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:	29/11/2016
Meeting Time:	10:00am - 13:00pm
Meeting Format/Location:	Crowne Plaza (Holiday Inn), Solihull
Chaired by:	Jon Dixon (Ofgem) & Melisa Findlay (PwC)
Minutes recorded by:	PwC

1.3. Meeting Attendees

Company	Representatives	Company	Representatives
Baringa	Matt Adams	Ofgem	Jon Dixon Nicola Garland Tricia Quinn
British Gas Trading Limited	Graham Archbold Mike Bagnall	Opus Energy	Sam Heaton
Brookfield Utilities UK	Jenny Rawlinson	PwC	Colin Bezant Martin Crozier Richard Shilton Steve Mullins Andrew Strang Melisa Findlay Brett McGowan Ellen Hughes Philip Russ
Corona Energy	Alison Salisbury		
Ecotricity	Jodie Humphries		
EDF Energy	Abigail Nduva		
ENGIE	Hamid Aghassi		
E.ON Energy	Carl Knight		
ES Pipelines	Katy Binch	SGN	Sara Neal
First Utility Limited	Hamish Mitchell	SSE	Mark Carlin
Gazprom	Alison Neild Jane Woart	Utiligroup	Patricia Parker Bethany Harriman
First Utility Limited	Chris Tucker Hamish Mitchell Tim Crowley	Wales & West Utilities	Richard Pomroy
Flow Energy	Robert Cameron-Higgs	Xoserve	Darren Jackson Emma Lyndon Sandra Simpson Padmini Duvvuri
NPower	Chris Harden		

1.4. Meeting Agenda

1. Opening of PNDG meeting
2. Review of the Current PNDG Report
3. Hot Topics
4. AOB

1.5. Meeting Minutes

Item1: Opening of PNDG meeting

1. Melisa Findlay (PwC) opened the meeting by inviting Jon Dixon (Ofgem) to address attendees. In his opening remarks Jon began by thanking attendees for their attendance and noted the following:

- This face-to-face PNDG was established to meet participant's request to hold such a session, and generate increased participation and engagement.
- Upon completion of the PNDG progress reporting, attendees will rotate through breakout sessions to focus on key workstream activities.
- The amber-green RAG status reflects the success of exiting Market Trials (noting there are caveats). Emphasis now moves to preparation for Market Trials Regression Testing and participants are expected to prepare for a quick and effective start for Regression.

Item2: Approval of PNDG minutes

2. No comments or questions were received on the 15 Nov 16 set of meeting minutes. 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

Item3: Review of the Current PNDG Report

PNDG Report covering the period 11 Nov 16 – 24 Nov 16

3. Brett McGowan (PwC) presented the programme status summary and previous decisions (slide 3 - 4) by drawing participants attention to the following;

- Baringa are now assessing Solution Delivery as amber-green, reflecting a more positive delivery outlook and is reflective in the early success of code-stability.
- The PNSG have endorsed all decisions presented on 21 Nov 16 including:
  - 3 changes to Milestones on the Plan on a Page (POAP) which do not impact go-live.
  - Recognition of the first checkpoint being reached and there being no requirement to invoke contingency.
  - Ratification of the Exit of Market Trials.
  - An agreed scope change to the 23 December 16 industry contingency checkpoint to include iGT and US loads within the criteria to be assessed.

4. Melisa Findlay presented the Solution Delivery POAP (Slide 5- 6) supported by Sandra Simpson (Xoserve) who provided an overview of wider reporting emphasising the following;

- Delayed elements of Gas Day Testing are driving an amber milestone status but not viewed as sufficient enough to enact contingency. It is likely that there will be a second Gas Day test undertaken.
- Code Stability change requests are running slightly ahead of schedule.
- Gas Day Testing was conducted against commodity invoices generating comparable results to performance testing.
- 2 of 18 outstanding UAT defects are of a high criticality, with the remainder categorised as being moderate or low, anticipated to be resolved before 13 Dec 16.

Question from PNDG Attendees:	Response:
1. What do the two UAT defects assessed as high criticality relate to?	Sandra Simpson will speak with the SME to find out.
2. What is the process for determining whether a defect has been resolved / closed?	If it relates to UAT then Xoserve make that decision. If it relates to a Market Trials defect, these will be closed once Xoserve communicate that they are fixed. If the user does not believe it is fixed, a discussion can take place and the defect may be re-opened.
3. At the distribution workgroup, it was discussed that the iGT data load overran in IDR1 and will not be reloaded into the production environment until IDR2, will this be covered today?	This has been discussed at the TPG and can be covered in the data break-out session. A number of additional iGT test cycles will take place in December, however this will be conducted in the production environment as the bulk load is about to start.

5. Melisa Findlay and Richard Shilton (PwC) presented the slides on Market Trials (Slide 7 – 10), noting:

- The defect position for defects logged prior to 11 November is now understood with any residual defects being resolved as part of the MT regression entry criteria, of which preparation and dummy data is planned to complete this week.
- Focus is now centred on preparing MT for regression and the residual activities from Market Trials.
- The amber-green rating reflects the proximity of entry to MT regression combined with Xoserve fixing defects, resolving change requests, identifying any workarounds and delivering code stability.
- PwC have a focus upon regression readiness and developing a management framework, using feedback from the Market Trials Lessons Learnt session.
- A dashboard has been developed to show the level of confidence around readiness for MT Regression. The participant MT Regression entry self-assessments in the portal take place on 09 Dec 16 and 04 Jan 17.

Question from PNDG Attendee:	Response:
4. Are any new defects raised currently being tracked?	Only 5 in-scope defects were raised since the end of Market Trials. Any others will feed into code stability to be monitored.

	Question	Response
5.	What risk is presented to industry by disengaged participants who will not take part in Regression?	Analysis of participants views is required to understand those activities required to ensure industry are not impacted. It is proposed that this is discussed in the RIAG with a link to Transition and GONG.
6.	How many participants will be involved with MT Regression?	To date, 33 of 43 market participants have stated an intent to be involved which is reflective of those involved with Market Trials. It is important to note that Regression Testing is not mandatory.

6. Melisa Findlay, Emma Lyndon (Xoserve) and Padmini Duvvuri (Xoserve) presented the slides on Data (Slide 11 - 14) by noting:

- Following PNSG approval, milestone D1.1 has been updated. The iGT Test Cycle 4 is scheduled to complete on 09 Dec 16, and interim updates will be available in future PNDGs.
- The use of contingency for the Delta Load was also approved at PNSG, but this has no impact upon go-live.
- The T-Rule Non-Compliance plan is tracking amber, and will be ratified at DMG 15 Dec 16, and then brought to PNDG.
- Delta TC3 completed on time and of good quality. Delta TC3a (the subsequent load) was completed as planned and is undergoing validation.
- The amber part of the RAG status reflects the fact that the bulk load is approaching and there is a need to close outstanding defects.
- Current iGT test cycles are taking place on a test environment and numerous performance enhancements are being applied following the delay in IDR1. Validation activities for the iGT loads will commence this week. Updates will be given to both TPG and DMG.

Question from PNDG Attendee:	Response:
7. What does the term 'iGT items' refer to?	This refers to individual data attributes.
8. Does a milestone exist for in-flights and will this be tracked?	We are working closely with Transition whilst internal testing continues. A new milestone may be considered.
9. Following the update from iGT testing, what will the advice look like? The sooner participants are given binary options, the better.	Given performance tuning, the duration is unlikely to degrade. The decision cannot be made in isolation, feedback from TPG around aligning GTs and iGTs and the Catch-Up time needed has been received.
10. Could there be more than two extra NEDs added?	No, this is based on the timings from IDR1.
11. Is there a latest date that these modifications will go through, given that this impacts planning?	There is a proposal to have a meeting with the Distribution Work-group on 12 Dec 16. An alternate option is an urgent modification. Market Participants will be kept up to date with this progress through appropriate governance meetings. Ofgem is mindful that 2 additional NED will impact finalisation of the LLTD. This matter is on the agenda for the RIAG meeting on 1 Dec.

8. Melisa Findlay and Philip Russ (PwC) presented the slides on Transition Progress (Slides 15 - 21):

- All milestones are reporting green other than the IDR0 approach.
- Based around a 7 day NED window, the LLTD draft has been delivered to TPG / Xoserve website. Further queries should be sent to Phil Russ or the transition email account.
- The Performance Test update was well received with the transition team are scoping an external dashboard.
- Xoserve are drafting a version for IDR2, to be shared at TPG 20 Dec 16. Sub-group workshops (Communications, Hypercare) are taking place this week.
- The IDR0 approach was issued to TPG last week, and will be walked through in detail at the next TPG.
- IDR0 tests the interaction between Xoserve and market participants and will be centred on a prioritised subset of business scenarios. PwC will create a closure document that lists recommendations.

Question from PNDG Attendee:	Response:
12. Will there be regular updates from performance testing?	An update from Gas Day Testing will be brought to TPG.
13. Is it realistic to RAG transition as green given the discussions about NEDs and the impact of this on transition plans?	Green is based on tracking against milestones. If iGT test cycles mean an extension to iGT NEDs, there may need to be a RAG reassessment. Discussion led to the consideration to revise participant RAG status from green to amber/green in the next PNDG report.
14. Has the risk around IDR2 and IDR3 being close together been acknowledged?	This risk has recently been raised and is being considered. It should be noted that in the 1 Oct 2016 go live plan included all three IDRs running back to back. The current plan separates IDR1 from the other two, mitigating risk and enabling more time to react to findings in IDR1.
15. There is also a risk around the LLTD from an industry perspective, given that it is very theoretical so far?	This has been understood and the transition team have been asked to prioritise the LLTD, such as responding to feedback of missing files.
16. When will the LLTD, catch up batch and 21 day plan be available?	An overview has been given regarding how long the catch-up batch took in IDR1, all three documents are planned to be issued on 10 Jan 17, with the final version due 20 Jan (T2.4)
17. There was a request for only one representative from each company to attend TPG, why has this been issued?	This is due to room health and safety requirements, and to ensure there is representation from all parties who wish to attend. Participants were asked to please register their attendance so that it is possible to manage how much space is available. The WebEx is also available if more participants wish to dial in.
18. For IDR0, why are you limiting each constituency to 2 representatives? Each participant has different systems and	This is mainly due to the need for a collaborative discussion, which works best in a smaller group. There is the potential for more sessions but this is very constrained

therefore consistencies cannot be representative of all participants.	by Xoserve resource availability. This concern will be considered further with Ofgem, Xoserve and PwC.
19. Can the scenarios and the Hypercare approach be released earlier, to ensure participants are fully engaged by Jan?	We can attempt to issue the scenarios quicker, this will be discussed.

9. Melisa Findlay and Martin Crozier (PwC) presented the slides on GONG (Slides 22 - 23).

- The GONG assessment portal submission walkthrough sessions have taken place. Two submissions for Assessment 1 will be requested on 25 Nov 16 and 16 Dec 16. From the first submission, a quick pass of the data showed that the areas to be aware of are understood already.
- Next steps are to analyse data received and to provide a report into the next PNDG.

10. Nicola Garland (Ofgem) provided an update on the RIAG (slide 24 - 27), noting the following.

- Slide 24 was deferred from the last PNDG and provides a RIAG update. Further detail on what was discussed at the session will be dealt with in the data breakout session.
- A summary of risks and issues was provided, and the process going forward will be to only talk through exceptions.

11. Matt Adams (Baringa) provided an update on Baringa's (slide 31 - 33) reporting;

- One new risk was raised around the environment strategy for Xoserve, replacing a previous risk around Market Trials closure. This relates to some of the lower level environment constraints that need to be resolved.

Question from PNDG Attendee:	Response:
20. What is the risk around Auto-Validation?	This was discussed at the last PNDG. Late delivery of a full solution from a bulk data load perspective would mean that Xoserve can't successfully identify and fix defects before bulk load 2, and there is the potential for residual activity post this. This risk is being mitigated in increments, but is still a persistent risk given that not all elements will be tested fully through auto-validation.
21. Is there an update regarding critical defects that continue to disrupt the UAT plan?	This is continuously tracked, there is confidence that all defects are being tracked with a plan in place to resolve them. However, it is noted that the burndown is coming closer to the code stability milestone.

Item4:   Hot Topics: Breakout Sessions

12. Emma Lyndon and Padmini Duvvuri (Xoserve) presented a hot topic on the Data workstream as an introduction to the subsequent breakout session. The slides have been distributed with these meeting minutes.

13. The remainder of the PNDG meeting was spent in breakout sessions on:

- RIAG key messages and new topics.
- Data Discussion.
- Market Trials Lessons Learnt and Regression Testing.
- GONG Discussion.

1.6. Actions arising from 29 Nov 16 meeting

Action #	Action	Action Owner	Status	Date Raised	Due Date
A187	Provide detail on the two open UAT defects with high criticality.	Sandra Simpson (Xoserve)	Open	29 Nov 16	13 Dec 16
A188	Discuss adding a milestone for in-flight testing.	Phil Russ and Melisa Findlay (PwC)	Open	29 Nov 16	13 Dec 16
189	Discuss whether business scenarios can be issued further in advance of IDR0.	Phil Russ (PwC)	Open	29 Nov 16	20 Dec 16

1.7. Actions arising from previous meetings

12. Nicola Garland (Ofgem) supported by Melisa Findlay (PwC) reviewed actions under each Workstream.

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. The target due date has been updated to reflect the new plan, which includes milestone MT2.3 Final Defect position with a due date of 14 Oct 16.	Xoserve	Open	26 Jul 16	31 Aug 16 → 23 Sep 16 → 14 Oct 16 → 11 Nov 16 → 23 Dec 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
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 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 files/reports in MT regression plans they need to provide a rationale as part of their entry submission.	Xoserve have completed part i) of this action. Although this risk was discussed at MTWG on 26 Oct 16, participants are still awaiting part ii) of this action. This action will remain open until it has been received.	Xoserve	Open	22 Aug 16	26 Sep 16 → 12 Oct 16 → 26 Oct 16 → 30 Nov 16
A146	Market Trials	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	Xoserve	Open	06 Sep 16	20 Sep 16 → 30 Sep 16 → 21 Oct 16 → 04 Nov 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
			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. The wording for Action A146 has been updated accordingly.				
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.	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.	Xoserve And DMSPs	Open	08 Sep 16	25 Nov 16
A149	Market Trials	Monitor the number of new defects being raised through the Managed MT activity.	Closed with the exit from Market Trials.	PwC	Closed	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.	Closed with the exit from Market Trials.	PwC	Closed	06 Oct 16	11 Nov 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A151	Market Trials	Assess defects that are unable to be fixed and re-tested to identify whether workarounds can be implemented or a forward fix plan is in place.	Closed with the exit from Market Trials.	PwC	Closed	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	Closed	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.	Ongoing	Xoserve	Closed	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	Closed	06 Oct 16	11 Nov 16
A155	Market Trials	Xoserve are to publish file format baseline and have a session to build understanding.	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 Walkthrough session held 17 Nov 16	Xoserve	Closed	06 Oct 16	20 Oct 16 → 30 Nov 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
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	Closed	06 Oct 16	11 Nov 16
A159	Market Trials	Review approach to monitor defect levels and resolution progress through MT regression.	In progress.	MTWG	Open	06 Oct 16	30 Nov 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

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
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 org.	In progress.	Xoserve	Overdue	06 Oct 16	28 Oct 16
A165	Market Trials	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 are reviewing an outline for this process. Once that review is complete this will be passed to MTWG and Xoserve to complete and operationalise.	MTWG /Xoserve	Overdue	30 Sep 16	12 Oct 16 → 16 Nov 16 → 21 Nov 16
A169	Market Trials	MTWG to develop a plan to manage a test suspension should a high number of defects occur in MT regression testing.	In progress.	MTWG	Open	18 Oct 16	30 Nov 16
A170	Market Trials	Complete the definition of the process for attaining code stability, engaging with participants as appropriate and present to PNDG.	In progress.	Xoserve	Overdue	20 Oct 16	30 Nov 16
A171	Market Trials	Make a decision on the approach to be taken for each outstanding item and communicate to participants.	In progress. PwC, Xoserve and Ofgem are in discussion.	Ofgem	Closed	20 Oct 16	11 Nov 16

Action #	Pillar/ Milestone	Action	Progress	Action Owner	Status	Date Raised	Due Date
A172		Xoserve to provide further information into the defect prioritisation process.		Xoserve	Closed	01 Nov 16	TBC
A173		Provide a date for when the Low Level Transition design will be delivered.		Xoserve	Closed	01 Nov 16	TBC
A174		Provide an update to Open Xoserve UAT Defect Status figures (chart on Solution Delivery slide of the PNDG) with a brief explanation of the increase seen in mid-October and November.		Xoserve	Open	15 Nov 16	22 Dec 16
A180		Provide detail on the new Delta Data approach being used by Xoserve in the Face to Face PNDG, outlining how this is expected to identify and fix defects earlier.		Xoserve	Open	15 Nov 16	24 Nov 16
A181		Provide a date when Market Participants will know the final set of defects after the auto-validation run.		Xoserve	Open	15 Nov 16	24 Nov 16

Item5:   AOB

13. Melisa Findlay drew the meeting to a close thanking participants for their constructive input before allocating individual groups for the breakout sessions.