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# 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.

Note: The focus of this interim meeting was the Industry Planning and Market Trials Task Force. No progress reporting was provided.

## 1.2. Meeting Details

<b>Meeting Name:</b>	<b>Interim Project Nexus Steering Group</b>
<b>Meeting Date:</b>	21/07/16
<b>Meeting Time:</b>	15:00 – 16:00
<b>Meeting Format/Location:</b>	Ofgem 9 Millbank, London
<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	Jon Dixon
	Scottish Power	Angela Love		Ofgem	Rob Salter-Church
Challenger	Flow Energy	Robert Cameron-Higgs		PwC	Andy Sinclair
	Utilita	Alison Russell		PwC	Gill Williams
GT	SGN	Steve Simmons		PwC	Lesley Potts
I&C	Dong Energy	Lorna Lewin		PwC	Melisa Findlay
	ICoSS Group	Gareth Evans		PwC	Steve Mullins
				PwC	Susan Mathew
				Xoserve	Sandra Simpson
				Xoserve	Dave Payne
				Baringa	James Beverly

## 1.4. Meeting Agenda

1. Agenda
2. Overview of the Industry Planning activities (10 mins)
3. Key messages from the Industry Planning workshop (15 mins)
4. Next steps for the Industry Plan (15 mins)
5. Update on Market Trials Taskforce (20 mins)

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## 1.5. Meeting Minutes

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### Item 1: Agenda

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#### Agenda

1. Rob Salter-Church (Ofgem) kicked off the session by outlining the agenda and highlighting 2 key areas that will be covered in this session.
  - The Industry Planning process
  - The Market Trials Task Force

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### Item 2: Overview of the Industry Planning Activities

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#### Recap of Industry Planning Activities

2. Lesley Potts (PwC) provided a recap of the industry planning activities. This included the following:
  - Prior to the announcement of the consultation responses and publication of Scenario C decision on June 30 2016, PwC and Xoserve engaged in informal planning discussions.
  - The workshop on 7 July 2016 involved Market Participants' programme managers and directors. The discussion generally revolved around the Scenario C timeline.
  - Various questions were posed to the Cross Programme Workstreams (CPWs) to inform the planning process.
    - i. The Market Trials Working Group (MTWG) were asked to recommend the Market Trials completion period, the scope and period of Regression testing.
    - ii. The Transition Progress Group (TPG) were asked to analyse the impact of change in the go-live date on transition products.
    - iii. The Data Management Group (DMG) were asked to consider the market participant data cleanse and migration activities to implement in the plan.
  - Xoserve has been working on revising their plan with their workstreams.
  - This work would feed into the proposals that will be made to the next PNSG meeting for a new implementation plan for Project Nexus.

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### Item 3: Key messages from the Industry Planning workshop

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#### Key points on the latest plan

3. Lesley Potts shared the inputs to the industry planning session held at Xoserve on 20 July 2016. This included:
  - The view from Xoserve that a second bulk load of data would add value to the new plan to reduce risks on data integrity from a reliance on delta data loads for a prolonged period of time.
  - Assumption that Market Trails will complete by the end of September with a contingency period, based on views from the MTWG.
  - Views from market participants for a regression period of 2.5 months
  - The above led to a delivery date of 1 April 2016 at the earliest as the lead proposal.
4. The following were confirmed by the 20 July meeting as areas of concern:
  - The lack of contingency in the critical path of Xoserve data loads.
  - Level of parallelism in the plan due to the added bulk load.
  - Uncertainty on Market Trials completion and the risk that this could become a part of the critical path depending on the actual completion date.

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5. In preparation for the next PNSG Rob Salter-Church updated the group, confirming that the intention was now to present a rough target implementation date at the end of July, but this be subject to further work to develop mitigating actions to reduce uncertainty. Any new target date was unlikely to be a single date, rather an estimate with a period of contingency within which the implementation date might move based on developments over the coming months. The intention would be to reduce the length of this contingency over time to give increasing clarity on the date as risks are retired from the plan. The impact on other initiatives such as FGO will also be considered.

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#### **Item 4: Update on Market Trials Task Force**

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##### **Actions to improve efficiency of the current process**

6. Melisa Findlay (PwC) provided a background on the Market Trials Task Force that has contacted over 20 market participants in the last few weeks to identify blockers in testing. The Task Force has gathered their findings on detailed blocking scenarios and associated actions.
7. To avoid duplication of work the findings from the Task Force were compiled with input from:
  - The MTWG that meets fortnightly.
  - The Defect Management prioritisation process and associated analysis.
  - The Portal submissions that occur every 2 weeks.
  - Baringa's recommendations on Xoserve's defect management process.
  - The Market Trials assurance work conducted via site visits.
  - Ongoing actions from PNDG and PNSG
8. Steve Mullins (PwC) shared the 6 areas into which the recommended actions are categorised. The actions are aimed to improve the efficiency of the current process.
  - I. Functionality refers to delivered or remaining functionality that impacts Market Trials.
  - II. Understanding of Project Nexus processes refers to the varying knowledge levels among market participants. This is leading to invalid defects.
  - III. In terms of Xoserve's support processes, their defect management process has improved. However, transparency and information flow could be enhanced.
  - IV. Blocking defects, defect resolution and query response.
  - V. Data sufficiency for Market Trials and regression.
  - VI. Participant's internal processes and management includes the availability of resources and internal defects among others.

Note: II, III, IV are identified to cause the greatest concern.
9. This compiled list of actions, as well as new approaches (e.g. fast track some market participants in key test areas, co-location of resources), will be prioritised at the Market Trials Problem Solving Session on Tuesday, 26 July 2016. These will then be tracked at the PNDG and PNSG.

##### **Market Trials Progress**

10. The current Market Trials progress assessment suggests limited confidence in an end of September completion without additional mitigating actions to improve pace. This assessment uses multiple measures including:
  - RAG status on the portal.
  - Defect trajectory from Xoserve i.e. the burn down chart.
  - Percentage of test plan completion provided by Market Participants aggregated across the industry. This is a crude measure that assumes a linear rate among other assumptions. It has typically been 2.5 – 3% weekly.

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11. Rob Salter-Church stated the importance of progressing with testing at the same time as completing the problem solving session(s) as driving through the test plan will provide greater confidence in the plan.
  12. A Market Participant expressed that a change to Scenario D is not preferred and whether considering amendments to how market trials was run could imply this. Rob Salter-Church clarified that the current work is not moving towards Scenario D which implies stopping and starting fresh with Market Trials from a blank piece of paper, whereas the proposal on the table was to consider tactical adjustments or enhancements to be made along the way to the current Market Trials. This was in line with the principles that underpin Scenario C.

#### **MT completion and exit criteria**

13. In response to a question raised on the definition of the MT Exit Criteria, Gill Williams (PwC) stated that this has been amended to give better clarity and to ensure alignment with the MT Task Force findings and Industry Planning work.
  - The Market Trials Exit Criteria was developed through the MTWG in 2015.
    - i. It was approved by the industry in the Market Trials Approach v1.0 given the existing programme governance at the time.
    - ii. Minor updates to the criteria descriptions have been reviewed at MTWG recently.
    - iii. The new set of criteria will be included in an amended approach document with updates for regression.
    - iv. This approach document will be submitted to the PNDG for review and recommendation.
    - v. The approval will be made at PNSG, unless PNSG decides to delegate the approval decision to PNDG.
14. A market participant stated disappointment that the plan is based on Market Trials completing at the end of September despite the current certainty that this will not happen.
  - In response, Steve Mullins stated that this had been called out at the planning session on 20 July 2016 as a major risk area and agreed that there is a widespread discomfort around the end of September completion date for Market Trials, but there was no information to support setting a new date.
  - It was also noted that participants had requested that they have input in to the setting of key dates and the workshop was part of that process.
15. Rob Salter-Church stated that both PwC and Ofgem are reliant on market participants to be clear about the deliverability of their own plans.
  - As such, market participants are required to state the reality at the CPWs.
  - Market participants were encouraged to actively use the MTWG problem solving session to have a realistic and frank conversation on Market Trials completion and how to use the available time in the best way possible.

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#### **Item 5: Next Steps for the Industry Plan**

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16. Steve Mullins shared the sequence of meetings for the next couple of weeks.
  - 26 July 2016\*\*\* - MTWG problem solving session including MTWG representatives and PNDG representatives.
  - 27 July 2016 \*\*\* - TPG problem solving session will look into Industry Dress Rehearsals (IDRs) to address what they are and their role in mitigating risk. Xoserve will explore integrated IDR, associated timescale and whether this is achievable.
  - 28 July 2016 – PNDG moved from 26 July 2016 to allow time to assimilate output from the problem solving sessions.

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- 1 August 2016 - PNSG will be asked to review the industry plan highlighting the risk areas and associated work plans to address them to bring certainty.
  - 10 August 2016 – PNSF where a view will be shared on the status of the Industry Planning.

\*\*\* Please note that the Market Trials problem solving session and TPG problem solving session on IDR has been rescheduled after this meeting. The new dates are below:

-> MTWG problem solving session was noted as Monday, 25 July 2016 in the meeting but subsequently was moved to Tuesday, 26 July 2016 to accommodate Xoserve's availability.

-> TPG problem solving session on IDRs was noted as Tuesday, 26 July 2016 in the meeting but subsequently was moved to a webex format on Wednesday, 27 July 2016.