

Funding, Governance and Ownership Programme Overview Board

Friday 5th September 2014

Attendees

Gethyn Howard (GH) IGT representative
Hazel Ward (HW) Npower
Joanna Ferguson (JF) Northern Gas Networks
Martin Baker (MB) Xoserve
Matt Smith (MS) Xoserve
Nick Salter (NS) Xoserve
Paul Rogers (PR) National Grid Distribution
Seán McGoldrick (SMG) National Grid Transmission
Richard Pomroy (RP) Wales & West Utilities
Hilary Chapman (HC) Xoserve
Adam Carden (AC) SSE
Alex Travell (AT) E.ON UK
Joanne Campbell (JC) Ofgem

Apologies

Colette Baldwin (CB) E.ON Energy

Summary of Discussion Points

Introduction and appointment of chair

- PR discussed electing a chair for the POB as he had been carrying out the role by default. There were no nominations from the group so it was proposed to write out to all parties seeking nominations with the vote being at the next POB **ACTION 01** PR to request chair nominations.

Review of actions and minutes from previous meetings

- Actions were agreed GH advised he was IGT representative

Agree terms of reference

- All the comments from the review cycle have been incorporated into the TOR and have been approved apart from the inclusion of a statement regarding declarations of interest. **ACTION 02** HW to confirm with Steve Mulinganie what the text of the declaration should be.

Tender process

- RP gave a presentation on procurement options. There was general agreement that the procurement of Programme Management Services should be prioritised, with arrangements for Advisory Services being allowed to develop over time as the understanding of requirements becomes clearer. It was suggested that to save time, albeit potentially at the cost of some flexibility, the programme management activities could be carried out by a currently approved vendor of a Gas Transporter or Shipper. **ACTION 03** all parties to review their Approved Vendor Lists to see if there are any candidates who may be able to fulfil this role, responses to be sent back to MS (matthew.c.smith@xoserve.com) by 12/09/14. **ACTION 04** MS to circulate a note to non-attendees with a response by 12/09/14. **ACTION 05** PR to contact ENA to check their Approved Vendor List. **ACTION 06** POB procurement sub-group to prepare draft statement of Programme Management Services, and to consider this alongside Gas Transporter and Shipper responses from their reviews of Approved Vendor Lists during w/c 15th September.

Service Definition

- The skill set definition proposed by SM was discussed and it was decided that this provided a reasonable starting point for drafting a statement of required skills, knowledge and experience. **ACTION 07** POB procurement sub-group to prioritise skill set into essential and desirable.

Advisory Services

- MB outlined a potential scope and requirements for FGO Advisory Services which was agreed by the group. Document to be retained for future reference once the requirement for Advisory Services is clearer.

Ofgem update

- JC provided an update indicating that the Ofgem decision on changes to the legal and regulatory framework was outstanding, although Ofgem is currently retaining its minded to position.
- JC advised that she had shared an early draft Licence Condition with the Gas Transporters regarding the Central Data Services Provider role, and that the Condition included an obligation on the Gas Transporters to establish arrangements by April 2016. The draft Condition will be published for informal consultation alongside the decision document on changes to the legal and regulatory framework, likely to be late September.

Diary planning

- POB meetings in 2014: 03/10/14, 07/11/14 and 05/12/14, all at Xoserve offices Solihull 10.00 start.

Summary of Actions

ACTION 01 PR to request chair nominations

ACTION 02 HW to confirm with Steve Mulinganie what the text of the declaration should be

ACTION 03 all parties to review their Approved Vendor Lists to see if there are any candidates who may be able to fulfil this role

ACTION 04 MS to circulate a note to non-attendees with a response by 12/09/14

ACTION 05 PR to contact ENA to check their Approved Vendor List

ACTION 06 POB procurement sub-group to prepare draft statement of Programme Management Services

ACTION 07 POB procurement sub-group to prioritise skill set into essential and desirable