

Project Nexus Steering Group Minutes
Monday 14 March 2016
Ofgem’s Offices, 9 Millbank, London SW1P 3GE

Attendees

Alex Travell	(AT)	E.ON (Representing large, mixed portfolio shippers)
Alison Russell	(AR)	Utilita Energy (<i>Representing small, new entrant shippers</i>)
Angelita Bradney	(AB)	Ofgem
Chris Warner	(CW)	National Grid Distribution (<i>Representing gas transporters, distribution</i>)
Gareth Evans	(GE)	Waters Wye Associates (<i>Representing industrial and commercial shippers</i>)
Gill Williams	(GW)	PwC
James Beverley	(JB)	Baringa
Jon Dixon	(JD)	Ofgem
Karen Visgarda (Secretary)	(KV)	Joint Office
Les Jenkins (Chair)	(LJ)	Joint Office
Mike Harding	(MH)	Brookfield Utilities (<i>Representing gas transporters, independent</i>)
Nick Salter	(NS)	Xoserve
Phil Lucas	(PL)	National Grid NTS (<i>Representing gas transporter, transmission</i>)
Rob Salter-Church	(RSC)	Ofgem
Sandra Simpson	(SS)	Xoserve
Steve Jennings	(SJ)	PwC

Copies of papers are available at: <http://www.gasgovernance.co.uk/NexusSG/140316>

Key Messages from this meeting:

Improving Project Management and Assurance activities		
	<ul style="list-style-type: none"> Evolution to streamline and refocus programme governance. Ofgem are assuming the role of Project Sponsor. PwC will have a remit to provide extended project management and assurance activities. Ofgem open letter expected to be published 15 March 2016, with further details by the end of the week. Whilst this is rolling out, PNSG urges all parties to continue with all efforts to deliver as planned for 01 October 2016. 	INFORMATION AND ACTION
Market Trials		
	<ul style="list-style-type: none"> PNSG recognised the practical difficulties shippers are facing and urged parties to continue with testing plans – and not to wait for a perceived ‘perfect time’ - to unearth the extent of the issues. Industry self-assessment (for completion on PwC portal by 21 March) will be used seek to understand root causes of difficulties. 	INFORMATION AND ACTION
RGMA		

Delivery	<ul style="list-style-type: none"> • Delivery approach refreshed to make it more agile and increase the likelihood of delivery on time. • Xoserve confirmed they had stopped work on Data Update Code (DUC) and are proposing de-scoping (to be considered at next PNSG). 	INFORMATION
Testing	<ul style="list-style-type: none"> • Delivery of RGMA into MT expected 15 April but risks exist. • MTWG have considered testing options based on different scenarios. 	INFORMATION
Next Steps	<ul style="list-style-type: none"> • PwC will be updating/recommending on options in the next week or so. • Update at PNSG on 24 March. 	INFORMATION
Unique Sites		
	<ul style="list-style-type: none"> • Impact assessment carried out by Xoserve and via PwC portal. • PNSG recognised broad range of views. • Xoserve report good progression of delivery and system testing, but that de-scoping adds risk. • On balance, PNSG minded to continue as plan. • MTWG to be asked how best to test the US functionality. • Update at PNSG on 24 March. 	INFORMATION

1.0 Introduction and Note of Alternates

The ‘Chatham House Rule’ applies to general discussion.

LJ welcomed all to the meeting and explained the usual agenda was unlikely to be discussed, as the future programme governance was the priority, as described in the Draft letter from Ofgem.

LJ proposed, however, to cover some the pressing areas of the original agenda, if time allowed. These were Unique Sites and RGMA updates.

1.1. Note of Alternates

Alison Russell for Jeremy Guard.

1.2 Apologies received

Jeremy Guard.

2.0 Review of Minutes (22 February 2016 and 07 March 2016)

AR proposed an amendment to the minutes of 22 February 2016, to be clear that the burden of regression testing increased the later any deferral of Unique Sites functionality took place, due to the removal of code and the need to confirm what is left still works. The minutes of the previous meetings were then approved and will be updated and republished.

3.0 Programme Governance

RSC introduced the draft letter, confirming that Ofgem were now assuming the role of Project Sponsor and that PwC were being given a more extensive remit to provide extended project management and assurance responsibilities.

General discussion then ensued about the streamlining and refocusing of the programme, together with the governance arrangements and the extended role PwC would undertake. The Steering Group fully endorsed these extended arrangements.

4.0 Programme Report (PwC) – by exception only

GW overviewed elements of the Programme Report and reported that Market Trials L3/4 were opened to all participants on 1 March 2016. Low levels of participation had been observed and discussion took place about the reasons for this, including that MPRNs could only be used once and that some automated functions were not available. Shipper constituent members informed the Steering Group that testing-related problems were a significant matter and had caused a considerable amount of concern amongst parties. After some discussion, GW agreed that PwC should investigate root causes of the low participation. JD felt that it was important that the Market Trials were to be continued as much as possible, to find the underlying issues and the Group endorsed this.

See below for discussion relating to RGMA and Unique Sites.

The next formal update is due at the meeting on 11 April 2016.

5.0 Matters for consideration

5.1 Unique Sites: focus on plan and industry impacts (PwC/SS)

GW explained that Xoserve had done work on the impacts of de-coupling of Unique Sites and 18 participants had responded via the PwC portal. SS reported that Xoserve considered that it was higher risk to defer US now and recommended it should remain in scope.

After further discussion, it was agreed that the MTWG should consider the best testing approach for US as having this was a key part of the decision on inclusion or otherwise.

LJ advised this was the correct way forward, as not enough information was known presently to make a decision.

5.2 RGMA: focus on 15 April and impact on MT – (PwC/SS)

SS summarised the current position and explained that delivery into MT on 15 April 2016 was not without risk, however the RGMA Testing and Development teams had now been moved offshore to India to become one agile team.

SS explained that the Data Update Code (DUC) functionality was developed as a 'work-around' that few parties used, and development work had been stopped by Xoserve. SS overviewed the RGMA Health Check, regarding Splitting and Routing, which was originally done in MAT, would now be done in SAT, and with regards to the Minimum Data Requirements, SS explained non mandatory files would be treated as mandatory, with JOB and UPD having to be fully populated. The Shipper Validations would now only be undertaken at a 'live status' moving forward.

General discussion took place regarding the proposed delivery date into MT of 15 April. It was agreed that PwC should conduct an urgent 'achievability review' to enable a decision on RGMA to be taken on 24 March 2016.

5.3 Data Preparation – update (PwC/SS)

Information had been included in the pack. It was noted that PwC would be doing more on this as part of their newly-extended responsibilities.

5.4 DCC Contingency Request – ongoing monitoring

Deferred until 24 March 2016 meeting.

6.0 Key Milestones – consideration deferred

6.1 M1.3c: Xoserve RGMA UAT Complete (due 29 February 2016) - Approval

Deferred until 24 March 2016 meeting.

6.2 M2.4c: L3/4 MT Core Start (due 01 March 2016) - Approval

Deferred until 24 March 2016 meeting.

6.3 M3.2: Unique Sites (US) Build and Unit Test Complete (due 04 March 2016) – Approval

Deferred until 24 March 2016 meeting.

7.0 Programme Risks and Issues for consideration

Deferred until 24 March 2016 meeting.

8.0 Any Other Business

None.

9.0 Outstanding Actions

All outstanding actions were deferred until 24 March 2016 meeting.

0111: Data Quality/Cleansing (Risk R.19) - AS to liaise with SS to examine previous work carried out (by Emma Lyndon, Xoserve) in this area and ascertain if this can be built upon, and return to PNSG with a plan for a plan.

Update: Deferred until 24 March 2016 meeting. **Carried forward**

0205: US delivery to plan - CW to assess effects on Modification 0432.

Update: Deferred until 24 March 2016 meeting. **Carried forward**

0209: RGMA potential items for descopeing - Xoserve to provide further details/statistics on 'odd, infrequent scenarios' so that these can be assessed for potential de-scoping.

Update: Deferred until 24 March 2016 meeting. **Carried forward**

0210: US Delivery (retention/removal) - PwC to seek participant feedback on any 'big picture' negative impacts of continuing with legacy systems or other interim arrangements to cover US, and report back to next meeting (07 March 2016).

Update: Deferred until 24 March 2016 meeting. **Carried forward**

0211: US Delivery (retention/removal) - AS to seek MTWG views on reasons to justify retaining US in the Core delivery; and in the event of US exclusion/deferral, to if/how MT can deal with any adjustments and how July MT would be reprioritised, and report back to the next PNSG meeting.

Update: Deferred until 24 March 2016 meeting. **Carried forward**

0212: 'Release 2' - Ofgem to consider what, if any, formalised arrangements should be put in place to provide a continuing oversight/assurance of the delivery of 'Release 2' and to enable a seamless transition.

Update: Deferred until 24 March 2016 meeting. **Carried forward**

0213: Risk R.28 Release Reporting (clarity on dates) - SS to provide relevant Update Pack slide to Shipper constituency representatives(s) for circulation to Shipper constituents, and AS to publish relevant information on PwC portal.

Update: Deferred until 24 March 2016 meeting. **Carried forward**

0214: Programme Contingency - SS and AS to look at appropriate options.

Update: Deferred until 24 March 2016 meeting. **Carried forward**

10.0 Key Messages and Items for Publication

The Key Messages were discussed and agreed. The table including the information, circulated by email following this meeting, is provided at the head of these minutes (see page 1, above).

Publication of meeting papers was agreed.

11.0 Next Agenda and Diary Planning

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

The next meeting will be held on Thursday 24 March 2016 by teleconference (14:00 - 16:00) The teleconference details will be: 0207 950 1251, access code 21870295#.

At this meeting the expectation will be to cover the following:

- Review/approve minutes
- Programme Report (next report due in April 2016)
- Matters for consideration
 - Unique Sites: decision on continuation (PwC)
 - RGMA: determine achieveability (PwC)
 - MT L3/4 Progress – progress inc. understanding barriers (PwC/SS)
- Key Milestones
 - M1.3c: Xoserve RGMA UAT Complete (due 29 February 2016) - approval
 - M2.4c: L3/4 MT Core Start (due 01 March 2016) - approval
 - M3.2: Unique Sites Build and Unit Test Complete (due 04 March 2016) - approval
- Programme Risks and Issues for consideration (by exception)
- Any Other Business
 - RAASP Delivery Plan – update (SS)
 - SGN Letter (CW/GW)
- Review outstanding actions.

Attendance

It is assumed that all members will attend/participate unless the Chair is notified otherwise and that any meeting papers for publication should be provided to the Joint Office as soon as possible and in advance of each meeting.

Members are reminded they must formally notify the Joint Office of any absence and the attendance of their Alternate.

Unless otherwise notified, Project Nexus Steering Group meetings will take place as follows:

Time/Date	Venue	Workgroup Programme
14:00 - 16:00, Thursday 24 March 2016	Teleconference	See details at 11.0, above
10:00 - 13:00, Monday 11 April 2016	Ofgem, 9 Millbank, London SW1P 3GE	<i>To be confirmed</i>
10:00 - 12:00, Monday 25 April 2016	Teleconference	<i>To be confirmed</i>
10:00 - 13:00, Monday 16 May 2016	Ofgem, 9 Millbank, London SW1P 3GE.	Formal checkpoint meeting

10:00 - 13:00, Friday 27 May 2016	Ofgem, 9 Millbank, London SW1P 3GE	Formal checkpoint meeting
10:00 - 13:00, Monday 13 June 2016	Ofgem, 9 Millbank, London SW1P 3GE	<i>To be confirmed</i>
10:00 - 12:00, Monday 27 June 2016	Teleconference	<i>To be confirmed</i>
10:00 - 13:00, Monday 11 July 2016	Ofgem, 9 Millbank, London SW1P 3GE	<i>To be confirmed</i>
10:00 - 13:00, Wednesday 27 July 2016	Ofgem, 9 Millbank, London SW1P 3GE	Formal checkpoint meeting
10:00 - 13:00, Monday 08 August 2016	Ofgem, 9 Millbank, London SW1P 3GE	<i>To be confirmed</i>
10:00 - 12:00, Monday 22 August 2016	Teleconference	<i>To be confirmed</i>
10:00 - 13:00, Monday 05 September 2016	Ofgem, 9 Millbank, London SW1P 3GE	<i>To be confirmed</i>
10:00 - 13:00, Monday 19 September 2016	Ofgem, 9 Millbank, London SW1P 3GE	Formal checkpoint meeting

Action Table (14 March 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0111	18/01/16	6.1	<i>Data Quality/Cleansing (Risk R.19)</i> - AS to liaise with SS to examine previous work carried out (by Emma Lyndon, Xoserve) in this area and ascertain if this can be built upon, and return to PNSG with a plan for a plan.	Xoserve (SS) and PwC (AS)	Due at 24 March 2016 meeting Carried forward
0205	08/02/16	3.0	<i>US delivery to plan</i> - CW to assess effects on Modification 0432.	National Grid Distribution (CW)	Due at 24 March 2016 meeting Carried forward

Action Table (14 March 2016)

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0209	22/02/16	4.1	<i>RGMA potential items for descopeing</i> - Xoserve to provide further details/statistics on 'odd, infrequent scenarios' so that these can be assessed for potential de-scoping.	Xoserve (SS)	<i>Due at 24 March 2016 meeting</i> Carried forward
0210	22/02/16	4.3	<i>US Delivery (retention/removal)</i> - PwC to seek participant feedback on any 'big picture' negative impacts of continuing with legacy systems or other interim arrangements to cover US, and report back to next meeting (07 March 2016).	PwC (AS)	<i>Due at 24 March 2016 meeting</i> Carried forward
0211	22/02/16	4.3	<i>US Delivery (retention/removal)</i> - AS to seek MTWG views on reasons to justify retaining US in the Core delivery; and in the event of US exclusion/deferral, to if/how MT can deal with any adjustments and how July MT would be reprioritised, and report back to the next PNSG meeting.	PwC (AS)	<i>Due at 24 March 2016 meeting</i> Carried forward
0212	22/02/16	4.3	'Release 2' - Ofgem to consider what, if any, formalised arrangements should be put in place to provide a continuing oversight/assurance of the delivery of 'Release 2' and to enable a seamless transition.	Ofgem (AB/JD)	<i>Due at 24 March 2016 meeting</i> Carried forward
0213	22/02/16	6.1	<i>Risk R.28 Release Reporting (clarity on dates)</i> - SS to provide relevant Update Pack slide to Shipper constituency representatives(s) for circulation to Shipper constituents, and AS to publish relevant information on PwC portal.	Xoserve (SS) and PwC (AS)	<i>Due at 24 March 2016 meeting</i> Carried forward

Action Table (14 March 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0214	22/02/16	8.0	<i>Programme Contingency - SS and AS to look at appropriate options.</i>	Xoserve (SS) and PwC (AS)	<i>Due at 24 March 2016 meeting</i> Carried forward