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:	13/12/2016
Meeting Time:	13:00 – 14:30
Meeting Format/Location:	Ofgem, WebEx
Chaired by:	Nicola Garland (Ofgem) & Melisa Findlay (PwC)
Minutes recorded by:	PwC

1.3. Meeting Attendees

Company	Representatives	Company	Representatives
British Gas Trading Limited	Mike Bagnall	Ofgem	Nicola Garland
Brookfield Utilities UK	Jenny Rawlinson	Opus Energy	Samantha Heaton
CO-OP Energy	Rin Purewal	PwC	Colin Bezant Melisa Findlay Richard Shilton Martin Crozier Brett McGowan Phil Russ Rishi Dhamecha
Corona Energy	Alison Salisbury		
Dataserve	Bobbie Gallacher		
DONG Energy	Biju Varkey		
EDF Energy	Abigail Nduva		
ENGIE	Hamid Aghassi	Scottish Power	Paul Carman
ES Pipelines	Katy Binch	SSE	Kevin Coates Mark Carlin
First Utility Limited	Hamish Mitchell	SGN	Sara Neal
Gazprom	Jane Woart	Utilita	Simon Bevis
GreenStar Energy	Bwalya Kasase	Utiligroup	Patricia Parker
National Grid	Robin Howes	Utility Warehouse	Naomi Nathanael
Npower	Chris Harden	Xoserve (Baringa)	Darren Jackson Emma Blackwell Edmund Beattie

1.4. Meeting Agenda

1. Opening of PNDG meeting
2. Approval of PNDG minutes
3. Review of the Current PNDG Report
4. RIAG update
5. Hot Topics: Code stability
6. AOB

1.5. Meeting Minutes

Item1: Opening of PNDG meeting

1. Melisa Findlay (PwC) started the meeting and stated it was a PNDG (Lite) report. Furthermore, she informed participants there is a decision to be made around transition.

Item2: Approval of PNDG minutes

2. No comments or questions were received on the 29 Nov 16 set of meeting minutes. Melisa Findlay (PwC) stated approval would be postponed to the next meeting given the minutes were only published on 9 Dec 16. 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 25 Nov 16 – 08 Dec 16

3. Brett McGowan (PwC) presented the Programme Status Report (slide 3) by drawing participants' attention to the following;

   - Programme RAG status has predominantly remained the same which is reflective of the continued progress made to date.
   - Since the generation of the report, there has been a significant change to the Transition RAG status which has degraded to Amber / Red and will impact the Programme RAG which will degrade to Amber. Further detail will covered within the Transition Workstream.

4. Melisa Findlay (PwC) presented the Solution Delivery POAP (slides 4-5), supported by Darren Jackson (Xoserve) presenting the wider Solution Delivery update, noting the following;

   - Although Gas Day testing has completed, Xoserve have identified a requirement to conduct a confirmatory Test Cycle for tuning opportunities. This will be completed by 16 Dec 16 with no wider impact to the programme.
   - The near term release approach schedule was issued for comment 13 Dec 16.
   - 16 UAT defects remain outstanding, 5 of these are fixed and awaiting deployment. 1 is a P2 and the remaining 10 are undergoing testing. These have been delayed but are expected to be complete by year end.

5. Melisa Findlay (PwC) presented the Market Trials POAP whilst Richard Shilton (PwC) presented on Market Trials (slides 6-8) by drawing participant's attention to the following;

   - Portal submissions have been provided by the majority of Market Participants and are now being followed up to walk through regression test plans.
   - Reporting indicates there are some key areas which are to be addressed. These are to be adopted as the baseline test plans and used to track progression.
   - Any Market Participants, yet to do so, are strongly encouraged to complete these as soon as possible.

6. Melisa Findlay presented the Data POAP supported by Darren Jackson presenting Data (slides 9-11) with Colin Bezant (PwC), by drawing participants' attention to the following;

- Work is ongoing to understand the outstanding risk around data which requires to be transformed. In order to do so DMG have prioritised approximately a dozen T-rules, mostly iGT, which need to be cleansed by participants to ensure MPRNs operate as expected at go-live.
- Market Participants were introduced to the new Data dashboard which represents the difference in MPRNs between Xoserve database and those that Shippers hold.
- There has been a large reduction from 98k to 31k and an update is expected from Nov end figures. iGT are working to reduce these to as near to 0 as possible by 31 Dec 16.
- There needs to be an action of cleansing the iGT data. At the last inspection date, there was one new rule – T16 – that requires action from Market Participants. There is a risk that if the inspection isn't carried out and a customer switches, it could lead to the new supplier inheriting a customer with a faulty gas meter.
- A new risk has been added to the RAID log and will continue to be monitored at the DMG meetings.

Question from PNDG Attendee:	Response:
1. Examples have been provided of data items where iGTs cannot do anything about it. What can be done in these cases and what is the impact?	Colin Bezant will work with Xoserve and iGTs to further discuss these examples and bring further information to the DMG as applicable.

8. Phil Russ (PwC) presented on Transition (slides 12-14) supported by Melisa Findlay (PwC) and Nicola Garland (Ofgem) by drawing participants' attention to the following;

- A decision was presented to the PNDG to direct that the TPG are to assess the NED options from a programme perspective and present their recommendations to the PNSG on the 19 Dec 16. This decision was confirmed by PNDG.
    - o Discussion around the number of NEDs has taken place at a number of industry groups and is now being brought to the PNDG in line with the governance structure and because there is urgency to have this resolved ahead of the holidays to mitigate the risk to milestone T2.4 which is currently RAG Amber/Red.
    - o A special TPG has been called for Friday 16 Dec 16 with a TPG recommendation to go to PNSG at a special call on 21 Dec 16.
- There is a request for volunteers for IDR0 sessions in Jan 17. Due date is 20 Dec 17.
- Market Participants have also been asked to review business scenarios to confirm if any are missing in terms of variance.
- The next contingency planning group takes place on 14 Dec 16 with the next regular TPG scheduled for 20 Dec 16.

Question from PNDG Attendee:	Response:
2. The number of NEDs have gone up fairly quickly. How are we going to have confidence that it won't increase again?	At this stage Xoserve have made a recommendation that the project proceed with 9 non-effective days. The proposal for 12 non-effective is due to the fact that they prefer to take system down around weekend rather than weekday. With respect to the potential for degradation in the number of days, the 5 and 7 NED period was a 'guestimate'. The request to extend the period to 9 NED is a result of testing evidence undertaken through IDR1 and the various iGT test cycles. The programme is now in a much better position to assess the number of NEDs on the basis of testing evidence.

3. There is a challenge of catching up with this many NEDs. How can Market Participants gain an understanding of how long it is going to take to return to BAU?	The 7 day estimate in the plan was an estimate and the IDR1 proved additional days were needed. The ability to achieve the 9 NED period will be tested in IDR 2 and 3 as well as other iGT test cycles. Results of all of these will be shared with Market Participants.
4. How will PNSG members be given sufficient time and information to make the NED decision?	The Xoserve paper will be shared with TPG, PNDG and PNSG members on 14 Dec 16 and the recommendation from the special TPG on 16 Dec 16 will be shared with PNSG members by 19 Dec 16. The decision will be made at a special PNSG call on 21 Dec 16. The special PNSG call has been scheduled to allow for PNSG representative sufficient time to undertake consultation with their constituencies.

8. Martin Crozier (PwC) presented on GONG (slides 15-19) supported by Melisa Findlay (PwC) by drawing participants' attention to the following;

- GONG currently has an Amber/ Green RAG. There has been a good response from the market participants with 36 submissions so far, leaving 7 organisations who haven't provided an assessment yet. In effect the information received from GONG was reassuring around the conversations we are having. In addition to the submissions, we have had follow up calls, emails and generally good engagement with market participants.
- Following up from the Face-to-Face PNDG, further refinement of the information has taken place, taking advantage of the interaction with market participants. There may be an interim GONG Assessment with one more portal submission, however there will not be a new milestone introduced to the plan.
- Reporting may be refined further to include projected RAG statuses based on portal submissions to allow .

Item5:   Hot Topics: RIAG Update

9. Nicola Garland (Ofgem) provided an update on RIAG (Slides 20 - 26) by drawing participants' attention to the following;
   - Previous meeting was on 1 Dec 16 and discussed feedback received from the breakout session at the recent PNDG face to face, as well as the process to decide the NED days (although that has moved on since then).
   - PNDG members are reminded to reach out to Melisa Findlay and Nicola Garland if any of the future agenda topics noted on the slides are of interest and they would like to attend the relevant session.
   - A forward schedule of the RIAG agenda items will be a standing item for future PNDG slides to give industry visibility of which sessions that they make like to attend.

1.6.   Actions arising from previous meetings

12. Nicola Garland (Ofgem) supported by Melisa Findlay (PwC) reviewed actions under each Workstream. All the actions which were proposed to close have been closed.

Action #	Action	Progress	Owner	Status	Due	Forum
A138	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) 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 MTR plans. Where participants do want to include files/reports in MTR plans they need to provide a rationale as part of their entry submission.	This work is ongoing and will be shared with the industry by 30 Nov 16. The due date has been updated to reflect this. Work around this has been progressed. Should be completed by close of play 14 Dec 16.	Xoserve		26 Sep 16 → 28 Sep 16 → 05 Oct 16 → 14 Oct 16 → 26 Oct 16 → 30 Nov 16 → 14 Dec 16	MTWG
A146	Xoserve to explore whether the IDL approach can be duplicated in production post go live in the event of suspended operation e.g. following an incident.	Xoserve and iGTs had a call on 21 Oct 16 to discuss whether it would be possible to stop and start IDL generation during Market Trials to ensure the manual workaround enacted by the Market Trials following iGT request team could be duplicated. Xoserve has confirmed that it would not be possible to do this again during market trials, but they have agreed to explore whether the IDL approach can be duplicated in production post go live in the event of suspended operation e.g. following an incident. CR has now been initiated and is pending an update. Moved to 23 Dec 16.	Xoserve		04 Nov 16 --> 23 Dec 16	PNDG
A147	Xoserve to define the delivery options for CR176 . DMSP will assess the impact of the delivery options against the MT delivery phases in the new industry plan.	A meeting has been held with DMSPs. CR176 functionality was delivered for testing on 5 Nov 16. Support will be provided up to 30 Nov 16. This action is now closed.	Xoserve and DMSP		25 Nov 16	MTWG

A157	At the end of MT managed approach there is a need to review the approach to MTR testing to consider how the phase should be managed (e.g., follow a similar approach to the Managed MT phase).	Face to Face MT Lessons Learnt Session took place 23 Nov 16 and learnings have been applied to MT Regression approach. This action is now closed.	MTWG RIAG		30 Nov 16	RIAG
A159	Review approach to monitor defect levels and resolution progress through MTR.	Face to Face MT Lessons Learnt Session took place 23 Nov 16 and learnings have been applied to MT Regression approach. This action is now closed.	MTWG		30 Nov 16	RIAG
A161	Xoserve to provide analysis into the reasons that they reject defects and send to project managers and PM to discuss with their org.	This action is now closed.	Xoserve		28 Oct 16	RIAG
A165	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.	In progress. 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. The due date has been updated in line with the proposed Lessons Learned session for Market Trials prior to regression testing. This action is now closed.	MTWG/ Xoserve		12 Oct 16 → 16 Nov 16 → 21 Nov 16	PNSG
A169	MTWG to develop a plan to manage a test suspension should a high number of defects occur in MTR testing.	This action is now closed.	MTWG		30 Nov 16	PNDG
A170	Complete the definition of the process for attaining code stability, engaging with participants as appropriate and present to PNDG.	This action is now closed.	Xoserve		30 Nov 16	RIAG
A179	Provide an update to Open Xoserve UAT Defect Status figures (chart on Solution Delivery slide of PNDG) with a brief explanation of the increase seen in mid-October and November.	This action is now closed.	Xoserve		18 Nov 16	PNDG
A180	Provide detail on the new Delta Data approach being used by Xoserve in the Face to Face PNDG, outlining	This action is now closed.	Xoserve		24 Nov 16	PNDG

	how this is expected to identify and fix defects earlier.					
A181	Provide a date when Market Participants will know the final set of defects after the auto-validation run.	Darren states move to 15 Dec 16. For now.	Xoserve		24 Nov 16 → 15 Dec 16	PNDG

Action #	Action	Progress	Owner	Status	Due	Forum
A183	For outstanding test lines from Managed Market Trials, provide detail of the residual test activity on an anonymised basis to PNDG.	Proposing to change date to 15 Dec 16 to align with distribution of next PNSG pack.	PwC		01 Dec 16 → 15 Dec 16	PNSG
A186	Determine whether to add additional milestones for in-flight testing.	Moved to 15 Dec 16.	Xoserve		15 Dec 16	PNDG
A123	Undertake a review of P3 defects to identify any that do not need to be fixed for go-live. Agree these with 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		23 Dec 16	Market Trial Problem Solving Session
A174	Xoserve to consider delivery of IIL file for testing prior to Go Live, with consideration given to whether it is possible to deliver as part of Regression Testing or as part of IDR2		Xoserve		22 Dec 16	PNDG
A182	Baringa to provide a view on the attainment of Xoserve	This will inform the PNSG	Baringa		06 Jan 17	PNSG

	code stability at MT2.4.	scheduled for 09 Jun 16.				
A184	Seek input from Market Participants on their availability to shift with a change of programme go live date (only if needed) on 19 Nov 16, 23 Dec 16, 27 Jan 17 in line with enactment of contingency checkpoints. Request also rationale for above and also 'latest shift date'.	31 Jan 17 has been agreed to be the latest shift date. This action is now closed	PwC		18 Dec 16	PNSG
A185	Provide detail on the two open UAT defects with high criticality.		Xoserve		13 Dec 16	PNDG
A187	Determine whether business scenarios can be issued further in advance of IDR0.		PwC		20 Dec 16	PNDG

10. Ed Beattie (Baringa) provided an update (Slides 28 - 35) by drawing participants' attention to the following;

- The programme delivery workstream currently has an Amber/ Green RAG which is linked to residual non-functional testing that needed to be planned before extracting AML which is incorporated into gas day testing and is subsequently being tested now.
- Participant exit report recommendations are being assessed to see if any outstanding activity is required from a code stability point of view and the deadline in mind.
- There is an Amber RAG around acceptance criteria under the Data Workstream. Overall of the data sources are being worked out but most have been completed. Bulk load have been completed, with iGT data still needing some work.

Question from PNDG Attendee:	Response:
5. What interactions have you had with the data workstream, with regards to data defects.	We have had interactions and realise that that the auto validation results is a key tool.
6. Is there a definitive list of all defects and changes which are being work on and going in for regression testing?	Yes the list does exist. Darren Jackson will resend the link.

Item5:   AOB

13. Melisa Findlay drew the meeting to a close, thanking participants for their constructive input. She stated that there was a new format for Data and GONG slides, and encouraged participants to approach the PMO with any feedback going forward.