

# Interim PNSG Meeting Minutes

## 1.1. Purpose

The purpose of this document is to capture details of the interim Project Nexus Steering Group meeting in order for wider sharing and confirmation and follow up of actions.

## 1.2. Meeting Details

<b>Meeting Name:</b>	<b>Interim Project Nexus Steering Group</b>
<b>Meeting Date:</b>	17/08/16
<b>Meeting Time:</b>	15:00 - 16:05
<b>Meeting Format/Location:</b>	WebEx
<b>Chaired by:</b>	Rob Salter-Church
<b>Minutes recorded by:</b>	PwC

## 1.3. Meeting Attendees

Group	Company	Representatives	Company	Representatives
6 Largest Suppliers	NPower	Chris Harden	Ofgem	Rob Salter-Church
				Jon Dixon
Challenger	Utilita	Alison Russell	PwC	Steve Mullins
				Lesley Potts
GT	SGN	Steve Simmons		Melisa Findlay
	ICoSS Group	Gareth Evans		Richard Shilton
I&C	DONG Energy	Lorna Lewin	Xoserve	Sandra Simpson
				Dave Payne
iGT	Brookfield Utilities	Mike Harding	Baringa	Matt Adams

## 1.4. Meeting Agenda

1. Market Trials Update
2. Plan Confidence Update

## 1.5. Actions arising from previous meetings

Action #	Pillar/Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A104 Action 1	Market Trials Problem Solving Session	Propose at PNSG that a sub group of PNDG members is established to be tasked with 'problem solving' specific areas including the 'Re-Think' items	<b>Update following PNSG 01 Aug 16:</b> Group has been set-up to identify contingency options that can be invoked if planning confidence in market trials is not	PwC	Closed	26 Jul 16	03 Aug 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
		identified in industry planning.	attained by end of Aug. Group formed of MTWG and some PNDG representatives. The first session was held on 9 Aug 16.				
A105 Action 2	Market Trials Problem Solving Session	Build a 'single version of the truth' for all Nexus related open design issues, outstanding functionality and change requests. This should include indicative / confirmed delivery dates aligned to the release plan. This should be included fortnightly in the PNDG pack.	Linked to A117. Xoserve have circulated a document on 3 Aug 16 covering changes. A second document covering additional SAP BW reports was circulated on 25 July 16.	Xoserve	Closed	26 Jul 16	03 Aug 16
A106 Action 3	Market Trials Problem Solving Session	Market Participants to review the new fix report and raise any additional information they are expecting to see for consideration.	<b>Update following PNSG 01 Aug 16:</b> PNSG representatives to make sure market participants are aware of this action.	Participants	Closed	26 Jul 16	03 Aug 16
A107 Action 4	Market Trials Problem Solving Session	Market Participants to confirm detailed data requirements for regression via the MTWG representatives.	<b>Update following PNDG 09 Aug 16:</b> Proposed to bring forward date for collection of data from 26 Aug date to 19 Aug 16. Clarified that "worse case" means within the constraints of a minimum load of dummy data as discussed by MTWG. <b>Update following MTWG 17 Aug 16:</b> Participants will provide their requirements by 19 Aug 16. Only minor refinements to these	Participants	Open	26 Jul 16	3 Aug 16 → 19 Aug 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
			will be allowed up to 26 Aug 16.				
A108 Action 5	Market Trials Problem Solving Session	Publish defect fix plan. Include ALL MT impacting defects (Market Participant and Xoserve) with information regarding functional area impacted, the scenario and the root cause.	Presented on 29 July 16 and feedback requested (A106). Report will be issued on a weekly basis.	Xoserve	Closed	26 Jul 16	05 Aug 16
A109 Action 6	Market Trials Problem Solving Session	Determine the date 'NRL' annual updates will be available for MT.	<b>Update following PNDG 09 Aug 16:</b> High level plan of re-design activities was shared verbally at PNDG with testing being completed and deployment to MT environment by end of August. Annual NRL/NNL will be issued in September.	Xoserve	Closed	26 Jul 16	05 Aug 16
A111 Action 8	Market Trials Problem Solving Session	Identify an industry Subject Matter Expert Pool for Market Participants to reach out to with issues prior to raising a query or defect.	<b>Update following 12 Aug 16:</b> No volunteers received. This will be a mailing list held by the PMO and when participants wish to access this resource they will send the request to the PMO who will review and then send onwards. PMO will be asking people to volunteer to go on this mailing list with the aim of establishing it by 26 Aug 16.	Participants	Open	26 Jul 16	05 Aug 16 → 12 Aug 16 → 26 Aug 16
A112 Action 9	Market Trials Problem Solving Session	Hold initial RGMA task force to scope the issue, identify causes and develop an action list with due dates and accountabilities (include iGT RGMA baseline).	<b>Update following PNDG 09 Aug 16:</b> Due to poor response from participants the deadline for nominations has been extended from 05 Aug 16 to 12 Aug 16.	Participants	Open	26 Jul 16	05 Aug 16 → 18 Aug 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
			<p><b>Update following 12 Aug 16:</b> Representatives from ES Pipelines and Brookfield have agreed to facilitate this session. Volunteer from shippers still being sought. Date set for 18 Aug 2016.</p> <p><b>Update following Interim PNSG 17 Aug 2016:</b> First two iGT sessions to be held 18 Aug 2016 and RGMA will be planned in the near future as a lot of interest has been expressed.</p>				
A113 Action 10	Market Trials Problem Solving Session	Defect prioritisation process and call to incorporate new prioritisation factors into the decision making criteria for timing out of tests to avoid rework and re-collation of data (e.g. iGT LSP data).	<b>Update following PNSG 01 Aug 16:</b> PNSG representatives to make sure market participants are aware of this action.	PwC and participants	Closed	26 Jul 16	05 Aug 16
A114 Action 11	Market Trials Problem Solving Session	Develop a checklist for Market Participants to use to triage defects and queries, sharing good practices amongst Market Participants.	<p><b>Update following PNDG 09 Aug 16:</b> A participant is still required to volunteer for this. At the PNDG on 09 Aug 16 it was agreed that the due date for submitting volunteers will be shifted from 05 Aug 16 to 12 Aug 16 due to no participant responses.</p> <p><b>Update following 12 Aug 16:</b> 3 volunteers have now been identified, PMO to follow up and use materials to publish anonymised summary checklist</p>	Participants	Open	26 Jul 16	05 Aug 16 → 12 Aug 16 → 25 Aug 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A116 Action 13	Market Trials Problem Solving Session	Update Xoserve website to locate the process maps (including iGT) in a central location. Currently process maps are split over 3 locations.	<p>Process maps (with the exception of iGT) are on this page <a href="http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-engagement-events/uk-link-programme-process-walk-throughs/">http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-engagement-events/uk-link-programme-process-walk-throughs/</a></p> <p>Update following PNDG 09 Aug 16: iGT maps are expected to be published in the same place by Aug 12.</p> <p><b>Update following 12 Aug 16:</b> iGT maps have now been posted at <a href="http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-programme-workstream-updates/uk-link-programme-market-trials/">http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-programme-workstream-updates/uk-link-programme-market-trials/</a></p>	Xoserve	Closed	26 Jul 16	12 Aug 16
A117 Action 14	Market Trials Problem Solving Session	Industry participants to review the 'single version of the truth' and provide responses over the impact of the current delivery dates. Schedule a workshop to review all open design decisions, outstanding functionality and change requests and agree the impact on MT timelines.	<p><b>Update following PNDG 09 Aug 16:</b> Only one comment received on the content. WebEx will be scheduled for Friday 12 Aug 16. Agenda and call in details to follow.</p> <p><b>Update following 12 Aug 16:</b> WebEx held and submission received from 7 participants. Agreed to provide for further round of input by 16 Aug 16. Following this Ofgem will review</p>	Participants and PwC	Open	26 Jul 16	08 Aug 16 → 23 Aug 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
			the submittals and feedback the proposed resolutions and next steps to the PNDG on 23 Aug 16.				
A118 Action 15	Market Trials Problem Solving Session	Lead process walkthroughs in Targeted Areas (e.g. SPA, RGMA and iGTs).	<p><b>Update following PNDG 09 Aug 16:</b> Due to poor response from participants deadline is extended from 08 Aug 16 to 12 Aug 16. It was also clarified that the sessions would be in a "lunch and learn" style and would be hosted by participants to share their learning from testing and any areas where participants should pay attention to in order to expedite the process and avoid placing burden on Xoserve.</p> <p><b>Update following 12 Aug 16:</b> Requests for attendance received but no volunteers to lead walkthroughs. PwC will pick a couple of scenarios and pilot this to see if it is worthwhile.</p>	Particip ants and Xoserve	Open	26 Jul 16	08 Aug 16 → 12 Aug 16 → 26 Aug 16
A119 Action 16	Market Trials Problem Solving Session	Provide list of frequently asked queries / themes on Xoserve website.	A guide is published on Xoserve.com to include helpful information to customers in MT from defects, queries which are raised through MT". <a href="http://www.xoserve.com/wp-content/uploads/MT-L3-Defect-FYIs14.pdf">http://www.xoserve.com/wp-content/uploads/MT-L3-Defect-FYIs14.pdf</a>	Xoserve	Closed	26 Jul 16	19 Aug 16
A120 Action 17	Market Trials Problem	Develop a summary sheet of where information is on	In Progress	Xoserve	Open	26 Jul 16	31 Aug 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
	Solving Session	the Xoserve website and SharePoint (e.g. iGT data on different SharePoint site to others).					
A121 Action 18	Market Trials Problem Solving Session	Ensure participants reporting blocked scenarios are making submissions into defect prioritisation process.	In Progress	Xoserve	Open	26 Jul 16	End of MT
Action 122 Action 19	Market Trials Problem Solving Session	Identify sample of defects where Market Participants have not received a complete response or outbound file, and do root cause analysis.	<b>Update following PNDG 09 Aug 16:</b> Xoserve noted that they are prioritising “no response files” above this issue. If participants disagree with that priority they should advise. Xoserve will provide an update at next PNDG.	Xoserve	Open	26 Jul 16	23 Aug 16
Action 123 Action 20	Market Trials Problem Solving Session	Undertake a review of P3 defects to identify any that do not need to be fixed for go-live. Agree these with the market participants.	Initial P3 prioritisation completed at end of July but these P3’s have now been resolved. Working with PwC to agree whether Xoserve only focus on those in the priority list.	Xoserve	Open	26 Jul 16	31 Aug 16
Action 124	PMO	Consider format of plan review at PNDGs and Confidence checkpoint. Share approach prior to next PNDG.	A number of steps will be taken: 1. Baringa will present on Xoserve’s planning process and plan assurance at the 23 Aug 16 PNDG 2. Xoserve will host a workshop to review their plans (date to be announced) 3. WebEx walkthrough at the 06 Sep 16 PNDG	PwC	Closed	09 Aug 16	23 Aug 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
			4. Face-to-face constituency meetings will be scheduled for early Sep				



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## 1.6. Meeting Minutes

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### Item 1: Agenda

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#### Introduction

1. Rob Salter-Church (Ofgem) kicked off the session by outlining the agenda. This included an update on the below:
  - Market Trials Update (with input from portal submissions for 12 August 16 and update on the actions)
  - Plan Confidence Update

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### Item 2: Market Trials Update

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#### MT Dashboard

2. Steve Mullins (PwC) provided an overview of the Market Trials dashboard, noting the general improvement in progress and outlook since the last PNSG where concerns were voiced about concluding MT:
  - In the 12 August 16 portal submission, all market participants rated either Green or Amber for a September end of Market Trials. In some cases the amber status was caveated on the presumption that blockers will be removed. It was noted that these caveats need to be managed in order to prevent a return to Red status.
  - The defect and query volumes continue to fall.
  - Information on invalid defect volumes will be available for the next PNDG.
  - Progress is being made on the weekly defect prioritisation calls. However, the number of attendees has reduced in the last period. The PNSG was asked to reiterate the importance of participating in the defect prioritisation process to their constituencies.
  - Of concern though is that the achieved average run-rate for the last 2 weeks fell back to around the historic average from the high achieved in the prior period. Individual performance was patchy with some participants achieving double digit completion rates.
  - A number of actions are being put in place to understand this drop in pace, as it varies across market participants. PwC will follow up some individual organisations and support them to define an action plan to drive to 30 Sep 16 Market Trials completion. This more intensive approach to driving progress in MT is being introduced following discussions with the MTWG+ group on contingency options for MT (see below).
  - In terms of the scenario health analysis, the below was discussed:
    - i. Three Large Shippers are each blocked across 8 mandatory scenarios. It was noted that this reporting is a conservative view, as a scenario is considered to be blocked, even if it is only one of the sub scenarios that is being blocked while testing can continue on the remaining sub scenarios
    - ii. Attendees were reminded that a scenario could be blocked because of either internal, partnering or Xoserve related issues.
3. Rob Salter-Church asked PNSG if there are any additional actions that should be driven to speed up MT. No additional actions were suggested.

#### MT Action 104

4. Richard Shilton (PwC) provided an update on Action 104 following the Market Trials Re-Think session. The group concluded that given the existing progress through testing, a fundamental rethink would not be appropriate. However, the concept of a “Gold Star” to manage participants with slow progress or at risk of slow progress. This concept will be deployed immediately and will use the portal submissions to identify participants.

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5. In response to a concern raised by a Market Participant regarding whether enough is being done to drive to an end date of Market Trials, Rob Salter-Church stressed that PwC and Ofgem have already intervened with a number of actions throughout July and August; and this intervention will continue with increased focus on Market Participants running behind in Market Trials to find solutions.
  6. A market participant voiced that lessons should be learnt from the Market Trials experience to date and be applied to Regression. In response, Rob Salter-Church stated that those involved in Market Trials will continue to be involved in Regression to ensure lessons will be applied. This was supported by Richard Shilton with the below:
    - MTWG is working on the Market Trials Regression approach. This is on track to be shared with the industry next week.
    - The focus should be on 'true' Regression and not confidence testing.
    - There are challenges in structuring Regression testing. As such, the focus has therefore been on how the volume of activity will be constrained.
    - Ultimately a decision will need to be taken at PNDG or PNSG on the approach to MT Regression to limit its scope to ensure it is manageable.
  7. It was clarified that the assumptions related to Regression milestones within the plan are depicted Red to reflect the current situation and information available. There are ongoing discussions that will drive these to Green.
    - A market participant shared that some individual organisations will have their own organisation policies on regression and what needs to be tested.
    - Rob Salter-Church advised Ofgem would consult with organisations through this process to understand objectives and potential impact of approaches. Attendees were reminded though that decisions may be made for the good of the programme and may not please all Market Participants.

### **MT Actions**

8. The PNSG was requested to reinforce the importance of relaying the information regarding detailed data requirements back to Xoserve (Action A107), given the importance of this to the plan. The current assumption is that the regression test data requirements can be met with dummy data.
9. The SME pool of market participants identified via Action A111 is not intended to replace Xoserve's existing query process. Rather it is intended to provide a forum for participants to seek advice on testing approach and potential pitfalls. This group will work on the basis of an email group with queries coming into the PMO first before being routed to the group (or elsewhere if more appropriate).
10. It was clarified that the audience for the process walkthrough sessions driven from Action A118 will be any market participant that is struggling with testing a scenario. Rob Salter-Church requested the PNSG to let their constituencies know that PwC might get in touch with some individuals to help with these sessions. It was expected that all the priorities identified through the MT taskforce exercise would be actioned and closed during August.

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### **Item 3: Plan Confidence Update**

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#### **Plan Confidence Dashboard**

11. Matt Adams (Baringa) provided an update on Xoserve's re-planning activities. This included:
  - Re-planning activities are continuing with a target end date of end of August.
  - The requirement is for a plan in which Xoserve and industry can both have confidence.

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- Working sessions are organised with PwC to carry out and review re-planning activities.
  - Xoserve and Baringa's approach to Plan Assurance will be presented to PNDG next week.
12. Steve Mullins shared a brief overview on the market trials confidence measures.
    - Defect resolution is on a positive trends as numbers are still decreasing.
    - The market Trials run-rate trend is shown flat to reflect the drop in the last period.

### **Plan Confidence**

13. Steve Mullins walked through the plan for the rest of August and September and the timeline for sharing iterations of the plan and the associated assumptions, milestones and dependencies.
14. Rob Salter-Church highlighted that a number of constituency consultation meetings are being planned for week of 12 Sep 16.
15. In response to a question expressed by a market participant on behalf of GTs, Rob Salter-Church stated that a target implementation date will be provided when the plan is published and baselined (v1.0). This however was likely to have a period of contingency attached. It was agreed Ofgem would discuss with those involved in future UNC modifications to ensure they were adjusted in good time for the new implementation plan.