

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

**10:30 Tuesday 10 October 2017**

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

- 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 (12 September 2017)
- 2. Performance Assurance Framework Administrator (PAFA) Mobilisation**
  - 2.1. Risk Register Update
  - 2.2. Huddle Workspace Update
- 3. Monthly Review Items**
  - 3.1. Risk Register Review
  - 3.2. Issues Register
  - 3.3. Implementation Plan
  - 3.4. Assumptions Register
  - 3.5. Ofgem Update
  - 3.6. PARR Schedule 2 Reporting Update
- 4. Issues**
  - 4.1. DM Sites being Allocated Using Estimates Update
  - 4.2. Dispute Resolution Process
  - 4.3. Gas Settlement Window Reduction
  - 4.4. Smart Meter Reading Tracking
- 5. Annual Work Plan and Budget**
  - 5.1. Draft Work Plan Actions Update
- 6. Communications Plan**
- 7. Any Other Business**
  - 7.1. Theft of Gas Update
  - 7.2. Xoserve Performance Monitoring
  - 7.3. BSC – PAF Stakeholder Engagement Consultation
  - 7.4. PAC Member Letters of Confirmation
- 8. Review of Outstanding Actions**
- 9. Next Steps**

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## 10. Diary Planning

Action Table (as at 12 September 2017)

| Action Ref      | Meeting Date                           | Minute Ref | Action   | Owner                           | Status Update   |
|-----------------|--|------------|--|---------------------------------|-----------------|
| PAC 0104        | 10/01/17<br><i>(reworded 14/02/17)</i> | 6.         | "Nexus Manual Workaround Report" - AL to liaise with RHi and bring to the next meeting for discussion.   | PAC Member (AL) & Xoserve (RHi) | Carried Forward |
| PAC 0601        | 13/06/17                               | 3.6        | Standard Correction Factors for sites with AQ > 732, MWH - Shippers to raise the issue at MAM CoP.   | Shipper Members                 | Carried Forward |
| PAC 0801 & 0802 | 08/08/17                               | 3.1        | To contact Electralink to gain clarity on the quantities of energy identified through TRAS which would have an impact on allocation and settlement process and to investigate with Xoserve (FC) further information regarding risk PACR001, Theft of Gas in connection with SPAA and TRAS. | Shipper Member (AL)             | Carried Forward |
| PAC 0805        | 08/08/17                               | 3.1        | To provide information from SGN in relation to LDZ Offtake Measurements Errors for the September Meeting.  | Shipper Member (AL)             | Carried Forward |
| PAC 0806        | 08/08/17                               | 3.1        | To provide PAC with evidence proving that is issue has been addressed to remove the probability factors in relation to LDZ Offtake Measurement Errors.   | All Transporters                | Carried Forward |
| PAC 0807        | 08/08/17                               | 3.1        | Members to supply feedback and views regarding the Risk Register direct to NV prior to the September meeting.<br><a href="mailto:Nirav.Vyas@gemserv.com">Nirav.Vyas@gemserv.com</a>  | All                             | Carried Forward |
| PAC 0813        | 08/08/17                               | 9.2        | To set up User ID's for the PAFA Reports for the use by PAC Members and to produce a simple questionnaire of user names and alternates.  | PAFA (NV)                       | Carried Forward |
| PAC 0901        | 12/09/17                               | 2.1        | To look to provide a consolidated final version of the Risk Register (including supporting narrative) to the Joint Office by no later than   | PAFA (NV/LM)                    | Pending         |

**Action Table (as at 12 September 2017)**

| <b>Action Ref</b> | <b>Meeting Date</b> | <b>Minute Ref</b> | <b>Action</b>  | <b>Owner</b>                          | <b>Status Update</b> |
|-------------------|---------------------|-------------------|--|---------------------------------------|----------------------|
|                   |                     |                   | close of play on 29 September 2017.  |                                       |                      |
| PAC 0902          | 12/09/17            | 3.3               | To provide an updated copy of the Mobilisation Plan highlighting what has, or has not been completed in time for consideration at the October meeting.   | PAFA (NV/LM)                          | <b>Pending</b>       |
| PAC 0903          | 12/09/17            | 4.1               | To investigate the UIG causes and their potential relationships to the Risk Assessment and Register aspects, including development of a cross reference matrix for sub-group consideration in due course.  | Xoserve (FC) & PwC (MC)               | <b>Pending</b>       |
| PAC 0904          | 12/09/17            | 4.1               | To pull together a suitable (industry) UIG training session (inc. training session agenda provided by the PAFA) in order to provide recipients with an understanding of the background to UIG and DM lessons learnt and any other 'common' themes that are deemed appropriate. | Xoserve (FC), PwC (MC) & PAFA (LM/NV) | <b>Pending</b>       |
| PAC 0905          | 12/09/17            | 4.1               | To look to provide a draft Sub-group Terms of Reference for consideration by the PAC in due course.  | Shipper Member (AL)                   | <b>Pending</b>       |
| PAC 0906          | 12/09/17            | 5.1               | Transporter Member - Alternate (FM) to collate responses for inclusion in an updated (draft) Workplan.   | Transporter Alternate (FM)            | <b>Pending</b>       |
| PAC 0907          | 12/09/17            | 6.                | All PAC Members to consider and identify who should take the lead on the risk register log and communications plan work area.  | All                                   | <b>Pending</b>       |