

# 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>	20/09/2016
<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	Richard Jones	Ofgem	Jon Dixon Nicola Garland
Brookfield Utilities UK	Jenny Rawlinson	Opus Energy	Samantha Heaton
Co-op Energy	Rin Purewal	PwC	Andy Sinclair Brett McGowan Dominic Putt Lesley Potts Marian Isola Martin Crozier Melisa Findlay Richard Shilton Steve Mullins
Corona Energy	Alison Salisbury		
Data Serve	Bobbie Gallacher		
DONG Energy Sales (UK) Ltd	Biju Varkey		
EDF Energy	Abigail Nduva		
ENGIE	Hamid Aghassi		
E.ON Energy	Carl Knight	SSE	Mark Carlin
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	Jacqueline Henderson	The Renewable Energy Company Limited	Jodie Humphries
Gazprom	Jane Woart	Utilita	Simon Bevis
Npower	Chris Harden	WINGAS UK Limited	James Kleiner-Mann
		Xoserve	Darren Jackson Sandra Simpson Matt Edwards (Baringa)

## 1.4. Meeting Agenda

1. Opening of PNDG meeting
2. Approval of PNDG minutes
3. Review of the Current PNDG Report
4. Hot Topics: POAP Vo.4 and Consultation Workshop Themes
5. Hot Topics: Market Trials Remediation Plan
6. Hot Topics: Market Trials Exit Criteria
7. Hot Topics: Market Trials Activity
8. Hot Topics: POAP Next Steps
9. AOB

## 1.5. Meeting Minutes

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### Item1: Opening of PNDG meeting

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1. Brett McGowan (Ofgem) opened the meeting by providing an overview of the agenda and stating the intent to report by exception so as to enable greater focus on Market Trials activities.

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### Item2: Approval of PNDG minutes

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2. No comments or questions were received on the 06 Sep 16 set of meeting minutes and Jon Dixon (Ofgem) stated that these 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>

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### Item3: Review of the Current PNDG Report

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#### PNDG Report covering the period 02 Sep 16 – 15 Sep 16

3. Brett McGowan (PwC) presented the programme status report (slide 3) reminding attendees that the PNDG slides continue to be generated against a 01 Apr 17 reporting baseline.
  - Market Trials RAG status has been downgraded from amber to red, which is driven by the increased uncertainty over the likelihood of Market Participants completing the level of required testing to meet the 30 Sep 16 exit of Market Trials.
  - Version 0.4 of the Plan on a Page (released 08 Sep 16) is pending formal sign-off, once this is achieved any future reporting will contain RAG rated milestones and associated risks.
4. Brett McGowan presented the planning confidence, and the evolution of the plan (slides 4 - 5), noting;
  - PwC plan assurance activity has completed and will be published in line with the release of V1.0 of the Plan on a Page.
5. Sandra Simpson (Xoserve) presented the Project Delivery Progress (Slide 6 - 9) against the 01 Apr 16 reporting baseline and the following was noted;
  - The completion of TC2 performed as expected against planned timelines with any identified defects or outstanding testing due for completion 20 Sep 16.

- TC3 timelines have extended to 07 Oct 16 but forecast completion remains within the planned thresholds and not expected to encroach on the contingency window.
  - Xoserve are investigating 3 x CR required for regression testing to assure code stability and conducting impact assessments to understand the scope and identify release windows through to 06 Jan 17.
5. Richard Shilton (PwC) presented the slides on Market Trials (Slide 10 to 30) based upon on a Market Trials portal submission of 09 Sep 16, noting;
- The reported RAG status of red is primarily driven by:
    - Market participants only achieving a 3.3% weekly average run rate, below that required to meet 30 Sep 16 execution completion of Market Trials.
    - 5 of the 6 large suppliers reporting 'Red' for 30 Sept. Further crystallisation is expected from amber to green or red status as the 30 Sep approaches.
    - Reduction of open defects is not trending downwards as would be expected towards the end of the phase.
  - Caveats identified over why participants may not complete are centred on common root causes, such as annual NRL file and portfolio reports. This are captured on the MT dashboard slide within the PNDG pack. Mitigation plans are required to test specific items beyond 30 Sep in order to manage specific participants through to completion. The approach to mitigation testing was outlined as a hot topics later in the PNDG meeting.
  - Sandra Simpson (Xoserve) indicated there has been a reduced level of defects raised but this is balanced against a slower rate of defect resolution, driven by Xoserve's focus on new requests (end day activities) which going forward may be reprioritised to ensure their effort is focused on defect resolution prior to trail exit.

Question from PNDG Attendee:	Response:
1. Is the annual NRL tracking to delivery on 23 Sep 16?	Yes, and in case this isn't met, there is a mitigation plan in place that was discussed in MTWG where this can be re-run in October.
2. Have Xoserve witnessed any uptake in testing of portfolio reports?	No comments received from any attendees and so this will be explored within 21 Sep 16 MTWG.

6. Sandra Simpson presented the slides on Data (Slide 31 to 33) noting;
- Since the last PNDG Xoserve have completed IDR preparation (Delta Cycle) to update date from the bulk load to enable IDR. This and validation has been completed 16 Sep 16.
  - Projection against worst and base case scenarios has been undertaken to provide a view of when Xoserve could trigger a Jun / Jul move. This is currently tracking along a moderate timeline and viewed as having no current risk.
  - IDR 1 has commenced, containing 3 deltas within the first cycle, the first of which is in progress and will be communicated through the TPG.
8. Dom Putt (PwC) presented the slides on Transition Progress (Slide 34 – 39) providing the following updates:
- Transition has a current status of Amber due to the data defects impacting confidence levels associated with to the initiation of iDR1. This is likely to return to green following IDR1, commencement of work on the Hypercare PIS document and completion of NED / delta checkpoints.
  - Face-to-face was held on 07 Sep 16 which was well attended by market participants. Session included a walk-through of the 21 day cutover plan, discussion on the PIS approach and a walk-through of the Contingency planning document latest draft.
  - The Communications approach was approved for baselining and so will move to v1.0.
  - The Industry Transition Prep document and the Cutover Industry Principles and Behaviours were proposed for baselining on 07 Sep 16 but additional time has been provided for

additional comments following a request from the TPG. This will be taken back to the next TPG for rebaselining.

- The next TPG is scheduled for 27 Sep 16 via WebEx to discuss Contingency planning, IDRO and the Industry plan.
- Going forward, the TPG will be completing the GONG Governance framework pack for PNSG, participants will review and provide comments on the latest draft of the Contingency Planning document, and the approach for IDRO as well as the Hypercare document will continue to be developed.

9. Brett McGowan reminded attendees that GONG reporting (slides 40 – 41) would not be presented until the end of Sep 16.

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**Item4: Hot Topics: POAP Vo.4, Consultancy Themes, MT Remediation Plan, MT Exit Criteria, POAP (Next Steps)**

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10. Melisa Findlay then provided an overview of the Plan on a Page (Industry Plan) (Slide 48 - 52) to provide those attendees not involved with the consultation workshops with an update on planning considerations.

- To provide context, attendees were invited to note that additional contingency has been factored into planning so as to cater for areas where the level of risk required it.
- During the workshops Xoserve presented additional material which is captured within this industry plan.

11. Melisa Findlay then provided an overview of the Consultancy Themes (Slide 53) raised through market participants feedback to Vo.4 of the POAP.

- Participants were thanked for their involvement in the consultation workshops and subsequent engagement.

Comment from PNDG Attendee:	Response:
3. Will PwC provide a response to each individual question or to the key themes raised?	4. PMO have committed to formally respond to the general themes raised rather than individual questions.

12. Andy Sinclair (PwC) provided an overview of the Market Trials Exit Remediation Plan (Slide 54 - 55) reminding attendees.

- 30 Sep 16 will result in a notable step change to Market Trials as we transition into a phase of remediation activity and a managed ‘ramp down’ of activity over a 6 week period. This approach is supported by the existence of a 6 to 7 common areas where focused completion activity is required.
- Focus will be centred on the achievability of the exit criteria to ‘amber’ or ‘green’ and understanding / managing those participants that would otherwise attain a ‘red’ measurement against the exit criteria.
- Participant focus should be centred on the completion of key C1/2 in-flight scenario testing and key defect resolution with other activities being de-prioritised. In this sense, ‘key’ is interpreted as completing trial activity that would otherwise create a progress issue or P1 / P2 defect that cannot be worked around post go-live. In line with a ‘ramp down’, no further activity should be started.
- An advisory note and template are to be distributed to enable central data capture by the Nexus PMO to identify both outstanding C1/C2 scenario tests and where defects are currently experienced (and are expected to be cleared, if known). PMO will review this information as a proposed plan of activity for this phase and agree / challenge the suitability of this proposed plan at a participant level. This will then be used as the basis of tracking those participants that PMO agree should take part in this phase.

Comment from PNDG Attendee:	Response:
5. When are Market Participants expected to respond to information template?	Template will be communicated on 20 Sep 16 with responses expected back this 23 Sep 16.

12. To address a previous PNDG action and in support of previously provided material, Martin Crozier provided an overview of the Market Trials Exit Criteria (Slide 56 - 58) reminding participants of the exit criteria and threshold definitions.

Comment from PNDG Attendee:	Response:
6. How does the ongoing work to understand Market Participants position relate to the next portal submission?	There are no material changes to portal submission requirements however participants will notice some questions change as we seek further granularity to understand the level of readiness to exit Market Trials.

8. Richard Shilton introduced a point of discussion raised via attendees at the MTWG regarding the potential to conduct additional Market Trials activity.

- Attendees from the MTWG identified and queried an apparent lull in activities between Nov – Jan within Vo.4 of the POAP (8/9 weeks in duration).
- Participants wanted to scope if there is any further Market Trials activity that can be undertaken by industry to de-risk regression testing, whilst not adversely impacting Xoserve through a requirement for additional support.
- Ofgem summarised and concluded the discussion by stating that the priority over this period must be preparation for regression testing itself, and that whilst there may be value in recording any newly identified defects early, this cannot divert Xoserve resource away from its existing planned activities. Ofgem would also welcome a more robust approach to logging defects in the RT phase, given the high number of invalid defects that have been raised and taken up stretched resource during markets trials to date.

9. Melisa Findlay then provided an overview of the POAP Next Steps (Slide 61 - 62) identifying the change in dates and likelihood of the next PNDG changing to cater for PNSG sign-off of the POAP Vo.4.

## 1.6. Actions arising from 20 Sep 16 meeting

Action #	Action	Action Owner	Status	Date Raised	Due Date
A147	Xoserve to define the delivery options for CR176 and MTWG will assess the impact of the delivery options against the MT delivery phases in the new industry plan.	Xoserve and MTWG	Open	08 Sep 16	TBC

## 1.7. Actions arising from previous meetings

13. 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. 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.	In progress. A brief overview of the initial findings from the scenario planning exercises was shared at PNDG on 20 Sep 16. These initial findings were documented and circulated for participants to review with a deadline of 21 Sep 16. At the next PNDG the TPG lead will share more information about the impacts of participants not being ready for go live. The due date has been moved to reflect the date of the next PNDG meeting.	TPG	Open	31 May 16	16 Sep 16 → 05 Oct 16
A045	Transition	Develop an industry wide transition governance framework that incorporates the GONG criteria.	In progress.	TPG	Open	31 May 16	30 Aug16 → 26 Sep 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
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	In progress. This will be completed following the defect prioritisation call on the 23	Xoserve	Open	26 Jul 16	31 Aug 16 → 23 Sep 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
		market participants.	Sep 16. Update will be discussed at upcoming governance meetings (MTWG, PNSG, PNDG).				
A127	Project Delivery	Ensure future versions of the plan include post-implementation releases (target for inclusion of vo.3 of plan).	Version 0.4 of the MAD log was published on 08 Sep 16 and included 2 milestones (PN5.0 and PN6.0) concerning future releases. These decisions will be made on 30 Sep 16 and 30 Nov 16 as shown on version 0.4 of the plan as milestones SO2.1 (Near Term Release Principles) and SO2.2 (Near Term Release Approach and Schedule). At the PNDG on 20 Sep 16, Xoserve also confirmed that these milestones were on track.	Xoserve and PwC	Closed	09 Aug 16	25 Aug 16 → 14 Sep 16
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.	It was agreed at MTWG that one month was an adequate period of time, however this cannot be fully understood until the list of defects outstanding at 30 Sep 16 is known. This is not driven by volume but by complexity of the fix. As agreed, all	Xoserve	Open	16 Aug 16	01 Sep 16 → 08 Sep16 → 30 Sep16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
			defects will be prioritised by the industry to ensure the appropriate focus is given with workarounds agreed where relevant. Due date has been shifted to from 08 Sep 16 to 30 Sep 16 in line with the completion of market trials.				
A131	Market Trials	Propose criteria and process for determining whether defects should be fixed or not.	Process has been defined and will be managed via the defect prioritisation process.	Xoserve	Closed	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.	a) Code stability definition is currently under discussion with PWC. b) Timetable defined as commencement of Market Trials regression testing, with CRs being delivered ahead of this. c) An update will be provided to PNDG on 04 Oct 16. The due date has been moved from 20 Sep 16 to 04 Oct 16 in line with the governance meetings.	Xoserve	Open	16 Aug 16	31 Aug 16 → 20 Sep 16 → 04 Oct 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	To be discussed at MTWG on 12 Oct 16. The due date has moved from 14 Sep 16 to 12 Oct 16 to provide Xoserve with sufficient time to define	MTWG	Open	23 Aug 16	31 Aug 16 → 14 Sep 16 → 12 Oct 16



Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
		applied to Market Participants (relates to A132 and R058).	the criteria for code stability and to move in line with the timing for the next MTWG governance meeting.				
A138	Market Trials	<p>Xoserve to</p> <p>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.</p> <p>ii) Demonstrate the level of 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>	i) In progress, Xoserve has provided the list of files and reports unchanged by Nexus and have sent to MTWG. Items (ii) and (iii) will be discussed at PNSG on 26 Sep 16.	Xoserve	Open	22 Aug 16	26 Sep 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
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.	This action will remain on the action log until the end of Market Trials. The target date has been updated to reflect this.	PMO and Participants	Open	02 Sep 16	06 Sep 16 → 30 Sep 16
A140	Market Trials	Xoserve to confirm whether the NRL Notification of new annual EUC's can be re-issued in October should there be defects.	This action from the MTWG is complete. Xoserve have confirmed that the NRL notification can be rerun in October if agreed by PNSG. This action and the related risk (R060) will remain open on the RAID log until it has been discussed by PNSG. The target date has moved to 26 Sep 16 in line with the date of the next PNSG meeting.	Xoserve	Open	06 Sep 16	06 Sep 16 → 26 Sep 16
A141		At the next PNDG a hot topic is to be presented on the Market Trials exit criteria and related processes.	The hot topic was presented at PNDG on 20 Sep 16.	PMO	Closed	06 Sep 16	20 Sep 16
A142		Identify delivery due dates for June, July and August invoice thick files.	Xoserve are to confirm the dates for Aug invoice thick files. Please see PNDG pack for dates for June and July invoice files.	Xoserve	Overdue	06 Sep 16	09 Sep 16
A143		MTWG to discuss what scenarios are impacted by thick	The scenarios impacted will be those	MTWG	Closed	06 Sep 16	23 Sep 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
		files not being delivered.	relating to invoicing. Proposal for how this will be managed after 30 Sept was discussed in MTWG on 14 Sept.				
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.	In progress. Initial proposal for how this will be managed after 30 Sept was discussed in MTWG on 14 Sept. Awaiting confirmation of delivery dates from Xoserve.	MTWG	Open	06 Sep 16	23 Sep 16
A145		Xoserve are to provide due dates for delivery of IQL files.	Complete. DDS reports were issued on 09 Sep 16, EQL & IQL reports were delivered on 12 Sep 16. This action is related to R054 - the risk that iGTs will not be able to complete Market Trials before the end of September. It has replaced actions A133.	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 to contact requesting Market Participant to discuss further.	Xoserve	Open	06 Sep 16	TBC

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**Item5: AOB**

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14. Melisa Findlay drew the meeting to a close thanking participants for their constructive input to the consultation workshops and confirming that PNDG slides would be re-sent to attendees.

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