

## Bilateral Transaction Programme

### Pathfinders Group Meeting 15 – Minutes – 18 May 2021 – 10:00-11:00

#### Attendees - MOSL:

Pam Nash (PN)	Spencer Mattia (SMa)	Adrian Smith (AS)	
<b>Attendees – External:</b> David Moss (DM) Elliott Holland-Kemp (EHK) Judith Gallagher (JG) Chris Douglas (CD)	Anna Chuter (AC) Nathan Morgan (NM) Michael Floyd (MF) Darren English (DE) Quentin Gallagher (QG)	Nik Clay Michael (NCM) Mark Franchi (MFr) Russell Anderson (RA) Martin Mavin (MM) Richard Varley (RV)	Sian Forward (SF) Tony Golder (TG) Karen Harkness (KH)
<b>Apologies</b>	Miles Robinson (MR)	John Briggs (JB)	John Gilbert (JG)

#### Agenda items

1. Welcome and introductions
2. Review of previous meeting minutes/actions
3. Pathfinder Group Progress / Plan Update
4. Testing
5. Benefits Realisation
6. AOB

#### 1. Welcome and introductions

Welcome to the new member, Richard Varley.

#### 2. Review of previous meeting minutes/actions

There was one action from last meeting – members to provide MOSL with a list of users for web portal testing. Further request to members to send through by end of this week.

David Moss raised a question to understand if there will be a need to request different pathfinder members to assist with the different processes that will be testers. SM replied that the different needs will be discussed whilst progressing during the testing.

#### 3. Review of Pathfinder Group Progress

- Web portal/system integration
- Current progress/testing
- Assurance form progress
- 'Asks' from MOSL

SM requested feedback from Members regarding the 4 bullet points above and below are the responses:

Name	System	Progress	Assurance form	Asks of MOSL / Comments
Anna Chuter	LVI	Testing not started	Form is in progress	None
Chris Douglas	HVI	Currently doing some testing	Form is drafted and will submit by deadline	Would like to engage with a retailer to support testing – pls reach out to Chris
David Moss	LVI	No testing currently	Form will be submitted on time	

Darren English	LVI	No progress yet	Assurance form is being signed off	Have requested login details
Karen Harkness	HVI	Code change has impacted and currently discussing with business	Form is in progress	Are there any updates for the reporting view dashboard? Did the code change go through formal approval as it impacts us
Martin Marvin	LVI	Internal build testing taking place	Form in draft and will be completed within deadline	Looking for confirmation of LVI access date. Keen to understand MOSL's plan for process release dates Keen to learn of outcome of feedback given regarding some processes Are we in a Change Freeze now – yes
Nik Clay Michael	HVL	Build is on plan		Will be useful for having the requirements for HVI testing
Quentin Gallagher	HVI (C&C customer)	Work to do on the test plans – reviewing release notes and CSDs this week	MOSL confirms form has been received	Testing depends on availability of LVI
Russell Anderson	HVI (C&C customer)		Reviewing draft	What will the support system be for making changes into live after Go Live
Tony Golder		Successful connectivity in place with some customers and ready to start testing	Assurance forms are all progressing	WaterPlus: where are we with their Proforma's (will send email) What date will Will the ORID be duplicated by the Market Assurance environment?
Richard Varley	LVI	Testing names will be sent	Assurance form has been received	

#### 4. Testing

Some changes have been made to the slide (Pilot (C1) Delivery Plan). The corrections progress has caused a delay, which has been worked through. On track now to start UAT testing in Sprint 22.

Testing is due to start next week and there are two drops for Assurance currently – starting on 7<sup>th</sup> June for HVI and 5<sup>th</sup> July for LVI. Good progress is being made.

We are still planning a Mandatory Adoption date in September, which is being discussed now. By mid-August we expect to have a signed off Product and the Mandatory Adoption date will be 4 weeks after that and are also planning on a midweek cutover date.

SM requested feedback on the plans for the Mandatory Adoption date and requested any comments arising from a question raised at Steering Group meeting yesterday around whether a mid-September adoption date would affect Retailers billing cycle.

Elliott – No concerns with billing. Will there be at least a 4-week notice period of the adoption date? SM advised that MOSL should be able to communicate the decision by next week.

#### 4.1 Adjustments to Priority Order slide

Changes have been to Programme Board and Steering group to be discussed already. Learnings from C1 progress has been considered in the decision to the priority of process delivery. F5 process is to be fast tracked and this suggestion has been received positively by TP's and MOSL are discussing this at OAG currently to be delivered as quickly as possible after Pilot phase.

Requirements are to be worked through, baselined and plan will be agreed. These discussions are currently taking place and can be communicated in next week or so.

B5 remains a high priority – followed by remaining B processes as they use the same existing form, and will provide quick wins by bringing B3, B1 and B7 after B5 to market will provide quick wins.

G2 is already being considered – very large process, like C1. This will take a lot of time to get through and felt important to get some other functionality delivered before delivering G2.

Russell Anderson: G2 originally planned to be delivered mid-November, but it is now moving back?

SM: Yes, completing the Portal and some quick win processes will result in G2 delivery date moving. It is a highly complex process but in terms of the numbers is has a lower priority.

Russell Anderson: It is complex and has huge ramifications so this needs to be considered too.

SM: Kat is currently at OAG and will raise any concerns.

Phase 3 is expecting to delivery 80% of processes

Karen: Looking to do individual agile tasks or bulking them together?

SM: Need to agree with Ofwat first what the approach to be agreed, whether the phase delivers a 'deliverable' or 'deliverables'. Plan will then be created and issued once the size of the delivery is known. Challenge is from a code documentation perspective. Discussion is taking place on Friday and when MOSL know Ofwat's decision, it will be shared.

Martin: Reiterated the Trading Party request to know the sooner we can get line of sight and as much clarity of what is coming the better, as we will need to correlate internal teams and make internal plans.

#### 4.2 Test Plan

LVI test plan has moved back 1 sprint to 7<sup>th</sup> June. Will be sharing test plan with Pathfinders prior to 7<sup>th</sup> June.

LVI will be made available later than HVI but be assured information will be made available with time.

Karen: LVI access available from 24<sup>th</sup>? MOSL UAT will start from 24<sup>th</sup>, and Pathfinder testing will start from 7<sup>th</sup> June. MOSL will likely release into both environments on 24<sup>th</sup> May, when signed off by John Briggs.

Quentin: Quentin also thought getting availability on 24<sup>th</sup> May, but clear now that it is 7<sup>th</sup> June

Judith: Requested clarification that access will be available on 7<sup>th</sup> June and have till 5<sup>th</sup> July to submit assurance testing form?

Pam: Assurance testing is to be completed by 30<sup>th</sup> July (checkpoint 3b). Assurance HVI from 7<sup>th</sup> June. Assurance starts LVI start is 5<sup>th</sup> July

### 4.3 Assurance Testing

MOSL looking to understand views from members to allow us to support as much as possible.

1. Are parties looking to test with their pairings?
2. Would TP looking to have a Test retailer and a Test wholesaler account?
3. MOSL programme team need to support?

Please let us know in chat or outside of this session

### 5. Benefits

MOSL would like feedback from Pathfinder members to help us to test some of the benefit data and assumptions.

1. Please review the slide and advise if you do or don't recognise any of the summaries, it would be good to understand how and why?
2. Volunteers to participate in the analysis – 1 to 2 hours to discuss with MOSL, understand how benefits will affect different parties. Come back to us to let us know feedback on summary of benefits. Feedback from retailers and wholesalers please.

### 6. AOB

Pam: Assurance forms - when completing forms when saying using LVI as a backup, please tell what the processes are.

Evan: Remind pathfinders to look at the Bilateral Key Documents on the website to review them and feedback as they are posted.

Adrian: Checkpoint 3a submissions in by end of the month please – deadline is key and note from MOSL to chief executive will be sent out.

Tony Golder: What is the plan for communicating all this to non-Pathfinders. SM: Contract Managers will be updated tomorrow and will be updated with this info.

## Actions

#	Action Detail	Raised By	Owner	Due date
1	Provide the reporting view dashboard update	Karen Harkness - UU	Spencer Mattia	Next meeting
2	Spencer to source response to 'Will the ORID be duplicated by the Market Assurance environment' question	Tony Golder – C&C	Spencer Mattia	19/05/21
3	Meeting to be set up with South West Water to discuss scenarios and reporting	Richard Varley – South West Water	Adrian Smith	19/05/21
4	All attendees to respond to questions raised by MOSL to understand Assurance Testing	Pam Nash	ALL	Next Meeting
5	All to feedback on Benefits that were agreed in the Full Business Case	Spencer Mattia	ALL	Next meeting
6	Pam to circulate checklist for guidance on completing the Assurance form	Pam Nash	Pam Nash	21/05/21