

Project Nexus Steering Group Minutes
Monday 07 December 2015
at Energy Networks Association, Dean Bradley House,
52 Horseferry Road, London SW1P 2AF

Attendees

Alex Travell	(AL)	British Gas
Andy Sinclair	(AS)	PwC
Chris Warner	(CW)	National Grid Distribution
Gareth Evans	(GE)	Waters Wye Associates
Gill Williams	(GW)	PwC
James Beverley	(JB)	Baringa
Jeremy Guard	(JG)	First Utility
Jon Dixon	(JD)	Ofgem
Karen Visgarda (Secretary)	(KV)	Joint Office
Les Jenkins (Chair)	(LJ)	Joint Office
Mike Harding	(MH)	Brookfield Utilities
Nick Salter	(NS)	Xoserve
Phil Lucas	(PL)	National Grid NTS
Sandra Simpson	(SS)	Xoserve

Copies of papers are available at: <http://www.gasgovernance.co.uk/NexusSG/071215>

Key Messages from this meeting:

Overall Programme Status		
Status	<ul style="list-style-type: none"> The overall programme status is red because a number of interim milestones are at significant risk. PNSG noted that there were a number of potential mitigation actions that should restore the previous amber status and prevent this being a threat to the 01 October 2016 go-live date See UAT L3/4 below for more information. 	INFORMATION
UAT L3/4 (Core)		
Update	<ul style="list-style-type: none"> UAT will not be completed on 31 December 2015. Additional resources (ie not redeployment) and other actions have been applied to provide the best chance of completing UAT in February 2016 Market Trials Working Group have been asked to consider the impact of UAT L3/4 running in parallel with Market Trials, to inform a decision at the next PNSG on 18 December 2015 on what needs to be done. 	INFORMATION
MT L2		
Progress	<ul style="list-style-type: none"> Interim assessment is that we expect MT L2 to be exited as planned. 	INFORMATION
Self-Assessment	<ul style="list-style-type: none"> Parties are requested to update their MT L2 self-assessments by Wednesday 09 December 2015 (on the PwC portal) 	ACTION

RAASP		
Update	<ul style="list-style-type: none"> Design workshops are complete; a further update will be provided after the PNSG on 08 January 2016. 	INFORMATION
Baringa Assurance of Xoserve		
Reporting	<ul style="list-style-type: none"> PNSG noted that all of Xoserve's reporting is independently assured by Baringa before publication. Future reporting will be clearly marked to confirm. 	INFORMATION

1.0 Introduction and Note of Alternates

'Chatham House Rules' apply to general discussion.

LJ welcomed all to the meeting; quoracy was confirmed.

1.1. Note of Alternates

None advised.

1.2 Apologies

Angelita Bradney

2.0 Review of Minutes (16 November 2015)

The minutes of the previous meeting were approved.

3.0 Programme Report (PwC) – including MT L2 Progress Update

AS gave an overview of the current position of a number of areas.

Overall Status

AS explained the most noticeable change was that the overall Project had now been placed in a 'red' status because a number of interim milestones will not be achieved in the specified timeline. He stressed this was not a reflection on the Go Live date for 01 October 2016, and that the status change was due to the UAT delays with the associated 'knock on' effect on L3 and L4 Market Trials. He explained that the 'Go Live' date should not be impacted provided mitigation actions and appropriate resolutions that were being discussed were acted upon.

Some members felt that the message could have been clearer since concern had been widely raised regarding the Go Live date. Both AS and SS explained that within a project of this size, complexity and risk profile it was normal to have a red status periodically, however they agreed to alter the wording in the associated documentation to redress the balance of this message, with adapted wording to highlight that interim milestones are impacted and not the overall 'Go Live' date.

Market Trials Level 2 – Interim Exit Assessment

AS explained that MT L2 was on track and was expected to be achieved on 18 December 2015 as planned. He said discussions had been taking place regarding the overall readiness and five participants were currently categorised as 'at risk' and were unlikely to have demonstrated their exit criteria by 18 December 2015. The main defect issues with regards to testing had been the 'CDJ' and 'CRF' files and that there are known limitations of Level 2 testing around the validation of allowable values and RGMA flows. SS subsequently confirmed that this area was almost complete and AS agreed that this was not cause for concern, as many of the participants would have achieved 'green' status by the 18 December. AS then overviewed the percentages in the Respondent Overview and highlighted that some of the transporters were slower in their progress on Level 2 and were classed as behind. CW explained that most were at 'amber' status with 1 at 'red' status. AS asked for the MT L2 self-assessments updates by 09 December 2015 via the PwC Portal.

UAT Level 3 and Level 4

SS explained that UAT had not been progressing as hoped due to a higher than expected level of functional and data defects and that Invoicing was now being looked at in isolation. SS said that due to these defects UAT could extend into February 2016 and impact on MT L3/4. SS confirmed that extra resources had now been drawn from outside of the organisation, including Baringa, and added to the Testing and Data Defect Teams, with individuals specifically focusing on data resolution. She said that two big data issues had meant 3 weeks catch up of data. Members were concerned that the catch up period had been communicated differently, from 1 week – now to 3 weeks, which had not helped with the confidence of the messages being circulated. General discussion took place regarding the communication mediums and in what forums this information was circulated to ensure all parties and constituents were aware of these messages. SS proposed that this information could be published each week on the Xoserve Website.

Action 1201: Xoserve (SS) to publish a weekly report providing details of current status of testing and defect resolution.

SS overviewed the presentation 'Market Trial Options' and highlighted that the RGMA Tranche was currently most at risk, due to the amount of defects, as this area is has an extremely high amount of complexity in its own right. SS then overviewed the 3 initial options together with the complexity of each option in relation to the functionality and the number of participants and suggested that Option 3 was a more favourable option for completeness, as it removed the delay to starting Market Trials.

After further discussion about Xoserve's initial options, Members felt that this matter should be considered by the Market Trials Working Group since the primary impact was upon MT. Scope was agreed to be to the end of MT in July 2016 and for the MTWG to consider how to best address the late completion of UAT within the MT phase. AS confirmed he would ensure he attended the meeting and that feedback would be provided for the next Steering Group meeting on 18 December 2015.

Action 1202: PwC (AS) to support the MTWG in assessing the overlap between UAT and MT L3/4

Transition Progress Group

SS wanted to bring to the attention of the Steering Group that the Transition Progress Group was presently Chaired by Xoserve and a request had been made for an Independent Chair. LJ felt this was not in the scope of the Steering Group's remit and JD confirmed that there was no budget for this. The Steering Group recognised that there was a difference between a 'Chair acting independently' and an Independent Chair. It was agreed that it was advisable to let the group mature and that it was appropriate for Xoserve to continue to Chair the meeting independently.

4.0 Key Milestones

4.1 Change Request 001: Completion of Xoserve Core UAT

Discussion suspended pending review of UAT impact on MT (see 3.0 above)

4.2 L2 MT End (due 18 December) – what does the SG need?

A lengthy discussion took place as to what would happen to those organisations that did not pass L2 Market Trials. AS confirmed those organisations would be given help to get them through L2 prior to entering L3 and SS confirmed that a prerequisite for entering L3 was passing L2. SS confirmed the document pack would be updated to give clarity surrounding this area and also explained that at the present time, it was far too early in the process to offer up solutions regarding this matter. LJ indicated that if passing L2 became an issue, then it would be an Ofgem escalation matter as each organisation had obligations as determined by the UNC.

4.3 RAASP Design

SS confirmed that the RAASP build had already been started, at risk, as this was the only way the plan could be achieved. JB confirmed that they had only just had sight of the SAP report, however the first iteration was now out of date and this would be revisited at the end of December. General discussion took place regarding RAASP and the impact if this became unavailable to the industry because of the associated risk. SS explained that the RAASP functionality was linked to the Core functionality and that 'check points' are presently taking place each month, the next one being on 31 December 2015 and the subsequent one being on 8 January 2016. It was agreed that SS would provide a summary of the status of RAASP at the meeting on 11 January 2016.

Action 1203: Xoserve (SS) to report on RAASP design/build for 11 January 2016.

5.0 Matters for consideration

5.1 DCC Contingency Request

JD confirmed a letter was going to be circulated from the DECC summarising the consultation process and that an exact resolution regarding the 'overlap' was still not entirely clear. He explained there was another meeting planned on the 17 December 2015 when this matter would be discussed further to gain more certainty. AS also confirmed he was included in this process and that presently there was no need to amend either Milestone Plans.

5.2 MTWG confirmation of completion of outstanding actions.

SS confirmed that the outstanding actions had now been allocated to other groups and that confirmation had been received that these matters had now been resolved.

6.0 Programme Risks and Issues for consideration (by exception)

AS confirmed the next review of risks and issues (any changes/new escalated) would take place at the meeting on Friday 18 December 2015.

It was reiterated that all new identified Issues and Risks, and any suggested amendments, can be raised through the PwC portal. PwC will then assess and clarify and if found to be appropriate will add to the Register, escalating as necessary to PNSG.

7.0 Another Other Business

7.1 Baringa Assurance of Xoserve Activities

A query was raised about the assurance process that Baringa is responsible for regarding Xoserve's activities. JB confirmed that all Xoserve reporting was assured by Baringa and Members noted that this wasn't entirely clear; it was agreed that subsequent reporting would be clearly marked to demonstrate this. Members subsequently felt a presentation for the next meeting on 18 December 2015 by Baringa would be helpful to clarify the Baringa Assurance process and how they monitor Xoserve's outputs.

Action 1204: Baringa (JB) to produce a presentation for the meeting on 18 December 2015 giving clarity on the Baringa Assurance process of Xoserve and all future documents to carry evidence of confirmation by Baringa.

8.0 Outstanding Actions

1003: PwC to develop a short Engagement Survey (3 questions, self certifying), for PNSG to consider, potentially for issue after the start of L2 MT.

Update: AS confirmed the Engagement Survey has been issued, so this action could now be closed. **Closed.**

1102: *RAASP milestones* - SS and AS to provide a Change Request regarding proposed changes to milestone dates, including assessment of the impacts.

Update: AS explained that the change request had now be raised and SS confirmed the dates had been updated in the plan, so this action could now be closed. **Closed.**

1103: *Volumetrics* - PwC to include a question on the PwC portal seeking further information and Shipper constituency representatives to draw attention to the need for information.

Update: AS explained that work had been completed and the sent out, to date he had only received 5 responses, 4 in agreement and 1 not in agreement. It was agreed this action should be carried forward awaiting more responses. **Carried Forward**

1104: All parties to consider whether or not the proposed DCC Releases present a significant risk to the Project Nexus 'go live' date and provide views in time for consideration at the next meeting.

Update: It was agreed by all participants that this action could now be closed as the topic had been discussed. **Closed.**

9.0 Key Messages and Items for Publication

The Key Messages were discussed and agreed and will be circulated. The table including the information, circulated by email following this meeting, is provided at the head of these minutes (see page 1, above).

Publication of meeting papers was agreed.

10.0 Next Agenda and Diary Planning

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

Next Meeting

The next meeting will be held on Friday 18 December 2015 at Ofgem, 9 Millbank, London SW1P 3GE, starting at 10:00.

At this meeting the expectation will be to:

- *Review minutes*
- *Consider Key Milestones – L2 MT End Date (due 18 December 2015) RAASP Detailed Design Completed (due 31 December 2015) update*
- *Discuss Matters for Consideration – Mitigating the impact of late L3/4 UAT on MT – MTWG recommendation and next steps. DCC Contingency Request – ongoing monitoring, Baringa Assurance of Xoserve activities - scope*
- *Review of Risks and Issues Register (by exception)*
- *Review action updates*

Attendance

It is assumed that all members will attend/participate unless the Chair is notified otherwise and any meeting papers for publication should be provided to the Joint Office as soon as possible and in advance of each meeting.

Members are reminded they must formally notify the Joint Office of any absence and the attendance of their Alternate.

Unless otherwise notified, Project Nexus Steering Group meetings will take place as follows:

2015/16

Time/Date	Venue	Programme
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<p>10:00 - 13:00, Friday 18 December 2015</p>	<p>Ofgem, 9 Millbank, London SW1P 3GE</p>	<p><i>Formal checkpoint meeting</i></p> <ul style="list-style-type: none"> • <i>Review minutes</i> • <i>Consider Key Milestones – L2 MT End Date (due 18 December 2015) RAASP Detailed Design Completed (due 31 December 2015) update</i> • <i>Discuss Matters for Consideration – Mitigating the impact of late L3/4 UAT on MT – MTWG recommendation and next steps. DCC Contingency Request – ongoing monitoring , Baringa Assurance of Xoserve activities - Scope</i> • <i>Review of Risks and Issues Register (by exception)</i> • <i>Review action updates</i> •
<p>10:00 - 11:00, Friday 08 January 2016</p>	<p>Teleconference</p>	<p><i>To be confirmed</i></p>

Action Table (07 December 2015)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1003	12/10/15	6.2	PwC to develop a short Engagement Survey (3 questions, self certifying), for PNSG to consider, potentially for issue after the start of L2 MT.	PwC (GW)	Closed
1101	02/11/15	2.0	<i>Milestone M1.3 Industry/Xoserve UAT complete for MT Core</i> - SS and AS to raise a Change Request regarding proposed extension from 31 December 2015 to 31 January 2016.	Xoserve (SS) and PwC (AS)	Closed
1102	02/11/15	4.1	<i>RAASP milestones</i> - SS and AS to provide a Change Request regarding proposed changes to milestone dates, including assessment of the impacts.	Xoserve (SS) and PwC (AS)	Closed
1103	02/11/15	4.4	<i>Volumetrics</i> - PwC to include a question on the PwC portal seeking further information and Shipper constituency representatives to draw attention to the need for information.	PwC and Shipper constituency representatives	Update due 18 December meeting Carried Forward
1104	16/11/15	5.0	<i>DCC Contingency Request</i> - to consider whether or not the proposed DCC Releases present a significant risk to the Project Nexus 'go live' date and provide views in time for consideration at the next meeting.	All	Closed
1201	07/12/15	3.0	Xoserve (SS) to publish a weekly report providing details of current status of testing and defect resolution.	Xoserve (SS)	Update due 18 December meeting Pending
1202	07/12/15	3.0	PwC (AS) to support the MTWG in assessing the overlap between UAT and MT	PwC (AS)	Update due 18 December meeting

Action Table (07 December 2015)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			L3/4.		Pending
1203	07/12/15	4.3	Xoserve (SS) to report on RAASP on 11 January regarding if this achievable in relation to transparency and confidence building.	Xoserve (SS)	<i>Update due 11 January 2016 meeting</i> Pending
1204	07/12/15	7.1	Baringa (JB) to produce a presentation for the meeting on 18 December 2015 giving clarity on the Baringa Assurance process of Xoserve and all future documents to carry evidence of confirmation by Baringa.	Baringa (JB)	<i>Update due 18 December meeting</i> Pending