
Change Overview Board (COB) Minutes Monday 01 December 2014

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

Attendees

Les Jenkins (Chair)	(LJ)	Joint Office
Ian Hollington (Secretary)	(LD)	Joint Office
Adam Carden	(AC)	SSE
Andrew Green*	(AG)	Total
Andy Miller	(AMi)	Xoserve
Angela Love	(AL)	Scottish Power
Colette Baldwin	(CB)	E.ON UK
Graham Wood*	(GW)	British Gas
Hazel Ward	(HW)	RWE npower
Jayesh Parmar	(JP)	Baringa
Joanna Ferguson	(JF)	NGN
Jon Dixon	(JD)	Ofgem
Lorna Lewin	(LL)	DONG Energy
Martin Baker	(MB)	Xoserve
Nick Salter	(NS)	Xoserve
Sean McGoldrick	(SMc)	National Grid NTS
Steve Simmons*	(SSi)	Scotia Gas Networks
Tom Breckwoldt	(TB)	Gazprom

*via teleconference

Copies of meeting papers are available at: www.gasgovernance.co.uk/COB/011214

1. Introduction and Status Review

LJ welcomed everyone to the meeting and reminded participants to ensure they had notified the Joint Office of their attendance at meetings.

1.1. Review of Minutes (06 October 2014)

There were no comments regarding the minutes of the previous meeting and these were approved.

1.2. Review of Actions

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 advised that he intended to circulate a paper in advance of the next meeting for discussion by participants. He noted the potential usefulness of a steering group to deal with time-critical decisions during the UK Link replacement programme.

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: SMc discussed the Gemini Change Freeze document noting that there are

inherent risks in implementing any change and NTS' need to fully understand them. He advised that any agreement to proceed is subject to review dependent on the materiality of the changes and network conditions, which are influenced by factors such as adverse weather. AL asked about planning requirements and SMC replied that it was hoped that a change could be supported as it would potentially be significantly commercial in nature but reiterated the dependence on weather and temperature conditions. AL and SMC went on to discuss mitigation and potential rollback processes, with SMC confirming that any such decisions would be made at Director level within National Grid NTS due to the scale of the UK Link change programme. Asked if Ofgem had a view on this, JD commented that it was a fair point to not pose a risk to an operational system by proceeding with a commercial change. NS clarified that the level of risk that was also facing the Shipper community. LJ summarised that this was effectively conditional support for a winter implementation of the UKLP and that NTS knew both what it needed to do to evaluate any such change to the date and who would ultimately approve it. **Closed**

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

Update: AMi confirmed that the detailed design phase section of the dashboard had been amended. **Closed**

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.*

Update: AMi confirmed that this had been done. See 3.2 below. **Closed**

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.*

Update: AL referred to a [document](#) she had discovered from Generis relating to the RGMA programme and discussed a process previously used. This was discussed further, with AMi describing how Ofgem took the lead in a previous change process noting that in that case the implementation date was moved fairly significantly and then fixed, a strategy that was well supported. Participants noted the differing drivers behind RGMA (regulatory change) and UKLP (reform of commercial arrangements). JD suggested he would take this information into account when drafting the note referred to in action COB0907. **Closed**

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

Update: AMi advised that nothing of a critical nature had been currently identified but that Xoserve were happy to leave this action open as a reminder. Subsequently this was removed from the spreadsheet as part of 4.2 below. **Closed**

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

Update: This item is due to be covered later in this meeting. See 4.2 below. **Closed**

COB 1106: *Gas Central Services Change Horizon Schematic and Event Template*

- Amend to take account of suggestions made.

Update: NS confirmed that this has been done and is due to be covered later in this meeting. See 2.1 below. **Closed**

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.

Update: This item is due to be covered later in this meeting. See 2.1 below. **Closed**

2. Planning

2.1. Short to Medium Term Planning Overview

MB explained the refreshed Change Horizon Slide discussing the changes he has made to it. Zones one and two had been re-drawn with the Energy Market Investigation now listed within zone one. In reply to a question from LJ he replied that, although not a strict linear timeline, from two to five years onwards the slide was representative of dates known at present.

MB then went on to discuss the Event Template, which had been amended following feedback received although this had not involved any major changes. MB asked members for their thoughts on the five example papers that had been produced. JF requested that the distribution networks were added as impacted parties in Contact Management.. HW asked if dates could be added to the event boxes on the document. SMC requested that EU Reform is moved to the defined deliverable section and a short discussion followed about the status of the European modifications within this. Finally, SSI asked if the templates could be allocated unique reference numbers

LJ suggested that the Joint Office will prepare a control sheet for publication on the web site along with the event templates, which will be allocated a unique reference number.

2.2. Medium to Long Term Strategic Planning Overview

It was agreed that this had now been superseded by the Change Horizon and that the Agenda for the next meeting should be amended to reflect this.

3. In-flight Programme Overview

3.1. UK Link Programme – Dashboard and supporting information

AMi went through the executive summary confirming that the status was currently amber. He advised that the core design was complete and that file format approvals had been moved to December. He also advised that the delays in system testing were not affecting the overall plan.

Approval of the file formats was discussed and the effects that this may have on the schedule, with LJ noting that although around 75% were already agreed there may well be some that would not receive agreement at the UK Link Committee meeting on 11 December and these would be referred to the 18 December UNC Committee for a decision. CB pointed out that any file formats for iGT's could not be agreed until after the walkthrough workshops covering them had been held.

AL asked what would happen if anyone was unhappy with a format after approval had been given and LJ clarified that the UNCC decision would stand to allow the

programme to proceed and the existing appeals procedure would be available.

A discussion took place regarding the programme milestones, where the file formats should sit and the risks posed by any that did not receive approval. HW noted that following the outcome of a discussion on file formats at the previous meeting this item should now be shown as red rather than amber. AMi summarised the position as being that work is still on-going so the detailed design phase cannot be closed but that the core design is complete.

NS voiced his opinion that there is an issue to consider if a change was made after a format had been agreed. LJ noted that the expectation was that the majority should receive approval by 11 December with a risk of some remaining outstanding until 18th. AL queried the fact that some non-shipper file formats had not as yet been received by transporters.

SSi asked if supporting documentation that mapped the changes to data from the existing to the proposed formats could be made available as this would speed up the checking process. AMi agreed to provide a guidance document confirming the differences between the “as is” and the new processes for both Transporters and Shippers.

New Action COB 1201: Xoserve to provide a guidance document confirming the differences between the “as is” and the new processes for both Transporters and Shippers.

AMi went on to discuss future priorities within the document covering those pertaining to December 2014 and Quarter 1 of 2015. LJ reminded the meeting of a request made by SMc (action COB 1106) to use brackets to indicate dates that had been moved which did not appear to have been actioned unless there had not been any changes to planned dates this month. AMi confirmed that the plan will be updated to show any altered dates and that from now on these will be shown in that way.

AMi moved on to cover risks and impacts. LJ queried the assumption that Modification 0445 is approved following its return from Ofgem. AMi advised that Xoserve have a mitigation plan in place for this situation with NS commenting that alternative temporary arrangements could be put in place until any necessary redesign has taken place.

3.2. EU Reform Programme – Dashboard and supporting information

AMi summarised the EU Programme Dashboard Report noting that the overall position was green and that updates would be provided through the European Workgroup.

HW asked why an asterisk was shown against the baseline and current planned dates for cutover and implementation. AMi agreed to provide an answer.

New Action COB 1202: AMi to investigate and advise the meaning of the asterisks shown against the baseline and current planned dates for cutover and implementation.

3.3. Change portfolio – Timeline and Dashboards

AMi briefly discussed the Change Portfolio Timeline and Dashboards slide confirming that faster switching had been successfully delivered and is to be removed from the dashboard.

3.4. Critical Path – Programme Update

As there were no changes, it was agreed that this need not be discussed at today's meeting.

4. Issues for discussion

4.1. UK Link Programme Plan - End Stage Assessments

See action COB0907 in 1.2 above.

4.2. Go / No Go Criteria

NS referred to a document that had been published on the Xoserve website and introduced JP, who led a discussion on the criteria for readiness and readiness factors. SMc noted his concerns regarding any delays in changes to invoicing systems especially if these were open ended and also other items such as Winter Interruption Auctions, the AQ process, Meter Point Reconciliation and Settlement Reform affecting Gemini as important.

HW pointed out that if some Xoserve systems had not been delivered in time her organisation would be unable to revert to the old system. JP advised that some areas might be considered for phasing in subject to when that particular functionality would be required. HW also asked about business assurance and AMi replied that this will be carried out by Baringa on Xoserve's activities.

Members discussed the potential effects of Modifications under development that could have an impact on either core functionality or attributes within the system with AMi advising that the system has been designed to allow for the effects caused by approval or rejection. The importance of each was discussed with LJ summarising that 0440 was critical to the programme; 0466/0466A and 0473/0473A could be accommodated whatever happened, and 0445 would require other actions to be taken, such as another time-based modification to legitimise the system design.

AMi noted that some Modifications were enduring and some were transitional – currently 0514 and 0515S. LJ asked if the transitional ones needed to be in place to enable switch over and AMi said no because they were not material enough. AMi advised that they needed to be referred to in the transitional modification section. The group discussed the need to list the Modifications that would have a material effect and it was agreed to adjust the form accordingly along with an alteration to allow a record of the iGT Modifications to be made.

The discussion moved on to the Modifications that were awaiting Ofgem approval and JD confirmed that Ofgem expected to publish the statutory consultation on a GT licence modification imminently, extending the concept of a common agency (and associated Single Service Provision) to the iGTs. Alongside this Ofgem will set out that they are 'minded to accept' UNC440 and UNC467. It was expected that iGT039 (the reciprocal modification to the iGT code) would not finalise until Spring 2015. . LJ indicated that this might not be consistent with the report at the Modification Panel in November and would need amendment at the December meeting.

The group discussed go / no go criteria further and it was felt that it would be appropriate for Xoserve to further develop the set of go / no go criteria. JP led a review of the items marked as requiring 'Total Completeness', focussing on whether this really meant 'entirely', or 'completely for a subset' or alternatively 'substantially complete for a majority'. LJ captured a few key points on the spreadsheet, which was subsequently published on the meeting page [here](#).

Turning to those shown as ‘Partial Completeness’, and support Xoserve and set the correct level, the meeting considered one example – Impacted Parties have completed Market Trials. This led on to a discussion on the nature and make up of the organisations that would be involved in testing with a system of grouping suppliers into bands and also a two tier system being suggested. LJ noted the importance of extending an invitation to smaller suppliers to take part in the testing programme.

New Action COB 1203: Xoserve to further develop the Go/No-Go criteria.

4.3. Gemini / GMS Interaction

See action COB1001 in 1.2 above.

4.4. Steering Group for UKL Programme

See action COB0907 in 1.2 above.

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 12 January 2015	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	Change Horizon Programme Dashboards UKLP Industry Governance Go/No/Go Criteria
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>

Action Table – Change Overview Board (01 December 2014)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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)	Carried forward

Action Table – Change Overview Board (01 December 2014)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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)	Closed
COB 1101	03/11/14	2.1	<i>UK Link Programme Dashboard</i> - Update and republish.	Xoserve (SS)	Closed
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)	Closed
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.	Scottish Power (AL)	Closed
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)	Closed
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)	Closed
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)	Closed
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

Action Table – Change Overview Board (01 December 2014)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
COB 1201	01/12/14	3.1	Xoserve to provide a guidance document confirming the differences between the “as is” and the new processes for both Transporters and Shippers.	Xoserve (AMi)	Pending
COB 1202	01/12/14	3.2	AMi to investigate and advise the meaning of the asterisks shown against the baseline and current planned dates for cutover and implementation.	Xoserve (AMi)	Pending
COB 1203	01/12/14	4.2	Xoserve to further develop the Go/No-Go criteria.	Xoserve (JP)	Pending