

## **UNC Performance Assurance Committee (PAC) Agenda**

**10:30 Tuesday 13 June 2017**

**at Xoserve Ltd, Lansdowne Gate, 65 New Road, Solihull B91 3DL**

(Teleconference: 0207 950 1251 access code, 21870295#)

- 1. Introduction and Status Review**
  - 1.1. Confirm quorate status
  - 1.2. Apologies for absence
  - 1.3. Note of Alternates
  - 1.4. Review of Minutes (03 May 2017)
- 2. Procurement of a Performance Assurance Framework Administrator (PAFA) - *Update on progress (to be provided if appropriate)***
- 3. Monthly Review Items**
  - 3.1. Risk Register Review (on hold pending PAFA)
  - 3.2. Issues Register
  - 3.3. Implementation Plan
  - 3.4. Assumptions Register
  - 3.5. Ofgem update
  - 3.6. PARR Schedule 1 Reporting
- 4. Annual Workplan and Budget**
- 5. Communications Plan**
- 6. Review of Action(s) Outstanding**
- 7. Agree Key Messages and Next Steps**
- 8. Diary Planning**

**Action Table (as at 03 May 2017)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
PAC 1004	10/10/16 (reworded 08/11/16)	7.	<i>PARR Schedule 2 Reports</i> - Xoserve to collate report development questions/recommendations for review by PAC at a future meeting.	Xoserve (RH)	<b>Carried Forward</b>
PAC 0104	10/01/17 (reworded 14/02/17)	6.	"Nexus Manual Workaround Report" - AL to liaise with RH and bring to the next meeting for discussion.	PAC Member (AL) & <a href="#">Xoserve (RH)</a>	<b>Carried Forward</b>
PAC 0302	14/03/17	6.2	<i>Reference the Implementation Plan (line 22)</i> – AL All parties to consider whether the high-level summary is sufficient or do we need a better industry engagement process (i.e. a communications plan based approach).	PAC Member (AL)	<b>Carried Forward</b>
PAC 0401	11/04/17	4.0	All members to consider what needs to be in the workplan: manual workarounds and the risks arising from them (AL), on-boarding the PAFA (MJ) and setting out the 'stall' for expectations/targets and how the framework will work (CB).	PAC Members (AL/MJ/CB)	<b>Carried Forward</b>
PAC 0501	03/05/17	3.6	To detail the process for updating a site specific Correction Factor setting, including the role of various industry parties such as MAMs etc.	Shipper Members	<b>Pending</b>
PAC 0502	03/05/17	3.6	To ascertain if there is a trigger to indicate the Correction Factor needs updating.	Xoserve (RH)	<b>Pending</b>
PAC 0503	03/05/17	3.6	To ascertain if there are reports produced for Shipperless and Unregistered that can be shared, if there are reports that reflect the work of UNC Modifications 0424 and 0425.	Xoserve (RH)	<b>Pending</b>
PAC 0504	03/05/17	3.6	To detail the Must Read process with regards to 'Forward to Shipper' Contacts.	Xoserve (RH)	<b>Pending</b>

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PAC 0505	03/05/17	5.	To raise a new DSC Contract Managers meeting agenda item to cover the nomination of PAC points of contact for information provision purposes.	Joint Office (BF)	<b>Pending</b>
PAC 0506	03/05/17	6.	To look to provide a brief two (2) slide presentation on incentives applied across different industry sectors (i.e. scaling factors and unidentified gas utilised in the gas market sector for incentive purposes etc.).	Ofgem (TQ)	<b>Pending</b>