

Performance Assurance Committee Minutes
Tuesday 10 October 2017
at Xoserve, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Attendees

| | | |
|----------------------------|------|---------------------------|
| Andy Clasper | (AC) | Transporter Member |
| Angela Love* | (AL) | Shipper Member |
| Bob Fletcher (Chair) | (BF) | Joint Office |
| Fiona Cottam | (FC) | Observer, Xoserve |
| Hilary Chapman | (HC) | Transporter Member |
| James Rigby | (JR) | Shipper Member, Alternate |
| Karen Visgarda (Secretary) | (KV) | Joint Office |
| Lisa Saycell | (LS) | Shipper Member |
| Mark Jones | (MJ) | Shipper Member |
| Nirav Vyas | (NV) | PAFA |
| Richard Pomroy | (RP) | Transporter Member |
| Shanna Key | (SK) | Transporter Member |
| Tricia Quinn* | (TQ) | Ofgem |

Apologies

| | | |
|--------------------|--------|------------------------------|
| Gregory MacKenzie | (GMcK) | Shipper Member, Alternate |
| John Welch | (JW) | Non-Voting Member, Alternate |
| Mitch Donnelly | (MD) | Shipper Member |
| Rob Johnson | (RJ) | Transporter, Member |
| Rachel Hinsley | (RH) | Observer, Xoserve |
| Lizzie Montgomerie | (LM) | PAFA |
| Kirsty Dudley | (KD) | Shipper Member |

* *via teleconference*

Copies of non-confidential papers are available at: <http://www.gasgovernance.co.uk/PAC/101017>

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

BF welcomed everyone to the meeting and declared the meeting as being quorate.

1.2 Apologies for absence

Apologies were noted.

1.3 Note of Alternates

James Rigby for John Welch

Hilary Chapman for Rob Johnson

1.4 Review of Minutes (12 September 2017)

The minutes of the previous meetings were approved. (It was agreed the minutes from the Meeting held on 04 October 2017, would be reviewed/approved during the November meeting).

2. Performance Assurance Framework Administrator (PAFA) Mobilisation

2.1 Risk Register - Progress

Risk Register

NV provided a brief overview of the “Risk Register and explained that amendments had been made following the meeting held on 04 October 2017, giving greater clarity in the areas of the descriptions, terms, banding, configuration, allocation and reconciliation, together with the financial aspects. AC, highlighted a small error within Risk 4, which NV subsequently corrected.

AL proposed that an accompanying letter should be sent out with the consultation for the Risk Register, explaining that the issue of Unidentified Gas (UIG) was being investigated by the Performance Assurance Committee (PAC). She felt this needed to be highlighted as there was nothing specifically listed in the Issues Register regarding this area and that it would avoid multiple parties raising the risk. FC said that the previous UIG Xoserve presentation that was discussed in the September PAC meeting, could be made reference to, and would add clarity to this topic. A lengthy general discussion then took place regarding the issue of UIG and what was the most suitable and appropriate way to inform the Industry that this issue was very much of a priority for the PAC. AL provided draft text to be included in the letter and email which would be sent out alongside the Risk Register consultation, and this was amended by the PAC members during the meeting.

NV agreed to rework the accompanying letter and email to ensure this UIG matter was included, but he stated greater emphasis would be drawn out within the email concerning UIG, rather than in the letter, so as not to detract from the messages of the Risk Register. Members also agreed that the consultation should have the necessary 20 Business Days consultation timeframe to allow sufficient time for discussion and feedback, so the close out date for the consultation was agreed as Thursday 09 November 2017, with the consultation to be submitted on Friday 13 October 2017. The general consensus of the PAC members was that this was an important consultation and so should be have the required and appropriate response period.

New Action PAC 1002: PAFA (NV) to amend the Consultation accompanying letter and email to include reference to the UIG and request feedback from the Industry on this issue.

Post Meeting Update: NV updated the consultation and accompanying letter and the Risk Register Consultation was submitted/circulated on 16/10/17, so this action was subsequently closed.

Consultation Response Form

NV overviewed the format and content of the Consultation Response Form and explained that 7 questions were focused on the 15 Risks. AL said she was not comfortable with the word ‘happy’ and this we subsequently changed to ‘do you agree with’. FC added that any new Risks that were potentially highlighted by the Consultation responses needed to be both tangible and financial, and she suggested that reference should be made within the documentation. BF said that the respondents should reply directly to the PAFA with their representations. NV said he would update the necessary documents as directed and these would be circulated via email to all PAC members, with the understanding that if no further comments were received prior to Friday 13 October, then the consultation would be sent out on Friday 13 October 2017 to the Contract Managers and the UNC distribution listings. NV said once the consultation had closed, he would provide a high-level synopsis of the responses at the November meeting, with the formally confirmed Risk Register for sign off in the December meeting.

New Action 1003: PAFA (NV) to provide a high-level synopsis of the Risk Register Consultation responses at the 29 November meeting and to then present the formal changes to the Risk Register at the 12 December meeting.

2.2 Huddle Workspace Access for PAC Members Update

NV explained that further progress had been made concerning registrations and that the majority of people now had access to the Huddle Workspace, and that once the reports were produced an email would be sent out to the industry to remind them.

3. Monthly Review Items

3.1 Risk Register Review

NV stated that the Risk Register had already been fully discussed within the Risk Register Consultation section.

3.2 Issues Register

BF said that some events seem to be overtaking the certain Issues as stated in the Issues Register, and that the UIG would need to be added as an Issue. AL agreed to address this and to provide some narrative to be included in the Issues Register.

New Action PAC 1004: ScottishPower (AL) to provide appropriate narrative regarding UIG to be added to the Issues Register.

Post Meeting Update: AL provided the narrative on UIG and this has now been included within the Issues Register as PAC009 and so this action is now closed.

Members agreed that PAC007 and PAC008, could now be closed as this activity has either already been completed or had already commenced.

BF said that a decision still needed to be agreed as to how and where these types of documents were published and whether these were on the Joint Office website on the PAFA Huddle Workspace, and NV said that he thought the PAFA Huddle Workspace would be the appropriate place and Members agreed with this view.

3.3 Implementation Plan

BF pointed out that some of the Implementation Plan went back as far as April and had not been updated, so was still showing areas of incompleteness, he added that be appreciated that some areas were still awaiting the respective reports, and FC reiterated that Xoserve were presently still at a 'cross-roads' in respect of the iGT Sites. AL agreed to update the Implementation Plan regarding the obvious updates that were needed.

New Action PAC 1005: ScottishPower (AL) to update the Implementation Plan.

Post Meeting Update: AL provided the updated Implementation Plan and so this action was closed.

3.4 Assumptions Register

When BF advised that following a brief discussion, Members agreed to close PAC2. and to defer PAC4. for further consideration at this time.

PAC 2. Xoserve cannot be subject to a performance assurance regime unless every action they complete is fully documented (*Engage Report Assumption 2*) - Closed

PAC 4. A significant number of supply points will be elected into product 2 and 3 as a result of the mandated smart and AMR rollout (*Engage Report Assumption 5*) – For further consideration.

3.5 Ofgem Update

TQ said she had no specific update to report and said that if there were any questions regarding the 'Open Letter' that had been published a few months ago, to contact her direct. She added that both the CMA and Ofgem were very supportive of what the PAC was doing. AL asked what was Ofgem's opinion regarding the UIG issue and TQ stated that Ofgem were presently keeping a 'watching brief' on the progress being made and at the moment unsure whether Ofgem would provide additional value to the activities being undertaken.

3.6 PARR Schedule 1 Reporting

FC reiterated that PARR Schedule 1 Reporting had now been included in the Reporting Packs and that discussion was still taking place as to whether these reports specifications were to all include the iGT Sites or if these were to be excluded. RP asked as there was presently no iGT reporting function, would this mean that re-development would have to take place to exclude the iGT Sites. A lengthy general discussion took place and Members felt that the iGT's data should be included in the overall reporting, but appreciated that a Permissions Modification would need to be raised in order for the iGT's to sanction access to their data. AL agreed to raise this new Permissions Modification.

New Action PAC 1006: ScottishPower (AL) to raise a Permissions Modification to allow the iGT's Site data to be included in the overall Reporting Function.

JR asked FC when that report would be produced and whether it would be included in Release 2. FC said this would have to be investigated as it would have to be brought forward, as it was contained within a Suite of Reports and was a sub set of Schedule 2, as Schedule 1 had already been completed. She added that 3 of those reports could be produced straight away. BF asked how would the letters about confidentiality be managed from the iGT's perspective and how would the PAC Members interact from a viewing of confidential data aspect. RP said he understood this would be managed via Clause 16.5 – Monthly Reports section in the Terms and Conditions. FC also said that clarification was needed to be added into the Risk Register about the Report amendment process and the wording in respect of the iGT Sites too, concerning disclosure and RP again agreed that no data could be accessed without permission and confirmation.

4. Issues

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

FC provided an overview of the present status of DM Sites and explained that the statistics on Xoserve Website and that out of 200, there were still 80 DM Sites outstanding and that new Sites kept being added into this group. She reiterated that there was still a dedicated Xoserve team and a full-time Project Manager, together with assistance not only from PwC, but also Linda Whitcroft to resolve this issue, however the issue is in the control of others.

AL said she was watching the new Modifications progress particularly Modification 0625 regarding the increase in the proportion of UIG in the market place and that this was not acceptable. RP asked if FC if she knew by AQ what the proportion of AQ they were, and FC said that this data was being investigated. MJ said that if the data could be anomalised for the 100 DM Sites with their AQ's then this would give the spread of those 100 Sites by AQ and daily allocations, and then that would enable the estimates to be worked out over a 7day period. FC said that Xoserve were looking at improving the quality of the estimates to load into Gemini regarding the D-7 on the platform and allocation. AL stated that she was concerned that this had been actioned via Xoserve, as she felt this should have been discussed within the PAC and FC said Xoserve had taken this in good faith to try to help resolve this issue. FC said in connection with UIG there was no confidential issue, as all the data would be

anomolised before being discussed, and she stated that the UIG meetings would be separate for UIG only.

A lengthy and protracted general discussion took place and AL and MJ wanted to know what other solutions were being investigated to resolve this UIG issue, as all Shippers in the industry were being affected. AL wanted to know what other incentives PAC and the Industry could apply to end this current issue. FC reiterated that the Xoserve CEO had written to the impacted Shippers and requested a resolution plan from each, and that Xoserve were presently doing manual fixes. AL and MJ proposed that another separate meeting tailored for UIG should be arranged as soon as possible to escalate this problem.

A general discussion then took place surrounding which workgroups the new Modifications would be discussed in and BF said that the Joint Office allocated the modifications to specific workgroups and not Committees depending on the subject matter and content of each modification, but he added, that a PAC meeting could also be arranged for this to be discussed in.

FC confirmed that the rules had been changed and that anomolised data on the polluters could be provided, and that some proposed actions would be painful for some, regarding the AQ's, in that these might have to be changed back to what they were previously, and this could involve Xoserve manual intervention. RP asked if this change to the AQ's would stop new sites becoming an issue and FC confirmed this was the case, and further explained that they had to put in estimates for D-7 to give a more realistic estimate and that these still needed to be reconciled, and the resolution is at the point the when the actual reads start to be recorded. FC again explained that this resolution was complex and tricky to enforce from a governance perspective, but that they were doing all they could. JR wanted to know if the data showed the impact on the volatility and FC said they were still trying to do analysis on the volatility and some of the data had asset issues.

FC then provided an overview of the National position by % of UIG presentation slides, showing the volatility by month from June and close out of D+5, which had been reconciled back to the original date. A general discussion took place and it was suggested that the offenders should be 'Named and Shamed' each week or each month and FC said that information could be provided to PAC with anomolised data and figures, as a new modification would be required for the 'Name and Shame' proposal. RP said regarding the D-7 process, would this need formal approval and confirmation and both FC and BF said that was the case. BF said that a formal proposal would have to be submitted and then this would need to be formally approved by PAC. FC agreed to produce the proposal documentation and it was agreed by the PAC Members that this could be approved or rejected via email, with the overall formal agreement at the November PAC meeting. BF also stated that any amendment or changes to the process would need to be clarified.

New Action PAC 1007: Xoserve (FC) to produce a formal proposal document on the D-7 process for formal agreement by PAC via email.

A brief general discussion took place and it was agreed the next PAC meetings would be on 01 and 14 November 2017 (location to be confirmed) and these would focus on UIG and the usual November PAC meeting would be held on 29 November 2017 (location to be confirmed).

4.2 Dispute Resolution Process

BF said this was in relation to Request 0594R and it was agreed that the following points 4.2, 4.3 and 4.4 would be added to the Issues Register and would be discussed again in January 2018, and so would be taken off the monthly agenda.

- 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

AL and HC said that no further comments had been received and it was suggested the draft work plan be deferred and then reviewed at the November meeting, after the consultation responses and all were in agreement with this suggestion.

6. Communications Plan

Not discussed in the meeting and it was agreed to defer discussion on the communications strategy until November 2017.

7. Any Other Business

7.1 Theft of Gas Update

AL explained she had had discussions with Electralink on this matter and Members agreed that Stefan Leedham would be allowed to attend the PAC meeting on 29 November 2017, to give an overview on the Theft of Gas, and that this would be the first item on the agenda.

7.2 Xoserve Performance Monitoring

AL said she was going to provide an update on this matter via email, as she was in the process of discussing this further with Xoserve. It was then agreed that this item could be removed from future agenda's.

New Action PAC 1008: ScottishPower (AL) to provide an update on the Xoserve Performance Monitoring via email.

7.3 BSC – PAF – Stakeholder Engagement Consultation

AL proposed this should remain on the agenda in a 'watching brief' format and discussed at the November PAC meeting

7.4 PAC Member Letters of Confirmation

BF confirmed that this had been discussed off line between RP and AL and the view was that letters did not need to be reconfirmed annually and existing letters would roll forward. BF asked if Member's had different views to this approach and it was agreed that there was no need to reconfirm the letters each year.

8. Review of Actions Outstanding

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

Update: AL said this had now been further explained with more information and so could now be closed. **Closed.**

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

Update: BF pointed out that Colette Baldwin had originally been investigating this matter, but that she had now retired from the business and it was agreed the LS would investigate this area moving forward. **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 had now spoken to Stefan Leedham at Electralink and he was going to attend the 29 November meeting, so this action could now be closed. **Closed.**

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

Update: PAC Members agreed to combine actions 0801 and 0802 and AL explained that she had now spoken to Stefan Leedham at Electralink and he was going to attend the 29 November meeting, so this action could now be closed. **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 had now sent the link to the 6 point plan and HC confirmed she would provide an update at the 29 November meeting, so the action could now be closed. **Closed.**

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: It was confirmed that both Northern Gas Networks and SGN had now provided the information required and so this action could now be closed. **Closed.**

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: NV confirmed the feedback had been received and so this action could now be closed. **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 this action could now be closed as the action was now complete. **Closed.**

PAC 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.

Update: NV said this action could now be closed as the Risk Register had been updated as requested. **Closed**

PAC 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.

Update: NV explained the updated Mobilisation Plan document had been provided, with the original plan updated and progress to date, and that this would be further updated as there just a few outstanding mobilisation tasks, but that this action could now be closed. **Closed.**

PAC 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.

Update: FC said there was not going to be a sub group meeting as the information was on the website and the Risk Register was linked to the Engage Risk Register and the overlap was fairly close, and she said she and AL would look further at the UNC obligations list aswell, and so this action could now be closed. **Closed**

PAC 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.

Update: FC explained this action was in progress and the training session was going to be held on 20 October 2017 and that so far 66 attendees had registered, and that Xoserve were holding a reserve date for a webex 2 weeks after training session. She said

appropriate feedback would be provided to the PAC and that this action could now be closed. **Closed**

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

Update: AL said this action could now be closed as the ToR's had been provided. **Closed**

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

Update: HC confirmed no responses had been received and so this action could now be closed. **Closed**

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

Update: It was agreed by all, that this action should be carried forward and a decision made once the Workplan had been completed. **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**

Mobilisation is nearing completion and should be concluded by the November meeting.

- **Levels of UIG and DM read submission failures**

The PAC is concerned about the slow progress to correct the previously advised DM sites issues and notes that a number of related modifications have been raised by industry participants.

PAC will be holding open forum meetings to discuss the causes of unidentified gas and would welcome wider industry participation and suggestions on solutions to reduce the fluctuation and level of unidentified gas. The next PAC meeting related to the subject is planned for 01 November, details to be confirmed.

- **Risk Register**

The PAC has approved the 1st draft of the PAF Risk Register which is to be issued for consultation.

Consultation is planned for 20 Business Days with responses presented to the 29 November PAC meeting.

- **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 following conclusion of the consultation on the Risk Register.

9.2 Next Steps

Standard agenda items, plus training day/session and Risk Register consultation summary will be required for the November 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, Wednesday 01 November 2017 | Venue and location to be confirmed | <i>PAC - UIG Related Matters</i> |
| 10:30, Tuesday 14 November 2017 | Room LG8, Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR | <i>PAC - UIG Related Matters</i> |
| 10.30, Wednesday 29 November 2017 | Venue and location to be confirmed | <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 10 October 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) | 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) | Closed |
| 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 | Closed |
| 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 | Closed |

Action Table (as at 10 October 2017)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|-------------------|---------------------|-------------------|--|---------------------------------------|------------------------|
| 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) | Closed |
| 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 close of play on 29 September 2017. | PAFA (NV/LM) | Closed |
| 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) | Closed |
| 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) | Closed |
| 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) | Closed |
| 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) | Closed |
| PAC 0906 | 12/09/17 | 5.1 | Transporter Member - Alternate (FM) to collate responses for inclusion in an updated (draft) Workplan. | Transporter Alternate (FM) | Closed |
| 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 | Carried Forward |

Action Table (as at 10 October 2017)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|-------------------|---------------------|-------------------|---|--------------------|--|
| PAC 1001 | 04/10/17 | 2.2 | <i>In relation to the incorrect / missing asset data on the Supply Point Register risk - Xoserve (RH) to consider providing a list of MDD attributes that have been either validated or disregarded.</i> | Xoserve (RHi) | Carried Forward <i>(Added from the PAC Sub Mtging on 04/10/17)</i> |
| PAC 1002 | 10/10/17 | 2.1 | PAFA (NV) to amend the Consultation accompanying letter and email to include reference to the UIG and request feedback from the Industry on this issue. <i>Post Meeting Update: NV updated the consultation and accompanying letter and the Risk Register Consultation was submitted/circulated on 16/10/17, so this action was subsequently closed.</i> | PAFA (NV) | Closed |
| PAC 1003 | 10/10/17 | 2.1 | PAFA (NV) to provide a high-level synopsis of the Risk Register Consultation responses at the 29 November meeting and to then present the formal changes to the Risk Register at the 12 December meeting. | PAFA (NV) | Pending |
| PAC 1004 | 10/10/17 | 3.2 | ScottishPower (AL) to provide appropriate narrative regarding UIG to be added to the Issues Register. <i>Post Meeting Update: AL provided the narrative on UIG and this has now been included within the Issues Register as PAC009.</i> | ScottishPower (AL) | Closed |
| PAC 1005 | 10/10/17 | 3.3 | ScottishPower (AL) to update the Implementation Plan. <i>Post Meeting Update: AL provided the updated Implementation Plan.</i> | ScottishPower (AL) | Closed |
| PAC 1006 | 10/10/17 | 3.6 | ScottishPower (AL) to raise a Permissions Modification to allow the iGT's Site data to be included in the overall Reporting Function. | ScottishPower (AL) | Pending |
| PAC 1007 | 10/10/17 | 4.1 | Xoserve (FC) to produce a formal proposal document on the D-7 process for formal agreement by | Xoserve (FC) | Pending |

Action Table (as at 10 October 2017)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|-------------------|---------------------|-------------------|--|--------------------|----------------------|
| | | | PAC via email. | | |
| PAC 1008 | 10/10/17 | 7.2 | ScottishPower (AL) to provide an update on the Xoserve Performance Monitoring via email. | ScottishPower (AL) | Pending |