**Example - Performance Assurance Framework Administrator appointment and Scope of Works**

This document has been prepared as an example PAFA scope of works against which cost estimates can be developed by the workgroup to enable the development of modification 506.

This is an example document only.

Under Modification 506 the Guidelines document for the Energy Settlement Performance Assurance Regime v 0.10 May 2015 Section 6.1, sets out that the PAC will provide the PAFA appointment criteria and scope of works. Once provided the GTs will then be responsible for procuring the PAFA services.

[There is a gap in this example document as the outcome of the preferred contracting model has not been provided by the workgroup, this is action 0506 0504. Once provided this document can be completed].

**Schedule 1 Appointment of the PAFA**

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| **Part 1 Appointment of the PAFA by the GTs** |  |  |
| Service description – The provision by the PAC of the PAFA appointment criteria and scope of works to the GTs. The tender and appointment of the PAFA by the GTs. This part 1  |  |  |
|  | Service Requirement Description | Service Requirement Trigger | Service Requirement Output | Recipient | Timing of delivery of service requirement output | Expected volumes | Estimated person days |
| 1 | Acceptance by the GTs of the PAFA appointment criteria and scope of works | On receipt from the PAC | Accepted appointment criteria and scope of works | GTs | Within [10] business days of receipt | Once per cycle |   |
| 2 | Tender activity for the PAFA | Once per cycle | An appointed PAFA | PAC | As soon as reasonably practical | Once per cycle |  |
| 3 | Management of the PAFA contract | Ongoing | Managed contract e.g. confirmed services delivered, services invoiced and paid for etc | PAFA | Ongoing | Ongoing |  |
| 4 | Management of change to the PAFA contract | On receipt of change request from PAC | Change PAFA contract and associated services | PAC | As soon as reasonably practical | Ongoing |  |
| 5 | General management of the PAFA contract and PAFA performance against the contract (note PAC input is required) | From PAFA appointment date | Report to the PAC | PAC | Quarterly | Four times per year |  |
| 6 | Termination of the PAFA contract | On request from PAC or initiated by the GT or PAFA | Terminated contract | PAC | As soon as reasonably practical |  |  |

**Schedule 2 Services Schedule of the PAFA**

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| Part 2 Provision of administration services by the PAFA to the PAC |  |  |
| Service description – The provision of administration services by the PAFA to the PAC to support the delivery of the PAC requirements |  |  |
|  | Service Requirement Description | Service Requirement Trigger | Service Requirement Output | Recipient | Timing of delivery of service requirement output | Expected volumes | Estimated person days |
| 1 | Maintenance and publication of the Performance Reports Register | Ongoing, maintain as changes require | The publication of the Performance Reports Register | The industry, published at: | Within [1] business day of the notice from the PAC of the approved Performance Reports Register | Ongoing maintenance. Publication once per month |  |
| 2 | Review of Performance Reports and consideration of effectiveness, providing recommendations to the PAC as required | Annually | A report to the PAC | PAC | April each year [this is to give the PAC chance to consider the report before the PAC submits the PAFA scope 4 months before 1st October each year] | Once per year |  |
| 3 | Maintenance of each Report Specification | Ongoing | The publication of each Report Specification | The industry, published at: | Within [1] business day of the notice from the PAC of the approved Report Specification | Ongoing maintenance. Publication once per month |  |
| 4 | Attend meetings of the PAC as required | Ongoing | Attendance at PAC | PAC | As required | Once per month |  |
| 5 | Submit services requests to Xoserve for data / reporting | Ongoing | Data or report | PAC services | As required |  |  |
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| **Part 2 Provision and maintenance of the PAF Risk Register** |  |  |
| Service description - Creation, management, maintenance and reporting (including publication) of the PAF Risk Register and operation of the PAF Risk Register process |  |  |
|  | Service Requirement Description | Service Requirement Trigger | Service Requirement Output | Recipient | Timing of delivery of service requirement output | Expected volumes |  |
| 1 | Publication of the PAF Risk Register process and any supporting documents / templates etc | Ongoing, maintain as changes require | The publication of the PAF Risk Register Process | The industry, published at: | Within [1] business day of the notice from the PAC of the approved PAF Risk Register process | Ongoing maintenance. Publication once per month |  |
| 2 | Operation of the PAF Risk Register Process | Ongoing | As required by the PAF Risk Register Process | As required by the PAF Risk Register Process | As required by the PAF Risk Register Process | Ongoing |  |
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| **Part 3 Provision of reports to industry** |  |  |
| Service description – The provision of reports to the industry (individual organisations, PAC, and others as required) |  |  |
|  | Service Requirement Description | Service Requirement Trigger | Service Requirement Output | Recipient | Timing of delivery of service requirement output | Expected volumes | Estimated person days |
| 1 | Performance Report Register report 1 | As per Performance Report Register report 1 | As per Performance Report Register report 1 | As per Performance Report Register report 1 | As per Performance Report Register report 1 | Once per month | 2 days per month |
| 2 | Performance Report Register report 2 | As per Performance Report Register report 2 | As per Performance Report Register report 2 | As per Performance Report Register report 2 | As per Performance Report Register report 2 | Once per month | 2 days per month |
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**Schedule 3 Work required to be undertaken by Xoserve**

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| **Part 1 Xoserve support to the PAFA** |
| Service description – The provision by Xoserve of data / reports / other to the PAFA as required in order for the PAFA to provide services to the PAC.  |  |  |
|  | Service Requirement Description | Service Requirement Trigger | Service Requirement Output | Recipient | Timing of delivery of service requirement output | Expected volumes | Estimated person days |
| 1 | Receipt of request from PAFA for data / reports / other | As required | Received request | PAFA | Within [3] business days of receipt |  |   |
| 2 | Agreement with the PAFA of the scope of the request. | On receipt of request from PAFA | Agreed scope | PAFA | As soon as reasonably practical |  |  |
| 3 | Confirmation of delivery of request and high level cost and development time estimate | On receipt of agreed scope | Confirmation of delivery, high level cost and development time estimate | PAFA | As soon as reasonably practical |  |  |
| 4 | Order for work  | As required | Acknowledgement | PAFA | Within [3] business days of Order receipt |  |  |
| 5 | Provision of services in order | On order acknowledgement | Services as described in order | PAFA | As agreed in each order |  |  |
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| **Part 2 GT recovery of Xoserve costs via User Pays** |
| Service description – The User Pays invoicing aspect of the services provided by Xoserve on behalf of the GTs |
|  | Service Requirement Description | Service Requirement Trigger | Service Requirement Output | Recipient | Timing of delivery of service requirement output | Expected volumes | Estimated person days |
| 1 | Calculation of costs, creation of invoice and supporting information, issue of invoice. | October each year for the previous year’s costs | User Pays invoice | Shippers | Within [3] months of 1st October each year |  |  |