	COB Meeting 1		COB Meeting 2		
Readiness Factors	Requisite level of completeness	Notes from Nov Discussion	Appropriate metric for measuring the completeness of the factor e.g. Total Market Coverage, No. of Mods, No. of data items	Acceptable MINIMUM level of completeness	Rationale
Xoserve UKLP Systems Design, Build, Test complete	Total	Central systems required to be ready for implementation			
Xoserve People & Process Change complete	Partial				
PIS support structure established	Total	Xoserve & industry wide support model required to be in place prior to Go Live. This will include service desk support, business support, industry escalation routes and contingency			
Impacted parties have completed connectivity testing	Partial	It was agreed it was not a requirement for all industry participants to complete connectivity testing - in line with organisation readiness requirements			
Impacted parties have completed Market Trials	Partial	Not all parties expected or required to cover all scenarios.			
All Shippers' Systems Design, Build, Test complete	Partial	Not all shippers required to be ready for a go decsion - level to be determined.			
Shipper People & Process Change complete	Partial				
All GTs' Systems Design, Build, Test complete	Partial	Not all GTs required to be ready for a go decsion - level to be determined.			
GT People & Process Change complete	Partial				
All iGTs' Systems Design, Build, Test complete	Partial	Not all iGTs required to be ready for a go decsion - level to be determined.			
iGT People & Process Change complete	Partial				
Settlement data issues resolved	Partial	100% not required, being progressed through data cleansing forum. Risk will remain for any uncleansed data items			
Technical data issues resolved	Partial	Further information required from Xoserve on level of data which may be required to be cleansed			
iGT data loaded to preparation database	Partial	Xoserve to advise on requirement for all iGT data being required in database			
Baselined scope Mods approved (LIST)	Total	Mods in baseline still requiring approval - 440, 473/473A, 466/466A, 445			
iGT Mods approved	Total	iGT mod 039			
Transition Mods approved	Partial	Xoserve to provide a list of Transition Mods before level of completeness will be reviewed.			
Design Mods approved	Partial	Xoserve to provide a current list			
Relevant contracting arrangements in place		Xoserve to define whether any specific contracting arrangements are required.			
Industry "go" criteria approved	Total	Required to be agreed.			