

Performance Assurance Committee Minutes
Tuesday 12 September 2017
at Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR

Attendees

Penny Garner (Chair)	(PG)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Angela Love	(AL)	Shipper Member
Andy Clasper	(AC)	Transporter Member and alternate
Fiona Cottam	(FC)	Observer, Xoserve
Kirsty Dudley*	(KD)	Shipper Member, Alternate
Kully Jones	(KJ)	Observer, Joint Office
Lisa Saycell*	(LS)	Shipper Member
Lizzie Montgomerie	(LM)	PAFA
Mark Jones	(MJ)	Shipper Member
Martin Crozier	(MC)	PwC (<i>Observer – item 4.1 only</i>)
Mitch Donnelly	(MD)	Shipper Member
Nirav Vyas	(NV)	PAFA
Rachel Hinsley	(RH)	Observer, Xoserve
Richard Pomroy	(RP)	Transporter Member
Tricia Quinn	(TQ)	Ofgem

Apologies

Colette Baldwin	(CB)	Shipper Member (retired)
Hilary Chapman	(HC)	Transporter Member
Shanna Key	(SK)	Transporter Member
John Welch	(JW)	Non-voting Member, Alternate

* *via teleconference*

Copies of non-confidential papers are available at: <http://www.gasgovernance.co.uk/PAC/120917>

1. Introduction and Status Review**1.1 Confirm Quorate Status**

In introducing herself as the new CEO for the Joint Office, PG welcomed everyone to the meeting and declared the meeting as being quorate.

1.2 Apologies for absence

Apologies were noted along with the recognition that C Baldwin has now relinquished her position and left the gas industry.

1.3 Note of Alternates

A Clasper for H Chapman and S Key
K Dudley for C Baldwin

1.4 Review of Minutes (08 August 2017)

When AL advised that she is happy to take ownership of the LDZ related action, MD requested that going forwards any action owners should be identified as either Transporter or Shipper Member, rather than by their respective company names – this new approach was agreed by all in attendance.¹

Thereafter, the minutes of the previous meetings were approved.

2. Performance Assurance Framework Administrator (PAFA) Mobilisation

2.1 Risk Register - Progress

LM and NV provided a brief overview of the 'Risk Register – Progress' presentation during which NV pointed out that to date only one set of comments had been provided.

In considering the two options proposed, attention focused on Option 2 with NV suggesting that an updated version of the Risk Register could be published in advance of the October meeting.

A couple more options (options 3 and 4) were suggested during a brief discussion, the first being to look to baseline the current version of the Risk Register (inc. the five risks) and then update this as additional feedback is forthcoming. The second of these two additional options suggests publish the (current) Risk Register and ask for comments by 22 September before publishing the (final) updated version on 29 September.² In favouring the second of these two new options (in essence, Option 4) PAC members requested that the PAFA highlights any potential differences in the views provided.

New Action 0901: PAFA (NV/LM) to look to provide a consolidated final version of the Risk Register (including supporting narrative) to the Joint Office by no later than close of play on 29 September 2017.

2.2 Huddle Workspace Access for PAC Members Update

NV explained that at the last count only six parties had signed up for the service. Furthermore, an email has been issued to nominated industry experts to invite them to have access to the anonymised information portal. To date, circa twenty parties have signed up, although the expectation is that this figure is more likely to double in time.

3. Monthly Review Items

3.1 Risk Register Review *(on hold pending the production of the Risk Register by the PAFA)*

Members agreed to defer further consideration at this time.

3.2 Issues Register

When PG advised that there have been no new issues raised, over and above existing issues PAC002, 007 and 008, Members agreed to defer further consideration at this time.

3.3 Implementation Plan

¹ Please note: all outstanding (and new) actions have been updated to reflect PAC membership status from this point onwards.

² Please note: the Joint Office will be looking to arrange an additional PAC meeting in w/c Monday 02 October 2017 (subject to members availability) in order to consider the (final) Risk Register (to be provided by the PAFA) and host the initial UIG sub-group meeting.

In explaining that there is no specific update for this meeting, LM made reference to the end of September target date identified within the previous mobilisation plan, and asked PAC Members if they thought this was still achievable.

It was suggested that perhaps there would be benefit in considering the mobilisation plan at the October meeting, especially highlighting and considering what has, or has not been completed at this point.

New Action 0902: PAFA (NV/LM) 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.

3.4 Assumptions Register

When PG advised that there are no new assumptions to review, Members agreed to defer further consideration at this time.

3.5 Ofgem Update

PG explained that before departing, TQ had advised that she did not have a further update other than to highlight the Ofgem 'Gas Performance Assurance Framework: Remedy Implementation' letter published for the meeting.

3.6 PARR Schedule 1 Reporting

FC advised that PARR Schedule 1 Reporting has now technically lapsed following the successful delivery of Project Nexus.

FC then went on to explain that she had hoped to have the June / July reports available, but unfortunately due to technical issues, this has not been possible. The aim now is to have the July / August reports issued in September in time for consideration at the October meeting.

4. Issues

4.1 DM sites being allocated using estimates (actual read rejection issues)

FC and MC provided a combined overview of the Xoserve 'Role in UIG Reduction' presentation.

In providing the background to what has changed in the post Project Nexus world (slide 5), FC explained that further reconciliation related information can be in the 'UIG Investigation Summary' presentation provided to the 27 July 2017 Distribution Workgroup meeting.³

In considering the 'Sources of Data for UIG calculation' slide, some parties questioned whether or not the DM Nominations element has (significantly) changed in the new post Nexus arena, as it is largely as it has always been. Responding, MC explained that it is the impact of getting the nominations wrong that has changed. FC advised that National Grid Transmission has recently experienced an issue in getting the 10 September 2017 data into the system, which on first viewing appears to be a systematic error across their LDZs.

In examining the 'Impact on UIG Volatility to 24 August' slide, FC responded to a question on whether or not there is any analysis available for PAC to be able to consider by advising that the initial indications suggest that there are some site shutdown impacts involved, especially early on in August, that appear to represent a minus 10% UIG figure, which in Xoserve's opinion, is clearly wrong. When asked if this anomaly implies that the PAC should consider amending the underlying rules, FC

³ A copy of the Xoserve 'UIG Investigation Summary' presentation is available to view and/or download from the Joint Office web site at: <https://www.gasgovernance.co.uk/dist/270717>

suggested that whilst this is a possibility it is more prudent to understand that June, July and August are historically difficult forecasting months anyway.

Moving on to examine the 'High level assessment of UIG Causes' slide, FC explained that the information provided forms the basis of a suitable starting position when considering these matters. Some members believe that unless PAC develops suitable supporting rules, it remains highly unlikely that Shippers would look to change the items that currently have a preferable effect on their respective commercial actions.

When asked whether or not there is anything the PAC could cross reference to either the risk assessment or register, MC suggested that shaping the role of the PAC going forwards could potentially help to mitigate some UIG impacts. He suggested that perhaps establishing a sub-group to look more closely at the rules and data cleansing aspects would / could prove beneficial.

New Action 0903: Xoserve (FC) and PwC (MC) 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.

PG reminded those in attendance, that care is needed to avoid overstepping the line between Shipper and PAC roles and responsibilities (i.e. members should look to avoid representing, or seeking to protect, their respective companies commercial aspects).

In presenting the 'DM read Rejections – Resolution Glide Paths' slide information, MC provided a brief overview of the management processes being utilised to move this matter forwards.

MC explained that the majority of the resolutions involve complex issues revolving around three key areas of data misalignment; Xoserve system anomalies and (RGMA) process (i.e. how to do a flow etc.) related issues.

MC explained that the reducing trend displayed on the graph reflects better industry resourcing and adoption of a more pro-active engagement and resolution of issues initiative. However, he is of the opinion that it is highly unlikely that we will hit the October target of zero – in short, his very rough expectation is that 2-3% (or 50 odd sites) will be remaining at the end of the churn.

MC then advised that he would be examining the graph in more detail to potentially assess whether we can better understand what would be left come 30 September 2017. It was noted that from 01 October 2017 the DNs will be looking at the issue of UIG as part of their product class reporting. When asked, PG advised that any escalation of this matter should be via the UNCC governance route. During a very brief discussion around the recent communication issued on behalf of the Xoserve CEO, PG suggested that the Joint Office and Xoserve could look at how best to improve and manage (PAC) industry communications going forwards.

Moving on once again to consider the 'Shipper Allocated Actions' slide, MC explained that the top red box (SH01, SH03 and SH02) remain the main areas of concern for Xoserve, and as a consequence, it is envisaged that the Xoserve CEO would be writing to those parties on this matter in due course. When it was suggested that this potentially poses the question as to where the PAC and PAFA roles reside, it was noted that care is needed to avoid setting inappropriate precedents.

In considering the 'Role of PAC in UIG monitoring' slide, MC noted that the committee had already touched on this area in discussions earlier in the presentation. At this point PG took the opportunity to remind attendees of the PAC Terms of Reference paragraph 2.5 that covers areas for which PAC is responsible – in essence, it defines how PAC (and consequently the industry) assists Xoserve in its UIG investigations.

When it was suggested that there could be potential benefit in the PAC looking to identify areas of UIG concern, and what reports if any, could support its investigations; what rules are potentially being breached by industry parties and how best to determine and establish appropriate corrective actions / incentives etc. It was suggested that progressing this matter would be better served through the sub-group investigations and work.

In highlighting that in the main the DM obligations are passed onto the DNs, FC explained that discussions have been ongoing in regard to these matters which have also 'teased out' both meter asset and reading related issues. However, she asked parties to note, that these issues are not always of the Transporters making.

When PG suggested that there are potentially two streams of action to consider in the form of identifying what the PAC can contribute and industry engagement, communications and understanding. In noting that Elexon utilises a successful education process on the equivalent electricity side, it was agreed that the PAC should formally ask Xoserve to look to pull together a suitable (industry) UIG training session with support on developing a suitable training session agenda. Summarising what might be the deliverables from such a training session, MC suggested that aim should be to provide recipients with an understanding of the background to UIG and DM lessons learnt and any other 'common' themes that are deemed appropriate.

New Action 0904: Xoserve (FC), PwC (MC) and the PAFA (LM/NV) 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.

When it was also noted that the PAC would need to consider what are the potential resolution routes are, including breaches of Code and appropriate incentives, AL volunteered to provide a draft Sub-group Terms of Reference for consideration by the PAC in due course.

New Action 0905: Shipper Member (AL) to look to provide a draft Sub-group Terms of Reference for consideration by the PAC in due course.

A short debate on how best to target those parties who are not achieving the expected performance standard in respect to UIG, culminated in a brief explanation by TQ on how Ofgem could / would possibly support industry engagement. TQ also agreed to ascertain what Ofgem's views are on what action they could take on the DM issue. Members then concluded that the sub-group should also look at developing the industry training invitation letter, perhaps targeting the Project Nexus Sponsors Forum members as a starting point.

4.2 Additional sites with an AQ of 1kWh

RH indicated that approval had now been gained for a change to the business rules to roll over the previous AQ rather than use a default of 1, where the annualised consumption is negative. There was no further discussion of the topic, as the issue of invalid AQs of 1 kWh will not grow anymore.

4.3 UNC 0594R (Meter Reading Submission for Advanced and Smart metering) – matters arising

In providing an update on behalf of B Fletcher, PG explained that no more information has come forward within the (Request) Workgroup to be able to demonstrate that the industry needs to do anything more to comply with the Competition Markets Authority (CMA) order.

TQ noted that the CMA has written to both Alex Plant (in his capacity as Chair of the UNC Panel) and Les Jenkins (in his capacity as Deputy Panel Chair) and that the letter is to be considered at the forthcoming 21 September 2017 Panel meeting.

When asked, PAC members agreed that this higher level item could now be removed from the agenda going forwards.

RH requested that the current agenda items 4.3.1, 4.3.2 and 4.3.3 remain on the agenda for the foreseeable future and be promoted to the higher level as they are not being addressed through the 0594R Workgroup, and will need to be addressed by the PAC.

4.3.1 Dispute Resolution process

No specific update provided at the meeting.

4.3.2 Opportunity to reduce the gas settlement window

Whilst no specific update was provided at the meeting, when asked, RH confirmed that a monthly rolling code cut-off date is feasible within the new UK Link.

MJ also requested that this agenda item be retained whilst also noting the questions that Ofgem has posed around the settlement window in the RFI for UNC Modification 0594R 'Meter Reading Submission for Advanced & Smart Metering'. Furthermore, MJ noted that there might be the option to move to a 3 monthly rolling window.

4.3.3 Tracking readings from SMART meters

No specific update provided at the meeting.

5. Annual Work Plan and Budget

5.1 Assignment of Draft Work Plan Actions

In explaining that the draft work plan has recently been updated to include comments received from AL, PG suggested that perhaps the draft work plan could now be issued for responses with a view to reviewing it in more detail at the October meeting.

PG requested that any comments / feedback should be sent to either F Mathieson and/or A Love direct by close of play on 26 September 2017.

New Action 0906: Transporter Member - Alternate (FM) to collate responses for inclusion in an updated (draft) Workplan.

6. Communications Plan

When PG advised that no documentation or materials had been provided in advance of the meeting, MD explained that this area 'links in' to F Mathieson's risk register log work that is still being developed.

It was agreed to defer discussion on the communications strategy until October 2017.

New Action 0907: All PAC Members to consider and identify who should take the lead on the risk register log and communications plan work area.

7. Any Other Business

7.1 Consideration of PAFA request for access to gas industry market share information (un anonymised) for use internally in putting Shipper performance into context

When FC pointed out that this matter had been agreed as being suitable at the previous meeting, it was agreed that it could now be removed from the agenda.

7.2 PAFA to set up User ID's for the PAFA Reports for use of PAC Members

NV advised that all PAFA members have now been set up on Huddle.

7.3 Theft of Gas Update (Kirsty Dudley, E.ON)

In providing an overview of her Theft of Gas (TOG) auto closed paper, KD explained that the matter had been discussed at a recent Theft Issues Group (TIG) meeting and is now presented to the PAC for information purposes.

AL also highlighted that she has been in discussion with Electralink and would be more than happy to provide a progress update at the October meeting. PG confirmed that it would be added as a new item on the 10 October 2017 PAC agenda.

At this point, KD advised that she is happy to defer further consideration of this item until the October meeting, although her PAC membership status changes at the end of this Gas Year. It was agreed that in that case she could teleconference into the October meeting as an observer.

7.4 Modification 0520A Reports – iGT inclusion

When RH explained that whilst the modification is not specific in regards to the treatment of the PARR Schedule 2 reporting requirements, it was noted that it is now difficult to obtain any meaningful guidance from the Proposer of the modification, C Baldwin on the grounds that she has recently left the gas industry.

RP reiterated his previous comments around how the associated 0520A data flows into the DN's systems via CSEP. He is of the view that in order to make any changes to the current provisions a new iGT/UNC modification would be required.

Some parties felt that any new modification could adopt similar principles to UNC Modification 0431 'Shipper / Transporter – Meter Point Portfolio Reconciliation' in the iGT world. When RP confirmed that this would/could take the form of a simple permissions style of modification, MJ suggested that a simple clause within the iGT UNC to point to the appropriate section(s) of the UNC would suffice.

When asked, RH indicated that Xoserve would ensure that the 0520A provisions would be supported going forwards.

7.5 Xoserve Performance Monitoring (*short notice item from AL*)

PG notified the meeting of an additional AOB item at short notice from AL.

PAC agreed that the item could be discussed.

AL provided a brief overview of her accompanying email communication (displayed onscreen) relating to this matter and explained that she remains concerned about governance and visibility of issues relating to Project Nexus, now that the programme governance has been closed down, and as a consequence is raising these two issues in order to consider, what if any role, PAC might have in this area. Responding, FC commented that she is also unsure as to the industry governance aspects for the two items identified. However, having said that she is aware that there have been some issues around recent invoice releases which Xoserve are currently investigating.

FC suggested that should it become apparent that these problems are related to post Project Nexus (PN) rollout issues then perhaps the DSC would be a more appropriate forum under which to address these. PG wondered whether it would be preferable (if needed) for the DSC Contract Managers meeting to consider any post PN implementation related issues and the PAC to look at any other Xoserve performance aspects.

Concluding, AL agreed to obtain more detail relating to the issues from their respective originators and provide an update at the October meeting.

It was agreed to add a progress update item (inc. future engagement considerations) to the October meeting agenda.

8. Review of Actions Outstanding

PAC 0104: “Nexus Manual Workaround Report” - AL and RHi to bring to the next meeting for discussion.

Update: RH explained that work remains ongoing. **Carried Forward**

PAC 0601: Standard Correction Factors for sites with AQ > 732, MWH -Shippers to raise the issue at MAM CoP.

Update: RH pointed out that her colleague D Addison has requested more clarity around what is actually being requested and what message the PAC is trying to convey. **Carried Forward**

PAC 0801: ScottishPower (AL) to contact Electralink to gain clarity on the quantities of energy identified through TRAS which would have an impact on allocation and settlement process.

Update: AL explained that she has just contacted Electralink as the person she needs to speak to was on holiday following the last PAC meeting, and is now awaiting a response. **Carried Forward**

PAC 0802: PAFA (NV) to investigate with Xoserve (FC) further information regarding risk PACR001, Theft of Gas in connection with SPAA and TRAS.

Update: When NV explained that work remains ongoing, PAC Members agreed to combine actions 0801 and 0802. **Carried Forward**

PAC 0803: PAFA (NV) to add into risk PACR002 description of the issue related to sites with an ‘AQ of 1’ to provide clarity.

Update: NV explained that this action has been completed. **Closed**

PAC 0804: PAFA (NV) to define specific time periods for risk PACR003 for Product Classes 1 and 2.

Update: NV explained that this action has been completed. **Closed**

PAC 0805: ScottishPower (AL) to provide information from SGN in relation to LDZ Offtake Measurements Errors for the September Meeting.

Update: AL advised that she is happy to inherit the action from C Baldwin, who has now retired from the PAC. **Carried Forward**

PAC 0806: All Transporters to provide PAC with evidence proving that is issue has been addressed to remove the probability factors in relation to LDZ Offtake Measurement Errors.

Update: In the absence of a Northern Gas Networks representative, AC explained that NGN have requested more time in which to provide the requested information.

When asked what should be done with the information once provided, it was agreed that it should be considered in relation to the Risk Register. It was agreed that the Joint Office should forward the information to the PAFA for them to consider and provide a view on whether it could potential alter the Risk Register scores.

PG confirmed that she would chase NGN for their response. **Carried Forward**

PAC 0807: All Members to supply feedback and views regarding the Risk Register direct to NV prior to the September meeting. Nirav.Vyas@gemserv.com

Update: PG explained that this is similar in nature to action 0806 and the information should be provided to the PAFA. **Carried Forward**

PAC 0808: Xoserve (FC) to provide information regarding the audience/contact criteria for the reporting and investigate circulating this information to the original Shippers and respondents regarding the status of the estimated readings issue.

Update: In reminding those present that this action relates to the DM issue, FC explained that the PwC are now actively involved in moving this matter forwards.

The information is being provided within the Xoserve Daily Bulletin’s and supported by one to one communications with the impacted parties.

When asked whether or not the PAC could have vision of the associated reports, FC confirmed that she would ensure that the PAC Members are added to the distribution listing. **Closed**

PAC 0809: ScottishPower (AL) to submit a proposal to the UNCC to recommend a change to the UNC AQ Validation Rules to add a rule that if a site consumption is negative the preceding AQ is carried forward.

Update: When AL advised that this action has now been completed, RH supported this by also explaining that work is ongoing on the delivery date which is currently looking like its going to be 10 October 2017, just prior to the October rolling AQ rules coming into effect. She also highlighted that an update would be provided to the 21 September 2017 UNCC and that costs of circa £50k have been included within the Change Proposal. **Closed**

PAC 0810: Xoserve (FC/RH) to investigate if there is a way to set up a budget within the DSC in the form of a contingency fund.

Update: RH explained that this matter had been discussed at the previous months Contract meeting at which the principle was agreed. When asked, RH agreed to obtain a written confirmation in due course.

PG noted that in future, this matter would be covered under item 5.0 on the agenda. **Closed**

PAC 0811: SGN (FM) to circulate the draft Annual Work Plan to Member for comments.

Update: In the absence of FM, members noted that the draft Annual Work Plan had been provided by AL and discussed earlier in the meeting. **Closed**

PAC 0812: Xoserve (FC) to investigate the confidentiality aspect of sharing data with the PAFA, in order for them to have a more comprehensive insight into the Industry Market Share.

Update: PG explained that the information had been provided. **Closed**

PAC 0813: PAFA (NV) 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.

Update: NV explained that work remains ongoing on this matter. **Carried Forward**

9. Agree Key Messages and Next Steps

9.1 Key Messages

During a brief onscreen review, it was agreed that the following Key Messages should be communicated:

- **Performance Assurance Framework Administrator (PAFA) Mobilisation**

The PAC were provided with an update of the PAFA mobilisation process.

- **Estimated readings not being provided for DM sites**

- **Additional sites with an AQ of 1kWh**

The UNCC has agreed a change to the UNC AQ Validation Rules to add a rule that if a site consumption is negative the preceding AQ is carried forward. Implementation is subject to discussions at the DSC Change Management Committee.

- **Risk Register**

The PAFA provided an update on the draft Risk register. The document is still under review by PAC and is subject to change and will be issued for consultation in due course.

- **Workplan and budget consultation document in progress**

Following further discussions on the content and scope of the Workplan, PAC aim to conclude the document so that it can be issued to consultation.

9.2 Next Steps

Standard agenda items, plus training day/session and Risk Register consultation summary will be required for the October meeting (see diary planning table).

10. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Time/Date	Venue	Programme
10:30, Tuesday 10 October 2017	Xoserve, Lansdown Gate, 65 New Road, Solihull. B91 3DL	<i>To be confirmed</i>
10:30, Tuesday 14 November 2017	Room LG8, Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR	<i>To be confirmed</i>
10:30, Tuesday 12 December 2017	Radcliffe House, Blenheim Court, Solihull, B91 2AA	<i>To be confirmed</i>

Action Table (as at 12 September 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0104	10/01/17 <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 0803	08/08/17	3.1	To add into risk PACR002 description of the issue related to sites with an 'AQ of 1' to provide clarity.	PAFA (NV)	Update provided. Closed
PAC 0804	08/08/17	3.1	To define specific time periods for risk PACR003 for Product Classes 1 and 2.	PAFA (NV)	Update provided. Closed
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

Action Table (as at 12 September 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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. Nirav.Vyas@gemserv.com	All	Carried Forward
PAC 0808	08/08/17	4.1	To provide information regarding the audience/contact criteria for the reporting and investigate circulating this information to the original Shippers and respondents regarding the status of the estimated readings issue.	Xoserve (FC)	Update provided. Closed
PAC 0809	08/08/17	4.2	To submit a proposal to the UNCC to recommend a change to the UNC AQ Validation Rules to add a rule that if a site consumption is negative the preceding AQ is carried forward.	Shipper Member (AL)	Update provided. Closed
PAC 0810	08/08/17	5.0	To investigate if there is a way to set up a budget within the DSC in the form of a contingency fund.	Xoserve (FC/RHi)	Update provided. Closed
PAC 0811	08/08/17	5.0	To circulate the draft Annual Work Plan to Member for comments.	Transporter Alternate (FM)	Update provided. Closed
PAC 0812	08/08/17	9.1	To investigate the confidentiality aspect of sharing data with the PAFA, in order for them to have a more comprehensive insight into the Industry Market Share.	Xoserve (FC)	Update provided. Closed
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)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			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)	Pending
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)	Pending
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)	Pending
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)	Pending
PAC 0906	12/09/17	5.1	Transporter Member - Alternate (FM) to collate responses for inclusion in an updated (draft) Workplan.	Transporter Alternate (FM)	Pending
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	Pending