

1.0 Rules once implemented

1.1 Role of Xoserve in the Performance Assurance Framework (once implemented):

- (1) Produce Performance Reports
- (2) Send Performance Reports to the PAFA

1.2 Role of the Performance Assurance Framework Administrator (PAFA) in the Performance Assurance Framework (once implemented):

- (1) Receive Performance Reports from Xoserve/SPAA
- (2) Request additional information from Xoserve/SPAA
- (3) Receive additional information from Xoserve/SPAA
- (4) Following receipt of all information the PAFA will update Performance Reports
- (5) Following receipt of all information the PAFA will validate/analyse data
- (6) Following validation PAFA will determine if more information is required from Xoserve/Stakeholders/SPAA and request if necessary
- (7) The PAFA will then receive further "Advanced Information" from Xoserve/Stakeholders/SPAA
- (8) PAFA will then look at undertaking assurance of data [this activity and its scope will be agreed with the PAFA in appointing the PAFA]
- (9) PAFA will determine if further information is required from Xoserve/Stakeholders/SPAA and request where necessary
- (10) PAFA will receive any further information from Xoserve/Stakeholders/SPAA
- (11) PAFA will provide findings to the PAF Committee
- (12) PAFA will receive outcomes from the PAF Committee
- (13) PAFA, having received outcomes from the Committee, will generate notices of individual performance and report to all Stakeholders
- (14) PAFA will analyse data, obtaining Invoicing Data, raise invoice and provide supporting information
- (15) PAFA will issue Invoices and supporting information
- (16) PAFA will receive invoice confirmation
- (17) PAFA will settle the invoice and report the settlement position

1.3 Role of the Performance Assurance Committee (once implemented):

- (1) Receive reports from the PAFA
- (2) *Determine if incentive payments are due??*
- (3) Review the findings of the analysis undertaken by the PAFA
- (4) Request additional information from the PAFA, where the Committee agrees that this is necessary
- (5) *Perform Committee functions*
- (6) Advise Committee outcomes to the PAFA

1.4 Role of Stakeholders (once implemented):

- (1) Receive notices of individual performances
- (2) Receive invoices and supporting information
- (3) Pay invoices and send invoice confirmation

2.0 Rules for review and modification of the scheme

2.1 Role of PAFA in the Performance Assurance Framework (review and modify the scheme):

- (1) On an annual basis the PAFA will request feedback from all Stakeholder on the PAF scheme and operation and request that any new risks be identified to the PAFA
- (2) PAFA will receive Stakeholder feedback
- (3) Collate risks and feedback received from Stakeholders
- (4) Analyse feedback received
- (5) Produce feedback report
- (6) Send feedback report to the PAF Committee
- (7) Receive request to review the Performance Assurance scheme Framework from Performance Assurance Committee
- (8) Review all or some of the following, depending on the request from the Committee to review the scheme Framework – incentive scheme, framework and all roles
- (9) Inform Performance Assurance Committee of the framework review outcomes
- (10) Receive consultation request for the framework from the Performance Assurance Committee and review
- (11) If external review is required instruct external review of framework. If internal review only required collate finding of review and provide to the Performance Assurance Committee
- (12) Receive request to review the scheme with industry participants

2.2 Role of PAF Committee in the Performance Assurance Framework (review and modify the scheme):

- (1) Receive feedback report
- (2) Review the Performance Assurance scheme Framework
- (3) Receive feedback report from the PAFA
- (4) Review the Performance Assurance scheme Framework, considering feedback
- (5) Send request to the PAFA to commence review of the Performance Assurance Framework
- (6) Receive Framework review outcomes from the PAFA
- (7) Consider Framework review updates
- (8) If the review updates are considered by the Committee to warrant further work (external consultation) the Committee will instruct the PAFA to undertake a consultation process
- (9) Receive Framework review findings from the PAFA
- (10) Agree appropriate course of action for the findings of the Framework review (further review required or progress required changes)

- (11) Instruct appropriate course of action (further review required or progress required changes) for the Framework

2.3 Role of Stakeholders in the Performance Assurance Framework (review and modify the scheme):

- (1) Gather feedback on the Performance Assurance scheme Framework and identify any new risks
- (2) Send feedback to the PAFA

3.0 Rules for Evolving the Scheme

3.1 Role of the Performance Assurance Framework Administrator (PAFA) in the Performance Assurance Framework (evolve the scheme):

- (1) Receive change proposal from the PAF Committee
- (2) Implement change to the PAF scheme

3.2 Role of PAF Committee in the Performance Assurance Framework (evolve the scheme):

- (1) Receive a proposal a change to the scheme
- (2) Analyse the proposed change
- (3) Consider if the proposed change requires a UNC Modification
- (4) If proposal agreed by the Committee and does not need a MOD send instruction to the PAFA to change the PAF scheme
- (5) If proposal agreed by the Committee and does need a MOD send MOD to UNC PAF Review Group
- (6) When feedback from the industry, a review of the framework or a review of scheme operation is sent to the PAFA it will analyse the review findings
 - (6.1) If a Joint Office meeting is required the PAFA will request that the Joint Office organise such a meeting
 - (6.2) The PAFA will
 - (a) manage duration of Appointment
 - (b) apply changes to the role specification
 - © Procure expertise
- (7) The PAFA will then publish review findings