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# *PNSG Meeting Minutes*

## *1.1. Purpose*

The purpose of this document is to capture details of the 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>Project Nexus Steering Group</b>
<b>Meeting Date:</b>	24/10/16
<b>Meeting Time:</b>	10:00 – 11:40am
<b>Meeting Format/Location:</b>	PwC Embankment Place with WebEx facility
<b>Chaired by:</b>	Rob Salter-Church
<b>Minutes recorded by:</b>	PwC

## *1.3. Meeting Attendees*

<b>Group</b>	<b>Company</b>	<b>Representatives</b>	<b>Company</b>	<b>Representatives</b>
6 Largest Suppliers	NPower	Chris Harden	Ofgem	Rob Salter-Church
	Scottish Power	Angela Love	Ofgem	Jon Dixon
Challenger	First Utility	Jeremy Guard	Ofgem	Nicola Garland
	Flow Energy	Robert Cameron-Higgs	Ofgem	Tricia Quinn
GT	SGN	Steve Simmons	PwC	Steve Mullins
	National Grid Distribution	Chris Warner	PwC	Gill Williams
I&C	DONG Energy	Lorna Lewin	PwC	Richard Shilton
	ICoSS Group	Gareth Evans	PwC	Melisa Findlay
Xoserve			Sandra Simpson	
iGT	ES Pipelines	Vicki Spiers	Xoserve	Paul Toolin
			Baringa	Ed Beattie

## *1.4. Meeting Agenda*

1. Agenda and approval of minutes
2. PNSG programme summary
3. Market Trials and Market Trials Exit
4. Risk and Issues Advisory Group (RIAG) update
5. GONG Governance and Approach
6. AOB

## 1.5. Actions arising from the meeting on 30 September 2016

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A171	N/A	Seek input from Market Participants on their ability to shift with a change of programme go live date (only if needed) on 19 Nov 16, 23 Dec 16, 27 Jan 16 in line with the enactment of contingency checkpoints. Request also rationale for above and also 'latest shift date'.	PwC	NEW	24 Oct 16	31 Oct 16
A172	Market Trials	Take account of agreed post 11 Nov 16 items when determining participant RAG statuses in managed MT	PwC	NEW	24 Oct 16	31 Oct 16

## 1.6. Actions arising from previous meetings

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
Action 123	Market Trials	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.	In progress. This action has to be done in conjunction with the industry and this will be agreed through the defect management process. As part of this process, the workaround process has been defined and agreed at MTWG. The due date has been moved to reflect the end of the managed Market Trials phase.	Xoserve, PwC and Market Participants	Open	26 Jul 16	31 Aug 16 → 23 Sep 16 → 14 Oct 16 → 11 Nov 16
Action 132	Market Trials	Xoserve to a) define what is meant by code stability b) Propose a time table for attaining code stability and c) Have these reviewed by PNDG.	Complete. At the PNDG on 05 Oct 16, slides were presented on the code stability definition and timeline. There are two follow-up actions (A165 and A170) that will define and operationalise the processes for attaining and then	Xoserve	Closed	16 Aug 16	31 Aug 16 → 20 Sep 16 → 04 Oct 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
			managing code stability.				
Action 138	Market Trials	Xoserve to i) confirm the final list of files and reports unchanged by Nexus. In addition indicate which are platform independent (CMS) and which are unchanged but now part of the SAP ISU solution. ii) Xoserve to demonstrate the level of internal testing carried out, or planned to be carried out on these files and reports. iii) Share the above analysis with all participants to review and determine if they need to include in their MT Regression plans. Where participants do want to include files/reports in MT regression plans they need to provide a rationale as part of their entry submission.	Xoserve have completed part i) and part ii) of this action. It will be discussed at MTWG on 26 Oct 16. The due date has been updated to reflect the date of MTWG.	Xoserve	Open	22 Aug 16	26 Sep 16 → 28 Sep 16 → 05 Oct 16 → 14 Oct 16 → 26 Oct 16
A162	Market Trials	Provide an update at the PNDG on when Market Participants will receive future invoicing thick files.	This action is complete. An update on dates for invoicing thick files was provided at the PNDG that took place on 18 Oct 16.	Xoserve	Closed	30 Sep 16	5 Oct 16
A163	Market Trials	Explain the query process post 17 October 2016 at the PNDG.	This was explained at the PNDG session, which took place on 05 Oct 16.	Xoserve	Closed	30 Sep 16	5 Oct 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A164	Market Trials	Communicate the defect process through the managed MT phase at PNDG and review the continued requirement of the daily progress calls.	This was discussed during the PNDG on the 05 Oct 16.	Xoserve /PwC	Closed	30 Sep 16	5 Oct 16
A165	Market Trials	Propose a process for managing code stability once the MT code stability milestone is achieved. This will include the process for determining the defect fixes and changes that are allowed and, if they are allowed, how they will be deployed. MTWG to consider and propose a process to PNDG.	RIAG is reviewing an outline for this process. Once that review is complete this will be passed to MTWG and Xoserve to complete and operationalise.	MTWG/ Xoserve	Open	30 Sep 16	12 Oct 16 → 16 Nov 16
A166	Market Trials	Prepare a reporting dashboard for the managed MT Phase.	This action is complete. A Managed MT Phase dashboard was included in the PNDG status report that was presented at PNDG on the 18 Oct 16.	PwC	Closed	30 Sep 16	18 Oct 16
A167	Market Trials	Identify the Market Participants who haven't passed scenarios 9 and 10 and consider whether further support or action was needed.	This is being analysed through managed MT activity and no consistent defect themes have been identified that require further support.	PwC	Closed	30 Sep 16	21 Oct 16
A168	GONG	Circulate the GONG Criteria and associated evidence to PNSG members.	GONG criteria was circulated on 17 Oct 16 through the GONG evidence questionnaire on the portal.	PwC	Closed	30 Sep 16	14 Oct 16

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## 1.7. Meeting Minutes

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### Item 1: Agenda and approval of minutes

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#### Introduction

1. The board approved the minutes from the previous PNSG.
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### Item 2: PNSG Programme Summary

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2. The overall programme status is reporting Amber-Green against the proposed 1 June 2017 implementation date. Steve Mullins (PwC) provided commentary around the programme pillars.
  3. Steve Mullins talked through the Enactment of Contingency (slide 4), pointing out that these are three points within the programme for a controlled change to the go-live date (if needed) and that there may be other points later in the programme that would lead to a go-live decision, such as the GONG dates. Steve Mullins also noted the due date for feedback noted in the slides was a mistake. A171 has been created to request information from participants as to their ability to manage the enactment of the contingency date and provide an explanation if they cannot in order to help the PMO understand and plan accordingly.
  4. Rob Salter-Church (Ofgem) reiterated Ofgem is driving to a 1 June 2017 go live, and this conversation regarding consideration of enacting contingency is about being prudent, not an indicator that this would in fact take place.
  5. It was confirmed that a go live date would always be the first of the month to align with invoicing processes.
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### Item 3: Market Trials and Market Trials Exit

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#### Market Trials Dashboard

6. Richard Shilton (PwC) provided an overview of the Market Trials dashboard that had been updated with the newest progress information since the pack was sent out on 20 Oct 16. Note: The updated slides from the presentation were circulated to the PNSG distribution list on 24 Oct 16.
  - Collectively, Market Participants within the managed market trials phase are tracking a little behind schedule. This week is an important as a number of participants are expected to conclude by Friday and a number of factors are being actively managed as indicators to this progress. These are noted as the confidence checkpoints on the dashboard.
  - A new burndown chart has been included to show expected and actual progress.
  - There is a smaller scope being tested in this phase but many of the same hurdles exist (e.g. reliance on partners and Xoserve for timely defect fixes) impacting progress.
7. Sandra Simpson (Xoserve) stated Xoserve's current assumption was that support for market trials would stop as of 11 Nov 16 with the exception of supporting testing around the AML files which are being delivered on 18 Nov 16..
8. There is a known list of tests planned to be completed beyond 11 Nov 16 and PwC is working with Market Participants and Xoserve to understand and manage this list. Slide 9 and 10 detail these tests as well as the tests falling in the week prior. As we progress towards 11 Nov 16 this list will be crystallised so that a defined approach exists for each item. Once these approaches are clear it will be possible to determine whether Xoserve can support the required approaches or whether it will be necessary to invoke contingency or not.
9. Rob Salter-Church re-iterated that all participants should be aiming to complete as much testing as possible by 11 Nov 16 and continue to work to find pragmatic ways of executing tests, as support after 11 Nov 16 (other than for AML) is not guaranteed.

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10. Richard Shilton gave an update on Risk R069 regarding a high number of defects identified in MT Regression, advising MTWG are developing a plan to manage a test suspension should it be needed.

#### **Market Trials Exit**

11. Richard Shilton advised PwC will provide a recommendation to Ofgem regarding Market Trials exit based on assessments complete on Market Participants. This recommendation will then come to the PNSG.
12. A query was raised whether the overall market was being considered for exit in addition to individuals Market Participants. Specifically, whether exit would cover a sufficient amount of the market volume. Rob Salter-Church confirmed this was being considered and reiterated that even if certain suppliers had not completed all their testing scenarios, the decision may be taken to stick with the current programme timetable (for example if there was confidence in the central systems following successful testing from a range of participants)
13. IMPORTANT - Portal submissions are required from all Market Participants (even if testing has been completed) on 4 November to inform the Market Trials Exit report from PwC.

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#### **Item 4: Risk and Issues Advisory Group (RIAG) update**

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14. Steve Mullins provided an overview of the RIAG progress to date, noting the group reports into PNDG. Feedback has been positive from RIAG members and future agenda include a review of data risks and the approach to regression testing.

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#### **Item 5: GONG Governance and Approach**

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15. Steve Mullins and Richard Shilton provided an overview of the GONG governance and approach. These slides have been sent out previously and detail how programme activities align to the four programme success criteria. A process of self-assessment through the Portal will be used for interim submissions leading up to each of the GONG assessments. This will be completed by Market Participants and Xoserve.
16. The Evidence questionnaire and criteria were sent out to Market Participants last week so that they can gain an understanding of what evidence will be requested during the GONG process.
17. An attendee noted the request for Portal submissions (frequency and depth of information) as well as governance reporting review requirements (i.e. large PNDG packs) were having an impact on Market Participants.
  - Consideration will be given to the scope of the GONG questionnaires
  - PNDG changes are being considered to flex the scale and reporting

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**Item 6: AOB**

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18. An attendee raised concerns with iGT data reconciling with Xoserve and shippers, seeking clarification if this was being actioned.
  - Sandra Simpson confirmed this is being looked at and was a discussion within DMG last week.
19. An attendee raised a question regarding whether some defects will not be included in a post go-live warranty release and if this is so how will they be handled.
  - Sandra Simpson and Ed Beattie (Baringa) advised these would be considered as part of Xoserve's BAU and align to Xoserve's future release principles and approach which will be discussed in PNDG.
20. An attendee asked when RAASP would be handled as it is currently noted to be 1 Oct 17.
  - It was noted this would not be implemented 1 Oct 17 and the existing UNC governance processes in place should be used by industry to determine the next steps.