

**Project Nexus Steering Group Minutes  
Monday 08 February 2016  
via teleconference**

**Attendees**

Les Jenkins (Chair)	(LJ)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alex Travell	(AT)	E.ON ( <i>Representing large, mixed portfolio shippers</i> )
Andy Sinclair	(AS)	PwC
Bob Fletcher	(BF)	Joint Office, observer
Chris Warner	(CW)	National Grid Distribution ( <i>Representing gas transporters, distribution</i> )
Gareth Evans	(GE)	Waters Wye Associates ( <i>Representing industrial and commercial shippers</i> )
Gill Williams	(GW)	PwC
Jeremy Guard	(JG)	First Utility ( <i>Representing small, new entrant shippers</i> )
Jon Dixon	(JD)	Ofgem
Matthew Adams	(MA)	Baringa
Mike Harding	(MH)	Brookfield Utilities ( <i>Representing gas transporters, independent</i> )
Phil Lucas	(PL)	National Grid NTS ( <i>Representing gas transporter, transmission</i> )
Sandra Simpson	(SS)	Xoserve

Copies of papers are available at: <http://www.gasgovernance.co.uk/NexusSG/080216>

**Key Messages from this meeting:**

<b>Overall Status</b>		
Plan	<ul style="list-style-type: none"> <li>• Programme remains at amber</li> <li>• Slightly improved position because MT started on schedule and RAASP deferral approach has been agreed (UNC modification to follow)</li> </ul>	<b>INFORMATION</b>
Milestones	<ul style="list-style-type: none"> <li>• 3 key milestones unanimously approved as complete:                             <ul style="list-style-type: none"> <li>◦ M1.3b: Xoserve SPA/Reads/ToO UAT Complete (due 31 January 2016)</li> <li>◦ M2.4a: L3/4 Staggered MT Core Start (due 01 February 2016)</li> <li>◦ M3.1a: Unique Sites Detailed Design Complete (due 31 January 2016)</li> </ul> </li> </ul>	<b>INFORMATION</b>
<b>Market Trials</b>		
MT L3/4	<ul style="list-style-type: none"> <li>• Confirmation that MT L3/4 started, albeit slowly. The identified early participants are encouraged</li> </ul>	<b>INFORMATION AND ACTION</b>

	<p>to proceed with their testing.</p> <ul style="list-style-type: none"> <li>• Daily defect summaries shared via Xoserve daily call (details on Xoserve website – link in minutes).</li> <li>• Participants are reminded that this is a trial in real time and to note that Xoserve may intervene manually (as they do in the live environment) if problems are observed.</li> </ul>	
RGMA	<ul style="list-style-type: none"> <li>• Not progressing as expected; could impact upon full MT L3/4 starting on 01 March.</li> <li>• MTWG asked to consider how best to adjust the MT plan to accommodate potential late delivery of RGMA.</li> </ul>	<b>INFORMATION</b>
Participation	<ul style="list-style-type: none"> <li>• 5 parties are on the watch-list.</li> <li>• Good conversations with PwC are ongoing; no immediate further action required.</li> </ul>	<b>INFORMATION</b>
<b>Data</b>		
Readiness	<ul style="list-style-type: none"> <li>• Global defects have been resolved.</li> <li>• 13 data defects remain (relative to MT load).</li> </ul>	<b>INFORMATION</b>
Knowledge Sharing	<ul style="list-style-type: none"> <li>• Knowledge sharing workshop (Xoserve/PwC) held Friday 05 February.</li> <li>• Observations and any actions will be included in future monthly PNSG pack (separate publication in this case).</li> </ul>	<b>INFORMATION</b>
<b>Unique Sites</b>		
Design	<ul style="list-style-type: none"> <li>• Detailed design complete.</li> <li>• Degree of parallel build and test has utilised the contingency within the plan.</li> <li>• Small number of highly complex areas involved, uses 30 elements of common Core functionality.</li> </ul>	<b>INFORMATION</b>
MT	<ul style="list-style-type: none"> <li>• Prioritisation of Core could impact US delivery timing into MT.</li> <li>• MTWG asked to also consider how to integrate US into MT.</li> </ul>	<b>INFORMATION</b>
Workshop	<ul style="list-style-type: none"> <li>• Industry workshop 23 February (Xoserve) for participants to understand the design.</li> </ul>	<b>INFORMATION</b>

### 1.0 Introduction and Note of Alternates

‘Chatham House Rules’ apply to general discussion.

LJ welcomed all to the meeting.

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### 1.1. Note of Alternates

Jon Dixon and Matthew Adams.

### 1.2 Apologies received

Angelita Bradney and James Beverley.

## 2.0 Review of Minutes (18 January 2016)

The minutes of the previous meeting were approved.

## 3.0 Programme Report (PwC)

AS gave an overview of the current position. The status remained at amber, with a slightly improved position (MT started on schedule and an agreed RAASP deferral approach).

### *Market Trials L3/4*

There had been an unexpectedly slow start to the L3/4 trials, with Xoserve seeing far fewer files submitted than expected. Noting that the majority of files had been rejected, SS gave a brief summary of the issues, and confirmed the spread of the market participants. Shipper constituent representatives were asked for and gave their views on this; there appeared to be no single explanation. It was suggested that perhaps further communication might be required to point out that MTs had commenced and that parties should dial into the daily calls (defects discussions).

SS gave some examples of file submissions and Xoserve's responses in greater detail. It was reiterated that this is a full trial of systems in real time, and if an issue is uncovered then Xoserve will act to address it. These were briefly discussed, and LJ reminded that it was the PNSG's role to review trends and major issues, and not individual problems. Attention was drawn to the Market Trials L3/4 update slides, which provided an overview of the figures (success/rejection), and a summary of the issues encountered. SS stated that consideration should be given as to whether it was appropriate to approve the start of MT Tranche 2 given the low levels of participation observed to date. An increase in participation would be welcomed.

### *Data defects and UAT RAG Status*

Returning to the Monthly Status Update pack (p19), SS outlined the data defects outstanding. All 7 global defects had been resolved; 56 non-global defects were outstanding. Defect resolution continues as Data Migration Test Cycle 3 approaches. A Shipper constituent representative suggested that more detailed information on the data defects would be welcomed to enable the PNSG to better understand the significance.

AS reported on a recent 'deep dive data workshop' with Xoserve; a considered approach to data migration and good progress had been seen - the year's extension had allowed a lot of the risk to be taken out. It was suggested that communication of outputs (e.g. a summary paper reporting on observations/experiences/actions to explain what has proved useful) could be included in the Monthly Status Update pack.

A Shipper constituent representative asked for clarity on the Xoserve criteria for MT entry. AS directed him back to the L3/4 criteria as discussed at previous meetings (in December SS had produced a RAG on 7 criteria), noting that this is week 1 of a six month period and too soon to identify any trending. SS confirmed the bulk of functionality had been ready to go on 01 February (with exceptions such as Primes & Subs as previously noted). Risk areas remained, such as ERR/FRJ - the majority was satisfactory but in certain circumstances it was not behaving as it should (SS provided more detail: they are under

very specific scenarios and discussed with MT contacts on the daily calls). RGMA was still a risk area for 01 March; it was more complex and there were more issues than anticipated. The MTWG had done some work on this and this may be resurrected. Reconciliation Invoice entry into MT for 01 April remained at risk; capacity/commodity is satisfactory and some others are moving forward.

Attention was then focused on the UAT RAG Status information. All was relatively comfortable (a small risk around Portfolio and Liability Reports). RGMA was at risk of not being ready for 01 March, in which event it would not be released into MTs for testing (the consequence would be a reduced amount of time for participants to test RGMA). The impact was being assessed and contingencies were being looked at. It was questioned if there was a 'drop dead date', and if the MTWG should be reconvened to consider how best to adjust the MT plan to accommodate any potential late delivery of RGMA.

**Action 0201: *Market Trials* - SS to review impacts of RGMA testing not proceeding to plan, and whether MTs need to adapt to any identified consequences/deadline for RGMA.**

**Action 0202: *Market Trials* - AS to reconvene the MTWG to consider how best to adjust the MT plan to accommodate any potential late delivery of RGMA.**

#### *Watch List*

AS gave an update on the status of participants on the Watch List. Progress continues to be monitored and no escalation actions are required at present; a better understanding may be reached once the participants join the L3/4 testing.

#### *Unique Sites (US)*

Confirming that the Detailed Design was complete, SS reported that 33 Functional Specifications were impacted by US, 30 of which were common with Core and will require functional regression testing. To deliver the plan significant overlaps of phases will be needed; validation was still in progress. This was discussed; any risk to Core delivery would be of concern, as would impacts on participants, and on Modification 0432. It was always known that delivery would be tight (there was a constrained plan to get it into MTs in June), and it was suggested that the MTWG be asked to look at a possible late delivery cycle for US also.

SS advised that Xoserve had planned an industry workshop for participants to understand the design on 23 February 2016.

**Action 0203: *US delivery to plan* - SS to review the delivery options from the central services' standpoint and establish whether the 30 Functional Specifications that impact Core are fundamental or minor changes (i.e. explain how US impacts on the current delivery plan).**

**Action 0204: *US delivery to plan* - The MTWG to review the delivery options from market participants' standpoint.**

**Action 0205: *US delivery to plan* - CW to assess effects on Modification 0432.**

It was agreed the PNSG would review the output from these actions at the next meeting. SS indicated she would report on the position every month.

#### *Exception Report (Baringa)*

In response to Action 1207, Baringa had provided relevant information (risk areas, recommendations, plan and risk horizon) for inclusion in the pack (pp. 11-14).

## 4.0 Matters for consideration

### 4.1 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 and Option 3 had been agreed in respect of RAASP. Option 3 (i.e. the continuation of existing process currently only applicable for LSPs via RGMA and CMS flows) is considered a workable option by the industry. This option provides asset updates (from last read) and consumption adjustment requested via CMS with the value being applied to the Amendment Invoice via SAP.

CW is to raise an urgent modification to address the changes required. Authority 'Consent to Modify' will also be sought to adjust the timetable established under Modification 0548.

### 4.2 Update on MT L3/4 Readiness

See discussions at 3.0, above.

### 4.3 DCC Contingency Request – *ongoing monitoring*

A Shipper constituent representative reported that he had received many questions regarding the position.

JD and AS had had further meetings with DECC; as previously noted, the resourcing implications for individual parties were recognised, but there was nothing that could be pragmatically done at a Programme level; neither Programme timelines will be changed, but there is awareness of concerns in running two programmes in parallel.

## 5.0 Key Milestones

### 5.1 Metrics for Key Milestones

These had been provided in the pack (pp. 37-39).

### 5.2 M1.3b: Xoserve SPA/Reads/ToO UAT Complete (due 31 January 2016)

*Approval of Key Milestone sought*

The PNSG was then asked to approve the key milestone M1.3b: Xoserve SPA/Reads/ToO UAT Complete. Unanimous approval was given.

### 5.3 M2.4a: L3/4 Staggered MT Core Start (due 01 February 2016)

*Approval of Key Milestone sought*

The PNSG was then asked to approve the key milestone M2.4a: L3/4 Staggered MT Core Start. Unanimous approval was given.

### 5.4 M3.1a: Unique Sites (US) Detailed Design Complete (due 31 January 2016)

*Approval of Key Milestone sought*

The PNSG was then asked to approve the key milestone M3.1a: Unique Sites (US) Detailed Design Complete. Unanimous approval was given.

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

### 6.1 Review mitigating actions in relation to Risk R.10

#### *Transition Progress Group Update*

SS drew attention to p24 in the pack, and gave a brief summary of the position. There were three main areas of focus. Non Effective Days (NEDs) were coming into play in September, and it was recognised that different parties would follow different approaches to population of files. Xoserve was reviewing the information received through feedback to the first draft of the proposed approach. Timings were under consideration or Go/No Go decision. Testing Transition Design was considered and options were under discussion, with parties expected to provide their preference. The PNSG is likely to have to decide on a single approach.

A Transition Plan is anticipated and it was suggested this group should be added to the governance diagram.

**Action 0206:** *Governance diagram* - AS to record the Transition Group.

## 7.0 Any Other Business

### 7.1 Transition

See 6.1, above.

### 7.2 ICoSS Letter

JD was following this up; Ofgem's response was undergoing an internal review.

### 7.3 Low Level Plan

AS confirmed it had been completed and would be published today.

### 7.4 'Point of No Return'

A Shipper constituent representative raised a question regarding the proposed management strategies that might be put in place either side of a 'point of no return' (once any such point had been determined). This was discussed in greater detail. A number of potential strategies/plans may need to be in place to meet identified scenarios. LJ believed there was a working assumption that existing legacy systems would continue to run, should such a point be reached, and following which unexpected difficulties were then encountered. However, there would come a point when legacy systems would no longer be available, and there should be contingency plans for operation in the event that legacy systems were defunct and new systems were not fully functioning.

Various scenarios and the transition arrangements that were in place/needed were briefly discussed. It was noted there was a distinction between Programme contingency and 'Go Live' contingency. The Transition Group was looking at the latter and dates in detail; this was in hand.

It was suggested that assumptions regarding a fall back position should be reconfirmed, and that once 'committed to the manoeuvre' what were the contingency plan(s) if issues are then encountered in the 'immediate approach to landing' that mean crossover cannot be completed, or when a legacy system(s) was no longer available to bring back into service.

**Action 0207: *Programme Contingency - AS and SS to reconfirm assumptions regarding (a) a fall back position (legacy systems remain available); and (b) a fall back position (legacy system(s) defunct).***

**Action 0208: *Programme Contingency - AS and SS to consider and determine (a) a 'point of no return' prior to 'Go Live' date; (b) potential scenarios following that point (in the 'immediate approach to landing' and appropriate reactions/management plans for industry; (c) which party or parties are best placed to take action(s), how and when.***

## 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:** AS confirmed this was in the Plan. **Closed**

**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:** The relevant information has been included in the PwC Report pack (pp.11-14). **Closed**

**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.***

**Update:** An updated Plan was provided. **Closed**

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

**Update:** Information was provided and an option agreed (see 4.1, above). **Closed**

**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.***

**Update:** Information was provided in the monthly pack (p18). **Closed**

**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.***

**Update:** Information was provided; milestone approved. **Closed**

**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.***

**Update:** Examination ongoing. **Carried forward**

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

**Update:** Examination ongoing. **Carried forward**

## 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](http://www.gasgovernance.co.uk/Diary)

### Next Meeting

The next meeting will be held on Monday 22 February 2016 at the Joint Office (Solihull) and via teleconference (0207 950 1251, access code 21870295#), starting at 10:00.

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

- Review/approve minutes
- MT L3/4 Progress Update (AS/SS)
- Unique sites - plan considerations (AS/SS)
- *RGMA Impact on MT - (AS/SS)*
- DCC Contingency Request – *ongoing monitoring (JD)*
- Key Milestones
  - M1.3c: Xoserve RGMA UAT Complete (due 29 February 2016) - *preparation*
  - M2.4c: L3/4 MT Core Start (due 01 March 2016) - *preparation*
  - M3.2: Unique Sites Build and Unit Test Complete (due 04 March 2016) - *preparation*
- Programme Risks and Issues for consideration (*by exception*)
- 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 - 12:00, Monday 22 February 2016	Joint Office, Solihull and by Teleconference (0207 950 1251, access code 21870295#)	See 10.0, above.

10:00 - 13:00, Monday 14 March 2016	Ofgem, 9 Millbank, London SW1P 3GE	<b>Formal checkpoint meeting</b>
10:00 - 12:00, Tuesday 29 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, Monday 25 April 2016	Teleconference	<i>To be confirmed</i>
10:00 - 13:00, Monday 16 May 2016	Ofgem, 9 Millbank, London SW1P 3GE.	<b>Formal checkpoint meeting</b>
10:00 - 13:00, Friday 27 May 2016	Ofgem, 9 Millbank, London SW1P 3GE	<b>Formal checkpoint meeting</b>
10:00 - 13:00, Monday 13 June 2016	Ofgem, 9 Millbank, London SW1P 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 SW1P 3GE	<i>To be confirmed</i>
10:00 - 13:00, Wednesday 27 July 2016	Ofgem, 9 Millbank, London SW1P 3GE	<b>Formal checkpoint meeting</b>
10:00 - 13:00, Monday 08 August 2016	Ofgem, 9 Millbank, London SW1P 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 SW1P 3GE	<i>To be confirmed</i>
10:00 - 13:00, Monday 19 September 2016	Ofgem, 9 Millbank, London SW1P 3GE	<b>Formal checkpoint meeting</b>

**Action Table (08 February 2016)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>1206</b>	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)	<b>Closed</b>
<b>1207</b>	18/12/15	5.3	<i>Availability of Baringa Reports - SS to ascertain if permission can be obtained for Baringa Reports can be published/made available to parties other than Xoserve.</i>	Xoserve (SS)	<b>Closed</b>
<b>0107</b>	18/01/16	4.1	<i>'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.</i>	PwC (AS)	<b>Closed</b>
<b>0108</b>	18/01/16	4.2	<i>RAASP Interim Solution - Xoserve to provide detailed information on potential options for PNUNC to consider.</i>	Xoserve (SS)	<b>Closed</b>
<b>0109</b>	18/01/16	4.3	<i>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.</i>	Xoserve (SS)	<b>Closed</b>
<b>0110</b>	18/01/16	5.4	<i>Milestone M3.1 Unique Sites (US) Detailed Design Complete - SS and AS to provide appropriate information in advance of the next meeting to assist PNSG's determinations in relation US detailed design.</i>	Xoserve (SS) and PwC (AS)	<b>Closed</b>

**Action Table (08 February 2016)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0111</b>	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 22 February 2016 meeting</i> <b>Carried forward</b>
<b>0112</b>	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 22 February 2016 meeting</i> <b>Carried forward</b>
<b>0201</b>	08/02/16	3.0	<i>Market Trials</i> - SS to review impacts of RGMA testing not proceeding to plan, and whether MTs need to adapt to any identified consequences/ deadline for RGMA.	Xoserve (SS)	<i>Due at 22 February 2016 meeting</i> <b>Pending</b>
<b>0202</b>	08/02/16	3.0	<i>Market Trials</i> - AS to reconvene the MTWG to consider how best to adjust the MT plan to accommodate any potential late delivery of RGMA.	Xoserve (SS)	<i>Due at 22 February 2016 meeting</i> <b>Pending</b>
<b>0203</b>	08/02/16	3.0	<i>US delivery to plan</i> - SS to review the delivery options from the central services' standpoint, and establish whether the 30 Functional Specifications that impact Core are fundamental or minor changes (i.e. explain how US impacts on the current delivery plan).	Xoserve (SS)	<i>Due at 22 February 2016 meeting</i> <b>Pending</b>
<b>0204</b>	08/02/16	3.0	<i>US delivery to plan</i> - The MTWG to review the delivery options from market participants' standpoint.	PwC (AS)	<i>Due at 22 February 2016 meeting</i> <b>Pending</b>
<b>0205</b>	08/02/16	3.0	<i>US delivery to plan</i> - CW to assess effects on Modification 0432.	National Grid Distribution (CW)	<i>Due at 22 February 2016</i>

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**Action Table (08 February 2016)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
					<i>meeting</i> <b>Pending</b>
<b>0206</b>	08/02/16	6.1	<i>Governance diagram</i> - AS to record the Transition Group.	PwC (AS)	<i>Due at 22 February 2016 meeting</i> <b>Pending</b>
<b>0207</b>	08/02/16	7.4	<i>Programme Contingency</i> - AS and SS to reconfirm assumptions regarding (a) a fall back position (legacy systems remain available); and (b) a fall back position (legacy systems defunct).	PwC (AS) and Xoserve (SS)	<b>Pending</b>
<b>0208</b>	08/02/16	7.4	<i>Programme Contingency</i> - AS and SS to consider and determine (a) a 'point of no return' prior to 'Go Live' date; (b) potential scenarios following that point (in the 'immediate approach to landing') and appropriate reactions/management plans for industry; and (c) which party or parties are best placed to take action(s), how and when.	PwC (AS) and Xoserve (SS)	<b>Pending</b>