

Change Overview Board (COB) Minutes
Tuesday 09 June 2015
Elexon Offices, 350 Euston Road, London NW1 3AW

Attendees

| | | |
|----------------------------|-------|----------------------------|
| Adam Carden | (AC) | SSE |
| Andrew Green | (AG) | Total |
| Angela Love | (AL) | ScottishPower |
| Gareth Evans | (GE) | Waters Wye Associates |
| Hazel Ward | (HW) | RWE npower |
| Jayesh Parmer | (JP) | Baringa |
| Joanna Ferguson | (JF) | Northern Gas Networks |
| Jon Dixon* | (JD) | Ofgem |
| Karen Visgarda (Secretary) | (KV) | Joint Office |
| Les Jenkins (Chair) | (LJ) | Joint Office |
| Lorna Lewin | (LL) | DONG Energy |
| Mark Carlin | (MC) | SSE |
| Mike Harding* | (MH) | Brookfield Utilities |
| Naomi Nathanael | (NN) | Plus Shipping |
| Paul Waite | (PW) | EDF Energy |
| Phil Broom | (PB) | GDF Suez |
| Sandra Simpson | (SS) | Xoserve |
| Sean McGoldrick | (SMc) | National Grid Transmission |
| Steve Mulinganie | (SM) | Gazprom |
| Steve Simmons* | (SSi) | Scotia Gas Networks |
| Sue Cropper* | (SG) | British Gas |

**via teleconference*

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/COB/090615>

1. Introduction and Status Review

LJ welcomed everyone to the meeting.

1.1. Review of Minutes

Some amendments were suggested by AL and agreed. The minutes will be revised and republished. The minutes of the previous meeting (11 May 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. SS asked all members to send proposed comments to NS of Xoserve prior to this meeting. No interim amendments were suggested.

3. In-flight Programme Overview

3.1. UK Link Programme – Dashboard and supporting information

SS explained that, since there is currently no confirmed Nexus Go Live date and revised plan, this Dashboard had not been produced.

PB wanted to know when the new Dashboard would be available as the industry is in limbo currently with regards to a definite implementation plan. SS stated that once a decision has been made by the Nexus Steering Group, then a new Dashboard will be produced.

3.2. Change Portfolio – Dashboards

EU Programme Dashboard - SS overviewed the EU Dashboard Programme slides:- <http://www.gasgovernance.co.uk/COB/090615>

The current status is AMBER due to the delays in the planned schedule and issues with Integration Testing. However, SS stated that the Working Plan has now been agreed with the TSOs together with System Integration Testing (SIT) for User Acceptance Testing (UAT). The System and Connectivity Testing has also been completed, and SIT is progressing to plan. SS explained there is still the standing risk around the Industry Governance and any potential change in scope, which would need to include the contingency planning.

Gemini Consequential Change (GCC) – It was noted that this has been kept on the Dashboard as it does link with the EU Programme. SS stated that all SIT and Single User Performance Testing have now been completed and that UAT should be completed in June 2015.

Smart Portfolio DCC Day 1 & DCC Gateway – This has been re-mobilised and the design and build activities have recommenced. Focus is on the risks and interdependencies and the status is GREEN.

HW asked what the thought process was surrounding the areas of Environmental Availability Risks, SS stated that these were linked with Nexus and UKLINK, as these will be used for longer. SM asked whether Xoserve were building delta into legacy, so there would be no issues. SS explained that the SCR design elements were all completed in the build and that system testing was being commenced for the system implementation on 01 August 2015 and for Go Live on 01 October 2015. .

MH asked how were the risks and change requests going to be addressed. SS stated these would be addressed one at a time. AL asked whether any Modifications were required for the SCR, to which the Chair replied that these are already in the Code as stipulated by Ofgem as part of the SCR.

4. Issues for discussion

4.1 Nexus Deferral – update from PNSG

SS stated that PwC and Xoserve had been working closely together and clarified that Xoserve have been working on a Single Delivery Implementation Plan, as requested by the PNSG. The Chair explained that it was hoped that at the previous Steering Group meeting a decision could have been reached on the approach and a new date, however, due to the Market Trials data issue that arose very late in the re-planning, this had become impractical. It had been agreed that a 'Checkpoint' meeting would be held on 15 June 2015 to discuss the current status.

SM asked whether the available Options were a full delivery or partial delivery, SS stated that Xoserve were re-planning for a full delivery potentially in June 2016. Debate took place surrounding the 2 Options and SM asked if the April 2016 + 6 months was a viable option, SS stated that they had not investigated this in any great detail.

General debate was undertaken regarding the fact that the Industry were not aware there is only Option 1, a Single Release, and that the information discussed at the last Steering Group Meeting had made reference to Options 1 & 2, which had led to an immense amount of confusion and mixed messages within the industry. AL stated that no formal consultation process had been undertaken with the Shippers with regards to

these two options. AL felt that more effective and focused communications were needed to give clarity of exactly what was expected of the Shippers. SM agreed; the industry needs a definite Go Live date, and that there had been two dates proposed, but that only one option was in actual fact, currently proven to be viable. SS stated that the MT data issue might affect the start date, but might not impact on the overall outcome, and reiterated that the timeline was 4 months for Core and 2 months for Retrospective Adjustments and Unique Sites.

Participants asked why PwC were not at the meeting and the Chair stated that there had previously been no requirement for them to be present. The Chair confirmed that he would invite PwC to all future Change Overview Board meetings.

ACTION COB 0601: Invite PwC to future COB meetings (KV).

Further debate took place about the Market Trials data issue, which had been detailed on [slides](#) for the Nexus Steering Group Meeting held on 02 June 2015. SM asked if there was a resolution for this issue and SS explained that a conference call was being held on 09 June 2015 for all the Test Managers within the industry to dial into. Debate then took place as to whether the Test Managers were the right audience for the Xoserve conference call, with regards to their overall understanding, and decision making authority. NN stated that Business Managers should be also included, as the Test Managers are mainly focused on the actual test process. SS invited participants to inform her of whom were the most appropriate individuals within their organisations to dial into the call, and if she needed to wider the target audience. No members put forward any new potential attendees. The Chair clarified that the conference call with the MT Group was not to make an overall decision but to gain opinions from the industry to inform PNSG considerations; subsequent Modification/s will enact any required changes.

General discussion took place with regards to the timeline and SM stated that with no firm date, it was making the internal system testing process within the industry extremely difficult, and PB agreed with this statement. Both MH and GE asked if a phased implementation (Option 2) was a realistic option or did it have to be a Single Implementation (Option 1). SS explained that Retrospective Adjustments and Unique Sites is a complex issue and that Ofgem do not want these two areas to hold back the Core delivery. SS stated there is the added complication that Retrospective Adjustments required functionality may not be compatible with SAP. SM stated he understood Ofgem's viewpoint, but could the June date not be delivered earlier. SS stated that if it was started in January, there would be 4 months delivery, to April, that would be in parallel and would in real terms, likely to be complete in July.

SS also explained that SAP had discussed cutover in-depth with Xoserve and had confirmed a 6 week lead-time. MC had Level 2 File Format concerns and SS stated that there are numerous amendments to File Formats just starting their review at the UK Link Committee. PwC had assessed industry plans and believed that they would be ready in the required timeline. SS asked if participants felt that the timeline of 4 weeks for Level 2 testing was insufficient and, if that was the case, then that had to be fed back accordingly.

PB had concerns about resolution of defects; were any SLAs (Service Level Agreements) in place. SS stated the resolution times have previously been published and there are no formal SLAs regarding this area. AG asked if it was felt there needed to be more a prescriptive approach what would the impact be? SS believed that there would need to be a re-plan of Market Trials. SS explained that PwC had wanted various Test Scenarios but that was not going to be happen, and the Shippers are to write their own Test Scenarios, as Xoserve are not in a position to undertake this task owing to the number of varying systems and interfaces within the Industry.

AL asked JD what did Ofgem expect to see with regards to the Code Modification. JD stated they had no fixed date in mind and confirmed Ofgem are keen to preserve the earliest delivery of consumer benefits. Whilst it would be ideal to deliver everything

simultaneously, that might be too risky with regards to Retrospective Adjustments and Unique Sites, so the alternatives are being investigated. JD explained that the Steering Group is exploring all the options, together with what is the right date for Go Live. AL then asked what the re-planning for both options would look like from Xoserve's perspective. SS stated the interfaces are complex and that including those for the Core delivery would have to be looked at and it would take time. PB then stated that Core System delivery is the key focus and that is what needs to work, SM disagreed and stated the gaps were the more worrying aspect with regards to associated costs that could be extremely high.

4.2 PNSG Communications Strategy

The Chair highlighted the 'Key Messages' provided from the last PNSG and recognised that, although a step in the right direction, more was required. Summarising earlier conversations, the Chair then clarified exactly what is expected from the Steering Group in terms of output in order to go into the expected 2 weeks of informal consultation:

1. For both Option 1 and Option 2, the confirmed dates along with a confidence level on those dates (so people can decide if they are robust enough)
2. For the MT Data Issue - SG views on the options available including, importantly, the impact on the overall timeline (i.e. whether this compresses or extends)
3. Clear articulation of the questions that are to be answered by parties during the informal consultation stage.

AL requested that an amendment should be made to the 'Key Messages' Table format from the Steering Group, to include Actions and Decisions and by when.

4.3 Xoserve readiness – progress update

SS explained that a further Baringa Assurance report was due in late June 2015 and, with the focus on re-planning, proposed that she would pick up this topic again once the new report was available.

5. Any Other Business

5.1 GSOS/GSR

SM highlighted that Ofgem had indicated a January 2016 implementation, including associated statutory instruments for GSOS/GSR. He believed this was at odds with other 'key' deliverables in this period and asked whether the Change Overview Board was the right forum for this matter to be discussed. SM believed this should be implemented in line with the Nexus delivery instead of January. JD stated it would be good for the Change Overview Board to be more involved at a more strategic level; looking at dates and proposing a collective viewpoint from an industry perspective. He stated that he knew Ofgem had deferred this previously, and he was not sure whether they would be prepared to defer it again, however, he would investigate.

General discussion took place with regards to dates and the overall process, together with how to work on dates in an ever-changing dynamic environment. Both SM and AL stated that deliveries need to be managed in a proactive and managed manner with associated process and calendar planning. The Chair proposed that this item should be added to the next agenda. Since the impact was mainly on shippers to larger supply points, GE would prepare a one page document, explaining the context and issues that

need discussing. GE asked that for the future meeting if a member from Ofgem's Guaranteed Standards Division and the General Policy Division could be present to discuss this agenda item. JD said that all divisions strive to have a joined up approach at a policy level, but may have gaps in oversight with regards to the timing of its implementation at a granular or systems delivery level.

ACTION COB 0602: Provide a one-page summary re. GSOS/GSR impacts (GE).

ACTION COB 0603: Invite subject and general policy experts to the next meeting (JD).

6. Review of Outstanding Actions

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

Update: On hold until the review on 06 July 2015. **Carried forward**

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

Update: JD agreed this action could be closed. **Closed**

COB0501: *Reporting Self-service* - SS to establish when this was expected to be ready.

Update: SS stated this action could be closed as there is no new date yet and it is not in the re-planning or the subsequent release. **Closed**

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

Update: SS stated that this action is to be carried forward. **Carried forward**

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

Update: SS stated this action was to be carried forward as the website was not yet completed. **Carried forward**

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

Update: It was agreed this action now be closed. **Closed**

7. Diary Planning

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

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

| Time/Date | Venue | Programme |
|-----------------------------------|--|--|
| 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>Standard Agenda</i> <i>Update on Nexus Go Live date</i> <i>GSOS/GSR</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 (09 June 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> Closed |
| COB 0501 | 11/05/15 | 3.2 | <i>GCC Self-service - SS to establish when this was expected to be ready.</i> | SS | Closed |
| COB 0502 | 11/05/15 | 4.1 | <i>Baringa Report Recommendations - SS to provide a table to illustrate/clarify what is being addressed by Xoserve.</i> | Xoserve (SS) | Carried forward |

| Action Table – Change Overview Board (09 June 2015) | | | | | |
|--|---------------------|-------------------|--|-------------------|------------------------|
| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
| 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. | Xoserve (SS) | Carried forward |
| COB 0504 | 11/05/15 | 5.2 | <i>Communication of Key Decisions</i> - LJ to report on the PNSG communication strategy | Chair (LJ) | Closed |
| COB 0601 | 09/06/15 | 4.1 | Invite PwC to future COB meetings | Joint Office (KV) | Complete |
| COB 0602 | 09/06/15 | 5.1 | Provide a one-page summary re. GSOS/GSR impacts | Waters Wye (GE) | Pending |
| COB 0603 | 09/06/15 | 5.1 | Invite subject and general policy experts to the next meeting | Ofgem (JD) | Pending |