

Project Nexus Steering Group Minutes
Monday 18 January 2016
Ofgem, 9 Millbank, London SW1P 3GE

Attendees

Les Jenkins (Chair)	(LJ)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alex Travell	(AT)	E.ON
Andy Sinclair	(AS)	PwC
Angelita Bradney	(AB)	Ofgem
Chris Warner	(CW)	National Grid Distribution
Gareth Evans	(GE)	Waters Wye Associates
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

**via teleconference*

Copies of papers are available at: <http://www.gasgovernance.co.uk/NexusSG/180116>

Key Messages from this meeting:

Plan on a Page		
Revised Plan	<ul style="list-style-type: none"> Revised Plan has been approved Metrics for Key Milestones will be developed 	INFORMATION
RAASP Interim Solution		
PNSG Discussion	<ul style="list-style-type: none"> PNSG considered the progress made at the PNUNC meeting on 12 January 2016 Felt it would be helpful to provide guidance as to the central-plan based limitations – see Guiding Principles below 	INFORMATION
Guiding Principles	<ul style="list-style-type: none"> Any interim solution must not impact, or increase risk to, the delivery of the Core functionality. It must also protect against material commercial risk. 	INFORMATION
Market Trials L3/4		
Industry Readiness	<ul style="list-style-type: none"> Significant level of readiness noted and welcomed by PNSG Organisations with outstanding testing/defect resolution being monitored by PwC 	INFORMATION

<p>Xoserve Readiness</p>	<ul style="list-style-type: none"> • UAT defect resolution progressing as expected • Data migration and data quality issues continue to be worked upon; fall-out report expected 22 January 2016. • PNSG directed that: <ul style="list-style-type: none"> ○ If 'global' data defects are resolved by 22 January 2016, MT commence on 01 February 2016 ○ If not, MT will defer to commence on 15 February 2016, subject to further PNSG checkpoint on 08 February 2016 • Unanimous approval on MT L3/4 Go/No Go milestone 	<p>INFORMATION</p>
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1.0 Introduction and Note of Alternates

'Chatham House Rules' apply to general discussion.

LJ welcomed all to the meeting.

1.1. Note of Alternates

None.

1.2 Apologies received

G Williams.

2.0 Review of Minutes (08 January 2016)

The minutes of the previous meeting were approved.

3.0 Programme Report (PwC)

The next update is due on 08 February 2016.

4.0 Matters for consideration

4.1 Updated 'Plan on a Page' - for approval

Attention was drawn to the revisions made. SS added that Unique Sites (US) dates were currently under review and may move once the design is finalised at the end of January (not the end date); confirmation should be possible at the meeting on 08 February 2016. AS will note this caveat on the 'Plan on a Page'.

Noting an addition on page 4, AS observed that the criteria were mostly unchanged. It was reiterated that Baringa, Xoserve and PwC would confirm the metrics on the monitoring and how the data stream is being approached; nearer term milestones will be confirmed as soon as possible.

AS observed that monitoring of the US Design should be built in; SS suggested it should be a checkpoint at the next meeting.

The Programme status was briefly discussed, and LJ pointed out that he would expect to see a vertical red line on the Plan to indicate progress to date.

It was queried if there was 'a point of no return' in respect of data cutover (loading of all the data) and whether this should be indicated on 'Plan on a Page'; AS noted this and will add to the 'Plan on a Page'.

Action 0107: 'Plan on a Page' - AS to update the Plan: (i) to note caveat regarding Unique Sites dates; (ii) to include a vertical red line marking progress reached to date; and (iii) to include a 'point of no return' in respect of data cutover.

Approval of the revised 'Plan on a Page' was then sought and unanimous approval was given.

4.2 RAASP Deferral of systems solution - Informal Update from PNUNC

CW gave a brief outline of the views expressed by participants at the recent PNUNC meeting, the majority of whom see the whole as being core including RAASP, and want all requirements of Modification 0434 to be met.

The PNSG considered the views, and a discussion ensued. It was reiterated that RAASP could not be done as part of the central system solution for Nexus for 01 October 2016. JD reiterated the distinction between systems and service, and that there was no doubt whatsoever that the RAASP obligations were not part of the systems. Xoserve needs to set out and make clear what can be offered in terms of workaround interim services.

SS explained the position. Some of the requirements under Modification 0434 would have to be developed in SAP. The asset cannot be retrospectively updated in SAP without further development in SAP; to meet all the requirements under Modification 0434 would require re-approval of and the restarting of a development stream. Options were being reviewed to see how requirements have been met; technically they have been met, but not in a 'meaningful' way for Shippers. Manual processing cannot be done because the retrospective asset update cannot be done without the development of SAP.

A Shipper constituent representative asked what could be delivered, and it was asked whether Modification 0434 should be rethought. SS indicated that Xoserve had workarounds but they did not meet all the requirements for Modification 0434; financial adjustments could be addressed through CMS. Options for the interim need to be explored and examined.

JD reiterated that RAASP could not be delivered on 01 October 2016. It was recognised that any suggestion of using the 'freed up' resource to address an interim solution, rather than being deployed in support of core activities/delivery, would negate any advantage gained and compromise core delivery. PNUNC needs to recognise and to work within these parameters to co-operate and assist in the devising of a sensible approach to the situation. SS indicated that she was intending to issue a briefing note to clarify what was expected to be delivered on 01 October 2016. LJ suggested that what was in scope for an interim solution should also be clarified.

It was suggested that Modification 0548 could be revisited to reassess what needs to be addressed and to give certainty as to what can be delivered contractually. It was questioned if Modification 0434 could be delivered in its current form; changes may be required. Testing and MT timetables might require revision, and a further modification might be needed to give the industry contractual certainty as to what is being delivered.

PNUNC need to assist in this assessment, and should have clarity on the principles and the system requirements and what can be delivered. Xoserve needs to set out the options regarding what can be delivered and what the implications are in the context of commercial/financial exposures and how these might be best mitigated in the interim.

JD restated that RAASP is de-scoped; a new central systems solution would not be considered at this point in the Programme; Xoserve resources will not be diverted to interim arrangements. Gaps need to be addressed - what can PNUNC usefully do to

constructively contribute to the devising of what is needed to achieve the compromise? At its next meeting it was suggested that PNUNC needed to focus on what could be done *without adversely affecting core delivery*, the compromising of which would not be countenanced.

A Shipper constituent representative referred to sunk costs, the implications of which it was suggested needed to be taken into consideration. JD pointed out that impacts on core is what PNSG should be considering, and not costs (which are a consequence, not a driver, and a secondary debate). A Shipper constituent representative observed that it was Shippers' views that any costs associated with workarounds should fall to the Transporters.

It was concluded that Xoserve needed to clarify the options available, taking into account that any interim solution devised must not impact, or increase risk to, the delivery of the Core functionality. PNSG will then test each option for the effect(s) on core delivery and the protection against material commercial exposure. SS confirmed that Xoserve would set out the middle ground in a greater level of detail and provide a draft to PNSG Shipper constituent representatives before any submission to PNUNC.

Action 0108: RAASP Interim Solution - Xoserve to provide detailed information on potential options for PNUNC to consider.

4.3 MT L3/4 Readiness - reports

Xoserve UAT RAG Update

SS confirmed this had not materially changed. The same risks were still outstanding for 01 February 2016 (currently going through the test cycle); RGMA was still challenging for March (a complex area); and Reconciliation Invoice (April) - the EBF issues encountered impacted this.

This log had been provided (with a greater level of detail) to MTWG who were pleasantly surprised at what would be available for February.

E2E UAT Progress Update

SS presented the figures (the information will also be provided to UKLIEF); UAT defect resolution was progressing as expected.

It was remarked that the gap did not seem to be narrowing? SS explained the position; closing down more severe defects often resulted in more minor ones appearing.

It was confirmed that the milestones did not include the Invoicing elements, but the defects did. A Shipper constituent representative requested for information to be provided including/excluding the Invoicing elements, and with a greater level of granularity to assist in understanding what is severe or minor. JD added that an understanding of what the 'tipping point' might be would also be useful, so that PNSG can assess whether or not to proceed.

Action 0109: UAT Defects - Xoserve to provide information including/excluding the Invoicing elements (with a greater level of granularity to assist in understanding what is severe or minor), and an indication of what the 'tipping point' might be.

Data Readiness

The status for Market Trials remains at 'amber' with a number of issues being worked through. There were 87 defects related to Data Migration and Data Quality and SS explained the position in more detail; seven 'global defects' had reduced to five since the

slides were produced. Global defects can either affect all MPRNs, or a particular Table (with attributes that need to be used by the processes).

There were two areas of concern, Daily Metered sites (DMs) and iGT Portfolio sites; data defects impact these more significantly relative to the population, and it was very easy to 'wipe out' DMs. There was a finite time in which to do fixes, and the best approach to communicate the eventual position to affected parties was discussed. These would be discussed at Wednesday's UKLIEF and the population affected and impacts would be determined (not all assessed yet). If there were no DM portfolio to work with on 01 February then MTWG would assess the options (may include using dummy data).

Global defects and their resolution were of the highest priority; the data plan up to MTs was tight and difficult, and there will be a checkpoint next week to see what has been resolved and what remains as 'fallout'. JD asked if failure to resolve by Friday would mean a change to the start date of 01 February 2016. SS confirmed that the situation was very fluid and that Xoserve would still be testing/validating up to 31 January 2016; a position regarding the global defects and any subsets will be communicated on 22 January 2016.

It was commented that there appeared to be two risks, firstly that the current global defects were not all resolved, and secondly that one or more additional global defects (as yet unknown) could be encountered in the interim period. Responding to questions regarding whether it was possible to potentially using dummy data during early February and then feeding in real data later, or whether one or the other must be used, SS indicated she was uncertain of the answer.

Referring to the most up-to-date information, SS indicated that there were 6 DM site defects, and 9 that affected iGT Portfolio sites.

A Shipper constituent representative remarked that two thirds of the market would want to test DM data, and it should be clarified what is/is not available for testing. AS asked if there was a view on how well the global defects were understood, and what was the confidence level in respect of fixes. A Shipper constituent representative was concerned that there was very little time to advise/engage with parties to understand what can/cannot be done, whether all data was impacted (and therefore there would be no testing), or what was actually available for testing. SS reiterated that a better view regarding the fixes (successful, or continuing - use with caution) would be available by Friday. AS was not confident that a great number of parties would be seeking to start testing early in February, but this would need to be aligned once more information was available. Whilst global defects need to be fixed, parties (if they wish to) should be able to test other areas in the meantime; what will be available is dependent on the position that is reached on Friday. A Shipper constituent representative suggested pushing back the MT start date to 15 February 2016 to enable more time to devote to fixes.

It was questioned how the position/information/any action that was required to be taken would be communicated to parties, and would the Approach document require adjustment to realign.

JD summarised his understanding that the resolution work on global defects was continuing, that an update on the position would be provided on Friday 22 January 2016, and that individual Shippers would be contacted. By next Monday the position should be clear. The worst case would be that none of the data cut could be used, so either dummy data would have to be used or the timeline is deferred to wait and see if the issues are resolved (within a deadline). If global issues remain outstanding then testing stops to continue the fixes. A backstop is required to either go to dummy data or to defer the whole plan and, noting that only 5 parties had indicated that they may be starting testing on 01 February 2016, this may not be an immediate problem.

Asked by LJ if, in the event global defects persisted after 22 January, it was 'no go' on 01 February 2016 and testing should be deferred to 15 February 2016, the PNSG agreed

that it should be deferred in the circumstances described. JD added that the test environment should still go ahead and be opened on 01 February 2016 so that parties can have the option to choose to go ahead and test if they wish to.

4.4 MTWG Update: Staggered Approach to Market Trials

AS reported that the recent MTWG meeting had been very constructive, and that the MTWG would be reporting back at its meeting on Wednesday on the three proposed options and the proposed participation.

AS believed there would be no adverse impacts if the majority of participants started beyond 01 February 2016.

It was expected that there might only be a couple more MTWG meetings planned in; following that the MTWG would only be formally reconvened, if necessary, as requested by PNSG.

It was noted that those participating in the MTWG had found it to be of benefit and may continue to meet informally, without the support of PwC.

On behalf of the PNSG, LJ thanked the MTWG for their work and support, which had been much appreciated, and asked AS to pass on the thanks of the PNSG to the MTWG.

4.5 DCC Contingency Request – *ongoing monitoring*

JD reported there was to be a three way meeting with DECC next week; both programmes need to carry on.

A Shipper constituent representative reported that he had been asked to make it known that smaller parties within his constituency still had great concerns regarding the 'go live' date because of resource constraints. JD noted this.

5.0 Key Milestones

5.1 MT L3/4 Go/No Go

UAT P1 Defects - Summary

SS gave a brief overview; of the 6 P1 E2E defects, 3 were ready for retesting, and fixes were in progress for the 3 remaining.

Market Trials L3/4 Entry Assessment

AS gave an overview of the market coverage position, reiterating the criteria and summarising the response rate, and then explaining the approach being taken by PwC in respect of those participants with a 'red' status. Of particular concern were:

Participant D (a GT) - Connectivity issues still under resolution. However, it was noted that GTs did have less flows with Xoserve than Shippers. PwC was continuing to monitor.

Participant E (I&C) - Has a key Billing system implementation running in parallel; AS added it was unknown why it could not run this together with Nexus, but this was unlikely to affect entry as it was too small. PwC was continuing to monitor/assist.

A Shipper constituent representative asked if Participants A (I&C) and B (I&C) positions would have a negative effect; was the market exposure/impact being assessed? AS affirmed that PwC was closely monitoring these participants.

Referring to the statement that Participant F (I&C) had manual processes and no systems and therefore had not completed any internal testing, SS queried this apparent non-interaction and believed they must be interacting with Xoserve in some way if they take

on/lose a site? This may not be an issue for the Programme per se, but consideration does need to be given as to how Xoserve engages/intervenes with parties like this one.

A Shipper constituent representative asked at what point should any further action/escalation take place? It was affirmed that the escalation route would be to Ofgem. It was agreed to review the position in a month's time and if the picture had not changed then Ofgem may be required to take action.

AS reaffirmed that a sufficient number of the market was ready to go on 01 February 2016.

Approval of Key Milestone sought

PNSG was then asked to approve the key milestone M2.4a L3/4 MT 'Tranche 1' Core Start. Unanimous approval was given, with the date being subject to global defects being resolved.

5.2 Xoserve SPA/Reads/ToO UAT Complete (due 31 January 2016)

LJ reminded members that this was due to complete before the next PNSG meeting on 08 February 2016. Members confirmed they were happy to consider this milestone at the next meeting.

5.3 L3/4 Staggered MT Core Start (due 01 February 2016)

LJ reminded members that this was due to complete before the next PNSG meeting on 08 February 2016. Members confirmed they were happy to consider this milestone at the next meeting.

5.4 Unique Sites (US) Detailed Design Complete (due 31 January 2016)

LJ reminded members that this was due to complete before the next PNSG meeting on 08 February 2016.

It was suggested that an appropriate level of information should be provided in advance of the next meeting to assist PNSG's determinations in relation to US detailed design.

Action 0110: Milestone M3.1 Unique Sites (US) Detailed Design Complete - AS and SS to provide appropriate information in advance of the next meeting to assist PNSG's determinations in relation US detailed design.

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

6.1 Risk Register

AS drew attention to the specific Risks to be reviewed.

R.01 - It was queried whether the mitigating action was sufficient, and a brief discussion ensued. It was concluded that no change was required.

R.05 - It was agreed this should be kept open.

R.08 - It was agreed this should be closed.

R.10 - It was agreed this should be discussed at the next meeting (08 February 2016).

R.14 - More clarity was required. Following a brief discussion it was agreed to close this Risk; a corresponding Issue has been raised.

R.18 - It was agreed that the Likelihood score should be increased to 4, and the status should change to 'red'.

R.19 - It was agreed that the Likelihood score should be increased to 4. It was questioned should datasets be linked to critical processes? What degree of tolerance of defects can remain without impacting 'go - live'? What happens if Xoserve cannot use data because Shippers have not done what they should? What would the level of exceptions mean - does it adversely impact on processes? Is a specific Data Quality/Cleansing Workgroup required to address these questions/concerns? Noting this is a pervasive issue, and of industry wide relevance and importance, JD suggested that AS liaise with SS to examine previous work carried out (by Emma Lyndon, Xoserve) in this area and which could be built upon. It needs to be established if data is of sufficient quality and if a validation plan is required.

Action 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.

It was observed that the Performance Assurance Committee would be able to address data cleansing issues post 'go live'.

R.20 - It was agreed that the Likelihood score should be decreased to 3.

R.22 - Following a brief discussion it was requested that Xoserve provide further clarity on this Risk.

Action 0112: File Formats (Risk R.22) - Xoserve to provide further clarity on this Risk.

6.2 Issues Register

AS drew attention to the new Issue added as I.13 Consequences of Deferral RAASP System Solution.

It was questioned if an Issue should be raised regarding data going into MTs; it was not clear that the data cuts were robust enough to go into MTs? JD suggested that this should be revisited after the output report to be made on Friday, following which the position should be clearer. There may be an immediate risk to the test window, and an enduring problem if it continues. If it is a 'fail' in Friday's output report then it is likely that an Issue will need to be raised.

7.0 Any Other Business

None raised.

8.0 Outstanding Actions

The outstanding actions were reviewed.

1206: Timely phased assessment of progress towards Milestones - PwC to identify initial stage 'alarm' dates for triggering early assessment times for critical milestones.

Update: Ongoing; it was agreed that the action should be carried forward to the meeting on 08 February 2016. **Carried forward**

1207: Availability of Baringa Reports - SS to ascertain if permission can be obtained for Baringa Reports to be published/made available to parties other than Xoserve.

Update: As agreed at the previous meeting the relevant information would be provided for inclusion in the PwC Report pack next month, and this action would be reviewed at the February meeting. **Carried forward**

0101: *Consequences of Deferral of RAASP system solution* - AS to consider whether any addition should be made to the Issues Register.

Update: AS confirmed that a new Issue I.13 had been added to the Issues Register.
Closed

0102: *Modification 0529 - Implementation of Retrospective Adjustment arrangements (Project Nexus transitional modification)* - CW to reconsider the position of this modification with Ofgem.

Update: The position was under consideration, and was now outside of the scope of PNSG. **Closed**

0103: *Inactive/dormant Shipper Short Codes (SSCs)* - SS to establish if it was necessary to create dummy data/test/trial these entities, or whether activities in relation to inactive/dormant (SSCs) could be ceased.

Update: SS confirmed that earlier in the process parties with inactive/dormant SSCs had been contacted to enquire whether the creation of dummy data was necessary for these entities, given the amount of work involved to produce it, and asked to inform Xoserve if not required; very few responses had been received. Shipper constituent representatives were encouraged to discuss again with their constituents. **Closed**

0104: *MT Readiness Related P1 Defects* - SS to provide more clarity/details/impact assessments of any MT Readiness Related P1 defects for the next meeting on 18 January 2016.

Update: Information was provided; see 5.1 above. **Closed**

0105: AS to produce a 'health check' tracker for Data Quality for inclusion in the next monthly status update.

Update: Included. **Closed**

0106: *Formal consent to change Milestones* - AS and CW to discuss with Ofgem.

Update: The position was under consideration, and was now outside of the scope of PNSG. **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 is a formal checkpoint meeting and will be held on Monday 08 February 2016 at Ofgem's Offices, 9 Millbank, London SW1P 3GE, starting at 10:00.

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

- Review/approve minutes
- Programme Report - *Update (PwC)*
- RAASP Deferral – *informal update from PNUNC (CW)*
- Update on MT L3/4 Readiness (*AS/SS*)
- DCC Contingency Request – *ongoing monitoring (JD)*
- Key Milestones
 - Metrics for key milestones (*PwC/Xoserve/Baringa*)
 - M1.3b: Xoserve SPA/Reads/ToO UAT Complete (due 31 January 2016) - *voting*
 - M2.4a: L3/4 Staggered MT Core Start (due 01 February 2016) - *voting*
 - M3.1: Unique Sites Detailed Design (due 31 January 2016) - *voting*
- Programme Risks and Issues for consideration (*by exception*)
 - *Review mitigating actions in relation to Risk R. 10*
- Review outstanding actions.

Attendance

It is assumed that all members will attend/participate unless the Chair is notified otherwise and that 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 in 2016 will take place as follows:

Time/Date	Venue	Workgroup Programme
10:00 - 13:00, Monday 08 February 2016	Ofgem, 9 Millbank, London SW1P 3GE	<i>Formal checkpoint meeting</i>
10:00 - 12:00, Monday 22 February 2016	Teleconference	<i>To be confirmed</i>
10:00 - 13:00, Monday 14 March 2016	Ofgem, 9 Millbank, London SW1P 3GE	<i>Formal checkpoint meeting</i>
10:00 - 12:00, Monday 28 March 2016	Teleconference	<i>To be confirmed</i>
10:00 - 13:00, Monday 11 April 2016	Ofgem, 9 Millbank, London SW1P 3GE	<i>To be confirmed</i>
10:00 - 12:00,	Teleconference	<i>To be confirmed</i>

Monday 25 April 2016		
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	<i>To be confirmed</i>
10:00 - 12:00, Monday 27 June 2016	Teleconference	<i>To be confirmed</i>
10:00 - 13:00, Monday 11 July 2016	Ofgem, 9 Millbank, London SWIP 3GE	<i>To be confirmed</i>
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	<i>To be confirmed</i>
10:00 - 12:00, Monday 22 August 2016	Teleconference	<i>To be confirmed</i>
10:00 - 13:00, Monday 05 September 2016	Ofgem, 9 Millbank, London SWIP 3GE	<i>To be confirmed</i>
10:00 - 13:00, Monday 19 September 2016	Ofgem, 9 Millbank, London SWIP 3GE	Formal checkpoint meeting

Action Table (18 January 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1206	18/12/15	4.3	<i>Timely phased assessment of progress towards Milestones - PwC to identify initial stage 'alarm' dates for triggering early assessment times for critical milestones.</i>	PwC (AS)	<i>Due at 08 February 2016 meeting</i> Carried forward
1207	18/12/15	5.3	<i>Availability of Baringa Reports - SS to ascertain if permission can be obtained for Baringa Reports can be</i>	Xoserve (SS)	<i>Due at 08 February 2016 meeting</i>

Action Table (18 January 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			published/made available to parties other than Xoserve.		Carried forward
0101	08/01/16	3.0	<i>Consequences of Deferral of RAASP system solution</i> - AS to consider whether any addition should be made to the Issues Register.	PwC (AS)	Closed
0102	08/01/16	3.0	<i>Modification 0529 - Implementation of Retrospective Adjustment arrangements (Project Nexus transitional modification)</i> - CW to reconsider the position of this modification with Ofgem.	Gas Transporter representative (CW)	Closed
0103	08/01/16	3.0	<i>Inactive/dormant Shipper Short Codes (SSCs)</i> - SS to establish if it was necessary to create dummy data/test/trial these entities, or whether activities in relation to inactive/dormant (SSCs) could be ceased.	Xoserve (SS)	Closed
0104	08/01/16	3.0	<i>MT Readiness Related P1 Defects</i> - SS to provide more clarity/details/impact assessments of any MT Readiness Related P1 defects for the next meeting on 18 January 2016.	Xoserve (SS)	Closed
0105	08/01/16	3.0	AS to produce a 'health check' tracker for Data Quality for inclusion in the next monthly status update.	PwC (AS)	Closed
0106	08/01/16	5.1.2	<i>Formal consent to change Milestones</i> - AS and CW to discuss with Ofgem.	PwC (AS) and Gas Transporter representative (CW)	Closed

Action Table (18 January 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0107	18/01/16	4.1	<i>'Plan on a Page'</i> - AS to update the Plan: (i) to note caveat regarding Unique Sites dates; (ii) to include a vertical red line marking progress reached to date; and (iii) to include a 'point of no return' in respect of data cutover.	PwC (AS)	<i>Due at 08 February 2016 meeting</i> Pending
0108	18/01/16	4.2	<i>RAASP Interim Solution</i> - Xoserve to provide detailed information on potential options for PNUNC to consider.	Xoserve (SS)	<i>Due at 08 February 2016 meeting</i> Pending
0109	18/01/16	4.3	<i>UAT Defects</i> - Xoserve to provide information including/excluding the Invoicing elements (with a greater level of granularity to assist in understanding what is severe or minor), and an indication of what the 'tipping point' might be.	Xoserve (SS)	<i>Due at 08 February 2016 meeting</i> Pending
0110	18/01/16	5.4	<i>Milestone M3.1 Unique Sites (US) Detailed Design Complete</i> - SS and AS to provide appropriate information in advance of the next meeting to assist PNSG's determinations in relation US detailed design.	Xoserve (SS) and PwC (AS)	<i>Due at 08 February 2016 meeting</i> Pending
0111	18/01/16	6.1	<i>Data Quality/Cleansing (Risk R.19)</i> - 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)	<i>Due at 08 February 2016 meeting</i> Pending
0112	18/01/16	6.1	<i>File Formats (Risk R.22)</i> - Xoserve to provide further clarity on this Risk.	Xoserve (SS)	<i>Due at 08 February 2016 meeting</i> Pending