

**Project Nexus
Governance Interactions V0.2**

ofgem

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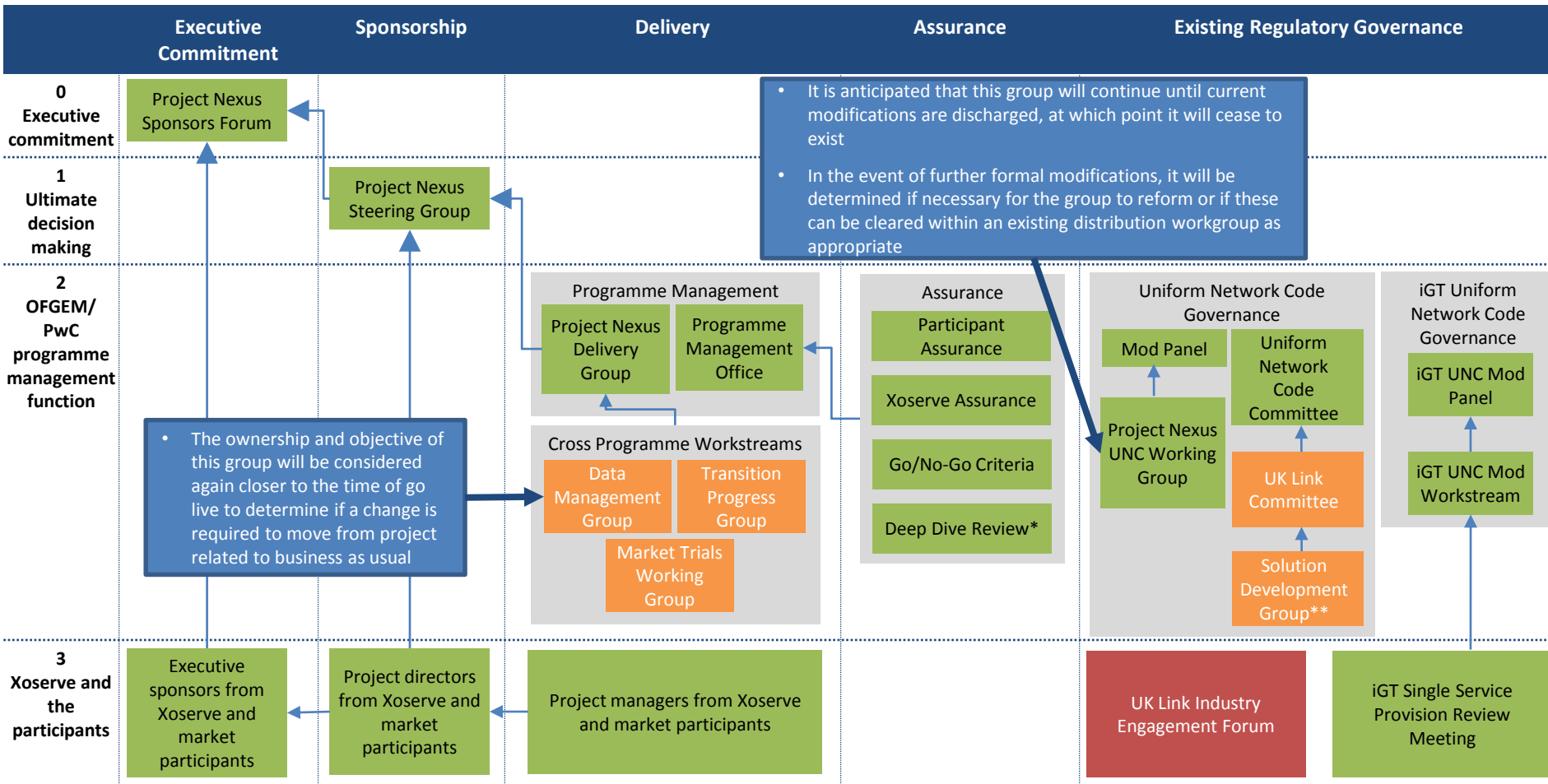
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1.1 Introduction

Given the evolution and changes in Project Nexus governance in recent months, we undertook an assessment of the existing governance processes to establish a more agile approach to review and agree any changes that need to go through industry governance. This document details these changes in the governing bodies that are either underway or recently established.

Principles of Change	Governance Body	Change
<ul style="list-style-type: none"> Establish a reasonable process of decision and issue management 	Market Trials Working Group	Amended the terms of reference
<ul style="list-style-type: none"> Enable existing governance to be responsive to programme decisions in a timely manner 	Data Management Group	Amended the terms of reference
<ul style="list-style-type: none"> Expedite decision making through the Project Nexus governance structure prior to decision and issue management within industry governance 	Transition Progress Group	Amended the terms of reference
<ul style="list-style-type: none"> Create greater transparency in governance interactions 	Solution Design Group	Amend the terms of reference, subject to its continuation
	UK Link Committee	Amend the terms of interaction
	UK Link Programme Industry Engagement Forum	Stopped further meetings

2.1 Project Nexus Information Flows



Key Continues 'as is' Amend Stop → Formal information flow (e.g. formal update/ deliverable)

*Unlike other assurance activities, the deep dive review is not on-going. There may be further 'ad hoc' deep dives, going ahead

**This is assuming the SDG continues beyond the last of the formal releases of 30 June 2016

3.1 *Changes in the terms of reference*

Transition Progress Group (TPG)

Revised purpose of this cross programme workstream

TPG, chaired by PwC, will aim to adhere to the following objectives, going forward:

- Share best practices from within the participant community
- Ensure a smooth transition for the end customer
- Establish how members can prepare for the transition
- Track progress against the industry transition plan
- Build confidence in Xoserve's and market participants' transition delivery workstream
- Establishment of scenarios during cutover and agreed plans
- Criteria for dissolution of TPG when appropriate
- Act upon any request or action from the PNSG or PNDG that relates to the transition
- Review market wide themes or 'problems' that arise during Transition and pro-actively identify and propose resolution or mitigation actions
- Tracking of actions to conclusion to resolve any issues that are raised

Rationale for change in the terms of reference

Project Nexus is due to enter a key phase for transition with the upcoming IDRs, completion of development and the identification of a core cutover plan, with the cut over scheduled for the end of September. It is key that the TPG continues to support the key milestones towards achieving a successful go live.

Status of change as of 31 May 2016

Amended. The first PwC chaired TPG took place on 31 May 2016. The Terms of Reference was approved at the 23 August PNDG.

For more details, please refer to the terms of reference on slide 21

3.1 *Changes in the terms of reference*

Market Trials Working Group (MTWG)

Revised purpose of this cross programme workstream

MTWG will aim to adhere to the following objectives, going forward:

- Define the MT regression phase to the required level of detailed as agreed by the PNDG/MTWG. Make relevant updates to MT approach
- Evaluate the market wide impact if MT exit criteria are not met by one or more participants to support decision making at PNSG
- Review market wide themes or 'problems' that arise during Market Trials and pro-actively identify and propose resolution or mitigation actions
- Act as an escalation point where market wide MT risks or issues cannot be resolved via escalation to Xoserve
- Tracking the completion of any actions initiated by or assigned to the group to resolve issues
- Act upon any request or action from the PNSG or PNDG that relates to the Market Trials Phase
- Review and input in to the MT slides that feed the PNDG reporting pack

Rationale for change in the terms of reference

In order to support any revision to the Project Nexus Implementation plan, it is essential that the MTWG plays a more active role in enabling the successful completion of the MT phase, as pushing through market trials reduces risk and increases confidence in functionality and system operations.

Status of change as of 22 June 2016

Amended. The MTWG started to operate under its revised terms on 22 June 2016. The Terms of Reference was approved at the 23 August PNDG.

For more details, please refer to the terms of reference on slide 22

3.1 *Changes in the terms of reference*

Data Management Group (DMG)

Revised purpose of this cross programme workstream

DMG will aim to adhere to the following objectives, going forward:

- Manage the data cleanse activities and review migration activities to ensure data migrated to new UK Link is fit-for-purpose, supporting industry requirements, is stable and sustainable, and does not adversely impact customers, by:
 - Discussion of the progress of data acceptance, migration and cleansing activities required to minimise the impact of data discrepancies
 - Identifying and driving data related activities that should be performed by participants or Xoserve to support the controlled operation of the market through transition, cutover and into business as usual operation
- Quantify the impact of data issues, defining and prioritising potential solutions and tracking them to resolution
- Act upon requests or actions from the PNSG or PNDG relating to data

Rationale for change in the terms of reference

The Data Cleanse Forum evolved to the Data Management Group to demonstrate that its function has been broadened to an enduring forum to maximise the benefits of the on-going focus on data through regular discussion of data issues rather than a forum for the tactical data cleansing needed to meet the short term requirements of the data migration. i.e. DMG will continue to exist post go live.

Status of change as of 29 June 2016

In the process of being amended. The DMG will start to operate under its revised terms on 1 July 2016. The Terms of Reference was approved at the 23 August PNDG.

For more details, please refer to the terms of reference on slide 23

3.1 *Changes in the terms of reference*

Solution Development Group (SDG)

Revised purpose of this governance body

If it continues, an amendment to the terms of reference in order that the SDG will operate in accordance with Project Nexus timelines is proposed. This will be in addition to its existing role as defined in its current terms of reference.

Rationale for change in the terms of reference

The SDG currently acts in an advisory capacity to UKLC and therefore should facilitate the alignment between UKLC and Project Nexus timelines. This will reduce the risk of any further delay in the target implementation date.

Status of change as of 7 July 2016

This is yet to be implemented.

For more details, please refer to the terms of reference on slide 14

3.1 *Changes in the terms of interaction*

UK Link Committee (UKLC)

Revised terms of interaction for this governance body

In order to ensure adherence to Project Nexus timelines, UKLC members are requested to consider the Project Nexus timelines on any Nexus related issues that may be brought to their attention.

Rationale for change in the terms of interaction

This informal request is made to the UKLC to avoid any risk associated with the Project Nexus go live date.

Status of change as of 7 July 2016

This is yet to be implemented.

For more details, please refer to the terms of reference on slide 11

3.1 *Changes in the terms of interaction*

UK Link Industry Engagement Forum (UKLIEF)

Revised terms of interaction for this governance body

Further UKLIEF meetings has been suspended.

All market participants are encouraged to participate in the PNDG and the cross programme workstreams (CPW).

Rationale for change in the terms of interaction

There is very minimal benefit in continuing UKLIEF, given the potential for inconsistent messaging, duplication of efforts and absence of defined reporting timelines from other governance bodies.

The PNDG and CPW are more suited to addresses the benefits outlined by market participants and Xoserve on their feedback on UKLIEF.

The PNDG is open to all market participants and provides a timely and effective review on project delivery progress and on the cross programme workstreams (TPG, MTWG and DMG). It is also the point for cross industry coordination between Xoserve and market participants.

The CPW, which play a central role in driving coordination, and delivery across the industry, are interactive, collaborative and allows the sharing of best practices.

Status of change as of 28 June 2016

The last scheduled UKLIEF meeting took place on 25 May 2016. Xoserve has not scheduled any more.

For more details, please refer to the terms of reference on slide 13

4.1 Industry Wide Governing Bodies: UK Link Committee

Frequency

- Monthly

Objectives

- Review and, as required, approve UK Link Modifications and to review the performance of the UK Link System

Decisions taken

- For Class 2, and where applicable Class 3 Modifications, approve change plans plus any agreement to depart from the standard timescales
- Review the monthly report of Performance and of Transporters' proposals in respect of UK Link Performance Monitoring Procedures
- Review any issues arising from the statement of achievement of Performance Parameters
- Review Transporters' proposals to resolve doubt about software error or inaccuracy in the UK Link Manual
- Review any changes proposed to the UK Link Benchmark Configuration
- Provide an early insight on changes to the UNC regime, which are likely to have implications for UK Link Systems
- Highlight changes in operational data on National Grid's website to relevant system developers
- Review of Class 1 UK Link Modifications where the changes would be visible to Users
- Review of relevant Topics, in particular possible future UK Link Modifications, changes in UK Link System management processes or the processes of the Committee

Chair

- The Joint Office will provide the chair of the meetings

Inputs

- The UK Link Committee shall report each month to the UNCC, following the standard format used by the Uniform Network Code Workgroups except that:
 - The Topic Status format shall be used to record progress on items that may be subsequently resolved by the raising of a UK Link Modification
 - The Implementation Plan Summary, issued by Xoserve and placed on the Joint Office website, shall be used to record all UK Link Modifications discussed, and include agreement and updates to the implementation plans
 - The Report shall include a summary of the consensus reached, additions and amendments to UK Link Code Communications, plus an outline of the discussions on all matters where the UK Link Committee is required to reach a conclusion in accordance with the scope set within Section U of the Network Code

Outputs

- Within five working days of each meeting, minutes are circulated to UK Link Committee Members, all users, members of the Network Code Committee and, at the Chairman's discretion, all other persons requesting copies

Members/ Attendees

- The members of the UK Link Committee will be those nominated by Shippers and Transporters
- Each year, Shippers on the UNCC will nominate up to nine members. The CEO of the Joint Office of Gas Transporters will manage the process for nomination, on the Shippers' behalf
- In principle, meetings shall be open to all but the Chairman may exercise discretion to the extent permitted under the Code Administrators Code of Practice
- Xoserve will attend meetings

Escalation route

- Uniform Network Code Committee (UNCC)

4.1 Industry Wide Governing Bodies: Modification Panel

Frequency

- Monthly
- In addition the Panel occasionally meets or holds a Teleconference to discuss specific Modifications

Objectives

- A body constituted under the Uniform Network Code to oversee the Modification process

Decisions taken

- Overseeing the modification process of the Uniform Network Code
- Almost all decisions are taken on a simple majority basis

Chair

- Independent Chair: Alex Plant
- Deputy Chair: Les Jenkins

Members/ Attendees

- Joint Office
- Shipper Representatives are elected annually, via the Gas Forum
- Transporter Representatives are appointed by the relevant Gas Transporters

Escalation route

- UNC Governance
- Ofgem

4.1 Industry Wide Governing Bodies: UK Link Industry Engagement Forum

Frequency

- Monthly or as dictated by the Programme Plan and/or stakeholder demand
- The value of the UKLIEF will be reviewed at least every 6 months

Objectives

- Receive and review updates on the UK Link Programme progress (both from an Xoserve and Stakeholder perspective)
- Share information on UK Link Programme deliverables which are relevant and valuable to the industry
- Actively contribute to dialogue about the Programme
- Share output and information from the forum with their own organisations
- Share information from their organisations with the forum as appropriate

Decisions taken

- The UKLIEF is not a decision-making forum. Matters arising that require formal industry governance will be directed as appropriate e.g. to UK Link Committee / Project Nexus UNC Working Group
- There are likely to be actions assigned to Shippers, Gas Transporters and/or Xoserve from time to time. The assignment will be agreed by consensus of attendees

Chair

- Xoserve will provide the Chair of the meetings

Inputs

- The Chair will seek topics for the meeting at least 5 working days in advance of the meeting taking place – although late additions will be accommodated where time allows
- Papers/presentations for the meeting will be published by Xoserve 5 working days in advance of the meeting

Outputs

- Minutes will be created by Xoserve and agreed by the attendees by exception

Members/ Attendees

- Xoserve
- Gas Shippers
- Gas Transporters
- Other interested parties

Escalation route

- UK Link Programme Governance
- Project Nexus UNC Working Group

4.1 Industry Wide Governing Bodies: Solution Development Group

Frequency

- Fortnightly and ad hoc on short notice

Objectives

- Provide market input into the impact assessment of potential changes resulting from the UK Link Programme (not including Market Trials defects or escalation of issues)
- Consider changes that are proposed as a result of the implementation of the UK Link Replacement Programme
- Triage any technical changes to ensure they are consistent, fit for purpose and suitable for all market participants
- Provide a recommendation to UKLC and Xoserve to support approval of proposed changes

Decisions taken

- The SDG does not have any voting powers and is unable to veto any change. This is the function of UKLC
- The final solution will be presented to the industry in a Change Pack for consideration and ultimate approval by the UKLC
- SDG is not an escalation route for other forums

Chair

- Xoserve Service Development Team – Will chair and provide governance input to the meeting

Inputs

- Content to be published in advance – at least D-1 business days
- Items for inclusion on the agenda need to be with Xoserve by at least D-1 business days

Outputs

- All meetings will be documented and actions clearly recorded and made available to all relevant industry participants on www.xoserve.com
- Xoserve will provide minutes before D+5

Members/ Attendees

- Xoserve UKLP SMEs – To provide technical input regarding the reason for the change and proposed solutions
- GTs – Attendance only where changes affect the Networks & Shippers
- iGTs – Attendance only where changes affect the iGT & Shippers
- Shippers – Attendance for all Shipper affected change

Escalation route

- UK Link Committee

4.1 Industry Wide Governing Bodies: iGT UNC Modification Panel

<p>Frequency</p> <ul style="list-style-type: none"> • Monthly 	<p>Outputs</p> <ul style="list-style-type: none"> • Minutes will be circulated within 5 business days of the meeting • Chairman will produce a monthly report outlining the status of all current topics, issues and actions with target dates for resolution. The report will also cover: <ul style="list-style-type: none"> • details of any NCPs denied access • details of any items rejected for discussion • any other matter that the Chairman feels appropriate
<p>Objectives</p> <ul style="list-style-type: none"> • To make key decisions within the modification process for iGTs and Shippers 	<p>Members/ Attendees</p> <ul style="list-style-type: none"> • Up to 3 iGT UNC Operators’ Representatives. Currently these representatives are: <ul style="list-style-type: none"> • Cher Harris • Kishan Nundloll • Jenny Rawlinson • Up to 3 Pipeline Users’ Representatives. The current representatives are: <ul style="list-style-type: none"> • Kirandeep Samra • Kirsty Dudley • Kristian Pilling • Ofgem, representing the Authority, is a non-voting member • The following members (who do not have a vote) may also be invited to attend by the Panel for a particular meeting or on a standing basis: <ul style="list-style-type: none"> • A Consumer Representative • A Suppliers’ Representative - there is currently no one appointed to this position • A Large Transporters’ Representative - Chris Warner from National Grid has been appointed (March 2012) • Personnel from Gemserv will also attend meetings of the Panel to perform the role of Code Administrator (as appointed by the iGTs) and also to provide secretarial services to the Panel
<p>Decisions/ Actions taken</p> <ul style="list-style-type: none"> • Determine to change the terms of reference for a work group • Determine matters relating to <ul style="list-style-type: none"> • Urgent Modification Proposals • Non-urgent Modification Proposals • Fast-track Modification Proposals • Self-Governance Modification Proposal • Modification Proposals made during a Significant Code Review Phase • Self-Governance Appeals • Seek an update from modification work groups and review groups • Determine that a workgroup be created or dissolved 	<p>Escalation route</p> <ul style="list-style-type: none"> • The Authority (Ofgem)
<p>Chair</p> <ul style="list-style-type: none"> • Gemserv, currently Steve Ladle 	
<p>Inputs</p> <ul style="list-style-type: none"> • The Chairman will ensure that notice of date(s) of future meetings are normally given at least 10 business days in advance • The Agenda will normally be circulated to members together with any relevant papers and reports at least 5 business days in advance of the meeting • To discuss a Modification at the Panel, ensure this is received by the Code Administrator before the 1st Wednesday of the month • Not withstanding the above, the Chairman will refer to the meeting any matter proposed to be discussed after the Agenda has been issued for consideration 	

4.1 Industry Wide Governing Bodies: iGT UNC Modification Workstream

<p>Frequency</p> <ul style="list-style-type: none"> • Monthly, provided there is sufficient business to justify a meeting 	<p>Inputs</p> <ul style="list-style-type: none"> • Draft meeting agenda will be circulated at least 10 business days ahead of the scheduled date with a finalised agenda circulated at least 5 business days ahead together with any papers for the meeting • An issue for discussion should be sent to the Code Administrator at least 6 business days ahead of the scheduled date for a meeting together with any associated papers, so that it can be included on the agenda
<p>Objectives</p> <ul style="list-style-type: none"> • To air views on issues relevant to the operation of the commercial regime that is in place between iGTs and Shippers 	<p>Outputs</p> <ul style="list-style-type: none"> • All topics accepted for discussion will be logged and tracked and a status report covering all live topics will be published monthly • Draft meeting minutes will be circulated within 5 business days • The final draft form of the minutes will be published to the iGT UNC website no earlier than 5 business days after circulation to meeting attendees
<p>Decisions/ Actions taken</p> <ul style="list-style-type: none"> • Discuss industry wide issues relevant to the continuing business relationship between iGTs and Shippers and affecting multiple parties including: <ul style="list-style-type: none"> • operational issues • technical issues • development or review of existing iGT UNC modifications (if requested by the iGT UNC Panel) • early consideration of potential future modifications • work planning for wider industry projects • “Other Business” provided a clear consensus exists within the meeting in favour of discussion 	<p>Members/ Attendees</p> <ul style="list-style-type: none"> • Any iGT UNC Operator, Pipeline User, Affected Person, the Authority Representative, the Consumer Representative, the Suppliers Representative or the Large Transporters Representative may attend any meeting of the Group • The Group may invite specialists to attend as necessary for specific areas of discussion • The Group will be chaired by a person appointed by the iGT UNC Operators
<p>Chair</p> <ul style="list-style-type: none"> • Chairman 	<p>Escalation route</p> <ul style="list-style-type: none"> • iGT UNC Modification Panel

4.1 Industry Wide Governing Bodies: iGT Single Service Provision review meeting

<p>Frequency</p> <ul style="list-style-type: none"> Monthly – 3rd Monday of each month, unless otherwise agreed 	<p>Inputs</p> <ul style="list-style-type: none"> Agenda shared 5 Business Days prior to meeting date Monthly presentation material created and distributed by Xoserve Other Xoserve produced documents specifically for attention of iGTs (e.g. proposed file format changes). Documents produced by iGTs for discussion and input from attendees
<p>Objectives</p> <ul style="list-style-type: none"> The ‘iGT SSP review meeting’ provides a forum allowing information, pertinent only for those parties in attendance, to be shared with the aim of ensuring requirements are clearly understood between Xoserve and iGTs in advance of Single Service Provision. The group also facilitates the strengthening of relationships between parties ahead of a contractual framework being in place 	<p>Outputs</p> <ul style="list-style-type: none"> Produce post meeting summary reports, capture actions and iGT specific issues. Seek views and decisions on iGT specific changes relevant to UKLP Group to determine actions and action owners Develop solutions that mitigate any risks identified Continue to strengthen relationships between customer (iGT) and service provider (Xoserve)
<p>Decisions taken</p> <ul style="list-style-type: none"> Review previous meeting summary and actions Data Preparation progress review Data Quality observations Discuss and agree iGT Transformation Rules Propose and agree functional changes identified by either Xoserve or iGT (e.g. File Formats, Rejection Codes) Knowledge Transfer of Xoserve systems and processes (UK Link / CMS / Portal / Data Enquiry / Customer Lifecycle) Discuss any requirements for iGT UNC modifications to support UKLP implementation ADHOC Market Trials matters for awareness Escalate risks / issues to relevant workgroups e.g. iGT UNC Modification workstream <p><u>Non UK Link Programme items</u></p> <ul style="list-style-type: none"> Items related to Xoserve’s current and future service offerings to iGTs. 	<p>Members/ Attendees</p> <ul style="list-style-type: none"> The review group is open to independent Gas Transporters and Xoserve representatives. PwC also attend on topics relating to Data
<p>Chair</p> <ul style="list-style-type: none"> Paul Orsler, Xoserve Meetings will be administered by Xoserve and follows industry recognised standards 	<p>Escalation route</p> <ul style="list-style-type: none"> Association of Independent Gas Transporters (AiGT)

4.2 Project Nexus Governing Bodies: Project Nexus Sponsors Forum

Frequency

- Quarterly and/or driven by strategic points in the programme

Objectives

- Ensure that executive sponsors in Xoserve and market participants are engaged and understand what is expected
- Provide a forum for senior executives to be updated with overall delivery status and potential risk to consumers
- Outline accountability at a programme level

Decisions taken

- None

Chair

- Rachel Fletcher (Senior Partner, Consumers & Competition – Ofgem)

Inputs

- Rolled up programme status reports
- Customer impact assessment
- Monthly summary circulated with highlights from PNSG meeting

Outputs

- Committed and engaged teams working collaboratively across the industry

Members/ Attendees

- Senior executives who hold the responsibility for Nexus delivery within their respective organisations
- Rachel Fletcher
- Chris Murray
- Rob Salter-Church

Standing agenda

- Probability of successful delivery
- Risk to consumers

Escalation route

- None

4.2 Project Nexus Governing Bodies: Project Nexus Steering Group

<p>Frequency</p> <ul style="list-style-type: none"> • Monthly 	<p>Inputs</p> <ul style="list-style-type: none"> • Programme Dashboard (roll-up) • Status narrative • Escalated risks & issues • Decisions required
<p>Objectives</p> <ul style="list-style-type: none"> • Provide input on the impacts of decisions and preferred outcomes in order that the chair may make an informed decision • Approve a documented Go/No-Go framework and criteria • Principal decision making on overall timeline, scope, GONG and gate progression • Provide a forum for cross-industry decision-making on the implementation of Project Nexus 	<p>Outputs</p> <ul style="list-style-type: none"> • Actions to be taken by programme participants and industry governance bodies • Decisions regarding change, design, schedule and quality
<p>Decisions taken</p> <ul style="list-style-type: none"> • The chair has the ultimate decision making body for the programme regarding: <ul style="list-style-type: none"> • Schedule • Scope • GONG • Gate progression • Design • Changes • Issues resolution • Issues impacting consumers 	<p>Members/ Attendees</p> <ul style="list-style-type: none"> • Representation model - individuals with responsibility for delivery within their organisation • Xoserve • Baringa • PwC
<p>Chair</p> <ul style="list-style-type: none"> • Rob Salter-Church (Partner, Consumers & Competition – Ofgem) 	<p>Standing agenda</p> <ul style="list-style-type: none"> • Probability of successful delivery • Risk to consumers • Risks, issues and mitigations • Decisions required
	<p>Escalation route</p> <ul style="list-style-type: none"> • Project Nexus Steering Forum (PNSF)

4.2 Project Nexus Governing Bodies: Project Nexus Delivery Group

Frequency

- Fortnightly

Objectives

- Oversee regular progress, readiness and issue reporting from the PMO to wider stakeholders
- First point of escalation for cross industry issue resolution
- Consider all changes with a potential cross programme impact for decision
- Consider and decide upon actions to mitigate risk(s) to the implementation date

Decisions taken

- Decisions regarding:
 - L2 milestones
 - Design with no customer impact
 - Change recommendations e.g. to codes
- Cannot make decisions regarding (must be escalated):
 - Overall timelines (L1 milestones)
 - Scope
 - GONG
 - Gate progression
 - Issues with a consumer impact

Chair

- Jonathon Dixon (Senior Policy Manager, Consumers & Competition – Ofgem) with support from PwC

Inputs

- Programme Dashboard (roll-up)
- Status narrative
- Escalated risks & issues
- Decisions required

Outputs

- Actions to be taken by programme participants and industry governance bodies
- Decisions regarding change, design, schedule and quality

Members/ Attendees

- Individuals who are managing the delivery projects or programmes within their organisations on a day-to-day basis
- Xoserve
- Baringa
- PwC

Standing agenda

- Probability of successful delivery
- Risks, issues and mitigations
- Assurance report
- Project updates
- Working group updates
- Decisions required (changes/issues/etc.)
- Cross programme integration points

Escalation route

- Project Nexus Steering Group (PNSG)

4.2 Project Nexus Governing Bodies: Transition Progress Group

<p>Frequency</p> <ul style="list-style-type: none"> Fortnightly but frequency may be increased if required Alternative weeks to PNDG 	<p>Inputs</p> <ul style="list-style-type: none"> Agenda to be circulated 4 working days before session Accompanying Slides/Materials to be circulated 2 working days before session
<p>Objectives</p> <ul style="list-style-type: none"> Share best practices from within the participant community Ensure a smooth transition for the end customer Establish how members can prepare for the transition Track progress against the industry transition plan Build confidence in Xoserve's and market participants' transition delivery workstream Establishment of scenarios during cutover and agreed plans Criteria for dissolution of TPG when appropriate Act upon any request or action from the PNSG or PNDG that relates to the transition Provide the opportunity for the market and/or Xoserve to raise and address potential issues in relation to meeting the GONG framework Explanation of the evidence required to satisfy upcoming GONG assessment gates 	<p>Outputs</p> <ul style="list-style-type: none"> Completed minutes and actions to be circulated to attendee list within 1 working day for review and sign off Signed off minutes to be completed within 2 working days <p>Members/ Attendees</p> <ul style="list-style-type: none"> The TPG will be an open forum available to all individuals who can make decisions on behalf of their organisations Xoserve - Transition Team & Industry Engagement Transition Representatives from: <ul style="list-style-type: none"> Shippers GT iGTs
<p>Decisions taken</p> <ul style="list-style-type: none"> Communications approach Catch Up Batch approach GONG criteria & evidence overview Governance strategy during cutover LL transition design Contingency and disaster recovery scenarios Hypercare approach Reporting through cutover and go live Defining the steady state following cutover 	<p>Standing agenda</p> <ul style="list-style-type: none"> Action log will be discussed by exception at each session. Additional items will be raised on a case by case basis <p>Escalation route</p> <ul style="list-style-type: none"> Project Nexus Delivery Group (PNDG)
<p>Chair</p> <ul style="list-style-type: none"> Phil Russ - PwC 	

4.2 Project Nexus Governing Bodies: Market Trials Working Group

Frequency <ul style="list-style-type: none"> Fortnightly face to face meetings and ad hoc meetings as required MTWG meetings to be aligned to the TPG and PNDG schedule MTWG will run until the completion of Market Trials (including regression) 		Inputs <ul style="list-style-type: none"> MTWG slide pack to be circulated 2 working days before session To be re-branded as Ofgem MTWG members to hold pre-calls with their constituent groups and raise issues in advance of the meeting where possible
Objectives <ul style="list-style-type: none"> Define the MT regression phase to the required level of detailed as agreed by the PNDG/MTWG. Make relevant updates to MT approach Evaluate the market wide impact if MT exit criteria are not met by one or more participants to support decision making at PNSG Review market wide themes or 'problems' that arise during Market Trials and pro-actively identify and propose resolution or mitigation actions Act as an escalation point where market wide MT risks or issues can not be resolved via escalation to Xoserve Tracking the completion of any actions initiated by or assigned to the group to resolve issues. Act upon any request or action from the PNSG or PNDG that relates to the Market Trials Phase Review and input in to the MT slides that feed the PNDG reporting pack 		Outputs <ul style="list-style-type: none"> Completed minutes and actions to be circulated to attendee list within 1 working day for review and sign off (including key messages) Update Market Trials document including regression Signed off minutes to be completed within 2 working days with agreed action completion dates. If no response received agreement is assumed MTWG to hold Post-calls to be held with constituents Lessons learned
Actions taken <ul style="list-style-type: none"> Identify and implement resolution actions relating to market wide risks/issues in MT Escalation of risks/issues to PNDG 		Recommendations to PNDG/PNSG <ul style="list-style-type: none"> Changes to MT Approach Impact of MT exit criteria not being met
Chair <ul style="list-style-type: none"> Richard Shilton & Martin Crozier – PwC 		Members/ Attendees <ul style="list-style-type: none"> Xoserve The MTWG is a constituency based group (representative model) <ul style="list-style-type: none"> Large Shippers – Adrian Ackroyd (Npower), Denise Harford (SSE) I&C Shippers - Lisa Cutbill (Dong) Challenger Shippers - Derek Clark (CNG) GT – Robin Howes (NGD), Beverley Viney (NGT) and Jayne Lamb (SGN) iGTs – Katy Binch (ESP) and Jenny Rawlinson (Brookfield)
		Standing agenda <ul style="list-style-type: none"> Action log will be discussed at each session. Additional items will be raised on a case by case basis Risks and issues
		Escalation route <ul style="list-style-type: none"> Project Nexus Delivery Group (PNDG)

4.2 Project Nexus Governing Bodies: Data Management Group

Frequency

- Monthly face to face meetings
- Frequency increased as required in lead up to cutover
- DMG to be scheduled to feed into PNDG

Objectives

- Manage the data cleanse activities and review migration activities to ensure data migrated to new UK Link is fit-for-purpose, supporting industry requirements, is stable and sustainable, and does not adversely impact customers, by:
 - Discussion of the progress of data acceptance, migration and cleansing activities required to minimise the impact of data discrepancies
 - Identifying and driving data related activities that should be performed by participants or Xoserve to support the controlled operation of the market through transition, cutover and into business as usual operation
- Quantify the impact of data issues, defining and prioritising potential solutions and tracking them to resolution
- Act upon requests or actions from the PNSG or PNDG relating to Data

Decision / Actions taken

- Communications approach
- Transformation rules
- Tactical data cleanse activities
- Quantify the impact of data quality on market activities and objectives
- Migration and data GONG criteria review
- Activities to support sustained improvement in data across the industry

Chair

- John O’Keeffe / Andy Howe - PwC

Inputs

- Agenda and forum materials to be published 2 working days before forum

Outputs

- Completed minutes and actions to be circulated to attendee list within 1 working day for review and comment
- Agreed minutes to be published (via website) within 2 working days

Members/ Attendees

- Xoserve–Data & Migration
- DMG is be an open forum available to data representatives from:
 - Shippers
 - GT
 - iGTs
- Attendees should contribute to the matters arising in the group, ideally
 - in decision-making and/or expert roles
 - with experience of the business processes impacted by data
 - with experience of the data migration phases of projects

Standing agenda

- Data cleanse activities and progress, including discussion of proposed and agreed Transformation Rules (T-Rules)
- Responding to PNDG risks and issues, inputting to governance process
- Data migration activities, progress and agreed subsequent actions
- Additional tactical items will be raised on a case by case basis

Escalation route

- UKLC- Transformation Rule approval
- Project Nexus Delivery Group (PNDG)

4.2 Project Nexus Governing Bodies: Project Nexus UNC Working Group

Frequency

- Monthly

Objectives

- Help develop Modification Proposals raised as a consequence of establishing requirements for Project Nexus
- Delegate topics to Workgroups for review and development of Business Rules
- Support the prioritisation of Topics identified in the Project Nexus work plan, by workstream members or Topic Workgroup(s)
- Regularly review the status of each Topic and Topic Workgroup
- Review and discuss Modification Proposals assigned by the UNC Panel and provide a report

Decisions taken

- Approve the Terms of Reference of each Topic Workgroup defined in the Project Nexus work plan
- Resolve any issues or conflicts of requirements escalated from Workgroups
- Approve the output reports and recommendations of each Topic Workgroup

Chair

- Joint Office

Inputs

- Publish a Project Nexus agenda at least 5 working days prior to the meeting

Outputs

- Meeting minutes are published on the Joint Office website

Members/ Attendees

- In principle, meetings shall be open to all, but the Chairman may exercise discretion to the extent permitted under the Chairman's guidelines
- At least six Transporters and Shippers are present, of which at least two shall be Transporters and two Shippers representing 4 different organisations

Escalation route

- Uniform Network Code Panel