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**Project Nexus Steering Group Minutes**  
**Extraordinary Meeting Monday 14 December 2015**  
**via teleconference**

**Attendees**

Les Jenkins (Chair)	(LJ)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alex Travell	(AT)	E.ON UK
Alison Russell	(AR)	Utilita
Andy Sinclair	(AS)	PwC
Angelita Bradney	(AB)	Ofgem
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
Mike Harding	(MH)	Brookfield Utilities
Phil Lucas	(PL)	National Grid NTS
Sandra Simpson	(SS)	Xoserve

Copies of papers are available at: <http://www.gasgovernance.co.uk/NexusSG/181215>

**1.0 Introduction and Note of Alternates**

'Chatham House Rules' apply to general discussion.

LJ welcomed all to the meeting; quoracy was confirmed. LJ noted that JG's alternate, AR, was also in attendance at the meeting to ensure continuity in JG's absence at the next meeting.

LJ explained that this extraordinary meeting had been added at the request of a Shipper representative to ensure that the Steering Group were actively managing the 'red' programme status that had been reported at the previous meeting on 07 December 2015. The agenda was restricted to two items:

- To receive an update on the MTWG meeting; and
- To receive an update on UAT L3/4 progress.

**2.0 Informal Update on the MTWG meeting and recommendation (AS/GE)**

AS reported that the MTWG meeting had been very productive, and there was to be a further update conference call on Wednesday. Option 2, slightly amended from that initially suggested by Xoserve, appeared to be the preferred option (MT commenced in a staggered manner in February 2016 in parallel with Xoserve UAT). The MTWG also believed that the end date should be extended to 31 July 2016. To ascertain the level of project support required, more granular data from Xoserve will be required (progress, level of defects, how clear the position is in terms of resolutions, etc); if working towards MT

mid - late February, then parties need to have enough time to get resources into the right place at the right time. A decision point will be required mid-January at the latest.

It was noted that Xoserve has no mechanism to prevent parties' testing/continuing to test other parts of functionality at the same time, so submissions may be seen up to the end of July. SS observed that to obviate this Xoserve would have to change the system to stop the functionality, and then would have to reverse it; this was seen as impractical and it was recognised that it was never going to be possible to stop parties using all functionality. It was queried if there would be adverse impacts on any parties if the functionalities continued to be used outside of the agreed periods. SS responded that it was not likely to compromise the system, however if a party tries to run functionalities outside of the agreed periods it would not be supported. The risk is more to the party operating outside the supported period rather than to any other party or the system. It was observed that it might 'spoil' test data, but would not impact others.

Option 2 required more work both to clarify expectations and to communicate these appropriately.

LJ summarised that Option 2 was preferred, a phased entry to MT Level 3/4, prioritising certain functionalities, and extending all MT to the end of July. There would be a large block of testing in the first few weeks, then retesting at the end if necessary (defects); there was no expectation of a re-jigging of resources to support testing at the end of the period. SS reiterated that it would need to be clear what the agreed support arrangements would be.

LJ sought clarification that MT Level 3/4 are actively extended into July. AS responded that it was 'just a recognition' that testing is likely to happen right to the end, and could Xoserve support this - there were clear implications for resources. An MTWG representative agreed that there was general agreement to Option 2 but that it needed further work to define how it would operate/be extended.

LJ observed that he expected to see separate change requests to (i) commence MT L3/4 on a phased basis (ie 'commencement'), and (ii) to extend the trials beyond the end of May (i.e. 'completion') as these were separate considerations with different impacts. If Xoserve cannot support everything necessary, then there was no point in doing it. Clarity on these would be expected at the meeting on Friday.

SS confirmed the support schedule was in the Approach. AS suggested this needed to shift on one month (to the right - end of June) to show what providing longer support would look like, and if resource was being redeployed from elsewhere. Depending on the information that Xoserve could provide, the PNSG may or may not be in a position to approve any formal change to the Plan at Friday's meeting. SS clarified what she thought may be able to put forward to update the support schedule. It was recognised that during MT other resource changes may be required. AS and SS can recommend what the best way forward might be at the present time.

AS observed it was still necessary to confirm that Option 2 was viable and that MTWG's views will be crystallised at its next meeting on Wednesday. SS reiterated that Xoserve would not be deploying core resources to support in July, but it was too early to predict/confirm arrangements at this stage.

LJ summarised that AS would issue the first Change Request on Thursday and that the PNSG will expect to make a decision on this at the next meeting on Friday. The second one may require more work to be sure that project support could be provided, but this was a lower priority. SS indicated that she was looking at increasing external visibility of tracking. LJ encouraged parties to liaise with their MTWG representatives prior to Friday's PNSG meeting.

### 3.0 Weekly UAT Update for w/e 11 December 2015

SS provided some graphs/statistics to illustrate current UAT progress, adding that milestone and burn down graphs would be included in each update.

Explaining the statistics in more detail, SS noted that one scenario for T1s (SPA) has moved to w/e 14 February 2016. This is the testing of SPA when a site moves from an iGT to a GT; it was not considered to be one of the more critical scenarios, and was not a 'showstopper'.

All defects had been included (red line = open, green line = closed) to give the PNSG a more holistic view. It was noted that quite a few defects were open; this was because although they have been fixed, they have not yet gone through retesting. The red band should become progressively 'thinner' over time. More defects are being closed than are being opened, but the scale of the graph made this difficult to see.

SS explained the figures relating to the burn down graph. These would be expected to move by the end of February. Although very slightly behind plan at present good positive steps had been noted in the previous week, but SS needed to see the position stabilise in order to predict any certain level of confidence. It was reiterated that PNSG should not expect to go into MT with no red band.

SS observed that over the next few weeks there would be the biggest number of scenarios running over any one period. AB suggested it would be useful to know the number of critical activities that need to be on target to keep to the Plan. A Shipper constituency representative noted that it could not be said with any confidence that the end of February was achievable in terms of the end of UAT as more evidence is required to ascertain good progress is continuing to be made. However, if the current levels continue to be maintained this should be able to be provided.

### 4.0 Agree priorities/expectations for next meeting (18 December 2015)

LJ suggested that it would be useful to know the rate of closure of defects. Were the burn down rates being hit? Was any gap something to worry about? How should any concerns be validated? SS noted these for consideration.

As previously noted (at the meeting on 07 December), 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*
- *Review meeting programme.*

### 5.0 Next Agenda and Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

#### *Next Meeting*

The next meeting will be held on Friday 18 December 2015 at Ofgem's offices, starting at 10:00.

**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**

<b>Time/Date</b>	<b>Venue</b>	<b>Programme</b>
10:00 - 13:00, Friday 18 December 2015	Ofgem, 9 Millbank, London SW1P 3GE	<p><b><i>Formal checkpoint meeting</i></b></p> <ul style="list-style-type: none"> <li>• <i>Review minutes</i></li> <li>• <i>Consider Key Milestones – L2 MT End Date (due 18 December 2015) RAASP Detailed Design Completed (due 31 December 2015) update</i></li> <li>• <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></li> <li>• <i>Review of Risks and Issues Register (by exception)</i></li> <li>• <i>Review action updates</i></li> </ul>
10:00 - 11:00, Friday 08 January 2016	Teleconference	<i>To be confirmed</i>
10:00 - 13:00, Monday 18 January 2016	Ofgem, 9 Millbank, London SW1P 3GE	<i>To be confirmed</i>

**Action Table (14 December 2015)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>1103</b>	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	<i>Update due 18 December meeting</i> <b>Carried Forward</b>
<b>1201</b>	07/12/15	3.0	Xoserve (SS) to publish a weekly report providing details of current status of testing and defect resolution.	Xoserve (SS)	<i>Update due 18 December meeting</i> <b>Carried forward</b>
<b>1202</b>	07/12/15	3.0	PwC (AS) to support the MTWG in assessing the overlap between UAT and MT L3/4.	PwC (AS)	<i>Update due 18 December meeting</i> <b>Carried forward</b>
<b>1203</b>	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> <b>Carried forward</b>
<b>1204</b>	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> <b>Carried forward</b>