

Notes and Actions from the Senior Stakeholder Forum

Wednesday 19th June 2013

Attendees:

Name	Organisation
Sandra Simpson (Chair)	Xoserve
Nick Salter (NS)	Xoserve
Andy Watson (AW)	Xoserve
Andy Miller (AM)	Xoserve
Tim Davis (TD)	Joint Office of Gas Transporters
Mike Harding (MH)	AiGT
Sean McGoldrick (SMcG)	National Grid Transmission
Steve Edwards (SE)	Wales & West Utilities
Andrew Green (AG)	Total
Sharon Johnson (SJ)	British Gas
Ritchard Hewitt (RH)	National Grid Transmission
Sean Tierney (ST)	Scottish Power
Nigel Nash (NN)	Ofgem
Martin Brandt (MB)	Scottish and Southern Energy

Apologies:

Name	Organisation
Alex Travell	E.ON
Mike Hogg	Dong Energy Sales
Mark Eccles	GazProm Energy
Mark Cox	EDF Energy
Mark Cosgrove	Statoil
Paul Rogers	National Grid Distribution
Christer Stoyell	NPower
Peter Olsen	Corona Energy
Steve Simmons	Scotia Gas Networks
Dave Park	Gaz de France Suez

Actions:

Ref (Date – Seq. No)	Action Item	Action On	Update and Action Status		
1906-01	Update Terms of Reference	NS			Open
1906-02	Review UKLP Plan to identify anticipated external impacts / dependencies.	AW			Open
1906-03	Xoserve to describe the purpose of the forums for future UK-Link Engagement to allow organizations to ensure the correct attendees are present.	SS			Open

1. Introduction

Introductions were given.

2. Purpose of the Meeting / Terms of Reference

NS described the purpose for the meeting as an opportunity for senior representatives from across the industry to share views, concerns and plans on key industry change topics in which Xoserve has a role. The forum should very much be two-way communication to ready the industry for future change.

The forum agreed the group had no formal decision making powers but would understand where issues were / should be being considered and ensure that issues were being addressed in the appropriate place.

Xoserve would share its high level plans, risks and dependencies for key industry change programmes, in order that attendees could understand potential impacts and prioritise effort in areas where delivery had broader industry dependencies (e.g. finalisation of modifications or industry funding matters) but the forum agreed it was not a Project Board and should not discuss levels of detail which should be covered in other industry meetings.

It was agreed that material for the Forum would be circulated a week in advance of meetings.

Feedback was invited on the Terms of Reference which had been circulated prior to the meeting.

Points raised on the terms of references were:

- The purpose of the group was supported by the attendees but consideration should be given to defining the outputs of the forum.
- To remove the reference to the UK-Link Programme from bullet point (e) as this was felt to be too specific
- The ToR should not be so prescriptive to state that attendees should not be involved in industry development groups. The group acknowledged that in general attendance should not be work group attendees and agreed that discussions should be kept out of the detail which should be discussed in a development workgroup but this should be managed through strong chairing of the meeting.
- Include an explicit point that Xoserve will listen to views from across the industry
- Under scope ensure there is reference that other industry participants can also request a topic to be included in the agenda for discussion.

Action 1906-01 Xoserve will update and distribute the revised terms of reference.

3. Industry Change Horizon

AM shared Xoserve's view of the key Xoserve related Industry Change Topics and invited the attendees to give feedback to ensure Xoserve's view was consistent with the industry.

A question was raised over the scope of the European Code Changes and RH gave an overview of the changes stating they will generally impact on all processes covered by the Gemini System.

A suggestion was made to include a scale of impact for each topic, although it was discussed that this would be difficult to represent as the level of impact of a topic is different to different parties. It was agreed, however, that it would be useful to represent which systems were affected with a High/Medium/Low impact.

There was a discussion around the high level of change and the ability for the industry to absorb the high level of change over a relatively short period. It was raised that Xoserve needed to ensure they had sufficient resources to deliver the changes even if that meant "resourcing up". It was also acknowledged that other organisations would be impacted and needed to ensure they had resources to test and integrate a number of the changes.

Ofgem asked whether enough is known about some potential changes to include or consider them in the delivery of the UK-Link Programme. NS asked if NN was referring to potential change of supplier changes. NN confirmed that this is a good example and a discussion ensued where it was recognised that in delivering a programme such as UK Link replacement, clearly defined requirements are essential and that whilst it may be possible to design some elements in anticipation of a 'direction of travel' this approach bears the risk of over design or only partially meeting requirements. AW responded that for some changes we have enough information to enable us to move forward with assumptions but this is not without risk or re-work in the future.

4. Project Nexus Update

AM gave an update on the Nexus Modifications and their progress through the modification process. They are currently planned to be presented to UNC Modification Panel in September 2013.

It was raised that the modification rules require the funding arrangements to be specified in the final mod report and this has not yet been done. There are risks to the UK-Link Programme and the pace it can progress without the modifications finalised, so this is seen as a key issue.

There was a discussion on whether the iGT's were able to procure data services from Xoserve without the need to go out to tender and the iGT's are looking for direction on this.

A point was raised on the size and complicated nature of the task of migrating iGT data which will need to be provided by iGT organisations and shipper organisations before being cleansed and then migrated as part of the UK-Link Programme. It was acknowledged that data migration as a whole for UK-Link Programme would be a significant and important piece of work which needs support from all organisations and the importance of a migration strategy was stressed.

AM raised that further modifications may be required to obligate organisations to participate and support data migration, transition arrangements and implementation activities.

It was stated that matters associated with data cleansing and migration are being considered in the Project Nexus UNC Work Group (PNUNC). A suggestion was made that at a future point it would be worth gathering technical representatives from organisations together to inform and discuss the data migration strategy.

5. UK-Link Programme Update

Plan & Progress

AW gave an overview of the current position of the UK-Link Programme which commenced the Logical Analysis phase in March 2013. Logical Analysis is completing data and process modelling to level 4 processes on the requirements agreed in the Project Nexus BRD's. It was reported that good progress was being made during this phase but the key risk is that the Nexus modifications have not yet been approved. This phase is progressing on the basis of the requirements in the Nexus BRD's but if approval of the modifications is protracted, they are not approved or there are any changes this will result delay and potential in re-work and implications on cost and timescales to benefits delivery.

The group raised a question on whether a change freeze should be implemented to provide stability in support of the delivery of the UK-Link Programme. The group discussed that some decisions would need to be made with regard to any new changes/modifications and whether they are progressed after the implementation of UK-Link Programme. It was acknowledged that even in the absence of a 'code freeze' the physical reality of delivering the UK Link Programme would mean that change control will need to be managed. One of the purpose of this Forum is to ensure good communication around the approach to this, to ensure 'no surprises'.

The indicative UK-Link Programme Plan was shared with the group, outlining the activities which would take place and deliverables for each of the phases. It was emphasised that the timeline would be firmed after high level design and again at the conclusion of low level design at which point the implementation strategy and date would be available.

It was raised that the current timeline proposes autumn/winter 2015 implementation which is similar timing to the indicative timeline for European Code Changes. It was also raised that if UK-Link Programme impacts Gemini processes there is a winter code freeze from October to March which should be considered.

The group raised that a number of organisations have experience of delivering large change programmes with complex data migration solutions and would be prepared to share experience to support Xoserve in the delivery of the UK-Link Programme.

The group welcomed the transparency of Xoserve sharing the current plans and stressed that it was important the group was aware of critical dependencies and not to find out about changes or impacts after the event. Whilst an acknowledging that the group should not expect to see detailed plans, it was agreed that Xoserve would identify key dependencies and impacts and keep the industry informed of potential variations from the plan and / or firmer dates.

Action 1906-02 Xoserve to review UK-Link Programme Plan to identify anticipated external impacts / dependencies.

Data Cleansing

AM described the work that Xoserve is currently undertaking to support the industry on data cleansing in preparation for the new 'Nexus BRD' processes that will go live as part of the UK-Link Programme and how this work will be increasing in the coming months. The new industry rules will place reliance on millions of data items that have under current UNC rules, not been critical. The new industry rules will not provide time for 'back end' validation, so it is essential for the window of opportunity before the new processes go live to be used effectively by all parties.

To date there are a number of organisations who are not addressing the data cleansing issues and Xoserve will be speaking to these organisations on a one to one basis to help them understand the impacts to their individual business if the data is not addressed.

A query was raised on whether these issues would be raised and discussed in the appropriate workgroup. Xoserve confirmed that these issues have been aired in the PNUNC and will be further discussed both in industry meetings and on a individual basis.

The group agreed that this topic was of significant importance that a high level progress update on data cleansing should be provided at each Senior Stakeholder Forum.

Future Engagement

SS discussed the importance of future engagement both on a one to one basis with individual organisations and through industry group meetings. It is acknowledged that PN UNC will not be required once the development of the modifications is complete; however there is a strong requirement for a business group to meet to discuss requirement clarifications, data cleansing, testing, implementation and migration arrangements.

It is proposed that once PN UNC closes it will be replaced with a UK-Link Programme specific group. Attendees may be the same as PN UNC but organisations should nominate appropriate attendees dependent on subject matter and this may include more operational attendees.

UK-Link Committee will be used to discuss and focus on technical matters such as file format and interface architecture and more detailed implementation planning and testing. It is important that the right attendees are at UK-Link Committee and all organisations are represented where possible. Xoserve will be attending UK-Link Committee on 12th September 2013 to launch UK-Link Programme engagement through this meeting.

It was raised that in order to ensure the correct people are attending each group it would be helpful if Xoserve could detail what they need from these groups and what other organisations will get from these groups.

Action 1906-03 Xoserve to describe the purpose of the forums for future UK-Link Engagement to allow organisations to ensure the correct attendees are present.

6. Future Meetings

It was agreed that the Senior Stakeholder Forum meeting should take place 3 times per year, typically in June, October and February, although this will be reviewed at future meetings. It was agreed the next meeting would take place in Solihull, with Xoserve to propose a suitable date.

The ToR were reviewed once more, in light of the material discussed at the meeting. There were no further amendments and the consensus was that the Forum had raised a number of important matters that should be given attention at a strategic level.

There was no further items raised and the meeting was closed.

7. Next Meeting

The proposed dates for the next meetings are:

Tuesday 8th October 2013 in Solihull

Tuesday 11th February 2014 in Solihull