

# 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>	14/02/2017
<b>Meeting Time:</b>	10:30 – 14:30
<b>Meeting Format/Location:</b>	Crowne Plaza, Solihull
<b>Chaired by:</b>	Nicola Garland (Ofgem) & Brett McGowan (PwC)
<b>Minutes recorded by:</b>	PwC

## 1.3. Meeting Attendees

Company	Representatives		Company	Representatives	
Baringa	Edmund Beattie	PwC		Steve Mullins Colin Bezant Melisa Findlay Richard Shilton Martin Crozier Brett McGowan Gina Hutchinson Phil Russ Angus Morgan Susan Mathews Rishi Dhamecha Ellen Hughes	
Brookfield	Jenny Rawlinson				
Corona Energy	Alison Salisbury				
DONG Energy	Jemma Woolston				
EDF Energy	Abigail Nduva				
EON	Carl Knight				
First Utility Limited	Tim Crowley				
Gazprom	Jane Woart Ian Lancaster				
Npower	Chris Harden			SSE	Paul Hamilton
Ofgem	Nicola Garland Jon Dixon			SGN	Sara Neal
Opus Energy	Alexa St Clair	Xoserve	Steve Nunnington Darren Jackson Jo Galloway		

## 1.4. Meeting Agenda

1. Opening of PNDG meeting
2. Approval of PNDG minutes
3. Review of the Current PNDG Report
4. AOB

*Note: Meeting Minutes were not kept for the breakout sessions of this face to face PNDG.*

## 1.5. Meeting Minutes

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### Item1: Opening of PNDG meeting

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1. Brett McGowan (PwC) opened the meeting and was supported by Nicola Garland (Ofgem) to address attendees. In their opening remarks, they began by thanking everyone for their attendance and noted the following:
  - The agenda was an hour long run through of the report. Then everyone was split into 3 groups for breakout sessions. Nicola Garland encouraged Market Participants to speak up early and notify Ofgem of any issues they encounter which could jeopardise the June go-live, so that all parties can work together to overcome the issue. It would not be acceptable to Ofgem for any organisation to raise issues only at a late stage if they had already been aware for some time.
  - Ofgem also noted that post- Go Live governance is an area of recent concern and Market Participants can be assured it is something that is being focussed on by both Ofgem and Xoserve.

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### Item2: Approval of PNDG minutes

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2. No comments or questions were received on the 31 Jan 17 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>

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### Item3: Review of the Current PNDG Report

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#### **PNDG Report covering the period 27 Jan 17 – 09 Feb 17**

3. Brett McGowan (PwC) presented the Programme Status Report (slide 3) by drawing participants' attention to the following;
  - The overall RAG status has been downgraded Amber.
  - Solution Delivery is at an Amber/ Green RAG status.
  - Market Trials has downgraded to an Amber RAG status.
  - Data and Transition are currently holding an Amber RAG status. Data due to the risk around In Flights and Transition due to the risks around IDR2 and IDR3.
  - GONG is at and Amber/ Green RAG status due to the level of support that Market Participants need.

4. Steve Nunnington (Xoserve) presented the Solution Delivery Status Report (slide 4), noting the following;
  - The RAG Status for this Workstream is Amber/ Green. This is driven by a requirement for industry to confirm their Day 1 volumes.

Question from PNDG Attendee:	Response:
<p>1. Please could you clarify what you mean by volumetrics as noted in the outstanding action for industry within Solution Delivery?</p>	<p>This questions was not able to be answered in the PNDG meeting.</p> <p><i>Note: The following update was provided post meeting:</i></p> <p><i>The Solution Delivery outstanding action referenced in the slide refers to the following:</i></p> <p>Participants were asked via TPG in Nov 16 to provide their Day 1 volumetrics. (i.e. the number of meter reading files that organisations are expecting to send to Xoserve). This request also asked for the number of Meter Points that Shippers intend to allocate to Class 3.</p> <p>Information on the Smart Metering rollout plans per organisation is also required. This information is sought in order to validate the Non-Functional Requirements (NFR) related to the capacity of the new SAP system, and that it can manage the expected volumes that the industry would like to process at Go Live and into the future.</p> <p>NFR tests have previously confirmed that Xoserve can manage approximately 33 million meter reads per day. Xoserve are working towards increasing this figure to the NFR figure of 49 million but the volumetric data will help quantify the capacity and urgency of any upgrade.</p> <p>To date only 12 of 40 Market Participants have responded to the request, despite the action being escalated from Transition Progress Group to PNDG in January.</p> <p><i>In addition, there has been another request made more recently regarding transition activity. Specifically:</i></p> <p>A request has been made to all Market Participants regarding the date on which they will cease using the legacy UK Link system prior to cutover. This request was designed to help assess the number of files which Xoserve would need to process during the Project Nexus Catch Up window. The results of this investigation have been passed to Xoserve by PwC on 14 February 2017. The analysis will be shared the week commencing 20 Feb 17, and is relevant to the Transition workstream rather than the Solution Delivery workstream.</p>

5. Melisa Findlay (PwC) presented the Market Trials POAP supported by Richard Shilton (PwC) who provided an overview on Market Trials (slides 6-9) by drawing participant's attention to the following;
  - A milestone has been added which came out of Baringa's assurance report to implement a standard regression test pack. Xoserve are tracking this milestone which is currently been given a Green RAG status and has a due date of 24 Feb 17.

- The last milestone to be completed is the Completion of Market Trials Regression (MTR) which has a due date of 24 Mar 17. There is a 1 month contingency on this milestone, however it is unlikely to be invoked at this stage.
- Market Trials is currently rated at an Amber status as tests had fallen slightly behind the tracked baseline. This was as of last week and in the more recent times, this has been caught up on. Live update has moved this to an Amber / Green status.
- Key issues which have been coming up are around partnering, data issues and compiling the file. This was to be discussed further in the breakout sessions.
- The Defect Position reporting was walked through and will continue to be issued on a weekly basis going forward.

Question from PNDG Attendee:	Response:
2. The defect position noted on the dashboard slides states external defects, however what about the internal defects?	The Defect Position report noted on the subsequent slide includes current data for both internal and external defects. Both are being managed through the defect management calls.
3. The PNDG pack notes that there are some Market Participants who are not engaged in MTR. How many and what is the impact?	1 Market Participant had yet to start regression testing at the time of this report and 2-3 Market Participants have not been turning up to calls. These are generally smaller organisations who are resource constrained. Follow up has led to progress updates and it was noted the missed meetings were not necessarily indicative of poor progress.

6. Melisa Findlay presented the Data POAP supported by Colin Bezant (PwC) presenting on the wider aspects of Data (slides 10-14), by drawing participants' attention to the following;
  - Milestone D1.2 (Pre IDR2 iGT Data Load Testing Complete) is currently rated at Amber/Green status.
  - Milestone D3.4 (iGT Data Reconciliation) was taken to PNSG for a one month extension, which was approved. This is still at an Amber RAG Status as it hasn't yet been improved. More detail will be shared in the breakout sessions.
  - Colin Bezant stated the overall RAG Status for this Workstream is Amber.
  - The good news is that Xoserve's Bulk Data has seen 22.5 million records migrated to SAP. Xoserve have been able to manage and solve all of the defects that have emerged from this. PwC are currently undertaking assurance over this migration.
  - There are two things which are driving the Amber RAG status. In Flights, which has a plan in place for and needs to be actioned and monitored through to entry to IDR2. These actions should be sufficient to mitigate this risk, however the milestone will be held at Amber/Red until the testing is complete. The second is regarding the data consistency. Historically there has been an inconsistency of data which makes it hard to predict.
  - Xoserve are currently rating iGT Test Cycle 6 (TC6) an Amber status due to resource constraints. However, this is on an improving trend.
  - Also, Xoserve are running an auto-validation on iGT data which should successfully go through the check like GT.
  - There is a critical issue on high risk T-Rules, however this is mainly tied to one supplier. Therefore, although this is critical, the action is limited and is seen entirely fixable.

Question from PNDG Attendee:	Response:
4. There was an Action for DMG to work out some thresholds for GONG? Has this occurred?	An absolute number has not been identified and will not be produced. It will be more qualitative rather than quantitative. For example, customers' ability to switch, broader customer safety issues, invoicing settlement being calculated incorrectly and what is the potential volume of issues. An exact number will not be stated.

5. Melisa Findlay presented the Transition POAP supported by Phil Russ (PwC) by drawing Market Participants' attention to the following;
- The second IDRO workshop has taken place with positive feedback. The output of this will be shared in future TPG/PNDG.
  - IDR2 and IDR3 are tracking as Amber RAG statuses as the success criteria have not yet been shared with industry and due to the short time frame in between these milestones.
    - Criteria has been seen by PwC and Xoserve will share this in an upcoming TPG.
    - The resourcing issue around the proximity of IDR2 and 3 is being addressed and further resources will be brought in around the half way stage of IDR2. This allows a start of some IDR3 activities a couple of weeks before IDR2 completes.
  - Milestone T3.1 (Start of NED Period) is tracking Amber/ Green due to the UNC decision still outstanding. This will be received on 15 Feb 17 and subsequently the Ofgem decision will be published the week commencing 20 Feb 17.
  - It was noted the In Flight completion date is likely to extend beyond the current milestone date to 7 Mar 17. This does not impact any other milestones as the In Flights is not needed in the IDR2 cycle until the 13 Mar 17.
  - There have also been a few concerns raised around Catch-Up Batch. 38 responses have been received to the request Ofgem put out regarding cutover dates. The results are being compiled and will be shared with Xoserve by end of the day.
  - Looking ahead, TPG will receive the day by day plan covering the industry specific activities during the cut over period. This should give Market Participants a checklist which they can follow on a daily basis.
8. Martin Crozier (PwC) presented on GONG (slides 17-20) supported by Melisa Findlay, drawing Market Participants' attention to the following;
- All Milestones for this Workstream are tracking Green. The overall RAG Status for this Workstream is at Amber/ Green.
  - At this stage, each Market Participant has been allocated a point of contact for any issues and to talk through their progress. Agendas are being created and site visits are being scheduled. So far 18 site visits have been scheduled in the diary.
  - The Amber part of the RAG Status is being driven by some of the risks which have been called out by other Workstreams.
  - Martin Crozier encouraged Market Participants to raise any issues with their point of contact or anyone from the Transition team as soon as possible so there is time to resolve these together.
  - The next submission for MT Regression, Participant Data Readiness and GONG Questionnaire is 23 Feb 17.
  - Also, a Go Live Governance day by day plan is being developed, outlining the decision making process and information required to enable this process for the Final GONG decision. A draft of this plan will be walked through in one of the break-out sessions.

## 1.6. Actions arising from previous meetings

9. Nicola Garland (Ofgem) supported by Melisa Findlay reviewed actions from the Action Log. All the actions which were proposed to close have been closed. They drew Market Participants' attention to the following;

- Nicola started by informing attendees that Ro78 is in progress. Industry has supplied dates and an analysis is being carried out of the NED Days.
- An update on certain actions were provided during the meeting and are in the blue section of the action log below.

Action #	Action	Progress	Owner	Status	Due	Forum
A146	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.	A series of t-cons have been held with the iGTs. We have agreed that a single IDL file will be issued for the days on which the IDL has not flowed. This is how the system has been built. It has been agreed that this change order is no longer required. The single IDL catch up file will be reflected in MTR. A final T-con to ratify these changes will be held on Friday 10 Feb 17. This action is being extended to 10 Mar 17 in line with the final catch up file for IDL.	Xoserve		09 Jan 17 → 10 Mar 17	PNDG
A174	Xoserve to consider delivery of IIL file for testing prior to Go Live, with consideration given to whether it is possible to deliver as part of Regression Testing or as part of IDR2.	Xoserve have now confirmed that an IIL file can be produced as part of IDR2. The file will be sent to iGTs via memory stick/courier towards the end of the IDR period. iGTs can then use this file for testing purposes. This process was agreed at a t-Con with the iGTs on Friday 3 February. <b>CLOSED.</b>	Xoserve		22 Dec 16 → 27 Jan 17	PNDG
A175	Xoserve to deliver Final IIL far enough ahead of Go Live in order to undergo full reconciliation.	Xoserve have confirmed they can produce an IIL file prior to the Go Live date of 1 June 2017. The file will be produced on 30 May 2017 and delivered to iGTs via the IX no later than 31 May 2017. This information was conveyed to the iGTs at a T-con on 03 Feb 17. <b>DUE DATE MOVED TO 05 Apr 17.</b>	Xoserve		31 Jan 17 → 05 Apr 17	PNDG

Action #	Action	Progress	Owner	Status	Due	Forum
A199	Ofgem are to write a letter to Market Participants regarding their anticipated behaviour during the transitional phase and how this impacts their volumes of transactions over the cutover period. Xoserve to then utilise industry cutover dates to assess impact to catch-up processing time frames.	Ofgem have changed the planned approach and instead of a letter to the entire industry they will have targeted communications with applicable Market Participants. <b>CLOSED.</b>	Xoserve/ Ofgem		13 Feb 17 → 28 Feb 17	RIAG
A219	Ensure that the RAID Log appropriately reflects the risk of the proximity of IDR 2 and IDR 3.	Completed. <b>CLOSED.</b>	PwC		02 Feb 17 → 06 Feb 17	Internal PwC
A222	Include the defect taxonomy list in the release of the PNSG minutes for 23 Jan 17 (follow-up to A215).	Completed. <b>CLOSED.</b>	Xoserve/ PwC		25 Jan 17	PNSG
A224	Provide information to iGT's on (1) the testing of IIL files pre-go live and (2) timing of IIL files during cutover.	Duplicate action. <b>CLOSED.</b>	Xoserve		27 Jan 17	PNSG
A225	Respond to Market Participant question: "iGT TC5 has 38 open defects due to non-industry data cleanse issues and is driving an Amber RAG for quality - how is this being addressed (e.g. via DMG action for data cleanse or new transition rules)"?	There are 29 remaining open defects, 26 of which have been fixed and are currently being validated in IGT TC6 cycle. An iGT auto-validation run is then planned for the week commencing 13 Feb 17. <b>DUE DATE MOVED TO 23 Feb 17.</b>	Xoserve		09 Feb 17 → 23 Feb 17	PNDG

Question from PNDG Attendee:	Response:
6. Is 31 May 17 set in stone for the IIL file to be delivered via IX?	<p>This questions was not able to be answered in the PNDG meeting.</p> <p><i>Note: The following update was provided post meeting:</i></p> <p>The IIL file will be sent to the iGTs on a memory stick towards the end of the IDR2 window. The exact date when this will happen has yet to be defined but will be communicated to the industry as soon as Xoserve know it.</p> <p>In the cutover the IIL file will be despatched to the iGTs on 31 May 2017. This live file will be sent over the IX network.</p>
7. There are often problems with IDL Files. As a Market Participant this is a big issue and could affect Go-Live.	300 files have been issued and only 3 have failed. You will receive the IIL File first, and thereafter receive an IDL file daily.
8. How likely is it that the Non Variable Business Days might not be sufficient?	The number of VNBs is under analysis by Xoserve based. Once the assessment submissions have been completed and a full analysis was been undertaken, the information will be shared with the wider audience.

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#### Item4: AOB

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10. Brett McGowan drew the meeting to a close, thanking participants for their constructive input. Nicola then briefly stated the importance of raising any issues as soon as possible in order for them to be mitigated/ resolved. The attendees were then split into three smaller group for some breakout sessions covering:
- Data and Transition
  - Go Live Governance plan day by day
  - Market Trials Regression