

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

Meeting Name:	Project Nexus Delivery Group
Meeting Date:	06/09/2016
Meeting Time:	10:00am - 12:00pm
Meeting Format/Location:	Xoserve, WebEx
Chaired by:	Jon Dixon (Ofgem) & Melisa Findlay (PwC)
Minutes recorded by:	PwC

1.3. Meeting Attendees

Company	Representatives	Company	Representatives
British Gas Trading Limited	Richard Jones	Ofgem	Jon Dixon
Data Serve	Bobbie Gallacher	Opus Energy	Samantha Heaton
DONG Energy Sales (UK) Ltd	Biju Varkey	PwC	Andy Sinclair Brett McGowan Dominic Putt Marian Isola Melisa Findlay Phil Russ Richard Shilton
EDF Energy	Abigail Nduva		
ENGIE	Hamid Aghassi		
E.ON Energy	Carl Knight		
ES Pipelines	Katy Binch		
Extra Energy Supply Ltd	Alex Garcia	SGN	Sara Neal
First Utility Limited	Hamish Mitchell Tim Crowley	Spark Gas Shipping Ltd	Endre Merai
Flow Energy Ltd	Kirsty Lowe Jacqueline Henderson	The Renewable Energy Company Limited	Jodie Humphries
Gazprom Marketing & Trading Retail Limited	Alison Neild	Utiligroup	Julie King
		WINGAS UK Limited	James Kleiner-Mann
National Grid	Robin Howes	Xoserve	Darren Jackson Matt Edwards (Baringa)
Npower	Chris Harden	TBD	Mabel Betts Rin Purewal

1.4. Meeting Agenda

1. Opening of PNDG meeting
2. Approval of PNDG minutes
3. Review of the Current PNDG Report
4. Hot Topics: Overview of Constituent Workshops
5. AOB

1.5. Meeting Minutes

Item1: Opening of PNDG meeting

1. Jon Dixon (Ofgem) opened the meeting by outlining the agenda and thanking participants for their flexibility in adjusting to the amended start time.

Item2: Approval of PNDG minutes

2. No comments were received on the 26 Jul 16 set of meeting minutes were taken as approved. The minutes will be posted on the Ofgem website:

<https://www.ofgem.gov.uk/gas/retail-market/market-review-and-reform/project-nexus>

Item3: Review of the Current PNDG Report

PNDG Report covering the period 24 Aug 16 – 06 Sep 16

3. Melisa Findlay (PwC) presented the programme status report (slide 3) drawing attendees attention to the constituency consultations scheduled for next week, highlighting that they would be covered in greater detail as a hot topic within the PNDG meeting.
4. Melisa Findlay presented the programme plan, planning confidence, and implementation plan (slide 4 - 8). Reporting the following across the programme workstreams:
 - Baringa and PwC's progress around activities associated with assuring the programme plan remain on track.
 - Baringa confirmed their involvement in reviewing the latest POAP, assuring that any amendments / comments made have been incorporated in to the forthcoming release. The new POAP will be sent out on 08 Sep 16. In accordance with Baringa's assurance framework, normal reporting will commence by the 30 Sep 16.

5. Darren Jackson (Xoserve) presented the Project Delivery Progress (Slides 9 - 12) and the following was noted:

- The reported RAG status of Amber reflects the continuance of stress testing and associated risks regarding new defects and issues being identified.
- 3 of 5 scenarios have been tested through Cycle 3 with defects tracked through the defect prioritisation process. Note: There are 5 scenarios in each of the 3 cycles.
- Performance targets in baseline testing have been met and are performing well, targets continue to remain on track for 30 Sep 16 completion.
- The root cause of issues experienced with the portfolio file reporting do not relate to a singular root cause. It is recognised these delays impact DN and iDN organisations directly but there could be upstream impacts as well. See actions for detail on the dates.
- UAT defects have increased due to the data set used for testing and are anticipated to return to normal levels over the next reporting period. Data refresh is being considered as part of the re-planning activity.

Comment from PNDG Attendee:	Response:
1. iGT Market Participants provided feedback that they do not have any specific concern over receiving portfolio files on 12 Sep 16 as long as there is confidence in this timeline	In response, Xoserve stated that defects relating to the portfolio files have been escalated to the Programme Director to ensure there is significant focus being applied to resolve blockers of these defects.

6. Richard Shilton (PwC) presented the slides on Market Trials (Slide 13 to 31).

- The rate of progression for Market Trials continues to track slower than required and those involved are urged to drive this through to the exit of Market Trials.
- 5 Market Participants are at risk of downgrading their portal submissions, 3 Amber to a Red RAG status and 2 Green to Amber against a 30 Sept MT completion date. This is driven by;
 - Challenges faced over portfolio reports which are impacting several participants.
 - A limited test time of 7 days for the NRL Stage 1 of the annual AQ process scheduled for 23 Sep 16 release.
 - Invoice backing data (outstanding AML file from May) which is due to be issued on a weekly basis through June with the remainder to follow with dates to be announced by Xoserve and validated by MTWG.
 - Open defects and the length of time required to provide defect fix in time to allow sufficient testing.
 - Confirmation of the DNI (DN Interruptible) window is to be communicated at the MTWG due to be held 08 Sep 16.
 - Regression approach confirmation.

Question from PNDG Attendee:	Response:
2. Given the level of risk against completion of MT by 30 Sep 16, do any of the replan views reflect a new Market Trials timeline?	No, the plan remains to drive towards exiting Market Trials on 30 Sep 16. Market Participants are being asked to provide detailed scenario submission in the Portal for 09 Sep 16 and can raise root cause concerns and caveats through this process.
3. Will V0.4 of the POAP reflect the invoice dates for the backing file?	Delivery of the June invoice thick files will commence next week. MTWG need to assess dates of the remaining thick file delivery dates (July and August invoices) and understand how they fit in with execution of trials and acceptability.

4. Do we know why thick files are taking so long to release?	This cannot be attributed to a singular cause but more generically around defect resolution.
5. Several participants raised questions over what steps will be taken should they not meet the MT exit criteria and if this means that there will be a sacrifice of quality in favour of time?	<p>Participants should recognise that there is a step change in order to drive towards achieving the exit of Market Trials which will result in some defects being resolved post market trials and not all participants concluding testing before the exit takes place. This will require visibility of the defect landscape and what the risk profile will look like and will inform any decision made to exit Market Trials.</p> <p>A document outlining the exit approach and associated process has previously been shared with participants, which articulates that the decision to go-live will be taken on a risk vs impact basis.</p> <p>This Market Trial Exit Criteria document will be resent to Market Participants and will also be covered as a hot topic at the next PNDG. It is recommended this document is reviewed prior to the upcoming constituent meetings.</p>
6. There is a concern that iGT RGMA may not be completed by 30 Sep 16, this does not appear to be included within the plan.	It is understood that IGTs are aiming to complete necessary changes identified through IGT RGMA workshop in time for MT conclusions, but agreed that this is challenging and a risk logged arising from changes raised. Any defects will be raised through the defect prioritisation call and define what defects can be carried through.

7. Darren Jackson presented the slides on Data (Slide 32 to 34).

- The data workstream is reporting Red against an Apr 17 Nexus implementation date.
- As delta data test cycles are completed a number of defects are being identified, prioritised and any critical issues which may impact IDR are being mitigated.

8. Philip Russ (PwC) presented the slides on Transition Progress (Slide 35 – 39) providing the following updates:

- This workstream has primarily been rated Amber (against 1 Apr baseline) due to the associated risk to the completion of delta data testing and subsequent risk to IDR1.
- Further refinement of the TPG 21 day cutover plan is being undertaken 07 Sep 16. This review is currently at full room capacity for attendance but any parties interested are welcome to join via WebEx.
- Contingency planning sub-group are due to issue their plan on 07 Sep 16 and once reviewed by the TPG will be raised to the PNDG as a hot topic.

9. Melisa Findlay reminded attendees that GONG reporting would be presented end of Sep 16.

Item4: Hot Topic: Go/No Go Overview

10. Melisa Findlay then provided an overview of next week's Constituency Meetings (Slide 49) reminding attendees that it is an opportunity to engage over the final versions of the plan.

- Due to the meetings being held at Ofgem capacity is limited and as such participants are requested to provide only one attendee. Should additional attendees be required then please raise this via the PMO email for consideration and confirmation - they will be accommodated where space allows.

1.6. Actions arising from 06 Sep 16 meeting

Action #	Action	Action Owner	Status	Date Raised	Due Date
A141	At the next PNDG a hot topic is to be presented on the Market Trials exit criteria and related processes.	PMO	Open	06 Sep 16	20 Sep 16
A142	Identify delivery due dates for June, July and August invoice thick files. UPDATE SINCE PNDG: June invoice thick files will be delivered 10 Sep 16, 17 Sep 16 and 26 to 30 Sep 16. July and August invoice thick file dates given in the 06 Sep 16 call were indicative and will be discussed at 08 Sep 16 MTWG.	Xoserve	Open	06 Sep 16	09 Sep 16
A143	MTWG to discuss what scenarios are impacted by thick files not being delivered.	MTWG	Open	06 Sep 16	TBC
A144	Once Xoserve provide due dates for the delivery of July and August thick files for invoices, MTWG are to analyse this and confirm if the due dates are appropriate.	MTWG	Open	06 Sep 16	TBC
A145	Xoserve are to provide due dates for delivery of IQL files. UPDATE SINCE PNDG: EQL & IQL will be delivered 12 Sep 16 DDS will be delivered 09 Sep 16 Risk R054 will remain open until these files are delivered.	Xoserve	Closed	06 Sep 16	09 Sep 16
A146	Xoserve to confirm if they can halt and recommence IDL generation during MT to check if it is able to 'catch up' in a controlled environment. This is to simulate should the schedule fail post-PNID as it has done in MT.	Xoserve	Open	06 Sep 16	TBC

1.7. Actions arising from previous meetings

11. Marian Isola (PwC) supported by Melisa Findlay reviewed actions under each workstream.

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A044	Transition	TPG to conduct scenario planning exercises to confirm the impact of a lack of readiness on different participants (e.g.	In progress.	TPG	Open	31 May 16	16 Sep 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
		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.					
A045	Transition	Develop an industry wide transition governance framework that incorporates the GONG criteria.	In progress.	TPG	Open	31 May 16	30 Aug 16 → 26 Sept 16
A103	Data	PwC to arrange to have DMG complete a review of the impact of the transformation rules.	Complete.	PwC	Closed	01 Aug 16	31 Aug 16
A111	Market Trials	Identify an industry Subject Matter Expert Pool for Market Participants to reach out to with issues prior to raising a query or defect.	PMO have drafted a list of SMEs and have reached out to them directly. This action is now closed.	Participants	Closed	05 Aug 16	26 Aug 16
A112	Market Trials	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).	Complete. 2 RGMA sessions have been held. This action is now closed.	Participants	Closed	26 Jul 16	18 Aug 16 → 06 Sept 16
A114	Market Trials	Develop a checklist for Market Participants to use to triage defects and queries, sharing good practices amongst Market Participants.	A generic checklist has been developed based on input from volunteers. This is currently under review by PMO, Xoserve and volunteers. The checklist is to be published week beginning 05 Sept 16.	Participants	Closed	26 Jul 16	26 Aug 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A120	Market Trials	Develop a summary sheet of where information is on the Xoserve website and SharePoint (e.g. iGT data on different SharePoint site to others).	This action is complete. The Xoserve web site has been updated to provide links to relevant data and other related sites.	Xoserve	Closed	26 Jul 16	31 Aug 16
A121	Market Trials	Ensure participants reporting blocked scenarios are making submissions into defect prioritisation process.	In progress. PwC and Ofgem are following up with individual organisations as appropriate.	PwC and Ofgem	Open	26 Jul 16	End of Market Trials
A122	Market Trials	Identify sample of defects where Market Participants have not received a complete response or outbound file, and do root cause analysis.	Xoserve completed root cause analysis, however they have not identified any common themes amongst this sample. Xoserve have also taken steps to develop their internal reporting processes to be more proactive and continue this analysis on an ongoing basis. This action will be closed.	Xoserve	Closed	26 Jul 16	23 Aug 16 → 06 Sep 16
A123	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.	Xoserve	Open	26 Jul 16	31 Aug 16 → 23 Sep 16
A127	Project Delivery	Ensure future versions of the plan include post-implementation releases (target for	In progress.	Xoserve and PwC	Open	09 Aug 16	25 Aug 16 → 14 Sep 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
		inclusion of v0.3 of plan).					
A130	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 replanning 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 Sep16
A131	Market Trials	Propose criteria and process 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. Due date has been moved to 23 Sep 16 in line with A123 as the actions are linked.	Xoserve	Open	16 Aug 16	07 Sep 16 → 23 Sep 16
A132	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. Due date has moved to 20 Sep 16 to reflect the various governance meetings.	Xoserve	Open	16 Aug 16	31 Aug 16 → 20 Sep 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A133	Market Trials	Xoserve have taken iGT portfolio defects off the weekly prioritisation list due to these being looked at by a dedicated task force. Xoserve to confirm if: a) The IDL is able to catch up past the current D-1BD should the generation schedule fail (failed first due to P1 on 23/06, turned off a second time by Xoserve on 24/07 with no prior notification given to iGTs and without the knowledge that it would be able to catch up) b) Current data has been reloaded into the IIL/IQL database and the mechanism to pull and store accurate data from the MT environment has been fixed (defect number 545476).	2 calls were held between Xoserve and iGTs on 26 Aug 16 and 05 Sep 16 to review the IDL and IQL iGT portfolio reports. As a next step Xoserve are to confirm when the IDL and IQL portfolio report defects will be resolved and the reports will be delivered. This risk will remain on the risk log until the reports have been provided. See actions A145 and A146 for next steps.	Xoserve	Closed	09 Aug 16	31 Aug 16
A134	Market Trials	MTWG to discuss the criteria for code stability, which will be defined by Xoserve, and consider how the code stability definition is applied to Market Participants (relates to A132 and R058).	To be discussed at MTWG on 14 Sep 16.	MTWG	Open	23 Aug 16	14 Sep 16
A135	Market Trials	Market Participants are to review the MTWG approach to regression testing (to be distributed)	Comments have been received and are being processed. A new version will be circulated.	Participants	Closed	23 Aug 16	30 Aug 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
		and provide comment back to the PMO mailbox by 30 Aug 16.	This action is now closed.				
A136	Market Trials	iGTs to make agreed field changes in their systems to enable communication with Shippers.	Version 1.0 of the iGT RGMA Baseline will be circulated on 07 Sep 16 There is an appetite from both shippers and iGT's for this format to be used to complete testing in MT.	iGTs	Closed	23 Aug 16	31 Aug 16
A137	Market Trials	Close out all agreed actions identified through the Market Trials portal assurance activity with specific Market Participants.	This is part of ongoing assurance and will be closed.	Participants and PwC	Closed	23 Aug 16	End of Market Trials
A138	Market Trials	Xoserve to 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. 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	In progress, Xoserve has provided the list of files and reports unchanged by Nexus.	Xoserve	Open	22 Aug 16	26 Sep 16

Action #	Pillar/Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
		files/reports in MT regression plans they need to provide a rationale as part of their entry submission.					
A139	Market Trials	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.	At PNDG, the PMO presented a list of key caveats that should be included in this risk (R053) or as new risks. Participants are asked to respond as appropriate.	PMO and Participants	Closed	31 Aug 16	06 Sep 16

Item5: AOB

12. Jon Dixon (PwC) drew the meeting to a close thanking participants for their constructive input. Melisa Findlay reminded the group of the portal submission due 09 Sep 16 where detailed scenario submissions are required.