark Oldbury	Spark Gas Shipping Ltd.		Paul Carman
First Utility Limited	Richard Haywood	Total Gas & Power Ltd.		Sara Neal
Gazprom Marketing & Trading Retail Limited	Natasha Tomic	Utiligroup		Endre Merai
Northern Gas Networks	James Marrington	Utilita		Carol Moyse
Npower	Chris Harden	Wales & West Utilities Ltd		Julie King
Ofgem	Jonathan Dixon	Xoserve		Simon Bevis
		TBD		Richard Pomroy
				Balint Vizi
				Sandra Simpson
				Matt Adams (Baringa)
				Paul Hamilton

1.4. 1.4 Meeting Agenda

1. Broadcast of Positioning Paper Activities
2. Approval of PNDG minutes
3. Review of the Current PNDG Report
4. Hot Topic: Performance Testing
5. Hot Topic: Overview of GONG approach
6. Hot Topic: Unique sites testing update

1.5. Meeting Minutes

Item1: Broadcast of Positioning Paper Activities

Overview of the Positioning Paper Activities

1. Jon Dixon (Ofgem) provided a brief insight into the content of the positioning paper that will be published on Thursday, 2nd June 2016. This was also shared at the PNSG on 19th May 2016. The following were noted about the positioning paper:
 - Alternatives are being considered for the go live date as a prudent programme management activity given the red status of the programme.
 - Go live at 1st October 2016 remains an alternative.
 - The paper has its foundation on PwC's deep dive report as well as PwC's industry planning work with participants.
 - The consultation process after the positioning paper is published on 2nd June 2016 is as follows:
 - It will be discussed at the PNSG on 13th June 2016 (Note: This has been rescheduled from the original meeting date of 6th June 2016 to allow for more discussion time between PNSG representatives and their constituencies).
 - Meetings with each constituency group will be run the 15th, 16th and 17th June 2016.
 - All market participants will be asked to provide their formal views by 22nd June 2016.
 - Ofgem will make a decision on any change to the implementation date after these activities.

Question from PNDG Attendee:	Response:
1. Will Ofgem be speaking with individual shippers or only as constituencies?	Ofgem will hold meetings with each of the constituency groups on the 15 th , 16 th and 17 th June 2016. No one-to-one meetings are planned.

Item2: Approval of PNDG minutes

PNDG 17th May 2016

2. Meeting minutes for 17th May 2016 PNDG were approved with three updates. Approved minutes will be posted on the Ofgem website at <https://www.ofgem.gov.uk/gas/retail-market/market-review-and-reform/project-nexus>
 - A response was provided for question 10 regarding regression testing.
 - A question raised by Richard Haywood regarding defect logs was included in the minutes as question 14.
 - An additional attendee was noted.

Item3: Review of the Current PNDG Report

Programme Overview 13th May 2016 to 26th May 2016

3. Melisa Findlay (PwC) provided an overview of the dashboard slide (Slide 5). The following updates were noted:
 - The programme status remains red, given ongoing concerns and pressure in all delivery areas.

- Each of the specific statuses remain the same as the last time period with the exception of Xoserve changing the data rating from amber to red.
- Participant and programme ratings are now being reported for Data.
- Ratings are a 'look forward' to understand where the concerns are, and mitigation may be required from multiple parties to address the concern.
- There is a new risk included in the summary chart regarding the risk that arises from any market participant not being ready on time for go-live and the potential impact on others and/or the programme. This has been discussed at the PNSG and PNSF.
- PwC is working with Xoserve to improve the consistent reporting of defect statistics for UAT and Market Trials. Currently, the report flags each of these as under review.

4. Melisa Findlay (PwC) talked through the commentary slide (Slide 6) stating the following.

- Project Delivery is red. This is largely attributed to the lack of contingency built in for unique sites, which goes live on 1st June 2016.
- Market Trials is red as market participants' trajectory is not sufficient to meet the June 30th 2016 deadline. It is recognised that this is due to defects and defect resolution timing.
- Market participants are encouraged to do the following given the current situation:
 - Attend the weekly defect management call (less than half of the market participants attended last week's call).
 - Continue testing and reporting on the portal.
- Data, a new rating area, is red. This is understood as having risen because of the absence of a space to discuss data issues.
 - PwC will chair the DMG meeting on 16th June 2016 and a new TOR will be drafted.
- Transition is red.
 - PwC is chairing the TPG as of 31st May 2016.
 - There is a TPG happening simultaneously with the PNDG. This meeting clash will be avoided going ahead.

Question from PNDG Attendee:	Response:
<p>2. What is being done to improve defect resolution SLA achievement from 29% in Market Trials pillar?</p>	<p>The new defect prioritisation process is in place to create a focus on what the industry sees as having significant impact and informs Xoserve's work for the next week.</p> <p>Xoserve works to resolve these first and also works through other remaining defects.</p> <p>Participants have a hand in improving the SLA as well by ensuring they are reporting defects appropriately so resources can be concentrated on resolving valid defects.</p>

5. Melisa Findlay (PwC) described this as the old programme plan (slide 7). A replacement is being proposed.

6. Melisa Findlay introduced this plan (slide 8) as the proposed updated version. The plan reflects the target date of 1st October 2016. It is recognised that this plan may change depending on the decision made for the go-live date but this version would be adopted for reporting purposes in the interim as it provides more detail than the previous one.

- The proposed changes to this plan are as follows:
 - PD5.1 to become MT3.1 with a revised start date of 2nd June 2016 instead of 1st June 2016
 - PD5.2 to become MT 3.2
 - PD6.1 to become MT1.3

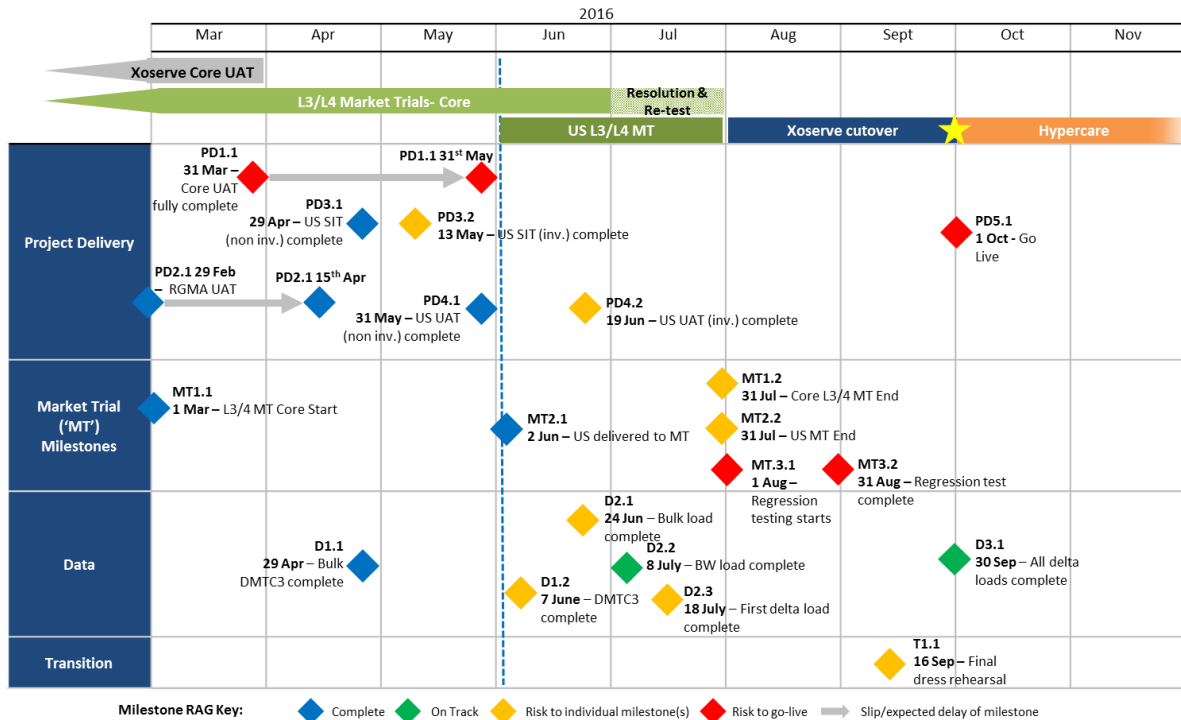
- PD4.1 to have a revise date of 31st May 2016 instead of 27th May 2016
- PD 4.2 to have a revised start date of 19th June 2016 instead of 10th June 2016
- MT1.2 to have revised date of 30th June 2016 instead of 31st July 2016
- D2.1 split into three milestones indicating the segments of work – D2.1, D2.2, D2.3
- It was noted by Sandra Simpson (Xoserve) that the rating on the following milestones should be updated:
 - D2.1 Bulk load complete should be amber instead of green.
 - D2.3 First delta load complete should be amber instead of green.
 - T1.1 Final dress rehearsal should be amber instead of green.
- Some of the PNDG members expressed concerns with this revised plan given the delays to date with project delivery and subsequently market trials activities. There was also a focus on the regression testing milestones, as noted in the questions below:

Question from PNDG Attendee:	Response:
3. How can regression testing start (MT3.1) in June when we haven't even started some testing yet?	MT3.1 is tracking red indicating it is a risk to go-live with its current start date of 1 st June 2016. The consultation alluded to earlier will include planning scenarios that propose alternative timings for regression testing.
4. Regression testing can only be started when we have a stable code base.	Yes, that is agreed by all parties and is being considered in the planning scenarios that will be issues on 2 nd June 2016.

- Jon Dixon (Ofgem) responded to the concerns by stating that until the positioning paper is published on 2nd June 2016, it is necessary to work within existing parameters, that is, the plan needs to reflect the current status and provide visibility to the current baseline.
 - Revisions can and will be made to this plan as the programme progresses.
7. In response to the concerns around market testing milestones the following additional plan changes were proposed in the meeting.
- During discussion over the Proposed Programme Plan and MT progress the following points were highlighted:
 - Due to the slow progress of MT a number of participants have indicated they will need to continue MT L3/4 Core testing through the month of July. Currently July is planned to be utilised for defect resolution and re-test, 30th June 2016 file format changes and US MT.
 - Regression testing is required to be performed on a stable code base and this has not yet been achieved to enable regression testing to commence on 1st June 2016, as per the current plan milestone.
 - As a result, the following changes to level 1 milestones are recommended for PNSG approval:
 - MT1.2 Core L3/4 MT End - Change the date from 30th June 2016 to 31st July 2016 to extend full MT Core testing through July subject to Xoserve's confirmation that they can provide primary support for full MT testing during July.
 - MT1.3 Core defect resolution and re-test complete - Remove this milestone as this is now incorporated into M1.2.
 - 'MT3.1 Regression Testing starts - Change the date from 1st June 2016 to 1st August 2016 to support achievement of a stable MT code base prior to commencing regression testing.
 - MT3.2 Regression Testing complete - Change the date from 31st July 2016 to 31st August 2016 to allow one month of regression testing. Xoserve to confirm they can provide primary support for regression testing during August.

Note: the MTWG have recommended a two month period for regression testing and this is explored in more detail in the positioning paper to be issued by PwC on 2nd June 2016.

- Jon Dixon determined the updated programme plan is required and an updated version with the noted changes will be submitted to PNSG for approval based on the recommendation of the PNDG.
- The proposed plan with decisions D002, D003 and D004 changes included is noted below:



8. Melisa Findlay outlined the programme’s risks and issues.

- Risk R011: Progress updates have been provided for the previously noted actions. A fourth action was noted for TPG.
- Risk R029: Remains open and will be updated following the publication of the positioning paper on 2nd June 2016.
- Risk R031: Progress has been updated on the actions previously noted. Sandra Simpson has published the list of outstanding items for market trials and the list of design changes and issues. These can be found at: <http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-programme-workstream-updates/uk-link-programme-market-trials/>
- Risk R034: Remains open and will be updated following the publication of the positioning paper on 2nd June 2016.
- Risk R044: Two actions have been noted for the TPG.

9. Project Delivery Progress (Slides 13 and 14) was explained by Sandra Simpson and the following was noted:

- Primary focus is on end to end testing where there are 39 outstanding defects.
- An alternate environment was used to finish end to end testing for reconciliation scenarios.
- Regression test cycle continues.
- Unique Site SIT is now complete.
- Milestone PD4. 1 would be considered green if reporting today (instead of 26th May 2016).

- Over the bank holiday weekend, Xoserve deployed the code for the unique sites and worked on dummy data.
- Unique site testing will be completed on 19th June 2016 in time for the invoicing cycle.
- Xoserve's invoicing team remains stretched across many areas of the programme.

10. Richard Shilton (PwC) provided an overview of the Project Delivery Participants (Slide 15) progress in market trials among market participants.

- Market participants are more comfortable with partner testing.
- Market participants have stated the need to use July to complete testing.
- Testing and subsequent portal submissions (Friday 3rd June 2016) are crucial.

11. Richard Shilton shared the following detail about Market Trials (slide 16 and 17) and encouraged market participants to work with Xoserve, to attend the weekly defect management calls and to complete portal submissions on Friday.

- There has been an increased number of transactions in the system (37% overall).
- Some areas have more failures and this will be addressed by Xoserve.
- ONJOB and ONUPD files have shown an improvement. More market participants are optimistic about RGMA testing.

Question from PNDG Attendee:	Response:
9. Can a recommendation for using July for core testing be put forward at the PNSG?	<p>It is recognised that 8 market participants have noted in their portal submission that they will use July for testing.</p> <p>This recommendation has been noted in the decision segment of these meeting minutes.</p>
10. When will RGMA be fixed?	<p>An interim fix has been applied and it is recognised this is not ideal for a number of parties.</p> <p>Xoserve has identified what the fix is and is waiting for a delivery date from their third party supplier.</p>

12. For the Market Trials Defects (Slide 18), Melisa Findlay and Sandra Simpson provided the following additional detail:

- Process walkthroughs and surgeries have been set up previously by Xoserve to support market participants understanding the new business processes. Organisations are requested to share these learnings within their test teams.
- The link to Process walkthroughs is: <http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-engagement-events/uk-link-programme-process-walk-throughs/>
- In the last meeting it was noted that some market participants are raising defects in place of queries in hopes of getting a faster response. It was noted that in fact query responses are being cleared within 4 days, a faster response than defects. Please repost queries and defects appropriately.

Question from PNDG Attendee:	Response:
10. UAT defects on slide 13 shows 88 P3, 49 P2 and 4 P1 defects. Invoicing is 99% complete, and US starts tomorrow. How are these defects being managed to avoid migrating them into Market Trials?	<p>The statistics included in the report are from 23rd May 2016 and work has continued on these since. A number of these defects have been closed.</p> <p>The 99% statistic is in terms of the invoicing end to end and does not include defects and retesting. It is recognised that there are 39 outstanding defects and a number of these are in retesting.</p> <p>Future PNDG packs will include detail on this within the commentary.</p>

13. Sandra Simpson provided an overview of the Data pillar (Slide 19).

- An alternative environment has been developed for data load cycles for iDR1.
- Xoserve started extract of bulk migration on time (previous Friday).
- Unique sites and dummy data was loaded over the weekend.
- On Friday, the first 6 objects for transformation were loaded. This successful completion provides increased confidence. GONG decision for the remainder of the phase will take place today (31st May 2016).
- 2 dedicated test cycles for iGTs are included in the test plan. This is in response to the concern raised in the Xoserve PMB on the number of defects in iGT sites and how confidence can be increased.

Question from PNDG Attendee:	Response:
10. In the initial PNDG reporting pack there was a placeholder chart outlining reporting by scenario. Will this be included in future reports? Of the 28 mandatory scenarios how many have been successfully tested?	<p>This is currently being analysed. It is taking some time, as market participants have reported in different ways. It is advised that the template provided on the portal is closely followed going ahead.</p> <p>This analysis will be shared next week (separately from the minutes) and ahead of the PNSG.</p>

14. Melisa Findlay provided a brief overview on transition (Slide 20). It was noted the TPG that is currently happening simultaneously with the PNDG will be rescheduled to avoid the meeting clash.

15. For the GONG pillar (Slide 21) Melisa Findlay stated that the GONG is presented in detail in the positioning paper. Andrew Sinclair (PwC) noted that although there is no new information on the GONG in the current PNDG pack, a lot of work has been taking place in the background.

Action Log

16. Action Log updates are outlined in section 1.7 and 1.8.

Item4: Hot Topic: Performance Testing (Slide 35)

17. Sandra Simpson walked through the performance testing hot topic slides.

- These slides were previously presented at the TPG on 17th May 2016.

Item5 Hot Topic: Unique sites testing update

18. Balint Vizi (Xoserve) provided this additional detail while reviewing the unique sites testing hot topic slides.

- Unique sites acceptance test plan was difficult. Testing has been done for the majority according to plan.
- The outstanding areas are the following:
 - Registration process - will be completed this week.
 - The SSMP sites are still in progress - the focus here has been on non-SSMP sites.
 - Regression testing - 1 defect is fixed. Xoserve will do re-planning today.
- Data load is completed.
- Xoserve recommends not to test CSO files in the early stages of unique sites.

Question from PNDG Attendee:	Response:
11. Has the core plan been merged with the unique sites and is now in market trials?	Yes this is correct.

Item6 Overview of GONG approach (Slides 47)

19. Richard Shilton provided an overview of the GONG approach ahead of this being shared on Thursday, 2nd June 2016 with the position paper. He stated that this is an updated version of the GONG criteria released in May 2015.

- The GONG criteria will be launched soon with 3 GONG assessment frameworks.
- The GONG criteria will be tracked on the PwC Assurance portal.
- PwC will carry out targeted assurance around the GONG criteria information provided by market participants.
- The final GONG decision will be made by the governance bodies.
- Further detail will be provided in the positioning paper about the aggregation process for the GONG decision.

1.6. Decision Log

Decision #	Pillar/ Milestone	Decision	Decision Owner	Status	Target Date
D002	Transition: T1.1 Final Dress Rehearsal	Move milestone T1.1 Final Dress Rehearsal from 1 st August to 16 th September as this was mistakenly labelled as completion of the Final dress rehearsal but is actually the completion of the first.	PNSG	Open	13/06/2016
Details:	<ul style="list-style-type: none"> • PNDG Recommendation: The PNDG on 17th May 2016 have recommended milestone T1.1 be moved from the 1st August to 16th September 2016 to correct the scheduling mistake. 				
Decision #	Pillar/ Milestone	Decision	Decision Owner	Status	Target Date

D003	Data: New milestone	Request for an additional milestone for delivery of remaining DMTC3 activity	PNSG	Open	13/06/2016
Details:	<ul style="list-style-type: none"> PNDG Recommendation: The PNDG on 17th May 2016 have recommended the addition of a data milestone as the full DMTC3 cycle ends 7th June 2016 with the current milestone D1.1 tracking bulk DMTCs load, which is complete. Additional milestone is suggested to track delivery of remaining DMTCs in line with Xoserve plan. 				
Decision #	Pillar/ Milestone	Decision	Decision Owner	Status	Target Date
D004	PMO Plan	The proposed programme plan will be presented to the PNSG	PNSG	Open	13/06/2016
Details:	<ul style="list-style-type: none"> PNDG to advise PNSG: The PNDG on 31st May 2016 have recommended an update to the programme plan. The programme plan has been redrawn to reflect the current position following a review by PMO and Xoserve. The suggested change includes the change and addition/removal of milestones to ensure appropriate reporting and tracking of required activities. 				

1.7. Actions arising from 31st May 2016 meeting

Action #	Action	Action Owner	Status	Date Raised	Due Date
A042	Publication of detailed scenario testing analysis.	PwC	New	31/05/2016	10/06/2016
A043	Expand the DMG and determine a new ToR to ensure data quality issues are appropriately managed.	PwC	New	31/05/2016	16/06/2016
A044	TPG to conduct scenario planning exercises to confirm the impact of a lack of readiness on different participants (e.g. shippers, suppliers, GTs, iGTs), on each other and the market. TPG are to report the results to PNDG and recommend if any further mitigating actions are required.	TPG	New	31/05/2016	12/07/2016
A045	Develop an industry wide transition governance framework that incorporates the GONG criteria.	TPG	New	31/05/2016	17/07/2016
A046	Follow up with market participants identified as behind schedule with market trials testing to identify required remediation activities.	PwC	New	31/05/2016	30/06/2016

1.8. Actions arising from previous meetings

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A001	Project Delivery	Project Delivery: Xoserve to continue delivery to current plan	Xoserve	Overdue	03/05/2016	31/05/2016

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A002	Project Delivery	Project Delivery: Go Live planning and deep dive assessments required in parallel to ongoing delivery	PwC	Open	03/05/2016	02/06/2016
A004	Market Trials	Market Trials: Finalise improved, defect prioritisation regime and increased visibility of blocking defects.	Market Trials Working Group	Closed	03/05/2016	31/05/2016
A006	Data / Transition	Data/Transition: Increase involvement and support to data working group and transition planning group in order to drive activity.	PwC	Closed	03/05/2016	06/06/2016
A010	Transition	Transition: Prioritise production of key artefacts for external (TPG) requirements	Xoserve	Closed	03/05/2016	17/05/2016
A011	GONG	GONG: Finalise GONG criteria to a suitable level of granularity to support the ongoing readiness testing across the industry.	PwC	Open	03/05/2016	02/06/2016
A012	Risks and Issues	Refresh current risk and issue log through cross-industry workshop.	PwC	Closed	03/05/2016	17/05/2016
A013	PD1.1 Core UAT Fully Complete	Close out of remaining invoice steps in E2E UAT.	Xoserve Test Team	Closed	03/05/2016	31/05/2016
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 13 th May 2016 completion	Xoserve Test Team	Closed	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)	Closed	03/05/2016	13/05/2016
A016	MT2.2 US MT End	Xoserve to provide update on US delivery progress.	Xoserve	Closed	03/05/2016	17/05/2016
A017	D1.1 DMTC3 complete	Continue to proactively monitor plan for bulk load entry.	Xoserve	Closed	03/05/2016	
A021	PMO	PMO: Outline how the deep dive and industry plan will come together to indicate a new date (if required) as well as	PwC	Open	16/05/2016	02/06/16

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
		address how and when further industry involvement will take place.				
A023	Market Trials	Market Trials: Provide a definitive list of the outstanding items yet to be delivered to Market Trials (e.g. portfolio reports, invoicing thick files, complex reconciliation) and other functionality outstanding. Include target dates for each item.	Xoserve	Closed	16/05/2016	09/05/16
A025	Project Delivery	Project Delivery: Provide a list of all design changes and issues being discussed with each of the committees/groups.	Xoserve	Closed	16/05/2016	19/05/16
A035	PMO	Participant rating on data and overall programme rating on data to be included in next reporting pack.	PwC	Closed	16/05/2016	26/05/16
A036	Market Trials	PwC and Xoserve to respond to/consider MTWG recommendation regarding regression testing	MTWG and Xoserve	Open	16/05/2016	02/06/16
A037	PMO	Programme plan update for completeness and accuracy. Recommendations included for PNSG decision on 13 th June 2016.	PMO and Xoserve	Overdue	16/05/2016	31/05/16
A038	PMO	Portal made available to all PNDG members and training provided for reporting risks, issues and changes. Overdue as currently undergoing testing to confirm required functionality.	PwC	Overdue	16/05/2016	31/05/16
A039	Project Delivery	Xoserve to follow up on reported RGMA defect and see whether on the priority list and/or where they are with a response.	Xoserve	Overdue	16/05/2016	31/05/16
A040	Market Trials	Xoserve to confirm when US will be dropped into MT environment.	Xoserve	Closed	16/05/2016	26/05/16

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A041	Transition	PwC to review transition planning to date and provide a view on whether it is sufficient.	PwC	Open	16/05/2016	24/06/16