

**UNC Performance Assurance Committee Minutes**  
**Tuesday 13 July 2021**  
**via Microsoft Teams**

**Attendees**

Rebecca Hailes (Chair)	(RH)	Joint Office
Mike Berrisford (Secretary)	(MiB)	Joint Office

**Shipper Members (Voting)**

Alison Wiggett	(AW)	Corona Energy
Andy Knowles	(AK)	Utilita
Carl Whitehouse	(CW)	Shell
Graeme Cunningham	(GC)	Centrica/British Gas (Alternate)
Lisa Saycell	(LS)	Gazprom
Louise Hellyer	(LH)	Total Gas & Power
Sallyann Blackett	(SB)	E.ON

**Transporter Members (Voting)**

Alex Travell	(AT)	BUUK
Leteria Beccano	(LB)	Wales & West Utilities
Shiv Singh	(SS)	Cadent

**Observers/Presenters (Non-Voting)**

Amelia Gallini	(AG)	Correla on behalf of Xoserve
Anne Jackson	(AJ)	PAFA/Gemserv
Eric Fowler	(EF)	Observer, Joint Office
Karen Kennedy	(KK)	Correla on behalf of Xoserve
Martin Attwood	(MA)	Correla on behalf of Xoserve
Neil Cole	(NC)	Correla on behalf of Xoserve
Rachel Clarke	(RC)	PAFA/Gemserv
Sara Usmani	(SU)	PAFA/Gemserv

**Apologies**

Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Correla on behalf of Xoserve
Oorlagh Chapman	(OC)	Centrica/British Gas

Copies of non-confidential papers are available at: <https://www.gasgovernance.co.uk/PAC/130721>

**1. Introduction**

Rebecca Hailes (RH) welcomed all parties to the meeting.

**1.1 Apologies for absence**

Ellie Rogers, Xoserve,  
Fiona Cottam, Correla on behalf of Xoserve,  
Mark Bellman, Shipper Member, and  
Oorlagh Chapman, Shipper Member.

## 1.2 Note of Alternates

Graeme Cunningham and Oorlagh Chapman.

## 1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.<sup>1</sup>

## 1.4 Approval of Minutes (15 June 2021)

The minutes from the previous meeting were approved.

## 1.5 Approval of Later Papers

None to consider.

## 2. Monthly Performance Assurance Review Items

### 2.1 PARR Report Review – Dashboard update (PAFA)

Sara Usmani (SU) provided the Shipper Performance Analysis PARR Dashboard update. PAFA supplied the following observations for this section:

#### SHIPPER PERFORMANCE IMPROVEMENT PLANS

- Performance Assurance Committee (PAC) Members were informed that the updates on all Shippers are available for viewing on Huddle, but the PAFA would only be reporting on six Shippers this month.
- PAC were broadly happy with the progress being made and agreed with the Performance Assurance Framework Administrators (PAFAs) proposal to continue monitoring performance against the provided plans.
- The PAFA presented “Reykjavik’s” performance improvement plan for their Product Class 2 (PC2) portfolio. Committee members were reminded that this particular Shipper has been on an improvement plan for their PC1 portfolio since February 2020 but as performance has been a concern with PC2 in recent months, a letter was issued after the May PAC meeting.
  - PAC Members were satisfied with the actions the Shipper is planning to take to improve performance, with some of the measures already filtering through the data.

#### SHIPPER EVALUATION CASE

- At a performance escalation meeting in February, PAC requested that Shipper “Bratislava” provide the PAFA and PAC with monthly updates on their performance. The PAFA informed Committee members of the latest communication from both the Shipper and Customer Advocate Manager (CAM):
  - Committee Members were informed that the Shipper was impacted by the CDSP industry wide issue but were able to maintain the improvement seen in read performance within the PC4 annual market. However, the PC4 monthly market continue to see no improvement.
  - The no reads data indicates that read performance should be increasing to c. 47% in July, a combination of the performance in the monthly and annual read markets.

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<sup>1</sup> PAC meetings will be quorate where there are at least four Shipper User PAC Members and two Transporters (DNO and/or IGT) PAC Members with a minimum of six PAC Members in attendance.

- Bratislava have been facing a high number of read rejections and despite the Shipper being offered expert days for this area as well as SME time, there has been no uptake. Without understanding why reads are being rejected, it will be difficult for the Shipper to resolve these.
- The CAM and Shipper were requested by the PAC to meet on a bi-monthly basis to ensure that the Shipper had full support to improve read performance. However, this has not been the case and the Shipper and CAM have not met since the end of April.
- The PAFA have already organised a meeting with a Shipper for the end of July, though are awaiting confirmation from key personnel.
- PAC Members were concerned by the most recent update as it appears that the Shipper does not quite know what is going on and are not sure they are taking it seriously enough. PAC Members considered inviting them into the September meeting before escalating the issue to Ofgem to given them the opportunity to address and highlight any issues. RH offered and PAC Members agreed that the Chair should write to Bratislava to let them know that PAC continues to discuss their performance and that PAC Members are considering asking Bratislava representatives to attend a further PAC meeting in September and that, if this this agreed at the August meeting, Ofgem will be invited to attend. In additional to remind Bratislava that PAC expects them to take full advantage of the meeting time, training opportunities and assistance offered to them by both the CAMs and the PAFA.

**New Action PAC0701:** *Reference SHIPPER EVALUATION CASE Bratislava – Joint Office (RH) to write to Bratislava.*

#### **AQ CORRECTIONS**

- PAFA presented data showing large AQ correction movements in Reason Code 2 (Change in consumer plant) since the start of 2021.
  - There was one Shipper in particular who has been driving this increase, with the peak of AQ corrections being in March 2021. In terms of AQ movements, the net impact is a decrease in AQ following the corrections.
  - Committee Members were informed that the reason behind the increase is due to the Shipper obtaining a number of new connections which have a default AQ applied to them which ends up being significantly high than the actual AQ and therefore an AQ correction needs to be submitted.
  - The Shipper set up an industry forum which was held by Xoserve, with the forum being well attended across both network and Shipper constituencies. There was many issues identified with a formal modification process being the most likely option.
  - PAC Members discussed the issue and wanted further insight into the forum and believe that this needs to be out in the wider industry. Further data was requested from the Central Data Services Provider (CDSP) to understand if this is an industry wide issue.

#### **READ PERFORMANCE**

- Committee Members were presented with statistics on the PC4 annual market, an area previously highlighted to be on a downward trajectory. The PAFA informed Committee Members that this appears to be an issue across industry and is not being driven by one or a group of Shippers.
  - Having spoken to some industry participants, Shippers have been referencing the national restrictions due to the pandemic as an issue.

- Committee Members discussed the possibility of the decline being attributable to realignment between the Shippers monthly and annual meters as well as their SMART meter roll out.
- Committee Members requested further information on the movement of meters between product classes to understand whether the movement has caused meter read performance to decline.

**New Action PAC0702:** *Reference PARR Report Review – Dashboard update - Correia (FC) and PAFA (RC) to present findings on the change in Product Class correlating with the decline in Meter Read Performance within the PC4 Annual Market.*

Concluding discussions, L Hellyer (LH) suggested that care would be needed in assessing volume versus change impacts going forward and that a clearer view on the AQ at Risk aspects would help to highlight this, R Clarke (RC) pointed out that as the data is expected to 'mature' even further over the next few months (including AQ at Risk), things should improve.

## 2.2 Review of Outstanding PARR Actions

**PARR May 02:** PAFA requested to target the remaining five Shippers who did not submit files in April to request them to submit complete files in the October window under their UNC obligations.

**Update:** When Rachel Clarke (RC) explained that following close liaison with the CAMs, individual letters had been sent to the five Shippers requesting updates on their respective mitigation plans, PAC Members agreed that the action could now be closed. **Closed**

## 2.3 Risk & Issues Register Update (PAFA)

In noting that additional information is also available on the Huddle portal, Rachel Clarke (RC) provided a brief update. PAFA supplied the following observations for this section:

- The PAFA informed the PAC that there would be no update on the register this month, as per the plan set out in the June PAC meeting, PAFA will be bringing risk to the PAC on a monthly basis over the next 12 months. The PAFA noted that the risk being brought to the PAC in August was WAR bands.
- The PAFA also noted that an updated version of the 'PAFA look back and potential look forward' has been uploaded to the PAC huddle workspace following comments at the June meeting for additional data on PC1, PC2 and PC3 improvements. The PAFA confirmed that this document was in the June meeting workspace.

## 2.4 Measurement Error Risk Update

### 2.4.1. Measurement Error (EM009 – Alrewas EM MTD) Update

RH explained that she had written to the Offtake Arrangements Workgroup regarding this matter and is awaiting a response.

### 2.4.2. Measurement Error (SE007 – Isle of Grain) Update

RH explained that she had written to the Offtake Arrangements Workgroup regarding this matter and is awaiting a response and provision of data from them.

## 2.5 AQ at Risk Update

When RH pointed out that the information is provided within the PARRs now, PAC Members present agreed that this agenda item could be removed going forward.

## 2.6 Open / Meter By-Pass Update

M Attwood (MA) provided an overview of the *'Meter By-Pass Update'* presentation during which attention was focused on the following points (by exception):

### By-Pass Flag and Status Update slide

- The reduction of 40 meters recorded on 'Open' By-Pass status observed in July 2021 is a positive step.

### By-Pass Consumption Adjustments slide

- The 69 *'No Responses'* figure reflected the fact that requests had only recently been issued, and would hopefully reduce as responses are provided;
- The *'Static Readings'* and *'Progressive Readings'* values have been added in response to the action assigned at the previous meeting;
  - The 2 *'Static Readings'* present a concern;
    - When asked, MA agreed that there is a potential AQ at Risk (on the grounds that these are possibly large sites with high consumption rates) although he did not have the underlying data to hand;
  - The 32 *'Progressive Readings'* relate to readings that occurred during the period when the by-pass was open;
- MA reminded parties that the information provided for the *'ByPass Flag Removed'* relates to meters that were on an open by-pass and have since moved to 'closed' or 'by-pass removed' status;
  - It was noted that whilst highly unlikely, it is theoretically feasible that the meter might only increment if both the bypass and meter stream valves are open - the sort of thing that could happen if the operative forgets to close the bypass line.
- When it was suggested that there are potential consumer and commercial plant (continuation processes for pottery kilns etc.) impacts involved, L Saycell (LS) reminded everyone present that some of these aspects are (partially) 'covered off' under the MAMCOP provisions.

In closing, a new action was assigned to Correla (MA) in respect of the two *'Static Readings'* to investigate and provide a view on the potential magnitude of the AQ at Risk involved.

**New Action PAC0703:** *Reference the two 'Static Readings' – Correla (MA) to investigate and provide a view on the potential magnitude of the AQ at Risk involved.*

## 2.7 Covid-19 Updates

When RH advised that she did not have an update on this matter, MA explained that he had been in discussion with his colleague F Cottam and as a consequence, questions whether this should remain as an agenda item going forward in light of the UK lockdown restrictions being lifted / eased to varying degrees across parts of the UK.

When asked, MA agreed to undertake an action to investigate whether this matter is (directly) related to the utilisation of 'Isolation Flags'.

**New Action PAC0704:** *Reference the Covid-19 Update Provision – Correla (MA) to establish whether this matter is (directly / indirectly) related to the utilisation of 'Isolation Flags' and whether Correla / Xoserve have any concerns that the flags have remained open throughout the Covid pandemic period.*

### 3. Matters for Committee Attention

#### 3.1 PAC/PAFA Access to Data / Dedicated Sprint Planning Update

K Kennedy (KK) advised that XRN4876 was formally closed at the previous week's DSC Change Management Committee (item 4.3 on page 10 of the minutes)<sup>2</sup> meeting and that going forward BER5321 would be presented to the 11 August 2021 meeting – once approved, work on the remaining DDP stories will commence.

#### 3.2 Performance Issues Impacting the Success of Faster Switching

Opening discussions, K Kennedy (KK) explained that this subject area had really moved on from focusing on simply Faster Switching aspects to a point where in co-operation with G Cunningham (GC), it is shifting focus, to look into the wider ranging aspects such as meter misalignment (RGMA performance impacts etc.) performance issues – further offline discussions are scheduled with GC before providing an update at the 17 August 2021 PAC meeting.

Supporting the proposals, GC suggested that analysis is needed to establish whether there is suitable metering data available to thoroughly investigate (and establish) whether there are any meter imbalance data affecting settlement.

When LS questioned whether RGMA-related matters fell under PAC's remit, or whether there is an existing PAC risk that already covers this, GC responded by suggesting that undertaking meter registration / accuracy aspects investigations might prove beneficial, especially when the DDP rejection information could potentially highlight meter misalignment and root cause issues that generate meter rejections.

In pointing out that she currently resides on the REC Performance Assurance Board (PAB) (as the PAFA representative) AJ explained that in her opinion there is a potential role for the PAFA going forward and that a joint 'pincer movement' involving the IGT / UNC / REC could potentially assist in addressing meter and settlement related issues. Currently there is no direct linkage between REC PAB and UNC PAC especially bearing in mind that theft of gas at the retail level has the potential to impact upon settlement.

When asked whether there should be a new PAC standing agenda item to ensure continued consideration and review of these matters, AJ agreed but suggested waiting until the enduring REC PAB is fully established (from Sept 2021) and meaningful information comes on-stream. In short, mobilisation should identify what areas of concern REC would be focusing on (i.e. risk identification and progression etc.), although ultimately the 'source data' will stem from the Faster Switching arena and as a consequence, additional (Meter Agent) data may become available to PAC going forward – more details to be confirmed in due course.

**New Action PAC0705:** *Reference the Performance Issues Impacting the Success of Faster Switching title change – Correlá (KK) to consider providing a new / revised description for this agenda item going forward.*

#### 3.3 PAC Budget Spend Update

RH explained that during her offline budget discussions with E Rogers of Xoserve she had requested provision of an additional £125k for the current period. This is a ballpark figure only to be used as a placeholder, in lieu of anything more formally decided upon.

RH went on to explain that it is highly likely that the current budget provision of £100k for 2021/22 would be completely utilised not far into the budget year and therefore would request that PAC Members consider whether a request for an 'interim' top up amount might be prudent.

<sup>2</sup> A copy of the 07 July 2021 DSC Change Management Committee meeting minutes are available on the Joint Office web site at: <https://www.gasgovernance.co.uk/dsc-change/070721>

When S Blackett (SB) enquired as to whether there are any potential new PAFA Contract related factors that could have the potential to impact budgetary requirements going forward, RC responded by advising that this would be considered in more detail under the PAFA presentation on item 3.5 below.

*Please refer to the discussions and presentation material for item 3.5 below for more details.*

### **3.4 Standards of Service Liabilities Report (information only)**

Provided for information only with no additional queries to report.

### **3.5 PAFA Future Projects**

The PAFA presented onscreen to the PAC with an overview of the proposed upcoming projects PAFA intend to implement over the next contract term from July 2021. The PAFA presented the proposed AIRR (Assurance Methodology, Incentive Scheme, Risk Register and Reporting Suite) Digital Platform concept. The PAFA also presented the IQQ (Identify, Quantify & Qualify) Framework that sits within this, noting that these activities drive the AIRR Platform.

As Members of PAC has not been able to read the material in advance, discussion briefly covered whether this topic should be deferred to August, giving time for all to read the new material. PAFA indicated that the formal notice announcing the appointment of the PAFA had only gone out the day before and that it did not want the presentation to be viewed in isolation and without context. PAFA stated it would be happy to take questions in the meeting, after the meeting and in the month before the next PAC meeting to provide additional clarity for a further discussion at the August PAC meeting if required. PAFA also added that it was contractually required to introduce the proposal at the first meeting post contract award.

Members of PAC were interested in how these proposed Frameworks had been developed and asked whether there had been any PAC input into these. The PAFA noted that the AIRR Platform and IQQ Framework had formed part of the PAFA Bid in how Gemserv, as the incumbent PAFA proposed how the direction of work in Performance Assurance needed to go in order to engage the wider industry. The PAFA noted that the Platform and Framework were suggested to underpin the work already carried out by the PAC and were not new concepts to the Performance Assurance space, rather a way of clearly explaining to the wider industry how PAC approach Performance Assurance and the way this works in practice.

The PAFA noted that the AIRR Digital Platform would be held on the GPAP (Gas Performance Assurance Portal) which is being rolled out in its first iteration in 3 months' time as a replacement for the Huddle Platform. The GPAP will include a secure area for PARR (Performance Assurance Report Register) documents to be published with both a restricted area for confidential papers and an area for the wider industry to access anonymised reports. The GPAP will not have the user limitations that Huddle presented the PAC and therefore is a better solution for enduring sustainability.

The PAFA also noted that aspirations for the portal are to be a 'one stop shop' for accessible Gas performance assurance information, education tools, the ability to raise risks online, and the ability for Shipper parties to access dedicated spaces to see their individual interactions with the PAFA.

The PAFA moved on to inform the PAC on the new contractual arrangements going forward for the new contract term. The PAFA noted that Schedule 2, PAF Document 4, which was amended by the PAC in June 2020 was used as the basis of the PAFA services in the procurement process and what the PAFA should deliver on behalf of the PAC. PAFA confirmed that this describes the base service.

The PAFA also highlighted that Schedule 3, PAF Document 4 was the change control process and that this process would likely be used in future along with monitoring of resources should any changes be implemented. It was noted that this had not been visible in the past but that this control/monitoring would be a step change going forward.

The PAFA noted that there were currently four immediate issues as a result of this and that Schedule three of Document four (Change control) may need to be used for these activities.

The four areas of concern are; Performance Improvement Plans, PAC advocacy, Modification support and DDP testing.

Correlá were asked whether there would be an impact on implementation of the DDP sprints if PAFA were not included in the testing. Correlá confirmed that this may be a possibility as PAFA have tested and signed off the user stories so far, although industry may be able to bridge this gap.

PAC noted their frustration that these additional areas of Performance Assurance Techniques had been left out of the tender process, however, broadly understood the PAFA's commercial position around working at risk.

The Chair asked if UNC Modification 0674 was implemented whether this might require the contract to be reviewed. PAFA confirmed that this was possible.

As the Corellá representative was not in attendance at the meeting, the PAC requested PAFA and the CDSP work together to identify mitigations and potential ways to move forward to be brought to the next meeting.

**New Action PAC0706:** *Reference PAFA Future Projects* – PAFA (AJ) and Correlá (FC) to consider the immediate issues presented and provide options for mitigation or resolution. Update to be given at August PAC meeting.

#### 4. Update on Potential Changes to Performance Assurance Reporting and PARR

##### 4.1 PAFA Industry Meeting Update

RC advised that she did not have a specific update to provide at this time.

##### 4.2 Modification 0664VVS – Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4.

RH advised that the Final Modification Report is being considered at the 15 July 2021 Panel meeting.<sup>3</sup>

Parties are reminded that should the Modification be implemented, this would introduce new elements within the PARR.

##### 4.3 Modification 0674 - Performance Assurance Techniques and Controls

In referring to the discussion and decision made at the 17 June 2021 Panel meeting<sup>4</sup>, RH explained that the Joint Office would be seeking additional clarification of the issues at the 15 July 2021 Panel meeting.

Expanding upon the concerns (and requests) made by the 17 June 2021 Panel Members, SB advised that a few parties present at that meeting (who had NOT attended any of the 0674 Workgroup meetings) enquired why certain areas had apparently not been considered. Concern was expressed that many consultation respondents would have been able to assist with developing and assessing the Modification when it had been at Workgroup meetings.

RH explained that in reality of the 17 areas of concern highlighted at the 17 June 2021 Panel meeting, only 3-4 may be considered 'new' issues that need further consideration. Furthermore, she would highlight to Panel that an updated Rough Order of Magnitude (ROM) would likely be required.

<sup>3</sup> Copies of the 15 July 2021 Panel meeting documentation are available on the Joint Office web site at: <https://www.gasgovernance.co.uk/panel/150721>

<sup>4</sup> A copy of the 17 June 2021 Panel meeting minutes are available on the Joint Office web site at: <https://www.gasgovernance.co.uk/panel/170621>

When SB suggested that it appears to mostly be an exercise to ensure that it is 'duly minuted' that these additional items have been considered, RH added that some may view the consideration of these issues as an attempt to delay the Modification being implemented.

SB suggested that any party who raised a concern should attend the new Workgroup meetings, and if not, the issue should simply be noted and left at that.

RH went on to advise that the Joint Office are currently engaged in an internal review of the previous Workgroup meetings in order to be able to clarify to Panel what issues were previously considered as part of the Workgroup deliberations.

Concluding the discussion, RH urged all present to read the papers for 0674 and highlighted that the Modification, if implemented, would improve the existing suite of PAC tools and processes and also aid the opening up of new paths to improve Performance Incentives.

#### 4.4 Modification 0734S – Reporting Valid Confirmed Theft of Gas into Central Systems

It was noted that the Modification would be considered at the forthcoming Distribution Workgroup meeting scheduled to take place on 22 July 2021<sup>5</sup> where further consideration of the (draft) Workgroup Report would be undertaken.

#### 4.5 Any Other changes

None to consider.

### 5. Review of Outstanding Actions

#### 5.1 PAC Actions

**PAC0402:** *Reference the 106 MPRs with a status of 'Open' By-Pass with progressive readings'* – Correla (MA) to look to provide additional (more detailed) supporting evidence of what was identified during investigations.

**Update:** In referring to the update provided within the earlier '*Meter By-Pass Update*' presentation MA provided an overview of the summary during which RH observed that this investigation had certainly shone a light on this area which has also invoked a data cleansing exercise (of sorts) which can only ever be a beneficial step in the right direction.

When asked, MA requested that the action remain open so that further monitoring could take place. **Carried Forward**

**PAC0505:** *Reference PAC Additional Budget Requirements* – Joint Office (RH) to draw up a 'Strawman' of the wording for a further budget request for consideration at the 15 June 2021 meeting.

**Update:** In light of the ongoing work being undertaken between RH, FC, KK and ER, it was agreed to carry forward the action. **Carried Forward**

**PAC0601:** *Reference Measurement Error EM009* – Joint Office (RH) to forward the information received to date regarding PAC0502 to PAC Members for discussion under AOB in July 2021.

**Update:** When RH explained that work remains ongoing in respect of the action, PAC Members present agreed to carry forward the action. **Carried Forward**

**PAC0602:** *Reference Orifice Plate Data Provisions* – Joint Office (RH) to request OP overview data from all Gas Transporters.

**Update:** When RH explained that work remains ongoing in respect of the action, PAC Members present agreed to carry forward the action. **Carried Forward**

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<sup>5</sup> Copies of the 22 July 2021 Distribution Workgroup meeting documentation are available on the Joint Office web site at: <https://www.gasgovernance.co.uk/dist/220721>

**PAC0603:** *Reference the 28 'ByPass Flag still present' figure* – Correlá (MA) to investigate and report on how many have had an incremental read and/or no advance of the meter dials.

**Update:** In referring to the update provided by MA within the earlier '*Meter By-Pass Update*' presentation under agenda item 2.6 above, PAC Members present agreed the action could now be closed. **Closed**

**PAC0604:** *Reference Additional Resource Recruitment Costs* – Correlá (KK) to investigate whether it would be appropriate to apportion any potential additional costs for additional resources so that they are spread across all tasks or apportioned only to PAC work tasks.

**Update:** KK provided a brief update during which she explained that the 'original' design team had now completed work on the DDP Sprint 1 and moved on to focus on delivery of other DSC-specific work areas. As a consequence, additional external resources would be required in order to allow delivery of the remaining PAC-related DDP Sprint items going forward.

KK went on to advise that any new resources would be currently have been costed out on an 'equivalent permanent FTE value' basis, for which the actual values are unknown at this point. However, they may potentially require to be at contractor rates – the accompanying drawdown request (BER5321) is to be presented to the 11 August 2021 DSC Change Management Committee meeting (*please refer to discussions on item 3.1 above for more details*). The mobilisation of resources is anticipated to start circa September 2021.

KK explained that going forward she would be providing a monthly update to PAC.

Thereafter, PAC Members present agreed the action could now be closed. **Closed**

**PAC0605:** *Reference the Risk related to Measurement Error SE007* – Joint Office (RH) to forward the information received to date regarding PAC0502 to PAC Members for discussion under AOB in July 2021.

**Update:** When RH explained that work remains ongoing in respect of the action, PAC Members present agreed to carry forward the action. **Carried Forward**

## 5.2 DDP Sprint Actions

In referring to the 'DDP Outstanding Action Table Update' presentation provided ahead of the 15 June 2021 PAC meeting, KK provided a detailed verbal update on the respective actions focusing on the **Blue** solution proposal texts. This culminated in all outstanding actions (PAC DDP0301 through to and including PAC DDP0310) being closed and a new replacement action for PAC DDP0306 being raised.

**New Action PAC DDP0701:** *Reference DDP Review Requirements* – Correlá (KK) and Joint Office (RH) to look to set up an additional Sprint meeting for September 2021.

## 6. Any Other Business

### 6.1 User Representative Appointment Process

RH explained that the appointment window had now closed but suggested that should anyone be interested in being appointed they should contact the Joint Office via their respective SPOC as soon as possible to indicate an interest.

L Beccano (LB) then advised that she would be stepping down from PAC in October 2021 and that she believes that someone from Northern Gas Networks would be looking to replace her.

Concluding discussion, a new action was assigned to RH to check what the Transporter term of office timeline requirements are.

**New Action PAC0707:** *Reference Confirmation of the Transporter User Representation Appointment Period* – Joint Office (RH) to check and confirm whether and how Transporter Representatives are appointed for a 2 year period.

## 6.2 Measurement Error EM009 Update

RH explained that whilst she did not have a specific update to provide, she could confirm that the Offtake Arrangements Workgroup meeting had now been scheduled for 04 August 2021.

## 7. Next Steps

### 7.1 Key Messages

Published at: <http://www.gasgovernance.co.uk/pac/summarykeymessages>

## 8. Diary Planning

### 8.1 2021 meeting dates

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Time/Date	Paper Publication Deadline	Venue	Programme
10:00, Tuesday 17 August 2021	17:00 Monday 09 August 2021	Teleconference	Standard Agenda
10:00, Tuesday 14 September 2021	17:00 Monday 06 September 2021	Teleconference	Standard Agenda
10:00, Tuesday 12 October 2021	17:00 Monday 04 October 2021	Teleconference	Standard Agenda
10:00, Tuesday 16 November 2021	17:00 Monday 08 November 2021	Teleconference	Standard Agenda
10:00, Tuesday 14 December 2021	17:00 Monday 06 December 2021	Teleconference	Standard Agenda

For details of the informal sub-group meetings and topics please contact the PAFA directly.  
[PAFA@gemserv.com](mailto:PAFA@gemserv.com)

PAC Action Table (as at 13 July 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PARR Report Actions:</b>					
PARR May 02	11/05/21	2.1	PAFA requested to target the remaining five Shippers who did not submit files in April to request them to submit complete files in the October window under their UNC <a href="#">NDM sampling</a> obligations.	PAFA	Update provided. <b>Closed</b>
<b>PAC Actions 2020/21:</b>					
PAC 0402	13/04/21	5.1	<i>Reference the 106 MPRs with a status of 'Open' By-Pass with progressive readings</i> – Corella (MA) to look to provide additional (more detailed) supporting evidence of what was identified during investigations.	Correla (MA)	<b>Carried Forward</b>
PAC 0505	11/05/21	3.1.1	<i>Reference PAC Additional Budget Requirements</i> – Joint Office (RH) to draw up a 'Strawman' of the wording for a further budget request for consideration at the 15 June 2021 meeting.	Joint Office (RH)	<b>Carried Forward</b>
PAC 0601	15/06/21	2.4.1	<i>Reference Measurement Error EM009</i> – Joint Office (RH) to forward the information received to date regarding PAC0502 to PAC Members for discussion under AOB in July 2021.	Joint Office (RH)	<b>Carried Forward</b>
PAC 0602	15/06/21	2.4.1	<i>Reference Orifice Plate Data Provisions</i> – Joint Office (RH) to request OP overview data from all Gas Transporters.	Joint Office (RH)	<b>Carried Forward</b>
PAC 0603	15/06/21	2.6	<i>Reference the 28 'ByPass Flag still present' figure</i> – Correla (MA) to investigate and report on how many have had an incremental read and/or no advance of the meter dials.	Correla (MA)	Update provided. <b>Closed</b>
PAC 0604	15/06/21	3.1.1	<i>Reference Additional Resource Recruitment Costs</i> – Correla (KK) to investigate whether it would be appropriate to apportion any potential additional costs for additional resources so that they are spread across all tasks or apportioned only to PAC work tasks.	Correla (KK)	Update provided. <b>Closed</b>
PAC 0605	15/06/21	5.1	<i>Reference the Risk related to Measurement Error SE007</i> – Joint Office (RH) to forward the information received to date regarding PAC0502 to PAC	Joint Office (RH)	<b>Carried Forward</b>

			Members for discussion under AOB in July 2021.		
PAC 0701	13/07/21	2.1	<i>Reference SHIPPER EVALUATION CASE Bratislava</i> – Joint Office (RH) to write to Bratislava.	Joint Office (RH)	<b>Pending</b>
PAC 0702	13/07/21	2.1	<i>Reference PARR Report Review – Dashboard update</i> - Correla (FC) and PAFA (AJ) to present findings on a change in Product Class correlating with the decline in Meter Read Performance within the PC4 Annual Market.	Correla (FC) & PAFA (AJ)	<b>Pending</b>
PAC 0703	13/07/21	2.6	<i>Reference the two ‘Static Readings’</i> – Correla (MA) to investigate and provide a view on the potential of the magnitude of the AQ at Risk involved.	Correla (MA)	<b>Pending</b>
PAC 0704	13/07/21	2.7	<i>Reference the Covid-19 Update Provision</i> – Correla (MA) to establish whether this matter is (directly / indirectly) related to the utilisation of ‘Isolation Flags’ and whether they (Correla / Xoserve) have any concerns that the flags have remained open throughout the Covid pandemic period.	Correla (MA)	<b>Pending</b>
PAC 0705	13/07/21	3.2	<i>Reference the Performance Issues Impacting the Success of Faster Switching title change</i> – Correla (KK) to consider providing a new / revised description for this agenda item going forward.	Correla (KK)	<b>Pending</b>
PAC 0706	13/07/21	3.5	<i>Reference PAFA Future Projects</i> – PAFA (AJ) and Correla (FC) to consider the immediate issues presented and provide options for mitigation or resolution. Update to be given at August PAC meeting.	PAFA (AJ) & Correla (FC)	<b>Pending</b>
PAC 0707	13/07/21	6.1	<i>Reference Confirmation of the Transporter User Representation Appointment Period</i> – Joint Office (RH) to check and confirm whether and how Transporter Representatives are appointed for a 2 year period.	Joint Office (RH)	<b>Pending</b>
<b>PAC DDP Sprint Actions 2020/21:</b>					
PAC DDP 0301	03/03/21	2.3	<i>Reference DDP-399</i> – Xoserve (KK) to look to develop a ‘User Story’ for the 2 <sup>nd</sup> phase.	Xoserve (KK)	Update provided. <b>Closed</b>

PAC DDP 0302	03/03/21	2.3	<i>Reference DDP-198 - PAFA (SU) to look to provide a list of which reports require additional filters adding for consistency purposes.</i>	PAFA (SU)	Update provided. <b>Closed</b>
PAC DDP 0303	03/03/21	2.3	<i>Reference DDP-193 - Xoserve (KK) to look to expand DDP-193 to include DDPs 166 and 192 elements, especially aspects of the Meter Read Validity Report requirements.</i>	Xoserve (KK)	Update provided. <b>Closed</b>
PAC DDP 0304	03/03/21	2.3	<i>Reference DDP-177 - Xoserve (KK) to look to expand DDP-382 to include AMR aspects.</i>	Xoserve (KK)	Update provided. <b>Closed</b>
PAC DDP 0305	03/03/21	2.3	<i>Reference DDP-191 - Xoserve (KK) and PAFA (SU/JW) to undertake offline discussions around the possible combining of DDPs 190 and 191.</i>	Xoserve (KK) & PAFA (SU/JW)	Update provided. <b>Closed</b>
PAC DDP 0306	03/03/21	2.3	<i>Reference DDP Review Requirements - Joint Office (RH) to look to set up and additional Sprint meeting for April 2021.</i>	Joint Office (RH)	Update provided. <b>Closed</b>
PAC DDP 0307	09/03/21	2.	<i>Reference DDP-163 – Correla (KK) to clarify what information is already available within the PARR suite and then provide a recommendation as to whether this issue can be removed.</i>	Correla (KK)	Update provided. <b>Closed</b>
PAC DDP 0308	09/03/21	2.	<i>Reference DDP-168 – Correla (KK) to expand requirement to include the auto change of Conversion Factors in addition to monitoring those that require manual calculation &amp; updating - this will require reassessment of development scope.</i>	Correla (KK)	Update provided. <b>Closed</b>
PAC DDP 0309	09/03/21	2.	<i>Reference DDP-185 – Correla (KK) and (AH) to consider how best to tweak the wording for this issue to better reflect requirements.</i>	Correla (KK)	Update provided. <b>Closed</b>
PAC DDP 0310	09/03/21	2.1	<i>Reference Change of Supplier / Replacement Reads - Correla (KK) &amp; Centrica (OC) to consider the actual requirements and how these might impact upon the budgetary requirements that fall outside of XRN4876.</i>	Correla (KK) & Centrica (OC)	Update provided. <b>Closed</b>
PAC DDP 0701	13/07/21	5.2	<i>Reference DDP Review Requirements – Correla (KK) and Joint Office (RH) to look to set up and additional Sprint meeting for September 2021.</i>	Correla (KK) & Joint Office (RH)	<b>Pending</b>

