

Change Overview Board (COB) Minutes

Monday 03 November 2014

Energy Networks Association, 52 Horseferry Road, London SW1P 2AF

Attendees

Les Jenkins(Chair)	(LJ)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Adam Carden	(AC)	SSE
Andrew Green	(AG)	Total
Angela Love	(AL)	ScottishPower
Colette Baldwin	(CB)	E.ON UK
Dan Alchin	(DA)	Energy UK
Graham Wood	(GW)	British Gas
Hazel Ward	(HW)	RWE npower
Jayesh Parmar	(JP)	Baringa
Jon Dixon	(JD)	Ofgem
Lorna Lewin	(LL)	DONG Energy
Martin Baker	(MB)	Xoserve
Nick Salter	(NS)	Xoserve
Phil Broom	(PB)	GDF Suez
Sandra Simpson	(SS)	Xoserve
Sean McGoldrick	(SMc)	National Grid NTS
Simon Butter*	(SB)	Scotia Gas Networks
Steve Mulinganie	(SM)	Gazprom
Steve Simmons*	(SSi)	Scotia Gas Networks

*via teleconference

Copies of meeting papers are available at: www.gasgovernance.co.uk/COB/031114

1. Introduction and Status Review

LJ welcomed participants to the meeting.

1.1. Review of Minutes (06 October 2014)

SS requested the following rewording of Action COB1001 to add clarity.

Action COB 1001: *Gemini and iGMS* - National Grid NTS to work with and Xoserve to ~~clarify any linkage(s) between systems and identify any adverse impacts~~ understand impact of UKLP consequential change on the Gemini system, in order to determine whether an implementation may be possible post 1st October 2015 but prior to 1st April 2016, during the standard winter change freeze period, in the event that there is a delay to the implementation of UKLP.

The change was agreed and the minutes were then approved. A revised version will be published to reflect the change.

1.2. Review of Actions

COB 0804: *End Stage Assessments/Key checkpoints for the industry* – Develop and propose draft criteria for review and discussion at the November meeting.

Update: See 2.4, below. **Closed**

COB 0805: Data Capture - Pilot Process

- a) Ofgem to issue an email (via the Joint Office) to request participation in the pilot.
- b) Ofgem to collate and anonymise the data received and forward to Xoserve.
- c) Xoserve to process the data received and present results to October COB.

Update: Superseded by the approval/implementation of UNC Modification '0513 (URGENT) - UK Link Programme (Project Nexus) - independent project assurance for Users'. **Closed**

COB 0907: UK Link Programme Plan - End Stage Assessments - Ofgem (JD) to set out a possible governance framework to manage the 'go/no go' UK Link Replacement criteria.

Update: JD's intention is to build upon the information provided under Action COB 0804. He envisaged devising some objective-based tests to dovetail with Xoserve's work. Responding to questions on the interim report (Modification 0513), JD believed this would provide a snapshot as to the position, but at that point this would not be sufficient on which to base any decisions. SM thought that might depend on what the report said, for example if it was 'all on track' (or not), and asked how the outcomes would be taken forward. JD explained how he perceived the report to provide a broader insight into parties' positions and the position of the project, and he would not expect to question the October date at this point. The report should set out some recommendations of what should be done to address/continue to achieve progress.

JD reiterated the approach to gathering this information. SM had envisaged that meetings with a party's project managers would be necessary to achieve the level of detail required in the report, rather than a desktop exercise. JD indicated this was meant to be at a reasonably high-level to assess the state of readiness. It was expected that the Agent would be appointed this week; gathering, collation and assessment of information would then begin and the compilation of the report was expected by the end of the year.

Returning to the action, JD recapped that it was intended to set out how the decision making could be managed as practically as possible (decision tree), whilst recognising any anomalies that were not 'black and white' would still need a decision maker to resolve. A hierarchy to deal with the incontrovertible decisions would be devised, and perhaps the initiation of a steering group (Ofgem may or may not sit on this) to tackle any extraordinary decisions.

Indicating that he expected to discuss the principles at the December meeting, and progress from there, JD requested that this be carried forward to the December meeting. **Carried forward**

COB 1001: Gemini and iGMS - National Grid NTS and Xoserve to clarify any linkage(s) between systems and identify any adverse impacts.

Update: See 1.1 above. It was agreed to reword this action to:

Gemini and iGMS - National Grid NTS to work with Xoserve to understand impact of UKLP consequential change on the Gemini system, in order to determine whether an implementation may be possible post 01 October 2015 but prior to 01 April 2016, during the standard winter change freeze period, in the event that there is a delay to the implementation of UKLP.

SS reported that she and SMc have a meeting arranged with other Xoserve and

Transmission representatives on 04 November where this topic will be discussed. SS requested that the action be deferred and an update would be provided prior to the December meeting. **Carried forward**

COB 1002: *UK Link Programme Detailed Design Phase* - Confirm absolute deadline for completion.

Update: SS confirmed that this was complete, with the exception of some of the non-core items (see 2.1 below), but cautioned that as the Programme progressed, things may surface that force a reopening of Detailed Design and testing. **Closed**

COB 1003: *Data Cleansing* - Identify what is a satisfactory % level of cleansed data to have reached before further advances in testing phases can be made, and provide a status report from the Data Cleansing Forum.

Update: Addressed under 2.4, below. **Closed**

2. In-flight Programme Overview

2.1. UK Link Programme - Dashboard and supporting information

Noting that the overall status was at amber and that some of the information had moved on since the Dashboard was published for this meeting, SS provided an overview of activities and achievements, together with Programme milestones and Industry Engagement communications, and a summary of Risks and key dependencies. Priorities for the next period were outlined.

Key Dependencies were discussed and SS responded to various questions.

File Formats

The discussions at UKLC had gone well, but there were still some resolutions to be worked on. Functional Fit remains positive. Detailed design (DD) has been completed for core elements with some non-core areas outstanding (e.g. retrospective adjustments). It was questioned at what point could the date no longer be moved and what would be the impact on other parties. SS indicated there was only a small part of the DD left to do and there was still an opportunity to complete. Status was discussed and it was agreed that DD should be changed from green to amber (and reflect the date change) and that a commentary should be added to clarify what was outstanding.

SS confirmed the To Be processes that remained to be covered by the end of the year.

Answering a query from SSI, SS confirmed that non-Shipper file formats had been released also and would confirm offline to which party(ies) in SGN they had been sent.

It was queried if market trials should be placed in front of UAT; was there a risk that this might affect UAT? This was discussed and it was recognised that the proximity could result in retesting being required. SS explained why it would be left at green status.

AC observed there seemed to be the assumption that Shippers would be building/phasing in the same order as Xoserve; testing can be out of kilter. SS reiterated that Xoserve was trying to bring forward market testing to give parties longer to do this. AC stated he needed to understand the mitigation. There appeared to be mitigation of one risk and creation of a new risk. Testing and regression testing was discussed. SS indicated that Xoserve was not at the stage where it could be confirmed what was to be available. Referring to the decision to overlap, anything that would have an external impact will be frontloaded into UAT. SS referred to a meeting the next day at which parties would be able to indicate what they wanted to see in market trials.

SS reiterated that Xoserve's delivery plan did not require other parties' approval, and stressed she can only report on that and Xoserve's readiness.

SM believed a risk had been introduced that was not there before and SS agreed. The slippage of a month now creates a risk with a consequential effect to Shippers' testing window. SS will document this as a risk, but did not agree that Xoserve was constraining the time period. As progress is made and errors/issues are identified dates may be changed. SM queried at what point would it become impossible to take any more of the window. It was suggested that market trials might be considered a key milestone.

Responding to AG, SS explained the milestones that feed into Xoserve's Critical Path; there was no intention to review that at COB every month.

SMc suggested it would be helpful that if the last reported planned date was moved it could be shown in brackets after the new date.

ACTION COB 1101: *UK Link Programme Dashboard* - Update and republish.

CMS Consequential Change: SS gave a brief overview of the current position; no significant changes since last month.

SAP BW (IP/DE): SS gave a brief overview of the current position; no significant changes since last month.

Gemini Consequential Change: SS gave a brief overview of the current position. Build was progressing well; system testing starts at the end of November. The walkthrough was planned for 24 November at UKLIEF.

2.2. Change Portfolio - Timeline and Dashboards

Programme Dashboards were presented.

EU Reform – EU Phase 2 and Gas Day Changes: SS gave a brief overview of the current position. Build is going to plan and preparation for testing has started; it was noted that the modifications were outstanding.

Noting the scope and impact of the changes, LJ questioned was a more detailed Dashboard required for this area? Following a brief discussion it was agreed that it would be prudent to see more detail and that SS would develop one for the next meeting.

ACTION COB 1102: *UK Link Programme Dashboard EU Reform – EU Phase 2 and Gas Day Changes* - Produce a more detailed Dashboard for this area for the next meeting.

Smart Portfolio – DCC Day 1 and DCC Gateway: SS reported that DD had finished 2 days early; potential SIT delays were noted and being monitored.

Faster Switching (Modification 0477): SS confirmed this was going live this weekend following a successful 'dress rehearsal' with very few errors.

2.3. Critical Path - Programme Update

No detailed review this at this meeting.

2.4. UK Link Programme Plan - End Stage Assessments

Data cleansing update

In response to Action COB 1003, NS gave a brief presentation, reporting on current progress made in respect of data cleansing ('Settlement' and 'Technical' data) and potential risks. It was unlikely that every issue would be resolved by December 2014, and it was noted that testing might uncover new issues.

A table was displayed illustrating the individual topic areas addressed (Settlement) and the ongoing progress made/percentage complete. Work was continuing and it was hoped these would be cleared by the end of the year.

NS then reported on 'Technical' data, and gave examples of 'already known' issues that might have to be dealt with.

SM was concerned that any decisions made in relation to SAP (system compromise) was not the responsibility of DCF, so where should any such decision be made? Who was the relevant body? This was discussed at some length, with no immediately obvious resolution to the question. As raised at previous meetings, there were concerns that particular important decisions might need to be made (potentially involving multi million pound expenditure) and yet there was no formal route/body in existence that was empowered to take the necessary action on behalf of the industry to move forwards. The formation of a Steering Group was suggested, appropriately constituted with senior industry members so that any decisions taken would not be undermined. It would need to have the viries and appropriate governance acceptable to and by the industry. SMc pointed out that scope would need close consideration - any decisions made for the UKLP could have consequential effects on other programmes that were in flight or development, and members would have to be capable of exercising a wide-ranging view to consider broader implications.

SM suggested looking at what had been put in place for RGMA (circa 2003?). AL offered to research this and report back.

ACTION COB 1103: *Potential Steering Group formation* - AL to research what decision- making governance was put in place for RGMA (formal body, how initiated, how constituted, formal governance etc) and report back to next meeting.

Returning to the presentation, NS reiterated that work was continuing, with nothing identified so far that would stop progress.

Industry 'Go/No Go' criteria

In response to Action COB 0804, SS gave a brief presentation proposing an approach for identifying and agreeing the high level factors that must be assessed to determine the industry's readiness for UKLP implementation.

At this meeting she proposed that the COB determine whether each of the areas/topics identified so far would require the demonstration of 100% completion ('total') or 'partial' completion.

At December's meeting closer consideration could then be given to those that had been identified as potentially requiring only partial completion, to agree in each case an appropriate metric for measurement of the degree of completion, and to determine the acceptable level of attainment.

A table illustrating the high level perspectives of the factors IT Delivery, Data, and Governance was displayed, reviewed and discussed. There were a number of related questions to contemplate including, was it technical data issues that stops things working, or 'unresolved' data, the standard of which was not acceptable? To what level

of resolution would be acceptable? Can legacy systems continue to operate, should modifications not be approved? All of these might need looking at more closely at the next meeting.

A spreadsheet was then displayed, showing each of the items listed in the table. The requisite level of each was then debated and tentatively agreed as either partial or total, and LJ captured the agreed status on the spreadsheet and made other amendments to better define certain criteria. SS will update the revised sheet ready for progression to the next level of assessment.

ACTION COB 1104: Industry 'Go/No Go' Criteria Spreadsheet - Line 22 'Relevant contracting arrangements in place' - SS to clarify which contracts this refers to.

ACTION COB 1105: Industry 'Go/No Go' Criteria Spreadsheet: SS to update the revised sheet ready for progression to the next level of assessment.

Asked if it was intended to devise/provide a scoring system SS reiterated that this would be for consideration at the next meeting.

3. Planning

3.1. Short to Medium Term Planning Overview *(relates to deliverables that are essentially defined and due for delivery over the next 18 - 24 months)*

3.1.1. UNC Modification 0513 (Urgent) - Update

LJ reported that this had been approved and implemented on 27 October 2014.

3.1.2. Data Capture – Pilot Process

Superseded by outcome of UNC Modification 0513.

3.2. Medium to Long Term Strategic Planning Overview

3.2.1. Ofgem Strategic Road Map

JD gave an overview of the map of regulatory change provided, pointing out it had been produced for the Smarter Markets Programme and the events captured may not all have an impact on central systems. A more focused version could be produced for COB and was there anything else that should be included? This was discussed. JD was happy to make it more generic, but it could it make it more cluttered and perhaps less useful. It was noted there were some sensitivities around certain events and what can be shown and this might need to be pragmatically balanced (increased transparency as against potentially prejudicing other areas); circumspection may be required and this therefore will not be a 'definitive' overview in that respect.

SM suggested that Distribution, Transmission and European changes should be captured to give a broader regulatory picture, and provide earlier sightlines of potential change.

Asking what should be done with the information to provide maximum industry benefit, MB offered to liaise with Ofgem to increase understanding across parties.

JD believed a 'missing part' to be an understanding of what the natural lifecycles of existing systems/contracts are, and potential timelines for replacements, etc.

Greater visibility of these factors would help to inform decisions on what may/may not be the best time to act/react in terms of other initiatives, etc.

3.2.2. Data Capture – impacts and dependencies

NS introduced his colleague MB to the meeting, and outlined MB's current role.

The Change Horizon schematic was displayed and reviewed. MB explained the purpose and drew attention to the Zones - Zone 3 was the 'most immediate'. More detail will be captured as an event progresses through the zones, and it was proposed to do this through means of a template.

The Change Horizon Event Template was then displayed, and MB explained what information might be captured and included. This was reviewed and a number of improvements were suggested. It was also suggested that each completed template might then be reviewed once a quarter, with flexibility to review earlier if a change in circumstances/events warranted.

Ownership and maintenance of the template was discussed; it would be the COB's document, with Xoserve agreeing to maintain/update it. It was suggested that the documents might be published on the JO website for easy access.

Reverting to the schematic, HW asked about the statement at the head "Potential to include 'electricity only' topics". NS gave some context to the congestion of the picture and what else should be included was discussed. It was suggested that if there was any relevant event (with a logical connection) to gas then it should be included. NS noted that some 'dual fuel' events were already captured, and the meeting agreed these were important to consider, as any changes may have to be released together. HW pointed out there was a responsibility to flag up any other energy-related changes but there may not be a need to capture every single one on this schematic. It was agreed the schematic was a sensible and prudent way to give an early sight of any potential constrictions/constraints and could evolve as appropriate.

A populated example of the Change Horizon Event Template was then displayed, and MB briefly outlined what information had been included. This was reviewed and it was suggested that due to sensitivities on many levels perhaps the Event currently designated as 'UK Withdrawal from EU', should be signified along the lines of 'UK Membership of EU'.

In summary, the following improvements to the schematic and the template were suggested:

- Retitle event currently showing on the schematic as 'UK Withdrawal from EU'.
- Retitle Template as 'Gas Central Services Change Horizon Event Template' and include a purpose statement or a footnote that places it in the right context; in the first section, include more detail about impacted parties/constituents; include impacts on other projects, on delivery, and any dependencies at appropriate points.

ACTION COB 1106: Gas Central Services Change Horizon Schematic and Event Template - Amend to take account of suggestions made.

Next Steps

MB indicated that individual Templates for the events in Zone 2 will be produced and populated with the information available to date, and then brought back to the next meeting.

ACTION COB 1107: Gas Central Services Change Horizon Event Template - Complete individual Templates for the events in Zone 2 and populate with the information available to date, and bring back to the next meeting.

4. Issues for discussion

None raised.

5. Any Other Business

None raised.

6. Diary Planning

Further details of planned meetings are available at: <http://www.gasgovernance.co.uk/Diary>

Change Overview Board (COB) meetings will take place as follows:

Time/Date	Venue	Programme
10:00 Monday 01 December 2014	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Monday 12 January 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Tuesday 03 February 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Monday 02 March 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Tuesday 14 April 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Monday 11 May 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Tuesday 09 June 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Monday 06 July 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Monday 03 August 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Monday 07 September 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>

10:00 Monday 05 October 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Monday 02 November 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:00 Monday 07 December 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>

Action Table – Change Overview Board (03 November 2014)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
COB 0804	04/08/14	3.1.4	<i>End Stage Assessments/Key checkpoints for the industry</i> – Develop and propose draft criteria for review and discussion at the November meeting.	Xoserve (SS)	Closed
COB 0805	04/08/14	3.2	<i>Data Capture - Pilot Process</i> – a) Ofgem to issue an email (via the Joint Office) to request participation in the pilot. b) Ofgem to collate and anonymise the data received and forward to Xoserve. c) Xoserve to process the data received and present results to October COB.	Ofgem (JD) and Xoserve (SS)	Closed
COB 0907	01/09/14	2.1.4	<i>UK Link Programme Plan - End Stage Assessments</i> - Ofgem (JD) to set out a possible governance framework to manage the 'go/no go' UK Link Replacement criteria.	Ofgem (JD)	Due at Dec meeting Carried forward
COB 1001	06/10/14	1.2	<i>Gemini and iGMS</i> - National Grid NTS to work with Xoserve to understand impact of UKLP consequential change on the Gemini system, in order to determine whether an implementation may be possible post 01 October 2015 but prior to 01 April 2016, during the standard winter change freeze period, in the event that there is a delay to the implementation of UKLP.	National Grid NTS (SMc) and Xoserve (SS)	Update prior to Dec meeting Carried forward
COB 1002	06/10/14	2.1.1	<i>UK Link Programme Detailed Design Phase</i> - Confirm absolute deadline for completion.	Xoserve (SS)	Closed

Action Table – Change Overview Board (03 November 2014)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
COB 1003	06/10/14	2.1.1	<i>Data Cleansing</i> - Identify what is a satisfactory % level of cleansed data to have reached before further advances in testing phases can be made, and provide a status report from the Data Cleansing Forum.	Xoserve (NS)	Closed
COB 1101	03/11/14	2.1	<i>UK Link Programme Dashboard</i> - Update and republish.	Xoserve (SS)	Pending
COB 1102	03/11/14	2.2	<i>UK Link Programme Dashboard EU Reform – EU Phase 2 and Gas Day Changes</i> - Produce a more detailed Dashboard for this area for the next meeting.	Xoserve (SS)	Pending
COB 1103	03/11/14	2.4	<i>Potential Steering Group formation</i> - AL to research what decision-making governance was put in place for RGMA (formal body, how initiated, how constituted, formal governance etc) and report back to next meeting.	ScottishPower (AL)	Pending
COB 1104	03/11/14	2.4	<i>Industry ‘Go/No Go’ Criteria Spreadsheet: Line 22 ‘Relevant contracting arrangements in place’</i> - SS to clarify which contracts this refers to.	Xoserve (SS)	Pending
COB 1105	03/11/14	2.4	<i>Industry ‘Go/No Go’ Criteria Spreadsheet:</i> SS to update the revised sheet ready for progression to the next level of assessment.	Xoserve (SS)	Pending
COB 1106	03/11/14	3.2.1	<i>Gas Central Services Change Horizon Schematic and Event Template</i> - Amend to take account of suggestions made.	Xoserve (MB)	Pending
COB 1107	03/11/14	3.2.1	<i>Gas Central Services Change Horizon Event Template</i> - Complete individual Templates for the events in Zone 2 and populate with the information available to date, and bring back to the next meeting.	Xoserve (MB)	Pending