

# Project Nexus Delivery Group Minutes

## 1.1. Purpose

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

## 1.2. Meeting Details

<b>Meeting Name:</b>	Project Nexus Delivery Group
<b>Meeting Date:</b>	12/07/2016
<b>Meeting Time:</b>	10:00am - 12:00pm
<b>Meeting Format/Location:</b>	Xoserve, WebEx
<b>Chaired by:</b>	Jon Dixon (Ofgem) & Melisa Findlay (PwC)
<b>Minutes recorded by:</b>	PwC

## 1.3. Meeting Attendees

Company	Representatives		Company	Representatives
British Gas Trading Limited	Glynis Leesen		Ofgem	Jon Dixon
Brookfield Utilities	Jenny Rawlinson		Opus Energy Limited	Chris Harris
Co-Operative Energy Limited	Rin Purewal Rosemary Springall		PwC	Andy Sinclair Brett McGowan Lesley Potts Marian Isola Martin Crozier Melisa Findlay Phil Russ Steve Mullins
Corona Energy	Alison Salisbury			
DONG Energy Sales (UK) Ltd	Biju Varkey			
EDF Energy	Abigail Nduva			
ENGIE	Hamid Aghassi			
E.ON Energy	Carl Knight		Scottish Power	Graham Smilie
ES Pipelines	Katy Binch		SSE	Mark Carlin
Extra Energy	Alex Garcia		Utiligroup	Julie King
First Utility Limited	Hamish Mitchell Sam Lattimer		Utilita	Simon Bevis
Gazprom Marketing & Trading Retail Limited	Alison Neild Alan Leitch		Xoserve	Sandra Simpson Matt Adams (Baringa)
National Grid	Robin Howes			
Npower	Mike Fensome		TBD	Thomas Lineham

## 1.4. 1.4 Meeting Agenda

1. Opening of PNDG meeting
2. PNSG Broadcast
3. Approval of PNDG minutes
4. Review of the Current PNDG Report
5. Hot Topics:
  - a. Industry Implementation Planning
  - b. Market Trials Task Force
  - c. P1 Root Cause Analysis
  - d. PNDG Report development
6. AOB

## 1.5. Meeting Minutes

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### Item1: Opening of PNDG meeting

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1. Jon Dixon (Ofgem) opened the meeting by reminding participants that this PNDG report continues to be measured against the 01 Oct 16 implementation date and as such continues to reflect a red RAG status.
2. A broadcast of the last PNSG meeting key messages was provided by Jon Dixon. These can be found on the Ofgem website.

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### Item2: Approval of PNDG minutes

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3. Jon Dixon (Ofgem) stated that, having not received any comment or objections to the meeting minutes from 29 Jun 16 PNDG, that these minutes will be taken as approved. These will be posted on the Ofgem website: <https://www.ofgem.gov.uk/gas/retail-market/market-review-and-reform/project-nexus>

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### Item3: Review of the Current PNDG Report

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#### PNDG Report covering the period 24 Jun 16 – 07 Jul 16

3. Melisa Findlay (PwC) talked through (slide 3) outlining the upcoming PNDG, PNSG and PNSF meetings. The next working group meetings are:
  - MTWG – Phone call 13 Jul 16
  - MTWG – In person meeting 19 Jul 16
  - TPG – Cancelled 19 Jul 16
  - TPG – In person meeting 2 Aug 16
  - DMG – In person and WebEx 20 Jul 16
4. Melisa Findlay presented the programme dashboard (slide 4) highlighting status remains the same across all pillars as seen over the last two PNDG reports.
  - A previously identified risk (R029) regarding the completion of Market Trials has been realised and has now escalated to an issue (I016).

Question from PNDG Attendee:	Response:
1. In which upcoming Project Nexus governance meeting will the new go live date be specified?	The target is for the PNDG on 26 Jul 16 to discuss the new plan and the PNSG on 1 Aug 16 to approve.

4. Melisa Findlay provided an overview of the commentary slide (Slide 4), noting in addition to the slide content:

- A Programme Manager's meeting is to be held 20 Jul 16 to conduct further industry planning for the new plan.
- The file format deployment that was delayed with the P1 incidents was deployed 7 Jul 16.
- Stress testing that was delayed due to two defects has started as of 11 Jul 16.
- BW bulk load due 8 Jul 16 has been completed.

Question from PNDG Attendee:	Response:
2. Does the final UAT date impact anything in Market Trials?	Sandra Simpson advised Xoserve have not seen any of the conditions that would lead to these scenarios to cause an impact to Market Trials. The due date of 21 Aug 16 is in advance of the required timeframe for running the final reconciliation invoice in Market Trials.
3. Is a Market Trials Working Group (MTWG) taking place this week?	There is a Market Trials call scheduled for 13 Jul 16 at 10:00 with a follow on session on 19 Jul 16 at 10:00-15:00.

5. Melisa Findlay spoke about the programme plan (Slide 6) reminding participants of the requirement to complete the next portal submissions by 15 Jul 16 against meeting an end of August timeline for Market Trials. This is critical to inform the accuracy of the industry planning work going on next week.

- Milestone D2.2 is now complete.
- Milestone PD1.1 has been moved to 21 Aug 16. Note: subject to confirmation in detailed re-plan
- Milestone PD4.2 has been moved to 15 Aug 16. Note: subject to confirmation in detailed re-plan
- It was also noted that the milestones D2.3 and D3.1 are on hold until re-planning is complete.

6. Marian Isola (PwC) presented the Programme Risk and Issues (Slides 7 - 11), all updates will be applied directly to the RAID log. The following key points have been outlined below:

- Io16 – New issue raised in relation to the realisation of Ro29 which has resulted in the establishment of a Market Trials Blockers Task Force.
- Io14 – Action A077 amended and is being tracked through TPG in place of further PNDG monitoring.
- Ro31 – Proposed and agreed to be closed. Xoserve to refresh the links for functional readiness and open issues.
- Ro45 – Retained to demonstrate iDR dates, which will need to reflect re-planning once complete.
- Ro46 – Continue to monitor.
- Ro48 – This risk was proposed to be closed but through discussion it was instead decided the likelihood would be reduced from 3 to 1 and the risk would be maintained on the risk log and removed from PNDG monitoring.

Question from PNDG Attendee:	Response:
4. R046 – What mitigation action is in place around how we are treating exceptions and how we make impact assessments?	It has been agreed that this will be addressed within the MTWG to review and refine the exit criteria and associated measures.

7. Sandra Simpson (Xoserve) explained the Project Delivery Progress (Slides 12 and 13) and the following was noted:
- Where possible Xoserve will continue to drive towards the current planned dates i.e. performance testing. Other activities, particularly delta data loads in relation to iDR's, need to be looked at in re-planning.
  - Open defects in UAT, continue to make positive progress, with latest statistics showing 0 x P1, 5 x P2, 34 x P3, 1 x P4 with very few new defects being raised.
8. Martin Crozier (PwC) spoke through the slides on Market Trials (Slide 14 to 19) providing an update, supported by Sandra Simpson.
- Market Trials has been impacted upon by the P1 incidents which continues to result in slow testing progression.
  - Average completion is tracking around 50% with a slow run rate.
  - Market participants are encouraged to submit portal submission by 15 Jul 16 against an end of August market trials date.
  - PNDG were introduced to the Burndown (slide 18) which has previously been presented at the PNSG. This comes from Xoserve and includes all defects (UAT and MT).
  - Sandra Simpson advised there are currently 117 defects across all 4 criticalities. Only 10 market participants joined the Friday prioritisation call. The three defects noted on slide 17 have been resolved.

Question from PNDG Attendee:	Response:
5. Based on current run-rate what is the expected completion date for Market Trials?	This information is not available and will need to be addressed after this PNDG. It should also be noted that a projection based on run-rate is a potentially flawed measure as it assumes a linear rate of completion. This may not be what was planned.
6. How was the end of August date determined for Market Trials?	This date is an indicative date based upon Scenario C planning. There will be flexibility on it, but Ofgem are keen to maintain momentum against existing timelines. Detailed planning is due to be conducted over the coming weeks and this may determine a new end date for Market Trials. Participants are asked to report to end of August for the 15 July 16 portal submission.
7. Why are Market Trial queries not reported within the PNDG report? This is Action Ao81.	PwC and Xoserve will consider how / where to include more detailed reporting around queries raised. This will be incorporated into the next PNDG report.

9. Sandra Simpson (Xoserve), supported by Lesley Potts (PwC) spoke through the slides on Data Migration (Slide 20) providing an update.
  - Post completion of the bulk load, DMCT3, and NED cycle Xoserve have paused activity to review next steps following Industry planning.
  - Xoserve confirmed the SAP BW Bulk Load had completed to plan.
  - The reconciliation of IGT data from Xoserve portfolios was not available for the DMG on 11 Jul 16 and will be picked up at the next session on 20 Jul 16. This session will also review data cleansing to provide confidence.
10. Philip Russ (PwC) spoke through the slides on Transition Progress (Slide 21).
  - TPG held 5 Jul 16 worked through the impact of new go-live with market participants providing further follow up close of day 12 Jul 16.
  - Market Participants have been requested if there are any additional iDR dashboard requirements, due close of day 12 Jul 16.
  - TPG scheduled for 19 Jul 16 is being cancelled. Next TPG scheduled for 02 Aug 16.

Question from PNDG Attendee:	Response:
8. The role description for the Hypercare role is doesn't reflect what was discussed in TPG, therefore are you going to look at amending the Hypercare role description?	Yes, this will be reissued with refinements. A volunteer is being requested to fulfil this role. Note: Subsequent to this PNDG meeting a volunteer has now been found.
9. Is there anything in the TPG product list that requires a clearer definition from Xoserve, so we can better understand them to aide planning?	None that have been identified.

11. Melisa Findlay spoke to the GONG (Slide 22) to state that this will be updated when a new industry plan has been agreed.

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#### **Item4: Hot Topic: Industry Planning Update, P1 Defects, MTTF, PNDG Reporting**

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12. Lesley Potts provided an update on Industry planning, next steps.
  - Invitations transmitted to all Market Participants involved in planning session to be held, Wednesday, 20 Jun 16 Wed, Holiday Inn, Solihull.
13. Melisa Findlay spoke about the Market Trials Task Force to explain its purpose and intent.
  - PwC led team to identify blockers to the market trials, the cause(s) (internal, Xoserve defect, partner delay), resolution plans and accountabilities in order to resolve these and accelerate market trials pace.
  - Findings and recommendations from this work will be combined with improvements noted from the defect prioritisation process, assurance site visits, MTWG and Baringa's review to lead to an overall action plan that will be tracked through PNDG.
14. Sandra Simpson (Xoserve) then spoke about the 3 recent P1 issues;
  - Root cause analysis to be provided to Project Nexus stakeholders on 22 Jul 16 for the first and third P1 and on 29 Jul 16 for the second P1.
15. Melisa Findlay (PwC) highlighted that the PNDG reporting is to be reviewed in line with the industry planning and market participants were invited to volunteer to be involved with developing the PNDG report.

Question from PNDG Attendee:	Response:
10. Is it worth having a contingency session identified in case follow on is required from the industry planning session booked for 20 Jul 16?	There is a PNDG meeting for the following week 26 Jul 16, there may be an option to extend PNDG if required as an overrun. PwC will review availability and options to plan any contingency meeting.
11. Who is involved with the Market Trials Task Force and what is its construct?	It is made up of PwC resources and structured according to capability.
12. Is there going to be a lessons learnt session centred on the P1 incidents?	There is an internal Xoserve lesson learnt which is held after the RCA's are fully completed and approved. Once the external RCA's are issued, as with the other P1's, Market Participants will be invited to give their feedback.

## 1.6. Decision Log

- No new decisions were raised at this forum.

## 1.7. Actions arising from 12 Jul 16 meeting

Action #	Action	Action Owner	Status	Date Raised	Due Date
A100	Xoserve to refresh the links for functional readiness and open issues.	Xoserve	NEW	12/07/2016	15/07/2016
A101	The three new ToRs covering MTWG, TPG and DMG are to be presented to the PNDG dated 26 Jul 16 for approval.	PwC	NEW	12/07/2016	26/07/2016

## 1.8. Actions arising from previous meetings

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A001	Project Delivery	Project Delivery: Xoserve to continue delivery of UAT to current plan.	Xoserve	Closed	03/05/2016	31/05/2016
A032	PMO	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	Closed	09/05/16	30/06/2016

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A036	Market Trials	PwC and Xoserve to respond to/consider MTWG recommendation regarding regression testing.	MTWG and Xoserve	Closed	16/05/2016	12/07/2016
A039	Project Delivery	Xoserve to follow up on 2 reported defect (first is related to RGMA and the second is related to the “irrelevant data set”) and see whether the defects are on the priority list and/or where they are with a response.	Xoserve	Closed	16/05/2016	31/05/2016
A043	Data	Expand the DMG and determine a new ToR to ensure data quality issues are appropriately managed.	DMG	Closed	31/05/2016	23/06/2016
A044	Transition	TPG to conduct scenario planning exercises to confirm the impact of a lack of readiness on different participants (e.g. shippers, suppliers, GTs, iGTs), on each other and the market. TPG are to report the results to PNDG and recommend if any further mitigating actions are required.	TPG	Open	31/05/2016	19/07/2016
A045	Transition	Develop an industry wide transition governance framework that incorporates the GONG criteria.	TPG	Open	31/05/2016	19/07/2016
A046	Market Trials	Follow up with market participants identified as behind schedule with market trials testing to identify required remediation activities.	PwC	Open	31/05/2016	31/07/2016
A052	Market Trials	MTWG to include in their work on MT blockers the identification of the reasons for the apparent slow uptake in US testing Note: This is taking place as part of the Task Force and continued work with MTWG.	MTWG	Overdue	13/06/16	30/06/16

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A054	PMO	PwC to investigate with Xoserve to define programme level appropriate milestones for releases.	PwC	Open	14/06/2016	29/07/2016
A057	PMO	Jon Dixon to provide information to participants on Ofgem's point of view regarding delays to change of supplier due to non-effective days.	Ofgem	Closed	14/06/16	08/07/2016
A062	Transition	Xoserve to confirm through their Implementation Dress Rehearsals that cutover activities can be completed in the required timescales. Note: This action will be closed with the confirmation there are milestones for each of the iDRs in the new Plan on a Page to trigger these updates at PNDG.	Xoserve	Open	14/06/2016	16/09/2016
A063	Market Trials	L3/L4 exit criteria to include information around numbers of defects and potential for operational issues post go-live.	MTWG	Open	14/06/2016	29/07/2016
A067	Market Trials	Investigation into market trials blocking issues and identification of solutions to progress MT.	PwC	Open	14/06/2016	15/07/2016
A068	Market Trials	Escalate to their PNSF attendee those participants who have not submitted portal submissions.	PwC	Open	14/06/2016	31/07/2016
A069	PMO	Xoserve are to make sure that all changes are effectively agreed and communicated through the right channels (e.g. UK Link Committee).	Xoserve	Closed	14/06/2016	01/07/2016
A073	Market Trials	Xoserve to publish a list of all changes that are available and those which are not going to be delivered into Market Trials. This will include the status of all changes wherever they	Xoserve	Closed	14/06/2016	01/07/2016



Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
		are raised (e.g. MT, SDG, UKLink, etc.) and the dates for when those changes will be implemented, as well as mitigating actions as appropriate				
A074	Market Trials	PwC will assess key industry processes coverage as part of their assurance report for market trials level 3/4 exit.	PwC	Open	14/06/2016	31/07/2016
A075	Market Trials	Xoserve are to reconfirm and communicate the current file format baseline.	Xoserve	Closed	14/06/2016	01/07/2016
A076	Data	Participants to raise any concerns with respect to the published baseline of file formats by emailing <a href="mailto:projectnexus.pmo@uk.pwc.com">projectnexus.pmo@uk.pwc.com</a> before 12/07/2016.	Participants	Open	29/06/2016	14/07/2016
A077	Project Delivery	Npower are to send Xoserve a list of requirements concerning the bespoke portfolio report by 01/07/16.	Npower	Closed	29/06/2016	01/07/2016
A078	Project Delivery	A meeting will be organised with PwC, EDF, Xoserve and Ofgem to discuss next steps and timelines associated with the portfolio view requested to align to the settlement system used by some market participants.	Npower	Closed	29/06/2016	08/07/2016
A079	Project Delivery	Xoserve are to provide a new due date for PD4.2 (completion of US UAT invoice)	Xoserve	Closed	29/06/2016	01/06/2016
A080	Market Trials	Xoserve are requested to provide further granularity of information regarding defects such as, the categories they fall into, where they reside, and how long they have been open for.	Xoserve	Open	29/06/2016	29/07/2016

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
Ao81	Market Trials	Xoserve are to provide reporting on queries raised during Market Trials, age of action and resolution date. The report is to be included in the PNDG pack.	Xoserve	Overdue	29/06/2016	05/07/2016
Ao82	Project Delivery	PMO are to review the change control process in relation to design changes and check that it is appropriate and being adhered to in a consistent manner (linked to Risk 31).	Ofgem and PwC	Open	29/06/2016	15/07/2016
Ao83	Market Trials	Xoserve to include statistics on the number of defects that have had to be re-opened	Xoserve	Closed	29/06/2016	05/07/2016
Ao84	Market Trials	Xoserve are to provide link to Business Processes as this can help mitigate the number of potential invalid defects raised	Xoserve	Closed	29/06/2016	01/07/2016
Ao85	Market Trials	Xoserve are to provide a summary report of the P1 incident and resolution	Xoserve	Open	29/06/2016	22/07/2016 for file processing P1 29/07/2016 for data P1
Ao86	Project Delivery	Xoserve to develop and share replan for remaining 1% of UAT tests (which are reconciliation invoices (Rec) scenarios)	Xoserve	Closed	29/06/2016	01/07/2016
Ao87	Project Delivery	Xoserve are to provide information about how they are progressing with delivering reporting requirements, as there is currently no visibility.	Xoserve	Open	29/06/2016	21/07/2016
Ao88	Market Trials	PwC are to set up a 'task force', who will explore the causes of participants reporting a 'blocked' status against critical scenarios.	PwC	Closed	04/07/2016	04/07/2016
Ao89	Market Trials	PwC are to meet with Baringa to discuss the defect management process and agree a set of 5 – 10 actions that should be taken to improve the process.	PwC and Baringa	Closed	04/07/2016	12/07/2016

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A90	Market Trials	In order to ensure industry planning correctly reflects market trials status, a special Market Trials focus planning session will be held	PwC and MTWG	Open	04/07/2016	TBC
A91	Market Trials	A burn down chart will be built into future PNDG packs, as a means of providing greater visibility on defect closure rates and expected clearance timelines.	PwC	Closed	04/07/2016	07/07/2016
A092	GONG	Within the 02 Jun 16 Ofgem letter there are customer related risks. Determine if these are already covered by the GONG criteria and if not, include these risks in the RAID log as a means to manage these effectively.	PwC	Closed	04/07/2016	14/07/2016
A093	PMO	Organise a risk workshop to update likelihood and impact scoring for each risk to reflect the new industry plan.	PwC	Open	04/07/2016	15/07/2016
A094	Market Trials	It has been noted that there are some defect resolution dates that extend beyond Market Trials. Xoserve to identify the number of defects that will not be resolved for Market Trials by 31 Jul 16.	Xoserve	Overdue	04/07/2016	11/07/2016
A095	Market Trials	Identify participants who could lead learning sessions on functionality in order to reduce the rate of invalid defects. Provide a list to PwC and Ofgem.	Xoserve	Open	04/07/2016	12/07/2016
A096	Market Trials	Organise learning sessions between market participants to allow learnings to be shared. (Dependent on action A095)	PwC	Open	04/07/2016	14/07/2016
A097	PMO	Organise an interim call with the PNSG to provide an update mid July.	PwC	Closed	04/07/2016	08/07/2016

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A098	Transition	Distribute the definition and outline of Xoserve hypercare. <i>Update:</i> Below is the link from the UKLIEF Meeting in March 2015. As mentioned, this was part of a wider Service Mgmt update with the relevant diagram being on slide 5. In UKLIEF the lead for this area was present and provided the background and context which is not in the slide. <a href="http://www.xoserve.com/wp-content/uploads/Service_Management_Overview_Update_130315.pdf">http://www.xoserve.com/wp-content/uploads/Service_Management_Overview_Update_130315.pdf</a>	Xoserve	Closed	04/07/2016	08/07/2016
A099	Transition	Distribute role description of the volunteer position required within TPG to support the development of hypercare requirements for market participants.	PwC	Open	04/07/2016	06/07/2016

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#### Item5: AOB

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16. Mike Fensome (Npower) raised a new topic to discuss; User pay committee is not included in the Nexus related items in the data portfolio report.
- User Pays Committee have approved changes to the Registered User Portfolio report which does not include Nexus related data items ( Fixed AQ, Fixed SOQ and class) which were previously agreed in the report design.
  - Voting required 4 people to reject Xoserve's proposal equating to 20% of the voting rights. Voting achieved 4 people rejecting, equating to 19%. Anybody not voting was assumed to support Xoserve's position of not including these data items.
  - Npower have built to the original specification that was agreed in May 2015.
  - Highlighted to raise awareness at PNDG as npower are concerned at the lack of engagement at User Pays Committee and that the information may not have been shared within Market Participants Nexus delivery programmes.
  - Participants wishing to raise concerns on not having these data items in the Registered User Portfolio report can do so to Mike.Fensome@npower.com so he can provide a consolidated view of impacted parties.