

Change Overview Board (COB) Minutes
Monday 06 October 2014
Elaxon, 4th Floor, 350 Euston Road, London NW1 3AW

Attendees

Les Jenkins(Chair)	(LJ)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Adam Carden	(AC)	SSE
Andrew Green*	(AG)	Total
Andy Miller*	(AM)	Xoserve
Angela Love	(AL)	ScottishPower
Anne Jackson*	(AJ)	SSE
Hazel Ward	(HW)	RWE npower
Jayesh Parmar	(JP)	Baringa
Joanna Ferguson	(JF)	Northern Gas Networks
Jon Dixon	(JD)	Ofgem
Josh Atkins	(JA)	Energy UK
Lorna Lewin	(LL)	DONG Energy
Michael Harding	(MH)	Brookfield Utilities
Nick Salter	(NS)	Xoserve
Richard Pomroy*	(RP)	Wales & West Utilities
Sandra Simpson	(SS)	Xoserve
Sean McGoldrick	(SMc)	National Grid NTS
Steve Mulinganie*	(SM)	Gazprom

**via teleconference*

Copies of meeting papers are available at: www.gasgovernance.co.uk/COB/061014

1. Introduction and Status Review

LJ welcomed participants to the meeting.

1.1. Review of Minutes (01 September 2014)

The minutes were approved.

1.2. Review of Actions

COB 0704: Clarify the basis upon which National Grid places a change freeze on iGMS for the winter period including, where relevant, specific obligations and/or risks that necessitate this.

Update: SMc reiterated that iGMS was not a system operated by Xoserve; it was part of the Critical National Infrastructure (CNI) and tied to the Safety Case, and as such its availability is not subject to Project Nexus input.

It was observed that there could be linkages however, and the question to answer might be to what extent do any linkages prevent any work being carried out under Nexus - was there any impact? A discussion ensued. Change in Gemini is related to Settlement (commercial balancing), which does not appear to affect iGMS, but until the data items were confirmed it was difficult to be absolutely certain. SS pointed out that at the moment there might be a small potential risk but she would confirm this view.

There were restrictions on implementations within Gemini in the winter period, but October might be different from November or December. SMc observed that he would need to see the detailed design of any proposed changes to Gemini. NS asked how far did we need to take planning for failure? SS believed only at a principle level, ie scale and any risks associated. It was reiterated that the NTS was critical and cannot be put at risk. **Closed**

NEW Action COB 1001: *Gemini and iGMS - National Grid NTS to work with Xoserve to understand impact of UKLP consequential change on the Gemini system, in order to determine whether an implementation may be possible post 1st October 2015 but prior to 1st April 2016, during the standard winter change freeze period, in the event that there is a delay to the implementation of UKLP.*

COB 0803: *Critical Path Overview* – Provide visibility of the iGT stream to help build industry confidence.

Update: A slide, “*IGT Repository Build and Data - Detailed Plan*” had been provided by way of illustration. AM gave a brief overview of the current position, drawing attention to the information in the blue and purple boxes.

AM reported that incomplete CSEP records were currently held; the position will be improved and validated over the next few months. It should be noted that the first set of portfolio reports will be incomplete in January/February but will be expected to be accurate after that as the quality of data improves. Monitoring/updating will be carried on as usual. This is built into the plan and has no effect on the October date. The transporters will also receive reports. AM added that there are no issues at present and the iGTs are very supportive of the whole programme. Most tasks look to be on track.

Some non-effective days (iGT UNC) will need to be discussed with the iGTs and at Nexus Workgroup. Referring to customer switching, AL asked if this would have an impact on Shippers and consumers, and were there any implications for the Objection Window. AM explained there may be some impact on Shippers (not on consumers) and that Xoserve was currently checking on the number of non-effective days that might be required (for Gemini system purposes, timescales, impacts). Opening meter readings submission may also require thinking through. It was hoped to be able to present something to industry shortly.

Responding to questions regarding files AM confirmed that the files to be sent to Shippers were text files or Excel spreadsheets (not files that were sent over the IX) and that these had not yet been sent to Shippers (there should not be any impact resulting from them not yet being sent). Referring to validation of CSEP data AM confirmed it was not envisaged that site visits would be made to verify information, as this was available from a number of sources. JF added that Transporters were familiar with resolving some of the data inaccuracies associated with CSEPs.

Stressing its importance, MH pressed for the IGTs to receive the business requirements specifications as soon as possible to enable them to get everything done; Licence conditions and funding arrangements also have to be agreed with Ofgem. The risk to SSP implementation was also of concern to MH. AM noted MH's concerns and would do his best to expedite. **Closed**

COB 0804: *End Stage Assessments/Key checkpoints for the industry* – Develop and propose draft criteria for review and discussion at the November meeting.

Update: Strawman/criteria to be provided and discussed at the November meeting.
Carried forward

COB 0805: *Data Capture - Pilot Process*

- a) Ofgem to issue an email (via the Joint Office) to request participation in the pilot.
- b) Ofgem to collate and anonymise the data received and forward to Xoserve.
- c) Xoserve to process the data received and present results to October COB.

Update: It was agreed at the September meeting that the action should remain open until there was further clarity in respect of UNC Modification '0513 (URGENT) - *UK Link Programme (Project Nexus) - independent project assurance for Users*' and its outcome. **On hold/Carried forward**

COB 0901: Xoserve to provide an explanation of how each status (red, amber and green) is defined/decided.

Update: SS confirmed that the Red, Amber and Green (RAG) status is rated against the current planned date (not the baseline date).

Following a brief discussion, it was agreed that if the position was recoverable then Amber status should be applied. It was suggested that the distinction of 'minor' was not necessary and should be removed from the Amber definition.

- **Green:** On track, no delay or impact on quality
- **Amber:** Impact or risk on achievement of milestone, timescales, benefits or objections, being managed and recoverable
- **Red:** Major impact on achievement of milestone, timescales, benefits or objectives. Not recoverable in the short term.

Closed

COB 0902: *Critical Paths* - Xoserve add to the Dashboard to provide a regular update on the position/progress made between Xoserve and the iGTs.

Update: Andy Miller gave a brief presentation this month on the iGT data stream, see Action COB 0803, above. For subsequent months Xoserve will give updates via the Dashboard. **Closed**

COB 0903: *File Formats - clean and tracked change versions:* Xoserve to consider what can be made available and through what route, eg UKLinkDocs or the Xoserve website.

Update: SS confirmed that file formats have been published with track changes against current approved version and supporting commentary to describe changes from published "draft" formats. SM observed that Shippers had found it very helpful to have early sight of the proposed changes to file formats. SS confirmed that, because of the numbers of file formats involved, a three phase approach to release had been agreed at UK Link Committee, and updates were provided at UKLIEF. **Closed**

COB 0904: *Funding Arrangements for Gemini (test environments)* - Xoserve to add as a risk to the UK Link Replacement Programme that there may be insufficient test environments to deliver the changes, and confirm the time limit at which point continued failure to resolve becomes an impact of concern.

Update: SS confirmed that this had not been included as a risk as approval of the business case for the environments was in place and procurement was on track. Superseded by resolution obtained to Action 0905, below. **Closed**

COB 0905: *Funding Arrangements for Gemini* - Transporters to resolve with the relevant parties and provide an update to the COB.

Update: SMC confirmed that Transporters had resolved appropriate funding arrangements. **Closed**

COB 0906: *Critical Path Programme/diagram* - SS to consider adding a checkpoint to cross check Shippers' and Xoserve's interpretations of 'To be' processes.

Update: SS confirmed that the critical path has been updated with a milestone for the completion of To Be Process Walkthroughs. The commentary was as agreed at last month's meeting - "Note: This is a critical milestone to allow Shippers to complete the comparison activity between Shipper completed "to be" processes and Xoserve completed "to be" processes. It is not a dependent activity for Shippers to commence design activities, nor is completion of this critical path milestone for Xoserve delivery." **Closed**

COB 0907: *UK Link Programme Plan - End Stage Assessments* - Ofgem (JD) to set out a possible governance framework to manage the 'go/no go' UK Link Replacement criteria.

Update: To be provided at the November meeting. **Carried forward**

2. Planning

2.1. Short to Medium Term Planning Overview *(relates to deliverables that are essentially defined and due for delivery over the next 18 – 24 months)*

2.1.1. UK Link Programme - Dashboard and supporting information

Noting that the overall status was at amber in light of delays to baseline dates, SS provided an overview of activities and achievements, together with Programme milestones and Industry Engagement communications, and a summary of Risks and key dependencies. Priorities for the next period were outlined.

The build and system testing have both started on time. SS was reasonably confident that Detailed Design would complete on 24 October. HW asked that SS confirm the absolute deadline for this.

Action COB 1002: *UK Link Programme Detailed Design Phase - Confirm absolute deadline for completion.*

SS reported that 95 Shipper representatives had attended the UKLIEF; this was encouraging.

SS advised that Xoserve was looking to break the linkage between UAT and market trials; a reprioritisation will take place and some dates will therefore be revised.

Key Dependencies were discussed and SS responded to various questions.

File Formats

Briefly summarising the discussions at UKLIEF, SS and JP confirmed that most concerns raised there had been related to technical detail. From a project perspective there were no major concerns identified that would indicate a change to amber status should be made, or that the proposed date would not be reached.

SAP 'Out of the Box'

SS confirmed that functional fit (80%/20%) was higher than anticipated. NS confirmed that Xoserve would not see a need to return to industry regarding the 20%, which would effectively involve tailoring the system to the Requirements. Relatively minor changes had been agreed and the integrity of the Nexus requirements has been maintained. Retrospective Adjustments was one of the most complex areas that will require customisation.

Data Cleansing

SS confirmed that slow progress was being made; about 30% of data had been cleansed, but it was recognised that some of the sources of the problems had not necessarily been fixed. The Data Cleansing Forum was now being held monthly to increase the focus. Additional items might require cleansing and this will feed through as a risk.

SS responded to questions about the applied RAG status.

NS pointed out there were differences between technical data and commercial data. SAP needs to populate in the correct formats (otherwise it created technical issues) and it was critical for 'go live'. Commercial data was more a generic industry matter. JF referred to other groups that were looking at data quality and meter technical details, and indicated that these had yet to conclude.

NS referred to revalidation; criteria should have been set and, assuming that all works well, rejections will flow to the originating parties. AL asked what items needed to be 'clean' for it to be ready, and what would be the escalation if deemed not ready? SS indicated that a lot of technical information would come out of source to target mapping. NS observed that if December comes and goes and data cleansed is still at 30-35% Xoserve shall need to understand what it means and for whom there may be impacts. Putting uncleansed data into testing would mean a lot more time spent in that phase separating out any issues/problems. Xoserve needs to clarify what data is critical for what purpose and if it has a commercial impact and what any consequences might be.

JD reiterated the need to follow up with Shippers who are not progressively engaged. There were two channels to be identified: Issues recognised and that can be lived with; and issues that it was recognised cannot be lived with and required resolution before moving on. Failure to carry out proper and effective data cleansing had consequences for the individual Shipper and the industry (parties may subsequently inherit poor data). What is a satisfactory level to reach before we can then move ahead? NS suggested that some idea of granularity would be required and where any impacts would be manifested (UAT, market trials, consumer impact, etc). NS indicated he would raise this at the Data Cleansing Forum and provide a status update to this meeting so that COB can assess the next steps.

Action COB 1003: *Data Cleansing* - Identify what is a satisfactory % level of cleansed data to have reached before further advances in testing phases can be made, and provide a status report from the Data Cleansing Forum.

2.1.2. Change Portfolio - Timeline and Dashboards

Programme Dashboards were presented.

CMS Consequential Change: SS gave a brief overview of the current position. File format changes for CMS were not anticipated at present.

SAP BW (IP/DE): SS gave a brief overview of the current position; the risk was explained in more detail. Reporting was under discussion; it was likely that external reports will be prioritised for 01 October and that internal (Xoserve) reports for after 01 October.

Gemini Consequential Change: SS gave a brief overview of the current position. Detailed Design was complete; build was in progress, working alongside the EU Reform Programme.

EU Reform – EU Phase 2 and Gas Day Changes: SS gave a brief overview of the current position. European modifications were still in progress. The date 06/09/15 was not mandated, but it was hoped to implement in separate releases. LJ reminded that UNC Modification 0500 (CAM) was likely to have the biggest single impact. The European modifications will all go ahead and have to be managed (being built together, the system needs are known) and complied with.

Smart Portfolio – DCC Day 1 and DCC Gateway: SS gave an overview of progress made to date. The assumption is that UKLP will go in, but if DCC is delayed, they will have to implement on legacy. JA gave Energy UK's members views. Material changes might be possible, but there may not be impacts. DECC were involved in the discussions.

Faster Switching (Modification 0477): SS confirmed that all was on track for delivery for November 2014. System testing had completed, and UAT was in progress.

MH raised concerns regarding any potential move to central registration by 2018, and queried if this would have an impact on this group's work/views. JD confirmed that Nexus needed to be concluded; central registration is a speculative proposal, and cannot be legitimately factored in at present. Ofgem may reassess its views and plans. NS added that other groups, eg Smarter Markets, were aware of the proposal. The impediments to faster switching were the Objection Window and the Consumer Rights Directive.

Noting that the electricity model was moving more towards the gas model, JF reiterated that there were more issues on the electricity side rather than on the gas side.

2.1.3. Critical Path Overview

No detailed review this at this meeting.

2.1.4. UK Link Programme Plan - End Stage Assessments

An update is due at the November meeting.

2.2. Medium to Long Term Strategic Planning Overview

2.2.1. Data Capture – Pilot Process

See update for Action COB 0805, above; process on hold.

2.2.2 UNC Modification 0513 (Urgent) - Update

No update available.

3. Issues for discussion

None raised.

4. Any Other Business

4.1. Change of Overview Board (COB) - Purpose and focus

The purpose and focus of the COB was reviewed and discussed.

It was noted that the focus had seemed to be very much on the UKLP and not

much else, and that there was a real risk of duplicating discussions taking place in other areas/forums. It was suggested that Programme Management Forums should be addressing specific delivery issues.

JD offered to provide Ofgem's Strategic Road Map to help the group to gain further insight; this might assist in the development of views on the appropriateness of timings and prioritisation across areas and enable Ofgem to take account of more practical considerations. Impacts on systems might be more easily identified, and the need for modifying/testing.

It was suggested the group's focus should be on reviewing and assessing at a high level how wider industry changes may impact on delivery of gas system changes, identifying possible clashes (recognising time/resource constraints/over commitments) and the potential effects/consequences of any delays. JD indicated that any Ofgem Regulatory Impact Assessment was likely to include very little assessment of any system changes. He went on to explain how Ofgem's approach to policy change might be revised in the future to build in more forward thinking and cognisance of implications/timings etc before initiating a drive for change.

States of readiness were discussed and what could be done to ascertain. It perhaps need more of an 'interrogation' to understand each party's position - a 'gap analysis' and an escalation route. NS reiterated overall readiness needs to be tracked and an approach was required to achieve a sound assessment of this. LJ pointed out that project assurance would interact with this group, but that COB was not a project steering committee.

It was reiterated that COB had no formal authority or decision making powers but can raise issues and provide informal advice. Its value lies in the offering of an overview from a broader perspective, in looking at impacts and providing views of various market participants. Following discussion it was recognised that there was a clear desire from attendees to have some form of UKLink Project overview that would include the existing reporting plus any escalated exception-based reporting that became appropriate as the project progressed.

Next Steps

Recognising that the current standing agenda did not reflect the purpose and focus of the COB, LJ and NS will revise it for the next meeting to be clear about the Project Overview section of the meeting as well as the consideration of other change initiatives.

5. Diary Planning

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

Change Overview Board (COB) meetings will take place as follows:

Time/Date	Venue	Programme
10:00 Monday 03 November 2014	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<p><i>UKL Project</i></p> <ul style="list-style-type: none"> • Dashboard updates • Outputs from 'readiness groups', eg Data Cleansing • Go/No go criteria/assessments <p><i>Strategic Planning/Change Initiatives</i></p> <ul style="list-style-type: none"> • Ofgem Strategic Road Map • Future Horizon

10:00 Monday 01 December 2014	Room 4, Energy Networks Association, 6 th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>
--	--	------------------------

Action Table – Change Overview Board (06 October 2014)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
COB 0704	07/07/14	2.1.2	Clarify the basis upon which National Grid places a change freeze on iGMS for the winter period including, where relevant, specific obligations and/or risks that necessitate this.	National Grid NTS (BV)	Closed
COB 0803	04/08/14	3.1.3	<i>Critical Path Overview</i> – Provide visibility of the iGT stream to help build industry confidence.	Xoserve (SS)	Closed
COB 0804	04/08/14	3.1.4	<i>End Stage Assessments/Key checkpoints for the industry</i> – Develop and propose draft criteria for review and discussion at the November meeting.	Xoserve (SS)	<i>Due at Nov meeting.</i> Carried forward
COB 0805	04/08/14	3.2	<i>Data Capture - Pilot Process</i> – a) Ofgem to issue an email (via the Joint Office) to request participation in the pilot. b) Ofgem to collate and anonymise the data received and forward to Xoserve. c) Xoserve to process the data received and present results to October COB.	Ofgem (JD) and Xoserve (SS)	<i>On hold until outcome of Modification 0513 is known.</i> Carried forward
COB 0901	01/09/14	1.1	Xoserve to provide an explanation of how each status (red, amber and green) is defined/decided.	Xoserve (SS)	Closed
COB 0902	01/09/14	1.1	<i>Critical Paths</i> - Xoserve add to the Dashboard to provide a regular update on the position/progress made between Xoserve and the IGTs.	Xoserve (SS)	Closed
COB 0903	01/09/14	2.1.1	<i>File Formats - clean and tracked change versions</i> : Xoserve to consider what can be made available and through what route, eg UKLinkDocs on the Xoserve website.	Xoserve (SS)	Closed

Action Table – Change Overview Board (06 October 2014)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
COB 0904	01/09/14	2.1.2	<i>Funding Arrangements for Gemini (test environments)</i> - Xoserve to add as a risk to the UK Link Replacement Programme that there may be insufficient test environments to deliver the changes, and confirm the time limit at which point continued failure to resolve becomes an impact of concern.	Xoserve (SS)	Closed
COB 0905	01/09/14	2.1.2	<i>Funding Arrangements for Gemini</i> - Transporters to resolve with the relevant parties and provide an update to the COB.	Transporters	Closed
COB 0906	01/09/14	2.1.3	<i>Critical Path Programme/diagram</i> - SS to consider adding a checkpoint to cross check Shippers' and Xoserve's interpretations of 'To be' processes.	Xoserve (SS)	Closed
COB 0907	01/09/14	2.1.4	<i>UK Link Programme Plan - End Stage Assessments</i> - Ofgem (JD) to set out a possible governance framework to manage the 'go/no go' UK Link Replacement criteria.	Ofgem (JD)	<i>Due at Nov meeting</i> Carried forward
COB 1001	06/10/14	1.2	<i>Gemini and iGMS</i> - National Grid NTS to work with Xoserve to understand impact of UKLP consequential change on the Gemini system, in order to determine whether an implementation may be possible post 1 st October 2015 but prior to 1 st April 2016, during the standard winter change freeze period, in the event that there is a delay to the implementation of UKLP.	National Grid NTS (SMc) and Xoserve (SS)	Pending
COB 1002	06/10/14	2.1.1	<i>UK Link Programme Detailed Design Phase</i> - Confirm absolute deadline for completion.	Xoserve (SS)	Pending
COB 1003	06/10/14	2.1.1	<i>Data Cleansing</i> - Identify what is a satisfactory % level of cleansed data to have reached before further advances in testing phases can be made, and provide a status report from the Data Cleansing Forum.	Xoserve (NS)	Pending