

## Project Nexus Workstream Minutes

Tuesday 23 June 2009

### Teleconference

#### Attendees

Bob Fletcher (Chair)	(BF)	Joint Office of Gas Transporters
Mike Berrisford (Secretary)	(MiB)	Joint Office of Gas Transporters
Alan Raper	(AR)	National Grid Distribution
Collette Baldwin	(CB)	EON UK
Chris Warner	(CW)	National Grid Distribution
Fiona Cottam	(FC)	xoserve
Jemma Woolston	(JW)	Shell
Joanna Ferguson	(JF)	Northern Gas Networks
Joel Martin	(JM)	Scotia Gas Networks
John Lees	(JL)	RWE npower
Karen Kennedy	(KK)	Scottish Power
Martin Brandt	(MB)	SSE
Mayokum Alonge	(MA)	Gas Forum
Sean McGoldrick	(SM)	National Grid NTS
Shirley Wheeler	(SW)	xoserve
Simon Trivella	(ST)	Wales & West Utilities
Stefan Leedham	(SL)	EDF Energy
Steve Nunnington	(SN)	xoserve
Tim Davis	(TD)	Joint Office of Gas Transporters

#### Apologies

Richard Street Corona Energy

### 1. Introduction

BF welcomed all to the meeting of the Workstream. All materials relating to the Workstream will be published on the Joint Office website at <http://www.gasgovernance.com/Code/Workstreams/nexus/>.

#### 1.1 Review of minutes

Two typographical errors were corrected in the minutes:

The initials for Shirley Wheeler were changed from SH to SW and Section 5 paragraph 2, PENAG should read PNAG.

*Post meeting note: a revised version (3.0) of the minutes has been published.*

There was a general discussion over which topic workgroup was selected to trial funding. CW suggested the volume workgroup might be the preferred option. SN suggested that volume is mostly looking at the conceptual aspects and may not be suitable. JF thought the meter reading workgroup had been agreed at the previous meeting and would be more appropriate.

When asked, members agreed to utilise the meter reading workgroup to trial the funding debate discussions.

Thereafter, the minutes of the 03 June meeting were accepted.

#### 1.2 Review of actions

**Action NEX0006:** Review and amend the plan to attempt to remove other industry conflict dates before providing a copy for publication on the Joint Office of Gas Transporters web site. **Update:** BF informed members that a revised workgroup plan taking into consideration potential industry meeting conflict dates had been published and therefore the action is now completed.

**Action: Closed**

**Action NEX0007:** Ensure that both the further funding arrangements debate and Topic Workgroup Report formats are included on the next Project Nexus Workstream Meeting Agenda. **Update:** BF informed members that although funding arrangements debate was originally included in version 1.0 of the agenda it had subsequently been removed in a revised version in light of the previous discussions to consider this issue within the meter reading topic workgroup. Therefore, the action could now be closed.

**Action: Closed**

**Action NEX0008:** Investigate possible topic interdependencies and include on any future versions of the plan. **Update:** SW opened by informing members that xoserve are currently finding it difficult to identify the various topic workgroup inter-dependencies as these can be very dynamic in nature. MB asked how inter-dependencies are associated with 'closed' topic workgroups (i.e. where one or more workgroups with associated inter-dependencies closes) would be managed; SW acknowledged that these situations may be more difficult to effectively manage as the inter-dependencies are in many cases secular. The issue is compounded by having to wait for the 'final' version of the business rules which can only be provided once all topic workgroups have completed their work. SW proposed initially including any workgroup inter-dependencies within the 'Topic Workgroup Monthly Report' template and members supported this approach.

BF suggested that the action could now be closed.

**Action: Closed**

**Action NEX0009:** Arrange the next six (6) Project Nexus Workstream meetings and notify members of the specific meeting arrangements in due course. **Update:** Please refer to item 5.

**Action: Closed**

## 2. Topic Workgroup(s) Terms of Reference

BF reminded members that this item will remain as a standing agenda item and informed them that the 1<sup>st</sup> workgroup meeting (market differentiation) is scheduled to take place via a teleconference on Wednesday 24 June 09.

## 3. Workgroup Reporting Template

FC advised members that the template is for the provision of a standard report from all topic workgroups, which will aim to summarise the progress the topic workgroup is making against the workplan. It will also be used to capture potential resource conflicts, issues and dependencies for discussion at the Project Nexus Workstream. FC thought it would be more reflective of the topic workgroups if volunteers from within the respective topic workgroups were to present the monthly reports to the Project Nexus Workstream. Members were asked for their views and comments.

SL was concerned the report may not capture the required level of detail needed by those organisations who may not be able to support all topic workgroups. By

including more information it may enable non participants of a particular meeting to keep up to date. FC agreed to add more detail to the progress section to include provisions for any decisions made; concluding parties should be able to keep up to date by referring to the summary and then the respective topic workgroup minutes for more details.

FC suggested that it would be beneficial for topic workgroup members to complete the report before closing a meeting, thereby avoiding unnecessary delay and subsequent complications in getting 'sign off' of the report by topic workgroup members.

CB thought there may be inefficiencies if topic workgroup members were required to present to the Project Nexus Workstream. BF suggested that it may be feasible for a topic workgroup representative to provide a report via teleconference or live meeting rather than attend in person.

SL suggested the task of generating the reports should rest with the Joint Office and xoserve. This would be important in instances where a topic workgroup encounters timing and delivery issues. In response, FC suggested that every effort should be made to ensure that the report is generated during its respective meeting, even if it means ending the formal meeting early enough to ensure this takes place.

Members then suggested expanding the workgroup report template to include new sections for:

- capture of workgroup inter-dependencies;
- provision of ongoing funding debate/discussion
  - it was however, acknowledged that this item may remain blank during the initial topic workgroup reports;
- high/medium/low level benefits analysis;
- who is presenting the report to the Project Nexus Workstream.

In summary, members agreed the reporting template should be used by the topic workgroups. FC agreed to amend the template to include the items requested above in time for consideration at the next Project Nexus workstream.

**New Action NEX0010: xoserve (FC) to amend the template based on comments received during the meeting.**

#### **4. Update on the Workgroup Approach and Plan**

SN advised members that the latest version of the plan has been published on the Joint Office web site and takes into account the impacts from other industry meetings. FC pointed out the initial requirement of the plan was to provide a flexible framework within which the respective topic workgroups could accommodate minor changes to their timetables, thereby maximising resource availability and minimising meeting conflicts.

JM asked about accommodating data management workgroups on the Joint Office web site. TD indicated that the Joint Office would be happy to do so within their web site events calendar. FC agreed to take an action to include data management workgroups within the workplan and at the same time ensure any inter-dependencies are clearly marked.

CB asked for a track changed version of the workplan to facilitate easy identification of changes. FC agreed to provide track changed version of the plan.

SW asked members if the dates in the workplan could be base-lined for each of the topic workgroups. SL and MB thought the best solution would be to track progress

based on the start and end dates. SW agreed to take an action to provide a start/end date workgroup progress tracking mechanism.

*Post meeting note: the Joint Office Events Calendar has been updated to include data management meetings.*

**New Action NEX0011: xoserve (FC) to include data management workgroups within a revised version of the workplan.**

**New Action NEX0012: xoserve (FC) to provide a track changed version of the workplan to facilitate easier tracking of changes to it.**

**New Action NEX0013: xoserve (SW) to develop a draft workgroup start/end date progress tracking report for consideration at the next workstream meeting.**

## 5. Next Steps – diary / planning

BF advised members of the provisional 2009 workstream meeting dates which have been published on the Joint Office web site. BF suggested a number of the earlier meetings could be held as teleconferences rather than face to face, due to limited items to discuss until the topic workgroups commence reporting.

CW agreed with the option to change to a teleconference if the agenda was light. KK asked if at least two (2) weeks notice could be given before changes to the meeting venues/formats to avoid incurring unnecessary transportation costs. BF agreed to review the meeting venue/format of the next Project Nexus workstream and notify members if changes are to be proposed at least two weeks prior to meeting.

Following discussion, members agreed the following meeting dates for the remainder of 2009. It is proposed that each meeting will be held at the ENA Office in London, commencing at 10:30am unless otherwise stated:

- Monday 27 July 2009;
- Monday 24 August 2009;
- Friday 25 September 2009;
- Friday 30 October 2009, and
- Monday 23 November 2009.

## 6. AOB

MB referred to the Project Nexus Workstream Terms of Reference and questioned whether or not, the definition of Quoracy could be made more specific, suggesting a meeting will be deemed as quorate if there are a minimum of six (6) members from different organisations (transporters and shippers) present at the time of the meeting.

**New Action NEX0014: Joint Office (BF) to amend the Project Nexus Workstream Terms of Reference quoracy definition.**

## Appendix 1

## Action Table - 23 June 2009

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
NEX 0006	03.06.09	4.1	Review and amend the plan to attempt to remove other industry conflict dates before providing a copy for publication on the Joint Office of Gas Transporters web site.	xoserve (FC)	Update provided. <b>Closed</b>
NEX 0007	03.06.09	4.1	Ensure that both the further funding arrangements debate and Topic Workgroup Report formats are included on the next Project Nexus Workstream Meeting Agenda.	Joint Office (MiB)	Update provided. <b>Closed</b>
NEX 0008	03.06.09	4.2	Investigate possible topic interdependencies and include on any future versions of the plan.	xoserve (SW)	Update provided. <b>Closed</b>
NEX 0009	03.06.09	6.	Arrange the next six (6) Project Nexus Workstream meetings and notify members of the specific meeting arrangements in due course.	Joint Office (MiB)	Update provided. <b>Closed</b>
NEX 0010	23.06.09	3.	Amend the template based on comments received during the meeting.	xoserve (FC)	Update to be provided.
NEX 0011	23.06.09	4.	Include data management workgroups within a revised version of the workplan.	xoserve (FC)	Update to be provided.
NEX 0012	23.06.09	4.	Provide a track changed version of the workplan to facilitate easier tracking of changes to it	xoserve (FC)	Update to be provided.
NEX 0013	23.06.09	4.	Develop a draft workgroup start/end date progress tracking report for consideration at the next workstream meeting.	xoserve (SW)	Update to be provided.
NEX 0014	23.06.09	6.	Amend the Project Nexus Workstream Terms of Reference quoracy definition.	Joint Office (BF)	Update to be provided.