

Xoserve FGO

POB meeting

13 February 2015

Update and progress since 16 January

PID

- Received comments from POB and other stakeholders
- Circulated revised PID to POB

Plan

- Developed detailed programme plan
- Circulated to POB

Stakeholder engagement

- Held open sessions in Birmingham and London to discuss the programme and help us to update the PID, plan and other tools
- Held bilateral meetings with some stakeholders (as requested)

PMO tools

- Developed and populated PMO tools, including comments from open sessions
- For discussion today

What we need from attendees today

1. **Agreement on the baseline PID**
2. **Views on the programme plan**
 - Put the PMO dates in your diaries
3. **Views on preliminary work groups**
 - Volunteers to lead and to attend preliminary work groups w/c 23 February
4. **Views on the PMO tools**
 - Discussion on the content of the PMO tools and on actions to take



Baseline PID

Baseline PID

Changes to the PID since 16 January

We have updated the PID to reflect:

- Comments from POB via email or bilaterals
- Discussion at open meetings

Main changes provide clarity on:

- Deliverables
- Scope
- Roles and responsibilities

We have also revised the following, in developing the programme plan:

- High level plan
- Deliverables map

Going forwards:

We are seeking agreement of the baseline PID today

The PID will remain a living document throughout the programme:

- All parties able to comment and propose changes
- We will provide updates to the POB
- Latest version will be available on Sharepoint site

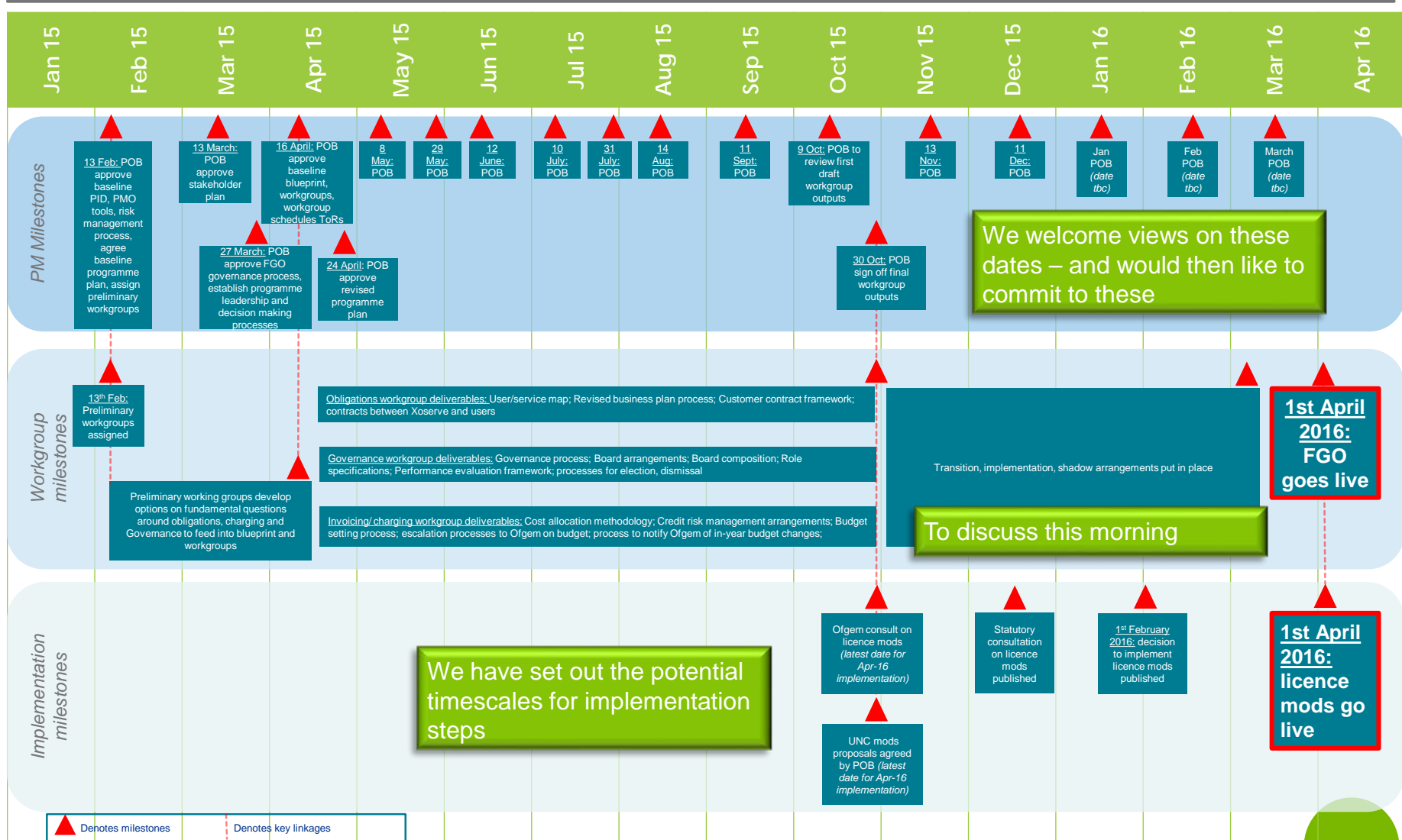
PID will be used in conjunction with PMO tools

Are POB happy to agree the baseline PID?



Draft programme
plan

High level milestone plan



Detailed programme plan

We welcome views on the detailed programme plan

The plan:

- Breaks tasks down into the five key phases and then into groups of activities
- Highlights milestones
- Identifies who is responsible for each task
- Shows expected task duration
- Shows status of each activity – to track progress and identify any delays

The programme plan, like the PID, will be a living document

- We will update this throughout the programme and make available on the Sharepoint site





Preliminary
workgroups-
Initial view

Preliminary workgroups

Open sessions identified three key issues:

1. Obligations on Xoserve, GTs and shippers
2. Board arrangements and governance process
3. Invoicing approach and charging arrangements

There is a clear need for early action and we would like to set up preliminary workgroups on these issues

These will not necessarily be the final workgroups, but seem sensible groups for early discussion on the key issues

We would like to agree today:

- **Workgroup participants**
- **Meeting dates for w/c 23 February and w/c 16 March**

We will use these preliminary workgroups to help us to identify options for the blueprint – for discussion at the next POB meeting

Preliminary working groups – initial views

Our proposal is to use preliminary workgroups during February to:

Discuss the objective for each workgroup

Consider the deliverables related to each key issue

Consider the dependencies of each deliverable

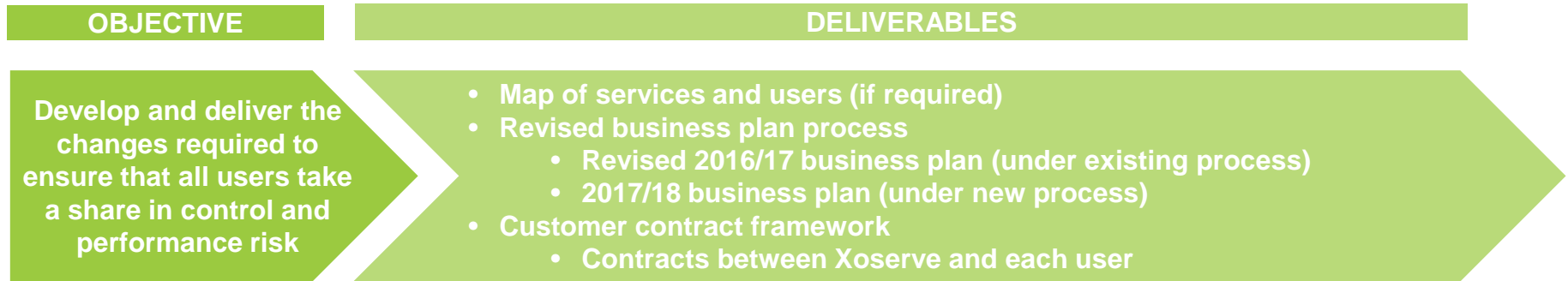
Consider and develop the range of options

Help us to develop the programme plan for these issues

We have set out initial views on the preliminary workgroups over the next three slides

- We invite initial discussion on these issues today
- We would like the workgroups to discuss these further during February

Preliminary workgroup 1 - Obligations



Key options to discuss

Option area	Menu of options	Working assumption?
Changes to service areas/ service users?	No change	✓
	No change, develop map to clarify existing arrangements	
	Changes to service areas	
	Changes to users	
Implementation of changes to business plan process?	Amend 2015 business plan process to include more stakeholder engagement	✓
	No change until post-April 2016	
	Transition to new process to deliver 2016/17 business plan	
Xoserve ability to offer services outside CDSP?	Identify additional services to be provided post-April 2016	
	Focus on core CDSP services, but be able to accommodate additional services within revised Governance arrangements	✓

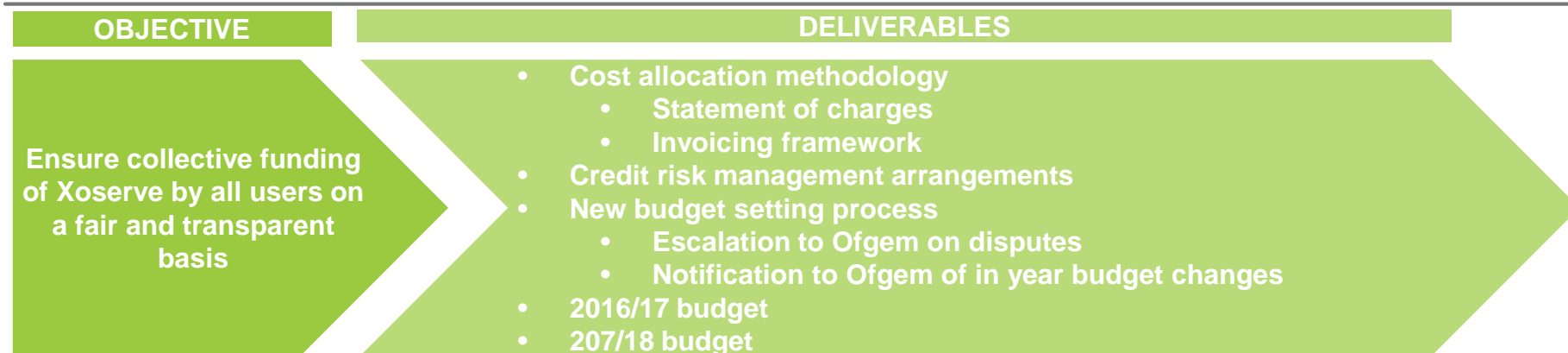
Preliminary workgroup 2 – Board arrangements and governance process



Key options to discuss

Option area	Menu of options	Working assumption?
Level of engagement to inform board decisions	Formal engagement required, specified in Xoserve/ user contracts	
	Reactive engagement through consultations/ materials made available	✓
Remuneration for Board members	Options to be developed by working group	
Election process to appoint Board members		
Transition arrangements from existing Board		

Preliminary workgroup 3 – Invoicing approach and charging methodology



Key options to discuss

Option area	Menu of options	Working assumption?
Agreeing 2016/17 budget	Develop budget under current arrangements	
	Develop budget under current arrangements amended to allow more stakeholder engagement	✓
	Develop budget under new arrangements	
Invoicing arrangements	Funded through GTs, more transparent methodology, but no change to invoicing approach	✓
	Funded by GTs and shippers and invoiced to these parties directly	
Ofgem role, dispute resolution	Options to be developed by working group	
Charging methodology details including RPC		



PMO tools

PMO tools

PMO tool	Purpose	Status and updates
RACI	A responsibility assignment matrix for all the key tasks and deliverables for the programme (Responsible, Accountable, Consulted, and Informed)	Drafted by PM based on discussions to date and to reflect the PID and detailed plan
Actions log	A log of all actions agreed both at POB meetings, and through other engagement, to keep track of progress and ensure responsibility is agreed for tasks	Updated to reflect open sessions and POB meetings held to date
Decisions log	To record all planned decisions and to agree the information required and the decision makers for each	Populated based on discussions to date and information in PID and detailed plan
Risk log	To identify, assess, track and manage any potential problems with the programme	Populated to reflect PID content and updated to reflect open sessions and POB meetings
Issues log	To log items that result in a change, to assess their impact and ensure that these are managed appropriately	Populated to reflect PID content and updated to reflect open sessions and POB meeting
Attendance tracker	List of those who attend each POB meeting, open session and workgroup	Populated to reflect meetings held to date

We welcome views on these tools and additions to the current content

Stakeholder engagement and communications plan

Objective of stakeholder engagement

- We need commitment and involvement from industry for the programme to succeed
- But we need to recognise that different stakeholders will engage with different aspects of the programme, and in different ways
 - the RACI captures our initial views of what the programme requires in order to succeed
- Regardless of their engagement, all stakeholders must be actively informed of progress and given the opportunity to input to the programme

Xoserve have compiled a list of points of contact in each GT, iGT and shipper organisation

- We will use this as our mailing list and will also be proactive in contacting all organisations we have not met with to date

Sharepoint set up

- Our sharepoint site will provide a single place for storage of project documents which all stakeholders can access at any time

We will present a draft stakeholder engagement plan to the POB on 13 March

Immediate next steps

Plan to the beginning of April					
	February		March		April
POB Meetings	<p>POB: 13 Feb</p> <ul style="list-style-type: none"> Baseline PID PMO tools Preliminary workgroup planning 		<p>POB: 13 March</p> <ul style="list-style-type: none"> Stakeholder engagement plan Workgroup outputs 		<p>POB: 27 March</p> <ul style="list-style-type: none"> Blueprint discussions Governance process approval
Workgroups	<p>Preliminary workgroups: w/c 23 Feb and w/c 16 March</p> <ul style="list-style-type: none"> Obligations Charging / invoicing Board and governance arrangements 				<p>Workgroups: From 16 April</p> <ul style="list-style-type: none"> Development and delivery of programme deliverables
Programme Management	<p>Stakeholder engagement plan</p> <p>FGO Governance process drafting</p>		<p>Programme planning and scheduling</p> <p>Blueprint drafting</p>		<p>Easter: 3-6 April</p>

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Thank you