
Change Overview Board (COB) Minutes

Monday 11 May 2015

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
Andrew Sinclair	(AS)	PwC
Angela Love	(AL)	Scottish Power
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
Gareth Evans	(GE)	Waters Wye Associates
Hazel Ward	(HW)	RWE npower
Jayesh Parmar	(JP)	Baringa
Joanna Ferguson	(JF)	Northern Gas Networks
Jon Dixon	(JD)	Ofgem
Lorna Lewin	(LL)	DONG Energy
Mark Carlin	(MC)	SSE
Mike Harding	(MH)	Brookfield Utilities
Naomi Nathanael	(NN)	Plus Shipping
Natasha Ranatunga*	(NR)	EDF Energy
Nick Salter	(NS)	Xoserve
Sandra Simpson	(SS)	Xoserve
Sarah Emerson	(SE)	GDF Suez
Steve Mulinganie*	(SM)	Gazprom
Steve Simmons	(SSi)	Scotia Gas Networks

**via teleconference*

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/COB/110515>

1. Introduction and Status Review

LJ welcomed everyone to the meeting.

1.1. Review of Minutes

Some amendments were suggested and agreed. The minutes will be revised and republished. The minutes of the previous meeting (14 March 2015) were then approved.

2. Planning

2.1. Change Horizon - Quarterly Review

The Change Horizon is reviewed quarterly. The next review will take place on Monday 06 July 2015. No interim amendments were suggested.

3. In-flight Programme Overview

3.1. UK Link Programme – Dashboard and supporting information

Prior to reviewing the dashboard, LJ invited AS, representing the Project Nexus Project Assurance Manager, to update participants on the report he had provided for the Project Nexus Steering Group (PNSG). See 5.1 below.

Referring to the Dashboard, SS indicated that different aspects of the plan could be reported on but she was not sure how much value information published in this format would continue to give.

Testing and Market Trials - Core information gathered over the next few weeks would be considered and discussed by the PNSG, which would then make a recommendation on Market Trials taking place, and what a Market Trials plan should look like will be determined. Xoserve would then look at the implications. Knowing when Retrospective Adjustments etc are ready for inclusion is more difficult. Amendments to plans will not happen until after the PNSG meeting on 02 June 2015.

AL asked who decides what the future plan is. SS indicated the PNSG could look at the key milestones, making sure there was robust information to support Baringa's assurance work. CB suggested starting from a bottom up position to assess what is necessary. SS observed that Market Trials readiness would be assessed first (the start, what it should look like, duration, etc); this would be driven by PwC's assessment. A brief discussion ensued. AS noted that a number of organisations would be proving their internal solutions up to August/September; this imposes certain limitations and more detail will be required to assess if organisations will be sufficiently ready for a September start; the majority will be ready for Market Trials in October.

SS reiterated that Xoserve was trying to keep to the current User Acceptance Testing timescales wherever possible (there was a strong desire for this) and finish by the end of June (this was not including Retrospective Adjustments and Unique Sites). Xoserve had no wish to stretch out the time period. Any 'unutilised' time will be used for refinements, to build on quality and improve data. SS reiterated the assumptions, that the PNSG wanted a single delivery and to identify/recognise the implications for any replanning. SMC encouraged parties to route any specific questions for PNSG through their appropriate constituency representative.

AL queried whether Market Trials should be at AMBER status as the market trials had now been stopped. SS indicated she would change the status to RED, and then it can be reviewed as circumstances move on.

New Item - Security of Supply

SS reported that she had received a request to add a new item to the Dashboard, "Security of Supply", referring to the recently-completed Significant Code Review. It involved process change rather than system change. This item will be included from next month.

3.2. Change Portfolio – Dashboards

Gemini Consequential Change (GCC) - It was noted that this and EU Reform have some dependencies; code was merged and both will be implemented in September. The GCC elements have been tested with the code switched on and switched off.

Referring to the move to Faster Switching and Central Registration, MH asked how these would be impacted, and should they be noted on the Dashboard. CB referred to the delivery date of SAP BW and asked what effects delay would have on elements. SS gave an explanation of how various elements were being planned; self service was not expected to be in on Day 1, but she would look at this.

Action COB0501: GCC Self-service - SS to establish when this was expected to

be ready.

EU Programme Dashboard - This will go in with GCC. The RAG status is at AMBER but all is on track for September implementation. The new Gas Day changes will not be affected by any movement in the Nexus Go-Live date.

LJ added that at the Transmission Workgroup, Xoserve had been asked to confirm the repository/s for EU system change documentation.

Smart Portfolio - DCC Day 1 and DCC - This has been restarted and all is on track.

4. Issues for discussion

4.1. Baringa Report on Xoserve readiness - Xoserve response

AL asked if the recommendations would form part of the plan, drawing attention to certain aspects, such as data migration and quality. SS affirmed that some would be included as appropriate, but observed that Xoserve had moved on from some of the high level recommendations, which had been picked up as part of the replanning; JP added that some recommendations were no longer valid under the change of circumstances that has since occurred. SS will provide a table to illustrate/clarify what is being addressed.

Action COB0502: *Baringa Report Recommendations* - SS to provide a table to illustrate/clarify what is being addressed by Xoserve.

Figures were briefly discussed, with AL preferring percentages. SS explained what figures were published every week on two slides (testing); the relevance of the information on the second slide (test variations, Market Testing, on track indicator) will be reviewed - SS expects it to be less useful as time goes on. AL reiterated the need for information to support confidence levels for Shippers regarding the position of Xoserve; more visibility regarding migration would be welcomed. SS indicated that this may not be in the test cycle yet and that she would check what was available.

4.2. Change Management Guiding Principles

SS gave a presentation outlining the change management principles (draft), which set out how Xoserve was planning to engage with its stakeholders to identify, assess and schedule future IT changes. Parties were encouraged to acquaint themselves with the glossary of terms at their leisure.

A table was displayed setting out each individual principle in more detail, together with the associated rationale/benefits. SS briefly outlined the principles, and asked if those present would support this more 'release based/packaged approach' to change management. SMC indicated his support for this approach for UK Link changes, touching on a number of perceived benefits, and suggested it was an aspect for FGO to consider and build upon. CB queried why this could not be utilised for UK Link now, and observed the industry was quite used to dealing with 3 releases a year under other codes. Parties accepted it seemed a sensible way to deliver change. Asked how the move would be made from one set of arrangements to the other, SS indicated it would have to be done collectively with all working towards a defined timeline. JD suggested the addition of a new section to the UNC Modification template - a Proposer would indicate in which scheduled release the modification was proposed to be included. It was noted that this would put more pressure on parties to progress a modification. HW observed that an awareness of the volume/impacts of other industry changes would be required, to dovetail releases as appropriate. GE suggested it would be useful to have a published schedule of some sort that is easy to find/to see alignment of any regulatory implications. LJ indicated that a UK Link Implementation Plan was published for each UK Link Committee meeting. SS will consider where a schedule can be published/easily accessed on the Xoserve website. The next step will be to

take these draft Principles/a paper to UK Link Committee meeting on 11 June 2015.

Action COB0503: Release Schedule for major changes - SS to consider where a schedule can be published/easily accessed on the Xoserve website.

4.3. COB Terms of Reference - Review

LJ noted that on the basis that no suggestions for amendments had been received, it was reaffirmed that the current ToR remained fit for purpose.

5. Any Other Business

5.1 Industry Readiness - Update (PwC)

AS gave a verbal update on the industry's readiness. PwC's Market Plan Assessment had been delivered to the PNSG; progress on market readiness and Go Live criteria was being made.

AS outlined the remit given to PwC, i.e. was the market ready to go live given the current plan, and commented on the good level of responses/information from organisations in response to PwC's initial information gathering exercise.

All organisations were aiming for 01 October 2015 for their delivery, but there was not enough recognition of the time allowed to properly perform Market Trials. PwC expected to see a clean cut off between an organisation's internal testing/proving and being invited in to Market Trials (key test applied). Organisations had key phases in internal trials running in parallel with Market Trials, i.e. a major overlap. Following discussions with 70% of the organisations, PwC had concluded there was not sufficient time to do Market Trials in the current plan. Organisations also appeared to have many elements of the plan missing, for example no acknowledgment of aspects such as personnel training, and AS encouraged parties to return to their organisations and check on what was being covered. AL believed that the majority of shippers would not be carrying out a migration exercise, as it was adapting existing systems so some major changes would not be being considered. AS recognised this; not many organisations were highlighting data migrations - organisations do need to do something about their own data migrations. CB commented that iGT data migration was not such a big issue as might be perhaps perceived when reading the report, explaining her views, and AS agreed that this issue was of a lesser concern to PwC.

Little or no contingency was a key issue - this was missing in many plans. PwC recommended that October should still be the delivery date for each organisation's own solutions then there should be a clean cut off to Market Trials starting 01 October 2015. PwC, with Xoserve, was now looking at what the Market Trials end date should be, and will need to do a detailed Impact Assessment (IA); consideration will be given to avoiding the winter months, to achieve a realistic end date. SS added that planning needs to be done to see if 01 April 2016 is the 'right' date or another is more appropriate. Market Trials might be able to commence earlier than 01 October 2015 (it was recognised that the sooner the better to minimise financial costs to everyone). AL asked if Retrospective Adjustments and Unique Sites would be included for October. SS reiterated there was a strong push from the PNSG to go back to one delivery; Xoserve was looking at when core functionality would be completed and dropped into Market Trials. PwC was to reaffirm when industry was ready to go into Market trials, but SS thought it highly unlikely to be able to drop these elements into Market Trials on 01 October 2015, although they will be dropped in at some point and Xoserve was trying to determine at what point that might be. Xoserve needs to understand what can be done and what impacts different dates might then have.

AS reiterated that PwC was looking at feasible start/end dates and governance of Market Trials (the PNSG will have visibility), and some form of entry and exit criteria.

Referring to the identification of critical defects through Market Trials, HW asked how would these be addressed - would it be on a scaled basis depending on the size/impact on the rest of the industry? AS indicated that the same test would be applied to all, and SS referred parties back to previous pass rate discussions at previous meetings.

Readiness Criteria

PwC had devised a set of 14, which had been considered by PNSG. Feedback had been received and the criteria were being revised accordingly. A manual will be produced to explain how the Readiness Criteria are going to be applied/used. The 14 criteria are formulated across three critical processes and will be applied to all parties. Potential mitigations will be in place; the sum of every criterion will deliver the perception of the degree of market readiness. SS added that Xoserve will also be covered by these criteria and assessed both from an industry perspective and at a greater in-depth level. Performance implications will be discussed (defects, mitigations, etc).

Responding to a question from SE about the impacts on the modifications associated with Nexus go live dates, LJ indicated it was too early to consider these yet. There will be a modification(s) that deal with any immediate impacts. MC asked how was the industry going to get to October, bearing in mind that modifications can be rejected. JD responded that that there could not be a modification to change the October date, because it was not yet known what the date should be. At the moment it is recognised that PwC have concluded that is an impractical date, and Ofgem is part of industry discussions to define an appropriate date. So by the time an appropriate modification is raised it will be an urgent one and Ofgem will have already acknowledged and be prepared for it (a quick turnaround is envisaged, as it will have been based on rigorous discussions taking place at PNSG).

Modification 0428 is slightly different, and a dilemma exists. Ofgem needs to separate out the implementation issues dependent on systems being available; managing transition (Modification 0450) might mean an extended lifespan however Nexus provided a deadline for the modifications. Ofgem's view was that anything not directly contingent upon delivery of Nexus systems should go ahead wherever possible. SM observed that Shippers needed urgent clarification of what the position of Modification 0428 actually is. JD replied that he will be sending out a communication (letter) this week to clarify this.

AL asked what was the position in respect of Modifications 0536 and 0537, which had requested urgent procedures. LJ explained that Ofgem had requested views on urgency from the UNC Modification Panel; the Panel's view that urgent status was not appropriate had been communicated to Ofgem, and Ofgem's further direction was awaited. JD indicated that other details needed to be established before the direction on urgent procedures would be made. LJ pointed out that until such time as Ofgem's direction was received, the modifications would follow the normal process and be considered for progression at the May UNC Modification Panel, which may then elect to send them to Workgroup for development, and at which point it might be very difficult to redesignate them as requiring urgent procedures. A number of options might be open to Proposers, including withdrawal and resubmission, and these were briefly touched on.

CW referred to four other modifications relating to Nexus (0529, 0531, 0532 and 0535), noting that while the Non-Effective Days modification might have to be on hold for a time, the other three should progress as normal. SS added that the Project Nexus Workgroup (at its meeting the following day) was going to work through a number of implications and consider what might need replanning.

AS reiterated the need to 'keep the foot on the pedal' and remain focused on 01 October 2015. It was affirmed that the recommended date for 'go live' will probably be known after the PNSG meeting on 02 June 2015. LJ reiterated the question was; is Market Trials to be quality or time limited?

5.2 Communication of Key Decisions

GE raised concerns about how key decisions/outcomes of discussions are communicated following a PNSG meeting, as there appeared to be mixed messages emerging through different forums/routes and this was causing confusion and uncertainty. AL gave an example of a recent instance regarding market deferral, the significance of which it was felt should have been given higher profile; other experiences were related, and other examples provided. LL emphasised that a proper communications strategy for key decisions was required to avoid confusion in the future. SS recognised these strong concerns and LJ agreed to add this to the agenda for the next PNSG (02 June 2015) and report back to COB.

Action COB0504: *Communication of Key Decisions* - LJ to report on the PNSG communication strategy

6. Review of Outstanding Actions

COB 0201: *Change Horizon* - SM to document the new (GSOS and GSR) event templates.

Update: On hold; awaiting further detail (JD to pursue). **Carried forward**

COB 0401: *CoS/DCC proposals* - JD to seek and collate any questions/ requests for clarity into a FAQs format and circulate.

Update: Circulated, but JD has received no feedback to date. He has spoken with A Wallace and confirmed that Ofgem would welcome the opportunity to produce something along the lines of FAQs. Parties were encouraged to send any submissions to JD. **Carried forward**

COB 0402: *Programme Deferral* - Availability of the detail of the descoping and remaining scope to be clarified by SS.

Update: Covered under discussions above. **Closed**

COB 0403: *Dashboard* - Republish to reflect status upgrade to RED.

Update: Revised and republished. **Closed**

COB 0404: *Xoserve internal Go/No Go Criteria* - SS to check what can be shared with COB.

Update: Xoserve will be using the same as the external criteria. **Closed**

COB 0405: *COB Terms of Reference* - Review and consider appropriate changes (comments to the Joint Office).

Update: None received; deemed fit for purpose. **Closed**

7. Diary Planning

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

Reminder: Please note the location of the venue on Tuesday 09 June 2015 (moved from Solihull to London).

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

Time/Date	Venue	Programme
10:30 Tuesday 09 June 2015	ORANGE Room, ELEXON, 4th Floor, 350 Euston Road, London NW1 3AW	Standard Agenda Update on Nexus deferral PNSG Communications
10:30 Monday 06 July 2015	Rooms 3 and 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:30 Monday 03 August 2015	Rooms 3 and 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:30 Monday 07 September 2015	Pink Room, ELEXON, 4 th Floor, 350 Euston Road, London NW1 3AW	<i>To be confirmed</i>
10:30 Monday 05 October 2015	Pink Room, ELEXON, 4 th Floor, 350 Euston Road, London NW1 3AW	<i>To be confirmed</i>
10:30 Monday 02 November 2015	Rooms 3 and 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
10:30 Monday 07 December 2015	Pink Room, ELEXON, 4 th Floor, 350 Euston Road, London NW1 3AW	<i>To be confirmed</i>

Action Table – Change Overview Board (11 May 2015)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
COB 0201	03/02/15	2.1	<i>Change Horizon - Xoserve (SM) to document the new (GSOS and GSR) event templates.</i>	Gazprom (SM)	Carried forward
COB 0401	14/04/15	2.1	<i>Next Day Switching and Centralised Registration Paper - CoS/DCC proposals - JD to seek and collate any questions/ requests for clarity into a FAQs format and circulate.</i>	Ofgem (JD)	<i>All to send submissions to JD</i> Carried forward

Action Table – Change Overview Board (11 May 2015)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
COB 0402	14/04/15	3.1	<i>Programme Deferral</i> - Availability of the detail of the descoping and remaining scope to be clarified by SS.	Xoserve (SS)	Closed
COB 0403	14/04/15	3.1	<i>Dashboard</i> - Republish to reflect status upgrade to RED.	Xoserve (SS)	Closed
COB 0404	14/04/15	3.1	<i>Xoserve internal Go/No Go Criteria</i> - SS to check what can be shared with COB.	Xoserve (SS)	Closed
COB 0405	14/04/15	4.1	<i>COB Terms of Reference</i> - Review and consider appropriate changes (comments to the Joint Office).	All parties	Closed
COB 0501	11/05/15	3.2	<i>GCC Self-service</i> - SS to establish when this was expected to be ready.	SS	Pending
COB 0502	11/05/15	4.1	<i>Baringa Report Recommendations</i> - SS to provide a table to illustrate/clarify what is being addressed by Xoserve.	SS	Pending
COB 0503	11/05/15	4.2	<i>Release Schedule for major changes</i> - SS to consider where a schedule can be published/easily accessed on the Xoserve website.	SS	Pending
COB 0504	11/05/15	5.2	<i>Communication of Key Decisions</i> - LJ to report on the PNSG communication strategy	LJ	Pending