

PNSG Meeting Minutes

1.1. Purpose

The purpose of this document is to capture details of the Project Nexus Steering Group meeting in order to facilitate wider sharing of information and confirmation and follow up of actions.

1.2. Meeting Details

Meeting Name:	Project Nexus Steering Group (Interim)
Meeting Date:	11 May 17
Meeting Time:	14:30 pm – 15:30 pm
Meeting Format/Location:	Webex
Chaired by:	Rob Salter-Church
Minutes recorded by:	PwC

1.3. Meeting Attendees

Group	Company	Representatives	Company	Representatives
6 Largest Suppliers	Scottish Power	Angela Love	Ofgem	Rob Salter-Church Nicola Garland Tricia Quinn
	SSE	Mark Carlin		
Challenger	First Utility	Jeremy Guard	PwC	Steve Mullins Richard Shilton Andrew Strang Brett McGowan
I&C	ICoSS Group	Gareth Evans (webex)		
			Xoserve	Lee Foster Steve Nunnington Darren Jackson Jo Gallagher Thomas Lineham
iGT	Brookfield's Utility	Mike Harding	Baringa	James Beverley

1.4. Meeting Agenda

1. Agenda and opening remarks
2. Decision
3. Post Go Live baseline plan
4. AOB

1.5. Actions arising from the meeting on 11 May 17

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A271	Post Go Live	Xoserve are to add two checkpoints in to the PIS release plan at 30 Jun 17 and 17 Jul 17.	Xoserve	Closed	11 May 17	12 May 17

1.6. Opening Remarks

Item 1: Opening remarks

1. Rob Salter-Church (Ofgem) opened the PNSG by welcoming attendees and noting;
 - Recognising that this is an important step to capture within a formal governance structure. This meeting is to consider the Post Go Live POAP in order to formally baseline it.
 - Once baselined this plan will undergo changes through the normal governance and change management process as defined under the PNSG's Terms of Reference.
 - Additionally, we are agreeing to close Market Trials based upon the completion of caveat 2.2 with the deployment of the remaining five P2 defects on the 08 May 17.

Item 3: Baseline POAP Decision

2. Lee Foster (Xoserve) provided an overview of Xoserve's Post Go Live POAP noting;
 - The PGL POAP has previously been presented to the RIAG on 27 Apr 17.
 - As Rob noted, any change to this POAP once baselined will be managed through the programme's governance structure. In practice, this means that PNSG is the ultimate decision maker regarding proposed changes to the POAP.
 - As context, the first page of the slide deck outlines the background and is followed by the governance process for change management and reporting.
 - The PGL POAP once baselined will continue to be further refined through the defined change control processes.

Question	Response
1. How will change governance be managed going forward?	This activity will be clarified through the governance freeze by the existing forums the exact mechanism for change governance post the freeze is still to be determined but will look to utilise future equivalent governance forums.
	Current governance will remain in place until at least the end of Jun 17 after which Ofgem will start the transition toward exiting the role of Programme Sponsor. Ofgem's exit will be criteria based and these criteria are under development and will be consulted with industry. A key consideration will be the ability for industry and Xoserve to manage without Ofgem's support.

2. Can we have two additional checkpoints entered to include code stability at the end of Jun and 17 Jul 17?	Yes, this has been recorded as an action.
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Item 4: PIS Release Plan

3. Jo Galloway (Xoserve) and Piers Dove (Wipro) presented the PIS release plan, noting:
- Several working groups have been held to define how the PIS release plan will work. These discussions are continuing as there is currently no consensus between industry and Xoserve on the proposed release plan to move to after the Code Stability checkpoints.
 - The information presented today on defects is a snapshot taken a number of weeks ago. PGL defects have been agreed with industry through the weekly defect call. This has included indicative priority, time limitations and workaround constraints.
 - Through workshops, Xoserve tabled an initial weekly deployment, which was met with some concern from market participants.

Question	Response
1. Regarding drops 2 – 4 is there an opportunity for industry to test?	No, it was agreed that Xoserve could provide evidence of testing and that drops 2 -4 would be evidenced based.
2. On drop 5 will there be a clear decision point to move to weekly releases?	If we baseline this plan it will be on the proviso that we add the two checkpoint in to the PIS release plan at the end of Jun and subsequently 17 Jul 17. These checkpoints will consider whether the production environment, Xoserve and industry are sufficiently stable to move to weekly releases. This will be the decision of the PNSG, and will be based on exit criteria.
3. When will this exit criteria be defined?	A draft version of the criteria will be circulated to the PNSG for consideration after this meeting.

4. CSP1 – 30 Jun 17 – Early Code Stability Confidence Milestone;
- System performing within key NFR's.
 - Level of P1 and P2 Defects.
 - Number of open P3 defects.
 - Confirmation of Xoserve's ability to manage accelerated defect deployment and retain code stability.
 - Confirmation of Participants' ability to accept accelerated defect deployment and retain their code stability.
5. CSP2 – 17 Jul 17 - First Use Completion Code Stability Milestone (note : Amendment invoice will have been produced but will have been internally validated);
- Progress against the release plan for D1-D4 defects.

- Re-confirmation of Xoserve’s ability to manage accelerated defect deployment and retain code stability.
- Re-confirmation of Participants’ ability to accept accelerated defect deployment and retain their code stability.
- Confirmation that all critical business processes (excluding year-end) processes have run successfully for the first time.

Item 5: PGL Industry Governance

6. Darren Jackson (Xoserve) summarised the latest progress on the actions required to complete Market Trials (slide 8 - 13), noting;
- With Ofgem’s indication of the governance freeze, there is now a period of stability until at least the end of Jun 17.
 - During transition to enduring governance there will be established criteria which will provide confidence in industry’s and Xoserve’s capacity to handle the transition to the enduring governance arrangements.
 - V0.1 of the enduring Terms of Reference (ToR) were issued for comment with around c.150 received from Market Participants. These centred on 6 key themes.
 - DSC Interaction
 - Scope overlap between project governance and standing forums
 - Attendance – Direct attendance and constituent groups.
 - Demonstration of Independence.
 - Exit criteria for Post Go Live governance groups.
 - Remainder of slides show where the ToR have been updated. The ToRs will again be sent for another round of consultation in Jun 17.

Question	Response
Do you know if this has been presented to the DSC?	Xoserve note that their intention was to consult with the PNSG first and then the DSC.

Decision #	Pillar/ Milestone	Decision	Decision Owner	Status	Target Date
D028	Post Go Live	PNSG were requested to: Approve baselining the Post Go Live Plan on a Page (POAP) so it can be reported on and managed through Project Nexus governance.	PNSG	Open	11 May 17
Status:	Endorsed at PNSG held 11 May 17.				

Item 9: AOB

7. Rob Salter-Church brought the meeting to a close.

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