

PNSG Meeting Minutes

1.1. Purpose

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

1.2. Meeting Details

Meeting Name:	Project Nexus Steering Group
Meeting Date:	09/05/2016
Meeting Time:	10:00am – 12:10pm
Meeting Format/Location:	Ofgem 9 Millbank, London
Chaired by:	Rob Salter-Church
Minutes recorded by:	PwC

1.3. Meeting Attendees

Group	Company	Representatives	Company	Representatives
6 Largest Suppliers	Eon Energy	Alex Travell	Ofgem	Rob Salter-Church
	N Power	Chris Harden	Ofgem	Jon Dixon
Challenger	First Utility Limited	Jeremy Guard	PwC	Gill Williams
	Utilita	Alison Russell	PwC	Steve Mullins
GDN	National Grid	Chris Warner	PwC	Melisa Findlay
	SGN	Steve Simmons	Xoserve	Steve Adcock
I&C	DONG Energy	Lorna Lewis	Xoserve	Sandra Simpson
	ICoSS Group	Gareth Evans	Baringa	Matthew Adams
iGT	Brookfield Utilities	Mike Harding		

1.4. Meeting Agenda

1. Review of the PNSG Terms of Reference (10 mins)
 2. Review of the Programme Governance structure (5 mins)
 3. Introduction of the PNDG/PNSG Reporting pack (high level review of the training slides) (10 mins)
 4. **Review of the PNSG report (40 min)**
 5. **Decisions to be made:**
 - a. MTWG proposal to add one month to the L3/L4 timeline (5 mins)
Note: This was presented as a decision at PNDG incorrectly. Within the new governance structure this should instead be a recommendation presented to PNSG for decision.
 6. **Key topics to discuss:**
 - a. P1 incident + RCA (10 min)
 - b. Roadshow key themes (10 min)
 7. **Review PNSG actions (0 min)**
 8. Discussion regarding the expectations of this groups, feedback and lessons learnt (30 min)
- **Note: bold items indicate standing agenda items for all PNSG meetings**

1.5. Decision Log

Decision #	Pillar/ Milestone	Decision	Decision Owner	Status	Target Date
D001	Market Trials: MT1.2 Core L3/4 MT End	Request for movement of Market Trials Milestone MT1.2 Core L3/4 MT End milestone date from 30 th June to 31 st July.	PNSG	Approved	09/05/2016
Details:	<ul style="list-style-type: none"> PNDG Recommendation: The Market Trials Working Group session on 28th April 2016 have recommended the extension of the core market trials testing period out to the 31st July for defect resolution and re-testing, moving the Level 1 milestone MT1.2 Core L3/4 MT End from 30th June to 31st July. 				
Notes from the PNSG:	<ul style="list-style-type: none"> The decision was approved by the PNSG. There is still a question regarding regression testing. A stable code base is required for this to take place. This recommendation does not preclude further extensions of Market Trials being considered, though full analysis would be required. 				

1.6. Actions arising from 9th May 2016 meeting

Action #	Action	Action Owner	Status	Date Raised	Due Date
A018	Draft initial PNSG email distribution list with constituency members for each group (e.g., Challengers, iGT).	PMO	NEW	09/05/16	11/05/16
A019	Finalise PNSG email distribution list with individual names and email address for all constituents and provide to PMO.	PNSG Representatives	NEW	09/05/16	19/05/16
A020	Review the PNSG report publication timeline with the goal to send out the packs by midday on Thursday to enable discussions within the constituencies.	PMO	NEW	09/05/16	June PNSG
A021	Outline how the deep dive and industry plan will come together to indicate a new date (if required) as well as address how and when further industry involvement will take place.	PwC	NEW	09/05/16	June PNSG
A022	Share Ofgem's message with the constituents that 1 st October 2016 go live remains and all participants should continue to drive progress towards this.	PNSG Representatives	NEW	09/05/16	13/05/16
A023	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	NEW	09/05/16	13/05/16

Action #	Action	Action Owner	Status	Date Raised	Due Date
A024	Provide a link to the website where result of market trials daily calls is recorded for reference.	Xoserve	NEW	09/05/16	13/05/16
A025	Provide a list of all design changes and issues being discussed within each of the committees/groups (e.g. PNSG, UKLINK, Market Trails).	Xoserve	NEW	09/05/16	19/05/16
A026	Update the risk log to include: 'Availability of volumes of data is/could impact testing.'	PwC	NEW	09/05/16	13/05/16
A027	New version of the Programme plan to be developed and include the Invoicing T3 milestone with a due date of 31/5/16.	PMO	NEW	09/05/16	02/06/16
A028	Send RCA of the P1 to all PNSG representatives.	Xoserve	NEW	09/05/16	13/05/16
A029	Share Xoserve's overview of the P1 incident and subsequent actions with their constituents.	PNSG Representatives	NEW	09/05/16	13/05/16
A030	Xoserve's internal audit report of the P1 incident to be shared with PwC.	Xoserve	NEW	09/05/16	13/05/16
A031	Develop a list of hot topics for future meetings.	PMO	NEW	09/05/16	26/05/16
A032	Refresh the overview of the governance bodies to outline all of the groups in place, the objectives of each, decision making process and the appropriate attendees. To include information on transition/close-down of existing groups.	PMO	NEW	09/05/16	26/05/16
A033	Set up broadcast teleconference following PNSG. *** This will take place as a standing item in each immediately subsequent PNDG. Please coordinate with your PNDG attendees to address any items.	PMO	Complete	09/05/16	13/05/16
A034	PNSG attendees to provide feedback by email to Rob Salter-Church, Jon Dixon, Steve Mullins, Gill Williams or Melisa Findlay.	PNSG Representatives	NEW	09/05/16	20/05/16

1.7. Actions arising from previous meetings

None noted at this time.

1.8. Meeting Minutes

Item 1 & 2: Review of the PNSG Terms of Reference, Review of the Programme Governance structure

Terms of References

1. Rob Salter-Church (Ofgem) kicked off the session by outlining the Terms of Reference and the structure of the PNSG meeting. He stated the following:
 - Differing from the original representation model, two representatives have been included for the large gas transporters to provide IS and programme experience to the PNSG.
 - The PNSG format has been designed to enable a focus on action and decision making.

Governance Review

2. Rob Salter-Church outlined the governance structure, with detail including:
 - The focus of the Project Nexus Sponsors Forum is engagement and it is not a decision making group. The first session will be held on 19th May, 2016.
 - PNSG is not for detailed discussion, these should instead take place within the PNDG or the working groups.
 - Working groups are in place. The facilitation of these groups will fall under PMO within the next 2 cycles. Terms of References will be developed for each of these.

Reporting Schedule

3. Rob Salter-Church outlined the routine drumbeat of the planned PNDG and PNSG reporting. It was noted that the PNDG packs, issued one week earlier than the PNSG packs, could be used to inform discussions as the material is the same.
 - It was noted the PNSG distribution list can expand beyond the three contacts previously communicated. PMO will use this to distribute all future PNSG packs.

Item 3: Introduction of the PNDG/PNSG Reporting pack

New PNDG Report Pack

4. Rob Salter-Church asked PNSG attendees if they would like to go through the training slides. It was agreed there was no need for this and the focus of the meeting should instead be the PNSG report details and other agenda items.

Item 4: Review of the PNSG report

Letter from Rob Salter-Church

5. Rob Salter-Church shared the same message in PNDG and reiterated that everyone is expected to work towards the go live date of 1st October 2016. As further information is known it will be shared through the appropriate governance channels (i.e. PNDG, PNSG and PNSF).
 - Clarification was made that the Deep Dive is focused on Xoserve meeting their requirements and the Industry Planning considers the overall timeline. The Industry Planning is informed by discussions with industry participants (which are underway), work with Xoserve, assurance activities and involvement in the working groups.

- The Deep Dive and Industry Planning will confirm the 1st October 2016 go live is attainable at acceptable risk or, if not, then provide a range of options to be discussed with industry participants. Any new date (if required) will consider many factors and the decision will not be made in isolation.
- In the meantime, all industry participants and Xoserve are asked to continue to work towards the 1st October 2016 date. Ofgem and PMO will continue to track progress against this target.
- An extraordinary meeting will be considered if the 6th June 2016 PNSG session does not align to the required timelines for these discussions and/or decisions.
- The Transition Progress Group will be responsible for developing a plan that accommodates any participants not ready to go live on 1st October 2016.

Overview Slides - Dashboard

6. Steve Mullins (PwC) went through the overview portion of the PNSG pack (slides 21 to 28) specifically outlining:
 - The Red rating is a result of project delivery concerns for Xoserve's critical activities and Market Trials being completed within a compressed timeline.
 - PNSG members were reminded that status ratings are based on current position and ability to meet the Go Live date (the forward look rather than a historic review of progress): red status requires immediate action from the PNSG to mitigate.
 - The next industry participant portal submission will provide greater detail on the progress being made as this will be the first reflection since RGMA was delivered. It is crucial that industry participants provide timely and detailed submissions.
 - The amber rating for Xoserve's Project Delivery reflected the mitigating actions now in place: a new defect priority process was agreed and being implemented through the Market Trials Working Group, and Xoserve had deployed people offshore to work on an integrated UAT of US, modelled on the approach taken for RGMA.
 - GONG criteria continues to be refined and includes a review of the P1, P2 and P3 defects that may prevent a go live. This will be reviewed in future PNSG sessions.
 - It was recognised that more work is needed to plan for the post go-live period. This will be undertaken by the Data Management Group and the Transition Progress Group. PwC will be taking over chairmanship of these groups.
 - It was recognised that there will be more work post go live and a plan is underway. This will be the scope of the Data Management Group and the Transition Progress Group. PwC will be taking over chairmanship of these groups.
 - Transition planning group to consider implications and approach to the possible scenario where some participants are ready to go live but others are not.
 - The risk, issues and actions were not discussed as there is a PNDG action to conduct a risk workshop to develop an up to date log (using the previous PNSG log as a starting point). This workshop will be held 10th May 2016 with Xoserve and a few industry participant volunteers.
7. PNSG Representatives were asked if there were any other portions of the report to cover before moving on. The following was discussed:
 - PNDG and PNSG cycles have been established every 2 and 4 weeks. Working groups meet in addition to this. This structure will be reviewed but at the moment Ofgem do not see a need to move to more frequent meetings of the PNSG or PNDG.
 - Specific market testing timing is up to industry participants and there is 24 hour support available by phone from Xoserve.

Item 5: Decisions to be made: MTWG proposal to add one month to the L3/L4 timeline

See Decision table at the beginning of this set of minutes.

Item 6: Key topics to discuss

P1 Incident and RCA

8. The P1 incident: Response files created and sent in Market Trials contained records pertaining to limited other organisations rather than solely the intended recipient.
9. Sandra Simpson (Xoserve) reviewed the circumstances of the P1 incident and the action Xoserve has taken to resolve this, and prevent a future occurrence. The following was noted:
 - All industry participants are expected to return to testing now that this has been resolved.
 - Industry participants can contact Xoserve directly if they have further questions or concerns.

Market Participant Roadshow Key Themes

10. Due to the time available this topic will be discussed at the next meeting.

Item 7: Any Other Business

1. Rob Salter-Church asked PNSG attendees if there were any other topics to cover. The following was discussed:
 - The PNSG is designed to drive progress through timely and effective decision making as well as setting the direction for the working groups. Hot topics will be discussed in these meetings as they pertain to the programme and GONG will be a recurring topic. The focus will be on day 1 readiness and risks to subsequent operations.

Item 8: Discussion regarding the expectations of this groups, feedback and lessons learnt

Due to the time available this topic was not discussed at the meeting.