

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

| | |
|---------------------------------|---------------------------------------------|
| Meeting Name: | Interim Project Nexus Steering Group |
| Meeting Date: | 31/08/16 |
| Meeting Time: | 10:00 - 12:10 |
| Meeting Format/Location: | WebEx |
| 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 |
| | NPower | Chris Harden | | Jon Dixon |
| Challenger | Utilita | Alison Russell | PwC | Gill Williams |
| | First Utility Limited | Jeremy Guard | | Melisa Findlay |
| GT | National Grid Distribution | Chris Warner | | Steve Mullins |
| | SGN | Steve Simmons | Xoserve | Dave Payne |
| I&C | ICoSS Group | Gareth Evans | | Dave Turpin |
| iGT | Brookfield Utilities | Mike Harding | | |

1.4. Meeting Agenda

1. Agenda and Approval of PNSG minutes
2. Programme Status Report
3. Workstream Updates
4. Replan Update
5. Review of Programme Governance

1.5. Actions arising from 31 August 2016 meeting

| Action # | Action | Action Owner | Status | Date Raised | Due Date |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------|-------------|-----------|
| A139 | PMO and participants should ensure that caveats noted in participants' portal submissions are appropriately captured either in risk R053 or as additional risks against completion of MT. | PMO and Participants | NEW | 31 Aug 16 | 06 Sep 16 |

| Action # | Action | Action Owner | Status | Date Raised | Due Date |
|----------|--------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|-------------|-----------|
| A140 | Distribute the email issued regarding change decisions. NOTE: This was circulate to attendees during meeting. This is now closed. | Jon Dixon | Closed | 31 Aug 16 | 06 Sep 16 |
| A141 | Xoserve to provide a list of scheduled invoice releases | Xoserve | NEW | 31 Aug 16 | 08 Sep 16 |

1.6. Actions arising from previous meetings

| Action # | Pillar/ Milestone | Action | Progress | Action Owner | Status | Date Raised | Due Date |
|-------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|-------------|-----------------------------|
| 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. | Update following PNDG 09 Aug 16: 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 PNDG on 06 Sep 16. | 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 → 23 Sep 16 |

| Action # | Pillar/ Milestone | Action | Progress | Action Owner | Status | Date Raised | Due Date |
|------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|-------------|------------------------------|
| Action 130 | Market Trials | Xoserve to consider (A107) and (A129) and determine whether or not 1 month is likely to be sufficient to fix defects and conduct data append. If it's not sufficient, then Xoserve are to propose further mitigations. | The analysis on whether one month is sufficient is being done as part of the re-planning impact assessment. The due date has been moved to 08 Sep 16, in line with the plan v0.4. | Xoserve | Open | 16 Aug 16 | 01 Sep 16 → 08 Sept 16 |
| Action 131 | Market Trials | Xoserve to propose criteria for determining whether defects should be fixed or not. | This is in progress. Xoserve and PwC had a call to discuss this on 30 Aug 16. Xoserve have documented their initial proposed approach and discussed it at MTWG on 31 Aug 16. An initial update will be provided at PNDG on 06 Sep 16. Propose to move due date to 23 Sep 16 in line with A123 as the actions are linked. | Xoserve | Open | 16 Aug 16 | 07 Sept 16 → 23 Sep 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. | Xoserve are currently in the process of defining what is meant by code stability and this will be reviewed internally before being shared with MTWG on 14 Sep 16 and then PNDG on 20 Sep 16. Propose to move due date to 20 Sep 16 to reflect the various governance meetings. | Xoserve | Open | 16 Aug 16 | 01 Sept 16 → 20 Sep 16 |

| Action # | Pillar/ Milestone | Action | Progress | Action Owner | Status | Date Raised | Due Date |
|------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|--------|-------------|----------|
| Action 138 | Market Trials | <p>Xoserve to</p> <p>i) Xoserve to 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.</p> <p>ii) Xoserve to demonstrate the level of internal testing carried out, or planned to be carried out on these files and reports.</p> <p>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.</p> | | Xoserve | Open | 22 Aug 16 | TBC |

1.7. Meeting Minutes

Item 1: Agenda

Introduction

1. Rob Salter-Church (Ofgem) outlined the agenda and advised the updated slides that reflect the latest Portal Submission (26 Aug 16) would be sent out after the meeting.
2. The meeting minutes from the interim PNSG (17 Aug 16) were approved with a change to correct the company associated with one attendee.

Item 2: Programme Status Report

PNSG Programme Summary

3. Steve Mullins (PwC) provided an overview of the Programme Summary outlining the red status (against 01 Apr 16 reporting baseline) is due to Xoserve remaining in the planning process and the data workstream currently has no contingency and is struggling to achieve the early milestones within the reporting baseline plan.
4. It was noted that Market Trials had a good session on RGMA iGT process.
5. The MTWG is concurrently with this meeting considering the regression approach. The approach proposed limits regression testing to C1/C2 scenarios. This proposal is being met with some push back. The key concern is that restricting testing to C1/C2 scenarios may prevent participants from completing a full test. Specifically there is a concern that some flows that have not changed have not been tested fully in Market Trials. A modification to A138 was agreed. This action requests Xoserve to provide information on their own testing of unchanged flows.
 - UPDATE FOLLOWING MEETING: Following the MTWG meeting PwC and Xoserve will propose updates to the approach.
6. Jon Dixon (Ofgem) reiterated the 5 change decisions made by Ofgem regarding PN 2.1 DUC, PN2.3 DM SOQ & SHQ, PN2.2 Err/FR No, PN2.4 Gas Owner Act, PN2.5 AMR Agency Appointments. The email with the details of the decision will be reissued to the PNSG members.
7. Rob Salter-Church provided an update on the IDR paper from SSE. A meeting is being scheduled with SSE to discuss the risks outlined in their paper. The plan issued next week will not include any changes to the current IDR approach (paper and Xoserve system) as at this stage it is felt risks are being mitigated via other means and an extended timeline is not required. A follow up discussion will take place at the appropriate governance forum in the future.

Item 3: Workstream Updates

Market Trials

1. Steve Mullins took the group through the Market Trials dashboard, highlighting that the results are impacted by a lower number of portal submissions for this period.
 - RAG status remains largely stable with one participant moving to red and two moving from amber to green.
 - The number of open defects and query rates remain stable.
 - Defect prioritisation process continues to be effective.
 - However, Xoserve has seen a drop in testing activity in the last two weeks to around 50% and invalid defects continue to be quite high (as a percentage of all defects).
 - 8 Market Participants reported 0% progress over the last two weeks and this impacted the average run rate. This is believed to be due to holidays. It is also worth noting that all these 8 participants are tracking at over 80% complete on their test plans.
 - The average run-rate remained at 2%.
2. Overall the result was disappointing however it was noted that direct comparisons are difficult due to the lower number of complete submissions and the holiday period impacting test activity
3. One attendee noted the importance of the caveats being included in the portal submissions.
 - Market Participants were reminded it is their responsibility to also use the established processes for defect prioritisation, risks and issues, plan on a page review along with the associated assumptions.
 - The PMO agreed to review the caveats and propose how the significant ones (impacting many participants or having significant impact on a single participant) should be included in the programme risk register.

Item 4: Replan Updates

Status of the Replan

1. Planning and assurance work is on track for the delivery of a new plan by the end of September.
2. The 01 April 17 reporting baseline continues to be in place while Xoserve considers three levers to move to a green/amber version of the plan. These three levers are:
 - Changes to the approach (e.g. considering market trials regression scope)
 - Changes to resourcing
 - Changes to timing
3. It is looking unlikely that application of the first two levers alone will result in a plan that is sufficiently green/amber. As a result, Xoserve are currently considering alternative go-live dates within the April to July 2017 window. v0.4 of the plan due 8 Sep 16 will reflect this

Item 5: Review of Programme Governance

Review of the Options

1. Steve Mullins outlined five options being considered for governance changes.
2. PMO's preference is option 3, the introduction of a Risk and Issues Advisory Group (RIAG). It was clarified that this group would not have decision rights and would provide input and recommendations for consideration by the broader PNDG. It was also noted that this approach would not preclude ad hoc face-to-face PNDG meetings.
3. It was noted that any model needs to satisfy a number of requirements which are not always aligned:
 - The PMO's need for an effective 'problem solving' group to enhance their effectiveness.
 - Participants' ability to input in to key decisions.
 - Participants' requirement to remain informed of overall programme progress and issues.
4. Feedback from Market Participants included:
 - Concern that in person sessions are more challenging for small organisations to support.
 - Split meetings (WebEx and in-person) will not be effective.
 - A preference from one constituency for full day face-to-face PNDG meetings.
5. It was noted that there will not be a solution that meets everyone's requirements in full. Ofgem and PMO will return with a proposal to the next PNSG.