Project Nexus Steering Group Minutes
Monday 11 April 2016
Ofgem's Offices, 9 Millbank, London SWIP 3GE

Attendees

Alex Travell	(AT)	E.ON (Representing large, mixed portfolio shippers)
Alison Russell	(AR)	Utilita (Representing small, new entrant shippers)
Andy Sinclair*	(AS)	PwC
Chris Warner	(CW)	National Grid Distribution (Representing gas transporters, distribution)
Darren Jackson	(DJ)	Xoserve
Gareth Evans	(GE)	Waters Wye Associates (Representing industrial and commercial shippers)
Gill Williams	(GW)	PwC
Jon Dixon	(JD)	Ofgem
Les Jenkins (Chair)	(LJ)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Matt Adams	(MA)	Baringa
Mike Harding	(MH)	Brookfield Utilities (Representing gas transporters, independent)
Nick Salter	(NS)	Xoserve
Phil Lucas	(PL)	National Grid NTS (Representing gas transporter, transmission)
Rob Salter-Church	(RSC)	Ofgem
Steve Mullins	(SM)	PwC

via teleconference

Copies of papers are available at: http://www.gasgovernance.co.uk/NexusSG/110416

Key Messages from this meeting:

Overall Progress		
	• Current Status red, due in part to remaining uncertainties about when full functionality will be released into trials.	**INFORMATION**
Market Trials		
Progress	• PNSG recognise and thank parties for the much improved participation rate. • Parties are encouraged to continue to execute scenarios where possible to do so. • PNSG recognised that there is a disconnect between reported defects and impacts and how they manifest for parties, and then when	**INFORMATION AND ACTION**

	fixes will arrive. • Xoserve and PwC will review defect feedback and assessment processes. • All parties are encouraged to participate in, and feedback via, the daily progress calls (approximately half-hour).	
Plan	• Xoserve has confirmed that the Core MT environment can be extended to 31 July 2016. • MTWG will be asked how best to use the additional time. • Xoserve will confirm the support arrangement for the extended environment.	**INFORMATION**
RGMA		
Delivery into Market Trials	• RGMA will not be fully available into MT on 15 April. A communication will be issued late on Wednesday 13 April that identifies what complete (defect free) MT scenarios will be delivered into MT on Friday, for parties to test should they wish. • This means that the formal start of MT for RGMA is likely to be delayed to a date yet to be determined (notwithstanding that parties may wish to undertake partial testing). • Xoserve continues to prioritise delivery of Asset Install, Exchange and Removal functionality into Market Trials for 15th April. Progress is subject to defect resolution and updates on this and other RGMA functionality will be provided through this week.	**INFORMATION**
Unique Sites		
Delivery into Market Trials	• MTWG has identified that regression testing is required as a result of late delivery of US. • Concerns that there is not a suitable MT 'window' available to do this currently and that there are additional risks introduced if the coding is not stable. • Further MTWG meeting this week to further review the situation.	**INFORMATION**
Invoicing		
	• Additional visibility of progress, consistent with RGMA and US, has been requested.	**INFORMATION**

Data Preparation		
	• No further transformation rules are expected. • Xoserve report that it is proceeding to plan.	**INFORMATION**
Governance		
	• PwC overviewed the proposed revised governance structure. • New 'Cross Industry Programme Management' function will consider, among other things, how the content of the UNC Project Nexus Workgroup that is not directly related to a UNC modification should be integrated into the new arrangements to ensure there is no duplication. • PNSG will become a forum to discuss issues and inform any subsequent decision that Ofgem need to take. • Ofgem and PwC are considering feedback received and will issue a further communication on the new shape of the governance for the programme. • Expected to be in place from end of April 2016.	**INFORMATION**

1.0 Introduction and Note of Alternates

The 'Chatham House Rule' applies to general discussion.

LJ welcomed all to the meeting.

1.1. Note of Alternates

Alison Russell for Jeremy Guard, Nick Salter for Sandra Simpson and Matt Adams for James Beverley.

1.2 Apologies received

Jeremy Guard, Sandra Simpson and James Beverley.

2.0 Review of Minutes (24 March 2016)

The minutes of the previous meeting were approved.

3.0 Programme Report *(next report in May 2016)*

Level 3/4 Market Trials Update (PwC)

GW gave an update on the current position. The overall programme status remains at RED, as delivery timescales of the remaining Xoserve functionality to Market Trials are not yet known to a high degree of confidence. This places the industry plan milestones of 'MT Core Completion' and 'Go-live' at risk.

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It was confirmed that participation in Level 3/4 Market Trials had increased considerably, but challenges remain for participants in executing end-to-end test scenarios, subject to blocking defects, data quality issues and longer than expected test preparation time). Market participants are encouraged to continue with testing wherever possible.

Level 3/4 Market Trials Update (Xoserve)

DJ outlined the position from Xoserve's perspective, detailing levels of participation, numbers of transactions, and confirming that the Transfer of Ownership functionality was working.

Some fixes to defects (16) were to be released today, in advance of the code drop on Friday; the rest were expected to be released by the end of the week. The complexity and individuality of the defects had meant that there was no 'one' solution.

Communication relating to defects was commented on in greater detail; there appeared to be mixed messages regarding the feedback received, depending on whether it was directed to PwC or to Xoserve. The participation in the daily calls was discussed. From Xoserve's viewpoint there seemed to be a low level of active participation across these broader calls, perhaps because parties were more reluctant to discuss their specific issues in open forum; more detailed engagement was evident on a one-to-one basis. A Shipper constituent representative outlined feedback received highlighting various points of dissatisfaction and frustration regarding testing and defect communication, which was having the effect of preventing the continuity and/or progression of testing. There was also an element of frustration expressed that parties were not receiving responses from Xoserve; insufficient detail in respect of the defect, i.e. on what was 'broken' was being provided, leaving parties unable to effectively and efficiently reassess plans/resources if necessary. The Shipper constituent representative explained the details of pre-calls made in preparation for attending PNSG meetings so that their constituent views could be represented. DJ noted the concerns raised and would follow up offline.

NS reiterated it was of concern if the same feedback was not being provided to/shared across PwC and Xoserve. Xoserve needed to understand if the defects had the right details logged against them and carried the appropriate prioritisation where Shippers were concerned. AS suspected that many participants' views would be the same across the piece, bearing in mind the compression of timescales and what had to be accomplished, and that to fail at Step 1 in a test scenario was extremely frustrating to the parties concerned. The Shipper constituent representative added that there was also a sense that defect reporting appeared to centre on numbers, rather than going into any useful detail; there was therefore no understanding of what was 'broken', or how long whatever it was might take to be addressed and fixed. Greater transparency and better reporting was required on any problem, its manifestations/impacts/effects, and a potential timescale for fixing. DJ explained the structure, content and practice of the daily calls, and what sort of interaction with parties generally took place; it was suggested this needed to become more effective, and more of a two-way dialogue.

Action 0401: *Defects - improvement in the provision of information/communication:*

    a) **Xoserve to address gaps in reporting detail and communication across all parties, (including providing in the Daily Call, a summary of defects outstanding and a reiteration of appropriate avenues for escalation).**

    b) **PwC to match assessments of gravity against current defect block and support Xoserve to reprioritise as appropriate.**

UAT Plan Update (PwC)

GW reported that risk remained in the Xoserve UAT plan for delivery of the outstanding elements of functionality. Pre-invoicing UAT was 96% complete and overall completion against the 'Xoserve Core UAT fully complete' milestone (31 March 2016) is 78%. PwC remained of the view that delivery of full RGMA functionality was highly unlikely for 15 April 2016, although Xoserve continues to work towards this date.

Capacity and commodity invoicing is expected to be issued in MT in line with the April billing calendar following resolution of some minor defects. Reconciliation invoicing is undergoing final validation testing (required by 27 April). A number of other areas of functionality remain outstanding for delivery to MT or have been delivered with minor defects. Due to outstanding Xoserve functionality still to be delivered, the 'MT Core Completion' milestone (30 June 2016) remains at risk. Pending confirmation of environment availability by Xoserve, the MTWG's recommendation to extend MT Core to 31 July 2016 should be considered for approval.

A discussion ensued. It was queried where iGT invoicing fitted into Xoserve's reporting. Noting that there were concerns that the ability to invoice could be compromised, DJ indicated he would confirm dataflows offline.

The percentages were queried; parties would like to understand what was included in the 96% and 78% - what was the scope reported against?

Post meeting note: DJ provided the following information:

*"With regard to the UAT Progress Report, the Overall milestone activities completed correctly states **78%**. However, the Key Outstanding Processes table suggests there is 77% remaining. This is a result of rounding up of figures in the table – and a number of process areas are actually at less than 1% of the total remaining. To confirm: the overall milestone activities completed is 78%.*

With this in mind, the Pre-Invoice milestone activities holds true at 96% - although is slightly higher given the rounding issue mentioned above.

In the interests of clarity, Xoserve will re-issue the slide later this week."

Attention was drawn to the graphs on Xoserve's UAT Progress Report (slide 12). It was observed that more detail on defects would be welcomed, such as how Xoserve intended to close the gap between 500 and zero; the defects position was briefly discussed. Noting that at least three areas would not be delivered, it was then questioned what a partial RGMA delivery would look like, and when a clear view of what that would include would be made apparent to participants. A Shipper constituent representative reiterated concerns regarding the number of open defects and what was not prioritised, noting that any potential phasing could bring other problems depending on what was interlinked and therefore might need to be retested, etc. It was suggested that discussions were needed before 15 April 2016. Attention was then drawn to the separate slide 'Managing Issues Carried into MT' provided by Xoserve - it was known that these three issues would not be delivered on 15 April 2015. DJ briefly summarised defects status by core process; it was expected to resolve/test all except one (i.e.11 out of 12) by Friday. There was no information available on the status of non-core defects.

Subject to progress on resolution of identified defects/scenario testing over the next couple of days, it was reiterated that Xoserve should declare anything that will not be delivered. In practical terms, market participants really need to understand this well before Friday, together with any defects that remain outstanding, to assess the implications for their own testing plans and to see what if anything can be accommodated quickly at this late stage. It was pointed out that most participants did not want a partial

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delivery and would very much prefer a full delivery.   JD observed that it might be pertinent to understand when parties need to have this information to plan their activities - was there a lead/notification time of days or hours? A Shipper constituent representative gave a short explanation as to why any such information received now might be too late for parties to take action on Friday. Noting that not every functionality would be required by every party, NS believed that whatever functionalities could be delivered on Friday any party should be free to progress and be able to test if they were in a position (and wanted) to do so. No party will be compelled to test anything at this stage.

LJ summarised that there needed to be a clear direction to market participants as to what will happen and what the expectations were for Friday, so that parties can plan and make best use of their time/resources. Once the information is available then the implications can be assessed. Xoserve will have a better view by mid-week and it was suggested that an interim checkpoint call be made on Wednesday 13 April 2016 at 16:00, via teleconference, to review the position. Ofgem and PwC would expect to challenge any perceived problems.

It was clear that full RGMA would not be delivered, but that some functionalities/test scenarios would be fully available (defect free) by Friday, whilst noting that some others may still have defects but would be capable of being tested nonetheless (depending on the defect). SM pointed out that unless a position of 100% defect free was reached in the available scenarios then it would be a 'soft start' to these MTs. Assuming that some parties may wish to proceed with testing on Friday (to whatever extent) NS affirmed he would check that Xoserve would have sufficient resources in place to support and to help resolve any difficulties encountered.

 It was suggested that, for clarity, the following should be published:

- a list of core and non-core items

- what is going to be delivered (in granular detail)

- what can be delivered process by process with any associated defects

- what cannot be available

- what functionality parties can test on Friday if they wish.

Action 0402: *Industry communications* **- PwC and Xoserve to liaise to provide:**

a) **In advance of Friday 15 April 2016, a clearly articulated industry communication setting out what was predicted to be available (set out in terms of MT scenarios) for testing on Friday 15 April 2016.**

b) **On Friday 15 April 2016, a further communication providing an updated position (if necessary) confirming availability of functionality delivery and expectations**.

It is anticipated that the next PwC Programme report will be provided at the meeting on 16 May 2016.

4.0   Matters for consideration

4.1 Unique Sites (US): decision on continuation (PwC)

The MTWG had been asked to consider the impact on the Market Trials Approach of US

remaining in scope for 01 October 2016. GW gave an update on the position. Core objects had been reduced from 30 to 19.

Two key risks were identified to MTs in respect of retaining US functionality in scope for 01 October 2016 and further analysis by the MTWG is required. Regression testing for US and core functionality will be vital (no planned window currently exists in the MT plan for this); parallel running of regression testing with US/core MT introduces risk if the code is not stable. The extent of change to core objects or processes as a result of US functionality may result in the current MT test window for US (two months) not being of sufficient duration to allow the required volume of testing (as well as testing of US plus core components affected by regression testing).

To allow meaningful regression testing to be performed in line with the current MT milestones would require a stable MT Core code base (i.e. no significant open defects) when US functionality is released in MT in June. This may require agreement of a change and/or code freeze at the appropriate point. It would also require assurance that the Xoserve US code is to be delivered to MT on time and to a high level of quality.

The MTWG believed that this is likely to require a significant uplift in activity in current MT progress in order to be achieved. A further meeting of the MTWG has been scheduled for 13 April 2016 to review issues and to develop an approach for testing and assess any implications. GW believed that Core MTs were likely to be extended to 31 July 2016 because of all these factors, and the test plan needed to be looked at. There were many presumptions about MTs at present; Invoicing was due in soon, and communications needed to be clear and frequent. A Shipper constituent representative reiterated concerns regarding the potential retesting of Invoicing if defects were discovered that need RGMA functionalities; this was likely to be challenging, as retesting would not 'work' within a two-month period. It was agreed in principle that such an extension might be appropriate and requested that the MTWG be directed to look at this, and also how to use any 'extra' time in the plan to best facilitate for all concerned.

Invoicing

DJ gave a brief update. Capacity and Commodity were on track; Reconciliation still had some defects and these were being worked on. A further update clarifying the position (MT scenarios, details of defects, etc) would be provided on 27 April 2016. The Group requested that more granular information, similar to that provided for other functionality, be provided going forwards.

Data Migration Test Cycle 3 (DMTC3)

DJ reported that DMTC3 for GT has completed on time and validation has commenced on this load; the end date was still expected to be 29 April 2016.

Good progress has been witnessed on Unit testing for US, LPG and Deltas. These sources are being included for the first time this week (11 April 2016) and therefore carry a further level of risk.

All transformation rules agreed with the industry are being applied to DMTC3 within the iGT load. GT Transformation rules agreed recently are expected to be tested fully before bulk load. DJ confirmed there was no intention to apply further transformation rules beyond this cycle.

Additional new mini-migration cycles are being introduced to maximise quality before starting bulk data migration load activities; expected to be 4 weeks of additional data tests.

As a result of mini data loads being introduced into the Data Plan, the Bulk load start dates have been revised to start extraction on 16 May 2016. Performance tuning has

been carried out to the overall Data load cycle and it is expected to deliver improved cycle times for bulk.

Baringa Assurance - CSA Programme Board Report

MA reported that the Programme was currently at RED status. A number of Key risk drivers had been identified and these were summarised. They included a continued lack of progress against detailed Delta data migration plans, and slow progress within Performance Test. Environment constraints impacting Gas Day batch testing plans had been identified. There were challenging delivery plans for RGMA and Unique Sites functionality, and a build up in downstream risk for transition activities. The speed of response to the mitigations identified by the Programme team must be significantly increased if impacts to the downstream plan, and Go Live are to be avoided.

A Shipper constituent representative referred to problems with SAP, observing that some information was found to be confusing, as many parties do not use this for core billing. This might require further explanation. MA will revise the presentation for publication.

4.2 MT L3/4 Progress – including understanding barriers

See 3.0, above.

5.0   Project Management and Assurance - Transition to the new Governance Arrangements

Ofgem had issued a letter setting out the changes it planned to make to the Project Nexus programme governance structure. The changes made will mean "that this established Project Nexus Steering Group (PNSG) will be reset to drive and accelerate decision making around stage gates and major changes to the programme and ensure there is an aligned delivery strategy across all participants whilst continuing to provide better end-to-end oversight of the programme and improved assurance for the shipper community. This will necessitate changes in the current membership/nominations."

Drawing attention to the new Governance model SM gave an overview of the benefits of a centralized Programme Management function, focused on helping to drive transparency and engagement at the right levels, faster decision making and consistency of reporting.

SM outlined the key changes and clarified the new structure. The function and purpose of each body at each level was described in greater detail and the proposed cross-industry programme management hierarchy was illustrated. Interactions with existing industry governance were clarified. LJ pointed out that the role and expertise of the current UNC Project Nexus Workgroup also needed to be taken into account, and it should be considered how activities of this group that are not directly related to UNC modifications should be absorbed within the proposed new arrangements. SM noted this for consideration.

The anticipated composition of each new group was set out together with a participant representation model; principles and roles were defined and expectations clarified. Shipper constituent representatives pointed out that 'correct' appropriate representation at each level will be very important, and would be of concern to individual parties. Project management structures would differ greatly between large and small organisations and this should be taken into account; resources would not necessarily be available for X many days a month to physically attend/participate in meetings, and teleconferences should be considered. Small organisations in particular could find regular attendance very difficult. Make up of particular forums would also be of concern; basing invitations to those holding particular job or position titles will not necessarily ensure the most

appropriate representation, as this will vary across the industry. RSC believed representation would be predicated on the function that a person was delivering in their role, and not on a job title.

A Shipper constituent representative queried whether bodies were making recommendations or actual decisions; absolute clarity was required to understand where the powers of actual decision making were vested and which parties would be making them. Referring to the current PNSG's experience in respect of the very late provision of meeting papers, concerns were expressed regarding parties having the responsibility of making speedy decisions without having been given adequate time to assess and consult on information received. SM noted these concerns. RSC clarified the roles and responsibilities of representatives and the decision-making anticipated. LJ recommended that the Terms of Reference be made very clear so that all parties understand the expectations and their responsibilities.

Concerns were also expressed in respect of the minimal time left in which to set up these new arrangements. RSC explained that the observations and suggestions made during these discussions would be taken into account when shaping the final governance arrangements; all parties were therefore encouraged to submit any other views as soon as possible as the new arrangements should be in place by the end of April. The final proposals will be issued shortly.

6.0 Key Milestones *(on hold pending PMO development)*

Pending a review of the Plan by the Project Director (SM), consideration has been deferred.

6.1 M1.3c: Xoserve RGMA UAT Complete (due 29 February 2016) - *Approval*

Deferred.

6.2 M2.4c: L3/4 MT Core Start (due 01 March 2016) - *Approval*

Deferred.

6.3 M3.2: Unique Sites (US) Build and Unit Test Complete (due 04 March 2016) – *Approval*

Deferred.

7.0 Programme Risks and Issues for consideration *(by exception)*

7.1 Risk Log

None for review.

7.2 Issues Log

None for review.

7.3 Future reviews

Further detailed review of the Risks and Issues Logs is deferred until such time as PwC had reviewed the Plan, in light of the new governance arrangements.

8.0 Any Other Business

None raised.

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9.0   Outstanding Actions

Due to time constraints it was agreed that all action owners would provide appropriate updates for publication ahead of the next meeting. All actions were therefore carried forward for review at this meeting.

0111: *Data Quality/Cleansing* (*Risk R.19)* - AS to liaise with SS to examine previous work carried out (by Emma Lyndon, Xoserve) in this area and ascertain if this can be built upon, and return to PNSG with a plan for a plan.

Update: Superseded. **Closed**

0205: *US delivery to plan* - CW to assess effects on Modification 0432.

Update: CW confirmed that National Grid Distribution (NGD) intended to raise a 'sweep up' UNC Modification Proposal to capture any miscellaneous Project Nexus related issues. Included in this would be any changes necessary as a consequence of the systematisation of 'unique sites'.   NGD has been working with its lawyers and Xoserve to identify any consequential impacts. The only UNC changes believed necessary pertain to Shared Supply Meter Points (SSMPs), which are currently administered under the unique sites process and are minor in scale. No other related UNC changes for any other category of Supply/System Point subject to the unique sites process are necessary.
Closed

0209: *RGMA potential items for descoping* - Xoserve to provide further details/statistics on 'odd, infrequent scenarios' so that these can be assessed for potential de-scoping.

Update: Superseded. **Closed**

0210: *US Delivery (retention/removal)* - PwC to seek participant feedback on any 'big picture' negative impacts of continuing with legacy systems or other interim arrangements to cover US, and report back to next meeting (07 March 2016).

Update: Superseded. **Closed**

0211: *US Delivery (retention/removal)* - AS to seek MTWG views on reasons to justify retaining US in the Core delivery; and in the event of US exclusion/deferral, to if/how MT can deal with any adjustments and how July MT would be reprioritised, and report back to the next PNSG meeting.

Update: Superseded. **Closed**

0212: *'Release 2'* - Ofgem to consider what, if any, formalised arrangements should be put in place to provide a continuing oversight/assurance of the delivery of 'Release 2' and to enable a seamless transition.

Update: Deferred. **Carried forward**

0213: *Risk R.28 Release Reporting (clarity on dates)* - SS to provide relevant Update Pack slide to Shipper constituency representatives(s) for circulation to Shipper constituents, and AS to publish relevant information on PwC portal.

Update: DJ confirmed this had been included in the back of the PNSG pack. Some parties had expressed a desire for a Nexus change freeze; this was to be discussed at the next UK Link Committee meeting. **Closed**

0214: *Programme Contingency* - SS and AS to look at appropriate options.

Update: Superseded. **Closed**

0301: *RGMA functionalities*

  a) Shipper representatives to encourage constituents to make their own evaluations of definitions of core/non-core RGMA functionalities, ready for comparison with PwC definitions.

  b) PwC (with Xoserve support) to establish definitions of core/non-core RGMA functionalities and provide to Shippers for evaluation/comparison, together with a timescale for response.

  c) If not ready by 29 March 2016, PwC to provide an update on 29 March 2016 to clarify when the definitions are anticipated to be available for sharing.

Update: Superseded. **Closed**

10.0 Key Messages and Items for Publication

The Key Messages were discussed and agreed. 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.

11.0 Next Agenda and Diary Planning

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

Interim teleconference 13 April 2016 - single purpose meeting

As agreed at 3.0 above, there will be an interim teleconference held on Wednesday 13 April 2016 starting at 16:00 (teleconference details: 0207 950 1251, access code 21870295#) to receive an Update on the level of RGMA functionality/scenarios that will be available for UAT MTs 15 April 2016.

Scheduled meeting 25 April 2016

The next scheduled meeting will be held on Monday 25 April 2016 via teleconference starting at 10:00 (teleconference details: 0207 950 1251, access code 84534777#).

At this meeting the expectation will be to cover the following:

- Review/approve minutes (11 April 2016)
- Programme Report (next update due 16 May 2016) - *(PwC)*
- Matters for consideration
    - Unique Sites: impact on MT*(PwC)*
    - MT L3/4 Progress *(PwC/SS)*
- Programme Risks and Issues for consideration *(by exception)*

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- Any Other Business
- Review outstanding actions
- Transition to new governance arrangements
- Conclusion - transfer of responsibilities and dates of future meetings.

Attendance

Unless otherwise notified, Project Nexus Steering Group meetings will take place as follows (subject to confirmation by Ofgem):

Time/Date	Venue	Workgroup Programme
16:00 -16:30, Wednesday 13 April 2016	Teleconference details: 0207 950 1251, access code 21870295#	Update on the level of RGMA functionality/scenarios that will be available for UAT MTs 15 April 2016
10:00 - 12:00, Monday 25 April 2016	Teleconference details: 0207 950 1251, access code 84534777#	See 11, above.
10:00 - 13:00, Monday 16 May 2016	Ofgem, 9 Millbank, London SWIP 3GE.	*Formal checkpoint meeting*
10:00 - 13:00, Friday 27 May 2016	Ofgem, 9 Millbank, London SWIP 3GE	*Formal checkpoint meeting*
10:00 - 13:00, Monday 13 June 2016	Ofgem, 9 Millbank, London SWIP 3GE	*To be confirmed*
10:00 - 12:00, Monday 27 June 2016	Teleconference	*To be confirmed*
10:00 - 13:00, Monday 11 July 2016	Ofgem, 9 Millbank, London SWIP 3GE	*To be confirmed*
10:00 - 13:00, Wednesday 27 July 2016	Ofgem, 9 Millbank, London SWIP 3GE	*Formal checkpoint meeting*
10:00 - 13:00, Monday 08 August 2016	Ofgem, 9 Millbank, London SWIP 3GE	*To be confirmed*
10:00 - 12:00, Monday 22 August 2016	Teleconference	*To be confirmed*
10:00 - 13:00, Monday 05	Ofgem, 9 Millbank, London SWIP 3GE	*To be confirmed*

September 2016		
10:00 - 13:00, Monday 19 September 2016	Ofgem, 9 Millbank, London SWIP 3GE	*Formal checkpoint meeting*

Action Table (11 April 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0111	18/01/16	6.1	*Data Quality/Cleansing* (*Risk R.19*) - AS to liaise with SS to examine previous work carried out (by Emma Lyndon, Xoserve) in this area and ascertain if this can be built upon, and return to PNSG with a plan for a plan.	Xoserve (SS) and PwC (AS)	**Closed**
0205	08/02/16	3.0	*US delivery to plan* - CW to assess effects on Modification 0432.	National Grid Distribution (CW)	**Closed**
0209	22/02/16	4.1	*RGMA potential items for descoping* - Xoserve to provide further details/statistics on 'odd, infrequent scenarios' so that these can be assessed for potential de-scoping.	Xoserve (SS)	**Closed**
0210	22/02/16	4.3	*US Delivery (retention/removal)* - PwC to seek participant feedback on any 'big picture' negative impacts of continuing with legacy systems or other interim arrangements to cover US, and report back to next meeting (07 March 2016).	PwC (AS)	**Closed**
0211	22/02/16	4.3	*US Delivery (retention/removal)* - AS to seek MTWG views on reasons to justify retaining US in the Core delivery; and in the event of US exclusion/deferral, to if/how MT can deal with any adjustments and how July MT would be reprioritised, and report back to the next PNSG	PwC (AS)	**Closed**

Action Table (11 April 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			meeting.		
0212	22/02/16	4.3	*'Release 2'* - Ofgem to consider what, if any, formalised arrangements should be put in place to provide a continuing oversight/assurance of the delivery of 'Release 2' and to enable a seamless transition.	Ofgem (AB/JD)	**Carried forward**
0213	22/02/16	6.1	*Risk R.28 Release Reporting (clarity on dates)* - SS to provide relevant Update Pack slide to Shipper constituency representatives(s) for circulation to Shipper constituents, and AS to publish relevant information on PwC portal.	Xoserve (SS) and PwC (AS)	**Closed**
0214	22/02/16	8.0	*Programme Contingency* - SS and AS to look at appropriate options.	Xoserve (SS) and PwC (AS)	**Closed**
0301	24/03/16	4.2	*RGMA functionalities* a) Shipper representatives to encourage constituents to make their own evaluations of definitions of core/non-core RGMA functionalities, ready for comparison with PwC definitions. b) PwC (with Xoserve support) to establish definitions of core/non-core RGMA functionalities and provide to Shippers for evaluation/comparison, together with a timescale for response. c) If not ready by 29 March 2016, PwC to provide an update on 29 March 2016 to	Shipper constituent representatives, Xoserve and PwC	**Closed**

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Action Table (11 April 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			clarify when the definitions are anticipated to be available for sharing.		
0401	11/04/16	3.0	*Defects - improvement in the provision of information/ communication:* a) Xoserve to address gaps in reporting detail and communication across all parties, (including providing in the Daily Call, a summary of defects outstanding and a reiteration of appropriate avenues for escalation). b) PwC to match assessments of gravity against current defect block and support Xoserve to reprioritise as appropriate.	Xoserve (DJ) and PwC (GW)	*Ongoing* **Pending**
0402	11/04/16	3.0	*Industry communications -* PwC and Xoserve to liaise to provide: a) In advance of Friday 15 April 2016, a clearly articulated industry communication setting out what was predicted to be available (-set out in terms of MT scenarios) for testing on Friday 15 April 2016. b) On Friday 15 April 2016, a further communication providing an updated position (if necessary) confirming availability of functionality delivery and expectations.	Xoserve (NS/DJ) and PwC (GW)	**Pending**