

Project Nexus Steering Group Minutes
Tuesday 31 March 2015
Ofgem, 9 Millbank, London SW1P 3GE

Attendees

Les Jenkins (Chair)	(LJ)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Alex Travell	(AT)	E.ON
Andy Sinclair	(AS)	PwC
Chris Warner	(CW)	National Grid Distribution
Gareth Evans	(GE)	Waters Wye Associates
Gill Williams	(GW)	PwC
Jeremy Guard	(JG)	First Utility
Jon Dixon	(JD)	Ofgem
Mike Harding	(MH)	Brookfield Utilities
Sandra Simpson	(SS)	Xoserve
Sean McGoldrick	(SM)	National Grid NTS
Stuart Cook	(SC)	PwC

Copies of all papers are available at: www.gasgovernance.co.uk/NexusSG/3101315

1.0 Welcome and Introductions

LJ provided an overview of the aims of the Steering Group and clarified Steering Group responsibilities.

Members agreed that 'Chatham House Rules' are to apply to general discussion; for minutes, Voting, Actions, and Next Steps are to be recorded in detail.

It was the general consensus within the group that for newly published papers a notification should be sent to members by email. Members also noted that some confidential papers would be emailed directly to them. It was agreed that it was the responsibility of each individual to process these documents accordingly.

2.0 PA/M Overview of People and Approach

PwC talked through the slides regarding the high level approach to which they will undertake their role and how they will operate with the Steering Group. PwC explained that it was essential that they be given access to the current Internal Minutes/Project Plans/Risk and Issue Logs from each organisation. This will allow them to assess the readiness of each organisation, and address any potential issues in an expedient manner.

3.0 Agreeing our expectations

PwC explained their Three Phase Approach. PwC will minimise the amount of information that will be released into the public domain and all data submitted by parties will be secure, with passwords. It was agreed that PwC should provide the text of an introductory message, for Members to issue to their constituents, which introduces the data gathering.

ACTION SG01: Circulate to members the suggested text of a communication to constituents introducing the data gathering approach and requirements (PwC).

After further discussion, it was agreed that Shippers, GTs, iGTs and Xoserve should be included in the assurance scope.

Ofgem confirmed that PwC are governed by the Ofgem Rules of Engagement regarding data sensitivity, and that parties should be responding in a timely manner to requests for information or providing accurate and realistic data.

4.0 Project Plan

4.1. Critical Path/early evaluation (PA/M)

PwC explained that their data collection web portal would be ready imminently. They confirmed that a plan would be produced for the Steering Group meeting on 14 April, with an initial view of the state of readiness available for consideration at the meeting on 01 May.

4.2 Challenges identified in PA Consulting Report for SSE

Members considered the Executive Summary document and thanked SSE for providing it. On the basis that the approach outlined earlier by PwC encompassed the issues raised in it, no further questions were raised at this stage.

5.0 Readiness Criteria

5.1. Update after Workshop held on 17 March 2015

Xoserve provided an update on the session held on 17 March, where a 'Level 1 Industry Processes' approach was undertaken, encompassing the main risks, H&S issues, customer risks and accuracy of invoicing. The main element that is critical is the Transfer of Ownership.

PwC and Xoserve are meeting on 01 April to discuss the readiness criteria.

5.2 Agreement of next steps for PA/M

Members agreed that a cut-off date needs to be identified, as the latest time a decision could be made with regards to whether the go-live date of 01 October 2015 is achievable. After this point the industry would be fully committed to 01 October go-live and any further issues would be treated as requiring mitigation.

The group discussed how Readiness Criteria should be expressed, agreeing that meter points, throughput, number of organisations, market sector and the number of transactions.

6.0 Potential Deferral of Unique Sites and Retrospective Adjustments

Xoserve reported that the feedback received as of 31 March 2015 included 13 organisations, with a mixed level responses. 5 organisations were in favour, 1 supported elements and the others had not supported the proposals. This will be further discussed in the next Nexus meeting on 07 April.

Xoserve stated that the systems delivery for Unique Sites and Retrospective Adjustments could not be achieved by 1st October 2015. For clarity, this meant that members would be asked to vote, at the next meeting on 14 April, on a **recommendation** to either:

- (i) decouple US & RA from the core system delivery to allow the core to go-live on 01 October, or

- (ii) to maintain the systems delivery as a whole and to defer to a future date which is yet to be determined.

The group then requested information from Xoserve clearly stating why the current date wasn't achievable for all components, together with existing project documentation to explain the options and their impacts. It was agreed that this would be provided late w/c 6 April such that members could canvass views from their constituents ahead of the next meeting.

ACTION SG02: Provide evidence and supporting documentation to inform the vote on deferral of Unique Sites and Retrospective Adjustments (Xoserve).

6.1 Discussion and Next Steps

Xoserve to produce and circulate the detailed paper by Friday 4 April. Stating the justification and impact of the following:-

All elements to go live on 1st October 2015

Deferral of Unique Sites from 1st October

Defer all to a future date

Split of Unique Sites and Retrospective Adjustments

7.0 Any Other Business

Members confirmed, with the exception of JG, that they understood who their constituents were.

ACTION SG03: JD to provide JG with a list of relevant constituents

JO agreed to be the custodian of the master list of affected parties, but this will be used a Repository only.

Andy Sinclair (PwC lead) can be contacted at andrew.j.sinclair@uk.pwc.com or 07725 829033.

8.0 Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue	Workgroup Programme
13:00 Tuesday 14 April 2015	Teleconference, approximate start time no earlier than 13:00 (<i>following Change Overview Board meeting</i>)	<i>Update from PwC Deferral of US & RA Draft Readiness Criteria</i>
10:00, Friday 01 May 2015	Ofgem, 9 Millbank, London SWIP 3GE	<i>Consideration of the State of Readiness</i>
13:00 Monday 11 May 2015	Teleconference, approximate start time no earlier than 13:00 (<i>following Change Overview Board meeting</i>)	<i>To be confirmed</i>
10:00,	Ofgem, 9 Millbank, London	<i>To be confirmed</i>

Tuesday 02 June 2015	SWIP 3GE	
10:00, Monday 15 June 2015	Teleconference	<i>To be confirmed</i>
10:00, Wednesday 01 July 2015	Ofgem, 9 Millbank, London SWIP 3GE	<i>To be confirmed</i>
10:00, Monday 13 July 2015	Teleconference	<i>To be confirmed</i>
Monday 03 August 2015	Ofgem, 9 Millbank, London SWIP 3GE Approximate start time no earlier than 13:00 (following Change Overview Board meeting)	<i>To be confirmed</i>
10:00, Monday 17 August 2015	Teleconference	<i>To be confirmed</i>
10:00, Tuesday 01 September 2015	Ofgem, 9 Millbank, London SWIP 3GE	<i>To be confirmed</i>
10:00, Monday 14 September 2015	Teleconference	<i>To be confirmed</i>

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
SG01	31/0315	3.0	Circulate to members the suggested text of a communication to constituents introducing the data gathering approach and requirements (PwC).	PwC	Pending
0302	31/0315	6.0	Provide evidence and supporting documentation to inform the vote on deferral of Unique Sites and Retrospective Adjustments (Xoserve).	Xoserve	Pending
0303	31/0315	7.0	JD to provide JG with a list of relevant constituents	Ofgem	Pending