

Project Nexus Delivery Group Minutes (Lite)

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:	09/05/2017
Meeting Time:	10:00 – 12:00
Meeting Format/Location:	WebEx
Chaired by:	Nicola Garland (Ofgem), Brett McGowan (PwC)
Minutes recorded by:	PwC

1.3. Meeting Attendees

Company	Representatives	Company	Representatives
British Gas Trading Ltd	Kelly Docherty	Opus Energy	Samantha Heaton
Brookfield Utilities UK	Jenny Rawlinson	PwC	Melisa Findlay Richard Shilton Martin Crozier Brett McGowan Phil Russ Onyi Chiejine
Corona Energy	Alison Salisbury		
EDF Energy	Abigail Nduva		
ES Pipelines	Katy Binch		
EON	Carl Knight		
First Utility Limited	Chris Tucker		
Flow Energy	Kirsty Lowe Pradeep Chaubey	Scottish Power	Shane Preston
Gazprom	Jane Woart	SSE	Mark Carlin
National Grid	Robin Howes	Spark Energy	Endre Merai
Npower	Chris Harden	Utility Warehouse	Kevin Dunne Juveria Azeem
Ofgem	Nicola Garland	Utiligroup	Patricia Parker
		Xoserve	Steve Nunnington
		Baringa	Matt Adams

1.4. Meeting Agenda

1. Opening of PNDG meeting
2. Approval of PNDG minutes
3. Review of the current PNDG Report
4. Risk and Actions update
5. Baringa Programme Board Report
6. AOB

1.5. Meeting Minutes

Item1: Opening of PNDG meeting

1. Brett McGowan (PwC) opened the meeting with Nicola Garland (Ofgem) providing Ofgem's key messages noting:
 - Project Nexus is 10 days away from a decision on Go Live. Ofgem will distribute the PNSG Go Live decision pack to Market Participants to inform this decision after the broadcast call on 15 May 17.
 - Based on assurance activities carried out by PwC and Baringa, Ofgem feel confident that they will be in a position to make a Go Live decision.
 - Ofgem's decision will be based on the Project Nexus Success Factors, and will reference a number of Readiness Elements, which feed into the Go Live pack..

Item2: Approval of PNDG minutes

2. No comments or questions were received on the 25 Apr 17 set of meeting minutes. These were taken as approved and 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 21 Apr 17 – 04 May 17

3. Brett McGowan (PwC) provided an overview of the Programme Status Report (slide 3) noting;
 - The overall programme continues to reflect an Amber/Green status.
4. Melisa Findlay (PwC) presented the Market Trials POAP supported by Richard Shilton (PwC) presenting the wider workstream (slides 5 - 8) noting;
 - MT 2.7 – Regression Contingency is now closed with defects and workaround position baselined as of the 21 Apr 17.
 - In relation to MTR caveat 2.2 and the 5 open P2 defects raised during the MT Regression phase, fixes were deployed on the 08 May 17 and it is expected this caveat will be closed following the PNSG on 11 May 17.
 - The presented defect position noted there has been an improvement since 03 May 17 and an updated view will be taken to the PNSG.
 - The defect position is being monitored and the remaining 77 active defects are anticipated to be closed ahead of reporting for the Go Live decision.

Question from PNDG Attendee:	Response:
1. What is the date for the fix deployment of the remaining defects and when will the code freeze commence?	Defect fixes will be deployed over the weekend of 08 May 17 after which the code freeze will come in to force, apart from any critical defects encountered during cutover.

5. Melisa Findlay presented the Data POAP supported by Steve Nunnington (Xoserve) presenting the wider workstream (slides 7 - 10) noting;
 - IDR3 completed successfully with a smaller number of defects raised than in IDR2.
 - IDR3 demonstrated an improved response time to complete remedial actions. As such there is an increased confidence that processes are effective should similar incidents occur in production.
 - There is one final DMG scheduled for 11 May 17 prior to making a Go Live decision.
 - Ofgem will chair an In Flight call on 12 May 17 to discuss IDR3 fallout.
 - IIL file handling procedures are now confirmed and will be distributed to iGTs via IX by Xoserve.

Question from PNDG Attendee:	Response:
2. Is the DMG scheduled for 11 May 17 the last one as this conflicts with Ofgem's email about the governance freeze?	The 11 May 17 will be the last DMG prior to making a Go Live decision. Ofgem's email by Rob Salter-Church confirms that all existing forums will continue until at least the beginning of Jul 17. Invites will be distributed to industry as soon as possible to help allay any confusion.

6. Melisa Findlay presented the Transition POAP supported by Philip Russ (PwC) presenting the wider workstream (slides 11 -12) noting;
 - T1.6 IDR3 complete has been upgraded to Green reflecting the overall performance throughout this IDR.
 - SO 2.2 milestone (Market Participant Support Model in Place) has been aligned with SO 1.2 (Xoserve Support Model in Place) due to So2.2's dependency on SO 1.2.
 - Xoserve's Support model has been shared in PNSG, PNDG and RIAG and is rated Amber as further activities are required. However, with the governance freeze in place it affords more time to resolve this post-Go Live.
 - Details of data fallout is on Xoserve's website and the TPG on the 10 May 17 will be reviewing lessons learned.
 - Preparation has begun in earnest for the cutover plan. A test IRG has been simulated with a market participant and lessons learnt have been applied to help run IRGs more efficiently in the future.
 - Transition monitoring calls have commenced with the aim of clarifying checkpoints, communications and expectations throughout this period.
 - With regards to the governance freeze TPGs meetings are now in place, its cadence may increase depending on how cutover goes. The IRG process will be clarified at TPG 10 May 2017.

7. Melisa Findlay presented the GONG POAP supported by Martin Crozier (PwC) and Steve Nunnington presenting the wider workstream (slides 13 - 15) noting;
 - G5.0 Assessment 3 Complete is now closed as it has completed with a number of caveats.
 - The final G3 portal submission deadline is the 11 May 17; the GONG team are assisting participants with closing out outstanding actions improving their provision of evidence.
 - Organisations in receipt of a note from Ofgem regarding the G3 submission are requested to respond, if your organisation has not provided evidence please do so as a matter of urgency.
 - Overall Market Participants report a generally positive view of the final quilt with the 1 red element relating to pending documentation from a 3rd party IT supplier regarding business continuity and disaster recovery.
 - There are a few Amber status in the MT column however Xoserve's contingency analysis and defect position clarification should improve the status to Green.
 - Other issues that are reporting Amber are Transition queries, these will be prioritised in the coming days to ensure that the Ambers move to Green; as well as the PGL release approach which Xoserve have provided for this PNDG.

- GONG team will continue to work with participants to ensure readiness for Go-live.
 - Nicola Garland noted that Ofgem’s expectation is that the final submissions on 11 May 17 are signed off by an appropriately authorised person within each organisation.
8. Melisa Findlay presented the PwC Market Participant G3 Assurance Update supported by Martin Crozier noting;
- 15 participants were selected to undergo assurance based on a criteria agreed with Ofgem.
 - A key finding from the G3 assurance is that in most cases the provided evidence supported Market Participants self-assessment.
 - One Market Participant (Challenger 13) provided good quality documentation, however, at G3 their overall ‘Green’ G3 self-assessment status was not considered to be fully reflective of their current programme status due to late pending delivery of a third party software release. Through further engagement with the Market Participant, mitigating actions have been implemented to address the underlying issue.
9. Steve Nunnington presented the Xoserve G3 Status update, presenting the wider workstream (slide 18) noting the Amber areas;
- Non-functional testing (Criteria 2.1) is due to an outstanding administrative exercise to put documents in place.
 - Business Continuity and Disaster Recovery (Criteria 2.3) related to issue with encrypted passwords; this has now been resolved, re-tested and status will be moved back to Green.
 - Data Migration Defects (Criteria 2.6) is Amber and will remain so as it is foreseen that defects will continue to be found.
 - Business Process Documentation (Criteria 3.2) is as a result of LWI loads to be created; the documentation should be ready before Go Live.
 - Hypercare IT Support Process (Criteria 3.7) should be completed by 15 May 17.
 - Training (Criteria 4.3) is being reassessed to ensure that the team consists of the right people with the right skills (Linda Whitcroft (Xoserve) is setting up a team).

Question from PNDG Attendee:	Response:
3. Is the PIS Exit criteria approved and can a copy be distributed to participant?	Steve Nunnington (Xoserve) will investigate and share a copy if available.
4. Nicola Garland asked that Xoserve should ensure that such criteria is approved by appropriate governance group before wider sharing	Xoserve noted that criteria has been approved internally but has not yet been approved by any governance group. Action taken for PIS team to send the document to Brett McGowan. (PwC) or Melisa Findlay. (PwC) to enable distribution to PNDG. (See Action A270)

10. Steve Nunnington presented the Baringa G3 Assurance Update on behalf of Baringa (Slide 19) noting where discrepancies between Xoserve RAG ratings and Baringa RAG ratings exist;
- Bulk and Delta Data Loads (Criteria 1.5) is RAG’d differently from Xoserve’s G3 status due to activity grouping where Xoserve has categorised certain activities under Criteria 2.6 rather than Baringa’s Criteria 1.5
 - Post Go Live Release Plan (Criteria 3.4) is due to the timing of the report. Xoserve does not disagree with Baringa’s Amber status. Once PGL release plan is shared it is hoped that status will change to Green on Baringa’s report.
 - Data Governance (Criteria 3.5) The revised TOR will be distributed to industry 08 May 17 and as such the status is expected to change to Green on Baringa’s report.

11. Steve Nunnington presented the PGL Industry Governance POAP and wider workstream (slides 20 – 21) noting;

- Revised TOR will be shared with industry today the 09 May 17; 150 comments were received from industry.

Item4: Risk and Actions Update

1.6. Summary of Risks and Issues

12. Risks will be addressed in RIAG Risk closure session scheduled for 09 May 17.

13. Nicola Garland provided a summary of the actions and invited Xoserve to provide updates on the overdue actions. Xoserve’s updates are captured in bold in section 1.8.

1.7. Actions arising from this meeting

Action #	Action	Action Owner	Status	Date Raised	Due Date
A270	Xoserve PIS team to send the PIS Exit Criteria document to Brett McGowan (PwC) or Melisa Findlay (PwC) so that it can be distributed to PNDG for approval at next meeting.	Xoserve	Open	09 May 17	31 May 17

1.8. Actions arising from previous meetings.

14. Nicola Garland (Ofgem) reviewed actions under each Workstream. All the actions which were proposed to close have been closed.

Action #	Action	Progress	Owner	Status	Due	Forum
A254	Xoserve are to provide relevant Market Participants with the business continuity plans for Commodity Invoicing.	Met with GTs last week, a follow up meeting has been scheduled for this week. Due date extended to 12 May 17	Xoserve		21-Apr-17 -> 28-Apr-17 -> 12-May-17	PNDG
A260	Xoserve are to consider what governance mechanism is required to manage changes to milestones on the PIS Industry Governance POAP.	Update will be provided by Xoserve next week.	Xoserve		09 May 17 → 18 May 17	PNDG

A268	Respond to query regarding confirmation references and implications for SSPs and LSPs	If a Confirmation is accepted by the iGT these should be sent to Xoserve in the Cutover files they have agreed to submit on 23 May 17. Xoserve will then process these files. Xoserve intend to issue new SAP Confirmation numbers on 26 May 17. If the confirmation is not accepted by the iGT then these will not be passed to Xoserve. These meter points should be Confirmed within the Xoserve system after 01 Jun 17 PNID. These processes were agreed at TPG.	Xoserve		12 May 17	PNDG
A269	Xoserve to clarify arrangements for consultation on enduring governance arrangements once Ofgem has stepped away from Project Nexus sponsorship	Update required from Xoserve.	Xoserve		12 May 17	PNDG

Item5: Baringa Programme Board Report

15. Due to the unavailability of a Baringa representative this agenda item was omitted from the PNDG.

Item6: AOB

16. Nicola Garland drew the meeting to a close thanking attendees for their continued engagement and reminding attendees of the live broadcast of the Go Live decision pack on 15 May 17.

This document has been prepared by PwC only for Ofgem and solely for the purpose and on the terms agreed with Ofgem in PwC's statement of work (of 1 August 2016, Spec 7, and subsequently 1 November 2016, Spec 8) as part of PwC's call-offs under the framework agreement dated 11 April 2016 and extended on 2 December 2016. PwC accept no liability (including for negligence) to anyone else in connection with our work or this document.