

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:	18/10/2016
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 Nicola Garland Tricia Quinn
Brookfield Utilities UK	Jenny Rawlinson	Opus Energy	Samantha Heaton
Co-op Energy	Rosie Springall Rin Purewal	PwC	Brett McGowan Marian Isola Melisa Findlay Rishi Dhamecha Ellen Hughes Phil Russ Richard Shilton
Contract Natural Gas Limited	Claire Hadden		
Corona Energy	Alison Salisbury		
DONG Energy	Biju Varkey		
EDF Energy	Abigail Nduva		
ENGIE	Hamid Aghassi	SSE	Mark Carlin
E.ON Energy	Carl Knight	SGN	Sara Neal
ES Pipelines	Katy Binch	Spark Gas Shipping Ltd	Endre Merai
First Utility Limited	Hamish Mitchell Tim Crowley	The Renewable Energy Company Limited	Jodie Humphries
Flow Energy Ltd	Jacqueline Henderson	Utilita	Simon Bevis
Gazprom	Jane Woart	Utiligroup	Julie King Patricia Parker
Green Star Energy	Bwayla Kasase	WINGAS UK Limited	James Kleiner-Mann
National Grid	Robin Howes	Xoserve	Darren Jackson Sandra Simpson Matt Adams (Baringa)
Npower	Chris Harden		

1.4. Meeting Agenda

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

1.5. Meeting Minutes

Item1: Opening of PNDG meeting

1. Brett McGowan (PwC) opened the meeting by inviting Jon Dixon (Ofgem) to make his opening remarks and reminding attendees of the intent for this to be an action orientated meeting, which will report items by exception.
 - Jon Dixon reported that, based upon the first two weeks of the Managed MT phase, participants have made good progress towards completing their outstanding test plans.
 - The 01 Jun 17 go-live date was reaffirmed, though this will be supported through 3 key decision points to enact an Ofgem discretionary contingency period.

Item2: Approval of PNDG minutes

2. No comments or questions were received on the 05 Oct 16 set of meeting minutes. Brett McGowan stated that these would therefore be 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 30 Sep 16 – 13 Oct 16

3. Brett McGowan (PwC) presented the programme status report (slide 3) by drawing participants attention to the following changes;
 - Market Participants were reminded of the inclusion of the additional Red/Amber and Amber/Green RAG ratings.
 - Solution Delivery will no longer be RAG rated by participants, as they are not directly impacted by the milestones in the solution delivery workstream.
 - A GONG RAG rating will not be applied until the first submission of the GONG portal questionnaire.
4. Melisa Findlay (PwC) outlined the 3 checkpoint dates that would be used when deciding whether to enact the 1 month programme contingency period for go-live. Reiterating that this decision would be made at the discretion of Ofgem.

5. Sandra Simpson (Xoserve) presented the Solution Delivery Progress (Slide 5 - 7) noting;
 - PT is in TC3 and on track for a 24 Oct 16 completion with 2 caveats, processing reads and DM reconciliations.
 - Testing is being conducted at 2018 peak performance levels and has identified 2 areas which will not meet the volume.
 - These are processing reads and DM reconciliations which are undergoing analysis to understand the post-go-live impact.
 - PT will conclude as planned to enable Gas Day testing to begin as scheduled. A new activity will be added to the programme to address the processing reads and DM reconciliation as they do not impact go live. CR required for regression testing commenced on the 03 Oct 16 and these are currently on track.
 - UAT – 9 defects outstanding, primarily in reconciliation invoicing area, where they are holding up some scenarios. New data load has allowed better progression. Xoserve have deployed an offshore team that can support the development team.
 - Red MS So2.1 – Near term release principles is to be picked up as a Hot Topic at the next PNDG, this has been driven by the prioritisation of resources for IDR1.

5. Richard Shilton (PwC) presented the slides on Market Trials (Slide 8 to 32), supported by Marian Isola (PwC) for the risks and actions. He noted the following:
 - The reduction in the RAG rating from Amber / Green to Amber is based upon a cautious approach to those remaining test activities which are likely to complete post 11 Nov 16.
 - The portal submission required for the 21 Oct 16 will be focussed on Market Trials exit and participants are requested to contribute to this so as to provide a detailed view of status.
 - Milestone M2.9 has been rated as Amber to reflect the level of outstanding testing that is anticipated to extend beyond the 11 Nov 16, which will be monitored to inform a decision on any contingency being invoked.
 - In response to entering the Managed MT phase a number of new dashboards have been created to track participants through to completion.
 - Invoice supporting information files distribution dates are anticipated to be:
 - 15 Oct 16 – CZI file.
 - 22 Oct 16 – Commodity supporting file.
 - 14 Oct 16 – AML file (Jul).
 - 05 Nov 16 – AML file (Aug).
 - 19 Nov 16 – Sep AML files (Sep).

Question from PNDG Attendee:	Response:
1. How has the defect prioritisation call been adapted?	Leading up to 30 Sep 16 the call was focused on the prioritisation of defects. It is now focussed on tracking down remaining defects.
2. What is the prioritisation of the defects?	Categorisation are mainly P3 defects, there are some P2. These relate to challenges around invoicing and NRL with known issues.
3. There are a number of items such as AML and NRL files which impact all participants. How can participants be in a position to report that they have completed testing when these have not been resolved?	<p>The MT exit assessment will provide a view on completeness of testing which will be covered under the MT exit as a Hot Topic.</p> <p>With test plans being unique to each Market Participant it can be the case that some have been able to complete without the outstanding information. Xoserve provided the example of AML files, in that not all Market Participants elect to get AML files as it is optional and not all use these</p>

	to validate their invoices. As they are not a part of each Market Participant's operational process, they are also not part of every test plan.
4. Are there any key learnings from the Managed Market Trials testing that can be shared across the Market Participants to reduce the number of red and amber statuses?	Participants have experienced different issues. The red status is usually similar functionality issues. PwC are completing ongoing analysis and sharing information as appropriate with individual organisations.
5. How would participants like to receive information on output generated from RIAG?	The consensus was that the PNDG would continue to be used as a forum to raise any key output.

6. Sandra Simpson presented the slides on Data (Slide 33 to 36) by noting:

- Delta runs and iGT US ran through IDR1 and has completed validation.
- Delta defect projections were presented to the PMB denoting defects in a cycle, those not expected to be fixed and the successful fix rate. These views will be included in future PNDG Data dashboard slides. This reporting informs potential contingency usage decisions planned for after the delta cycles.
- A higher number of defects have been fixed than was anticipated. This has reduced the forecast defect fix line from Red to Amber. As a result there is no suggestion that the Feb contingency will be required. The next delta cycle in Nov will provide a further view.

8. Philip Russ (PwC) presented the slides on Transition Progress (Slide 37 – 42), supported by Sandra Simpson for IDR1 and Marian Isola for the Risks and Actions.

- IDR1 is in progress (week 4) and due to be completed by the weekend of 21 Oct 16.
- Currently IDR1 is conducting post go-live activity such as Easy Billing Framework (EBF).
- A series of Lessons Learned topic will be shared at the next TPG, but from Xoserve's perspective IDR1 has progressed well and has led to an increased confidence in the implementation plan.
- Focus has been primarily on supporting IDR1 and shaping product development around the industry transition plan and how these are to be communicated which will be base-lined at the next TPG (08 Nov 16).
- The TPG on 08 Nov 16 will be face to face and will incorporate lessons learned from IDR1 and a tentative walk through of PT.
- A 3rd party communications workshop is to be conducted on 19 Oct 16 and the Hypercare approach and define principles document is due 08 Nov 16.

Question from PNDG Attendee:	Response:
6. Have you simulated iGT going into go-live in IDR1 from a Data point of view?	Xoserve advised validation has been done through iGT data load in NED window. iGT in-flight activity were not in scope for IDR 1 and Xoserve will confirm what business scenarios have been done. In subsequent IDRs there is a different level of in-flights being run. IDR 2/3 have larger scope.
7. There has been a shift from a 7 day Non-Effective Day (NED) to a 9 day period, what is the impact?	Options are being considered to allow for extra NED days to support a weekend (Saturday) vs weekday (Thursday) implementation plan. This is not viewed as impacting the implementation day itself but can impact the catch up

	activity. Key message is that it doesn't change implementation date.
8. When can Market Participants expect an impact assessment of any changes made to the NED days?	Xoserve agreed that there was a need to understand the draft proposal of modifications and its impact on Market Participants. Any changes will not be proposed to Ofgem until Dec 16 / Jan 17 for a decision prior to the CP scheduled for the end of Jan.

9. The GONG reporting (slides 43 – 44) was minimal and included in the hot topic rather than here.

10. Matt Adams (Baringa) provided an update on Baringa's (49 - 51) reporting;

- The overall RAG ratings remain consistent with the last PNDG and continues to reflect a mixture of Amber and Green rag rating. This is primarily due to the risk with PT and CR.
- The concern over PT is due to the degree of resolution and uncertainty over the impact on the overall plan.
- Baringa also supports the positive comments relating to core delta test cycles and Xoserve's processing of defects.
- However, until clear contingency plans for in-flight testing and subsequent iGT data test cycles have been defined (which may be fall between iDR1 and IDR2) this will attract an Amber rating.
- MT continues to be assessed as Amber based upon the completion of MT testing activities.
- Matt Adams reminded market participants that the key risk and issues are reported by exception (hence the red and amber concentration) and do not represent the RAG rating of overall workstream.

Item4: Hot Topics: Market Trials Exit

11. Richard Shilton provided an overview of the Market Trials Exit (Slide 53 - 55) supported by Sandra Simpson. He stated that:

- Managed Market Trials has centred on progression and its completion status in order to drive towards its exit.
- In order to build further confidence across test scenarios and capture business evidence of completion, Market Participants will be contacted by Holger Hoffman (PwC) to undertake assessment of their completion.
- Evidence will be captured across all market participants with a sample set selected for follow up visits. This information will feed into an overall assessment of exit readiness.
- Market Participants were reminded of the forthcoming portal submissions and the need to commence the GONG evidence questionnaire.

Question from PNDG Attendee:	Response:
9. When can we expect socialisation of the GONG evidence questionnaire?	The portal containing this questionnaire has already been created and is now available to Market Participants. Submissions are requested for 24 Oct 16.

Item5: Hot Topics: RIAG Update

12. Marian Isola provided an update on the RIAG (Slide 56 - 62) noting;

- The inaugural RIAG was held on the 06 and 07 Oct 16 with the primary purpose of reviewing programme milestones by workstream and identifying any associated Red / Amber risks.
- The output of this meeting has seen the closure of a number of legacy risks and creation of several new risks, as discussed throughout this PNDG.
- The date of the next meeting has been identified as the 20 Oct 16. The upcoming session will focus on code stability, change release and discussion around the Managed MT phase and subsequent exit.

1.6. Actions arising from 18 Oct 16 meeting

Action #	Action	Action Owner	Status	Date Raised	Due Date
A169	MTWG to develop a plan to manage a test suspension should a high number of defects occur in MT regression testing.	MTWG	Open	18 Oct 16	30 Nov 16

1.7. Actions arising from previous meetings

12. Marian Isola (PwC) supported by Melisa Findlay reviewed actions under each Workstream.

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A045	Transition	Develop an industry wide transition governance framework that incorporates the GONG criteria.	In progress. The governance framework has been drafted and is in review. The document will be targeted to be presented at the PNSG on 24 Oct 16. The due date has been updated to reflect v1.0 of the plan.	TPG	Open	31 May 16	30 Aug16 → 24 Sep 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
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. This action will 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		26 Jul 16	31 Aug 16 → 23 Sep 16 → 14 Oct 16 → 11 Nov 16
A134	Market Trials	RIAG are to develop a process map and accountability matrix to define how code stability will be managed. This will be submitted to PNDG for agreement of the end to end process.	RIAG will take action on this in the session on 20 Oct 16 and provide an update and recommendation to PNDG.	MTWG	Open	23 Aug 16	31 Aug 16 → 14 Sep 16 → 12 Oct 16 → 27 Oct 16
A138	Market Trials	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	Xoserve have completed part i) and part ii) of this action. It will be discussed at MTWG on 26 Oct 16. The due date has been updated to reflect the date of MTWG.	Xoserve	Open	22 Aug 16	26 Sep 16 → 14 Oct 16 → 26 Oct 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
		<p>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>					
A142	Market Trials	Identify delivery due dates for June, July, August and September invoice thick files.	Complete. Please see PNDG pack for details of the delivery dates that have already been provided.	Xoserve	Closed	06 Sep 16	09 Sep 16 → TBC
A144	Market Trials	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.	In progress. Xoserve have provided the delivery dates for invoice files.	MTWG	Open	06 Sep 16	23 Sep 16 → 26 Oct 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A146	Market Trials	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 and iGTs will have a meeting on 21 Oct 16 to discuss the challenges that iGTs are facing with portfolio reports. During the meeting Xoserve will confirm if they can halt and recommence IDL generation and the iGTs will clarify if any further actions need to take place in order to reduce or close this risk. The due date has been updated to reflect the date for the meeting to discuss this issue.	Xoserve	Open	06 Sep 16	20 Sep 16 → 30 Sep 16 → 21 Oct 16
A147		Xoserve to define the delivery options for CR176 and DMSP will assess the impact of the delivery options against the MT delivery phases in the new industry plan.	This is targeted to be implemented prior to MT Regression testing however, it is unlikely that participants will have an opportunity time to test the change in Managed Market Trials. Xoserve and the DMSP's are discussing options for de-risking MT Regression which includes the possibility of witness testing.	Xoserve	Open	08 Sep 16	25 Nov 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A148		<p>PwC to engage with Hypercare owner (E.ON) and develop plan to continue with progress.</p> <p>This action is related to the development of the TPG hypercare product.</p>	TPG lead met with Hypercare lead on 04 Oct 16, they agreed a plan and progress has been initiated. This action is now complete.	TPG	Closed	29 Sep 16	25 Oct 16
A149	Market Trials	Monitor the number of new defects being raised through the Managed MT activity.	Ongoing	PwC	Open	06 Oct 16	11 Nov 16
A150	Market Trials	Review the Xoserve fix plan for new defects to identify defects that may not be fixed in time to re-test prior to MT completion.	Ongoing	PwC	Open	06 Oct 16	11 Nov 16
A152	Market Trials	Xoserve to develop a forward projection of the number of defects that will be fixed within the defect fix period.	Ongoing.	PwC	Open	06 Oct 16	11 Nov 16
A153	Market Trials	Through Managed MT activity analyse areas where testing is likely to extend beyond 11 Nov to assess risk and impact on MT Completion.	This action has been completed and further information on this analysis is included in the appendix of this pack.	Xoserve	Open	06 Oct 16	11 Nov 16
A154	Market Trials	Ensure that Xoserve are kept appraised of areas where testing may extend in order that they can continue to assess support impacts.	PwC and Xoserve have regular meetings to review managed MT progress.	PwC	Open	06 Oct 16	11 Nov 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A155	Market Trials	Xoserve are to publish file format baseline and have a session to build understanding.	In progress. The file format baseline has been published on the Xoserve website, under the Market Trials File Format Baselines tab. Please see link below for more info. http://bit.ly/2eKUZzh The session to build further understanding on the document will be held before the next RIAG session that takes place on 03 Nov 16. The due date has been updated accordingly.	Xoserve	Open	06 Oct 16	20 Oct 16 → 3 Nov 16
A156	Market Trials	Governance around achieving code stability to be reviewed in RIAG on 20 Oct 16.	This will be discussed at the RIAG session on 20 Oct 16.	RIAG	Open	06 Oct 16	20 Oct 16
A157	Market Trials	At the end of MT managed approach there is a need to review the approach to MT regression testing to consider how the phase should be managed (e.g., follow a similar approach to the Managed MT phase).	In progress.	MTWG	Open	06 Oct 16	30 Nov 16
A158	Market Trials	Ensure that programme adheres to robustness of MT Exit assessment.	Ongoing.	PNSG	Open	06 Oct 16	11 Nov 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A159	Market Trials	Review approach to monitor defect levels and resolution progress through MT regression.	In progress.	MTWG	Open	06 Oct 16	21 Oct 16
A160	Market Trials	Review GONG criteria to ensure that part of the assessment includes submitting evidence that participants have an adequate understanding of business processes. Also to consider whether specific processes that have been the subject of significant levels of queries and/or defect rejections should be called out.	This action has been completed and an updated GONG document will be issued as part of milestone G1.0 (detailed Gong criteria baselined) by 31 Oct 16.	PwC	Closed	06 Oct 16	21 Oct 16
A161	Market Trials	Xoserve to provide analysis into the reasons that they reject defects and send to project managers and PM to discuss with their organisations.	In progress.	Xoserve	Open	06 Oct 16	28 Oct 16

Item5: AOB

13. Melisa Findlay drew the meeting to a close thanking participants for their constructive input.