

UNC Performance Assurance Committee Minutes
Tuesday 13 September 2022
via Microsoft Teams

Attendees

Rebecca Hailes (Chair) (RH) Joint Office
Helen Cuin (Secretary) (HCu) Joint Office

Shipper Members (Voting)

Alison Wiggett (AW) Corona
Andy Knowles (AK) Utilita Energy
Claire Louise Roberts (CLR) ScottishPower (Alternate)
Graeme Cunningham (GC) Centrica
Louise Hellyer (LH) Totalenergies Gas & Power
Sallyann Blackett (SB) E.ON
Steve Mulinganie (SM) SEFE Energy Ltd (Alternate)
Tzern Toh (TT) ESB Generation & Trading (Alternate from 11:35pm)

Transporter Members (Voting)

Ben Mulcahy (BM) Northern Gas Networks (Alternate)
Jenny Rawlinson (JR) BU UK (Alternate)

Observers (Non-Voting)

Anne Jackson (AJ) PAFA/Gemserv
Ellie Rogers (ER) Xoserve
Martin Attwood (MA) Correla on behalf of Xoserve
Neil Cole (NC) Correla on behalf of Xoserve
Sara Usmani (SU) PAFA/Gemserv
Talia Lattimore (TL) PAFA/Gemserv

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.

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all non-confidential papers are available at: <https://www.gasgovernance.co.uk/pac/130922>

1. Introduction

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

1.1 Apologies for absence

Alex Travell, Transporter Member
Anthony Diccico, Shipper Member
Lisa Saycell, Shipper Member
Mark Bellman, Shipper Member
Shiv Singh, Transporter Member
Tracey Saunders, Transporter Member

1.2 Note of Alternates

Ben Mulcahy for Tracey Saunders
Claire Louise Roberts for Mark Bellman
Jenny Rawlinson for Alex Travell and Shiv Singh
Steve Mulinganie for Lisa Saycell
Tzern Toh for Anthony Diccico (from 11:35)

1.3 Quoracy Status

The Committee meeting was confirmed as being quorate. RH reminded parties to provide Alternates and ensure confidentiality letters have been signed and provided to the Joint Office.

1.4 Approval of Minutes (16 August 2022)

Some amendments were suggested to the minutes from the meeting on 16 August. Anne Jackson (AJ) provided a further required amendment on page 2, Item 2.1. These were reviewed, approved and re-published.

1.5 Approval of Later Papers

RH noted there were no late papers to consider.

1.6 User Representative Appointment Process Update

RH advised there is no further update following the update provided at last month.

2. Monthly Performance Assurance Review Items

Sara Usmani (SU) advised that the Maputo position was unchanged. A Performance Escalation Meeting (Confidential Session) had been organised however the Shipper Representative did not join the meeting to provide an update. Notes have been taken separately and available for PAC Members.

2.1 PARR Report Review – Dashboard update (PAFA)

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

SEPTEMBER INDUSTRY PERFORMANCE OBSERVATIONS

- **SHIPPER PERFORMANCE IMPROVEMENT PLANS**
 - Performance Assurance Committee (PAC) members were informed that updates on all Shippers on improvement plans were available for view on the Gas Performance Assurance Portal (GPAP). There were four Shippers on performance improvement plans (not including those on Product Class 4 (PC4) monthly plans) and the Performance Assurance Framework Administrator (PAFA) presented updates on three Shippers.
 - Shipper “Praia” was presented to the PAC who are on a performance improvement plan for PC3 and PC4. Within the PC3 market, the Shipper’s performance had seen a drop in July 2022 due to an IT issue. The PAFA informed Committee members that the Shipper confirmed that the issue was resolved at the beginning of August and performance should rebound to its usual level. In both the PC4 monthly and annual market, there has been little to no improvement, but the Shipper continues to work through read rejections alongside other measures to increase performance which they intend to materialise in the September data.

- Updates on Shipper “Manama” were provided to the PAC. Progress in the PC3 market continues to be under forecast for a second month but there has still been a sharp improvement in performance overall. PC4 Monthly read performance recorded below the Shipper’s forecast for June 2022. The PAFA continue to work with the Shipper to understand why performance is below forecast in both markets.
- Updates on Shipper “Roseau” were provided to the PAC. The Shipper saw a sharp improvement in the PC3 market in May 2022, however this has declined slightly in June and July 2022. PC4 Monthly has seen a slight improvement in performance in May 2022 and PC4 Annual performance has remained at a steady level. The PAFA will continue to work with the Shipper.
- Committee members were provided with an update on the Holistic Performance Matrix. The PAFA presented the changes and the results that were agreed at the Strategic Workshop which was held in May 2022. PAC members discussed the inclusion of Shipper Transfer Read Performance in the PC1 market. The PAFA recommended removing the metric as it does not affect settlement and would skew the result. PAC members voted to exclude Shipper Transfer Read Performance as a metric for the PC1 market, but retain it for the PC2 and PC3 markets.

New Action PARR0901: PAFA (SU) to model Shipper Transfer Read performance factors at 0%, 2.5% and 5% for the PC2 and PC3 market.

- The PAFA informed PAC members that the aged reads report generated on the Data Discovery Platform (DDP) for PC4 continues to be an incorrect report. A fix was implemented at the end of August, however it only resolved the issue for PC1, PC2 and PC3. At present, the numbers in the matrix are not an accurate reflection of aged reads for the PC4 market.

New Action PARR0902: CDSP (ER/DN) to follow up the aged reads report internally with the DDP team to ensure it is showing the correct figures and confirm a delivery date.

2.2 Review of Outstanding PARR Actions

PARR0402: CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.

Update: Update due October. **Carried Forward**

PARR 0501: *Reference Shipper Performance Improvement Plans* - CDSP (FC) to draft a strawman on further guidance for new Shippers to consider when embarking on a Performance Improvement Plan.

Update: Update to be provided on 21 September 2022. **Carried Forward**

PARR0602: CDSP to continue to review open meter bypass and report to PAC at annual intervals.

Update: Deferred until June 2023. **Carried Forward**

PARR0701: PAFA to draft letter to industry to encourage submission of WAR bands in the September window prior to the end of the gas year for PAC decision outside of PAC and to send the letter once agreed.

Update: See WAR Band Risk Update. **Closed.**

PARR0702: PAFA to provide, where possible, some comparator WAR BAND performance data to give context to the observed performance this year.

Update: See WAR Band Risk Update. Update due October. **Carried Forward**

PARR 0801: PAFA to close the Performance improvement plans for Warsaw and thank them for their hard work in achieving UNC target in PC4.

Update: Complete. **Closed**

2.3 Risk & Issues Register Update (PAFA)

WAR Bands

AJ reported the differences between the June 2021 and June 2022 WAR Bands, noting that the ideal distribution is 0% for the bucket and 20%, 30%, 30% and 20% disposition for WAR Bands 1-4 respectively.

The differences between June 2021 and June 2022 show the bucket being smaller in 2022 but more distorted with circa 20%, 15%, 15% and 10% in WAR Bands 1-4 respectively. Greater swings have been observed compared to the flatter profile in June 2021, which is not as expected. Due to the distribution, and despite the bucket being smaller, it is felt that the risk is higher and engagement with parties on WAR Bands will continue, though it is felt that no further action on top of those being taken is seen as necessary at this time.

AJ asked for insight into what may have led to the greater swings for June 2022 compared to June 2021. PAC members highlighted possible causes which included less optimisation because of demand destruction, consumption changing as a reaction to the state of the current market, reads being submitted to avoid price increases and prioritisation of certain site types over others. However, the PAC ultimately concluded that the exact cause(s) may never be fully known.

AJ advised that an updated position should be visible within the next month as the data will roll over in September and suggested that this be revisited in October.

AMR Annual and Monthly Risks

AJ reported a drop in the value at risk for AMR Monthly and that this was due to a drop in AQ at risk. PAFA have reduced the risk from 3 to 2.

AJ reported a significant drop in the value at risk for AMR Annual. It is believed that this is related to UNC Modifications which are shifting sites from one Product Class (PC) to another. AJ added that the risk drop is not distributing in the same way into other categories. The drop may be large in one PC but small in another as the size of the drop is down to the volume in a PC. This means that the impact overall is seen as small. Therefore, the rating has been taken down from 3 to 2.

The AMR risk is a joint risk for monthly and annually read.

2.4 Line in the Sand Strategy 2022-23

Anne Jackson (AJ) provided an update on the line in the sand strategy, including the background, history and the mitigating actions put in place following further consideration of the risks.

AJ confirmed a letter had been sent reinforcing the importance of gaining reads, and where no significant improvement had been made a request for parties to focus on providing reads, reminding Shippers that PAC can call parties to account for poor performance.

AJ noted that the Performance Assurance Industry Engagement Session will be covering this topic.

Two proposals were suggested to approach Shippers based on the:

- proportion of meters due to roll over to 2023.
- the largest AQ at Risk expected to roll over to 2023.

11 Shippers would need targeting based on their proportion of meters, forming 92% of the overall meters in question. An additional 2 Shippers were identified based on the largest AQ at Risk.

The Committee agreed to utilise both measures to target performance as 9 Shippers were captured using both measures. Therefore a total of 13 Shippers will be targeted.

The Committee considered how this would fit with the new Performance Assurance Framework due to be implemented under Modification 0674V - Performance Assurance Techniques and Controls.

AJ reminded PAC that the provisions under UNC 0674V enables targeting in no particular order and for further steps to be taken. It was suggested that parties should be pre-warned that they are subject to scrutiny and PAC will be examining evidence of Shippers addressing issues, before inviting them to meetings under UNC 0674V arrangements.

The Committee considered the next steps and the content of the pre-warning communication reminding parties that further steps maybe undertaken under the new regime, and this will be the first area PAC will be targeting.

It was suggested that the Xoserve Customer Account Managers (CAMs) could communicate with parties as a pre-warning exercise, before the October PAC meeting and re-rerun the statistics to assess any progress being made.

It was agreed to consider this again in November with the intention of inviting parties to meetings in the New Year.

2.5 Measurement Error (EM009 – Alrewas EM MTD) Update

RH advised that the joint ITE summary report, the individual ITE reports, the Cadent background presentation, along with summary presentations have been published on the MER page at: <https://www.gasgovernance.co.uk/MER/EM009>. The publications conclude Cadent's investigation, and the matter has now been passed to National Grid for internal governance. The CDSP should receive the final amounts from National Grid in September 2022, for invoicing.

RH advised the Terms of Reference for the two ITEs for error EM011 Thornton Curtis MTA has been drafted and work will shortly commence on assessing the error.

Steve Mulinganie (SM) enquired what vires PAC have for addressing Transporter's management of Measurement Errors as this significantly impacts Settlement Accuracy. Sallyann Blackett (SB) explained that questions had not been submitted (Action PAC0801) as challenges had been raised instead at the July Offtake Arrangements Workgroup (<https://www.gasgovernance.co.uk/OA/270722>).

SB confirmed Ofgem had been approached with regards to the Transporters' performance and the impact this has on Shippers. It was suggested that there is an opportunity for extra scrutiny and independent audits.

Concern was expressed about the perceived complacency and potential incompetence from Distribution Network Operators (DNOs) with limited concern for the impact to Shippers. It was noted that Transporters suffer no consequence or sanction for Measurement errors.

It was agreed that PAC should advise Transporters that their performance in this area will be monitored.

New Action PAC0901: PAFA (AJ) to draft communication to Transporters with regards to their performance in relation to Measurement Errors for PAC approval

3. Matters for Committee Attention

3.1 Modification 0674V Approach following Implementation

Anne Jackson (AJ) provided an update on the approach for Implementing Modification 0674V.

AJ provided an overview of the additional scope for the Performance Assurance Framework Document (PAFD) and potential updates in the PAFD. The Committee considered PAFA's roles and activities involved. AJ noted some elements within the PAFD do not marry up with the Legal Text and some refinements are required.

AJ confirmed that a revised PAFD beyond v4.5 will be required. There was a view that PAFA would update the PAFD and the Code Administrator will ensure parties are given notice of any such changes and will arrange publication. PAC considered how this will be managed with PAC approving the required changes.

Please see published slides for full details of the PAFD areas impacted.

It was agreed that PAFA and Xoserve would work together to ensure they provide the services PAC require and there was a need to understand the differences going forward for PAC to consider.

Further consideration will be given at the planned Industry Awareness Event.

The Committee discussed whether a project sub-group was required to ensure all the implementation steps for Modification 0674V are addressed with separate meetings to ensure focus.

AJ wished to understand what was required during the transition period, what can be changed now in readiness for 01 November 2022, what do Shipper organisations need going forward in terms of understanding the changes, what PAFD changes are required and what engagement is required.

RH sought confirmation of which PAC members would be willing to support the sub-group and the initial Performance Assurance Industry Engagement Session on 21 September.

The formation and decision powers of the PAC 0674V Implementation Sub-Group were discussed. RH suggested two potential meeting dates 27 September (following extra-ordinary change meeting) and 25 October. Not all members were available on these suggested dates due to other commitments. It was agreed that alternative dates would need to be established. It was agreed that as far as possible any extra meetings will be full PAC meetings and that quoracy would be the aim, but as much attendance as possible given the importance of the change.

New Action 0902: Joint Office (RH) / PAFA (AJ) Additional PAC meetings to be organised to manage 0674V implementation.

3.2 PAC Budget 2023/24

Ellie Rogers (ER) confirmed there was no objection from the DSC Change Management Committee regarding the increase to the PAC Budget for 2023/24 by £50k, to £175K.

3.3 Isolated Sites with Progressive Readings

Neil Cole (NC) provided an update, on read rejections post meter removal for 27 Shippers. The original total of 2267 isolated MPRs with progressive reads, had now reduced to 1600 MPRs in September, a decrease of 41.69%.

NC reported from the 663 Isolated MPRs with meters removed, 125 meters are now being reconnected and 88 withdrawals have been processed.

NC confirmed there are now 1063 MPRs isolated with meters still attached, reduced from 6794. The highest contributor has 1/3 of these remaining and multiple attempts have been made to engage with the customer without success. Work continues to engage with customer.

The Committee wished to understand that significance of the remaining sites requesting information on the AQ value now at risk.

It was agreed that the Xoserve CAMs would focus on engaging with the 4 highest contributing Shippers and PAC will be informed of the AQ at Risk position.

New Action 0903: Xoserve (NC) to provide the AQ at Risk position for remaining Isolated sites.

3.4 Data Discovery Platform (DDP) Update

Martin Attwood (MA) provided an update for Action PAC0104, confirming that Xoserve and PAFA have been liaising on the priorities of the User Stories (an output from an earlier strategic Workshop).

It was agreed a further Workshop should be organised to review all the User Stories and PACs continued requirement for these. It was agreed that Actions 0104 and 0502 should be closed and a new action raised.

Anne Jackson (AJ) offered in support of reviewing the User Stories that PAFA prepare an overview of why these were originally raised, for further consideration.

It was agreed to table a sperate agenda item for the October PAC meeting.

New Action 0904: PAFA (AJ) to provide an overview of User Stories and reason originally raised to allow PAC to consider the potential costs, benefits and priority changes.

3.5 Annual Review

AJ advised of the intention to canvas views on elements of the PAFA Annual Review slides which will be issued as part of a formal consultation.

3.6 AUGE Risk Items

The Committee considered how to address the list of AUGE Risk items raised and the priority of this work whilst focussing on the implementation on UNC Modification 0674V.

It was agreed to prioritise 0674V implementation issues with a view to considering the AUGE Risk Item in February 2023.

New Action 0905: Joint Office (RH) to establish a one-day workshop to consider AUGE Risk Items

4. Update on Potential Changes to Performance Assurance Reporting and PARR (UNC Modifications)

RH provided an overview of the current live UNC Modification noting the following Modifications with a potential PAC impact:

- 0819 – Establishing / Amending a Gas Vacant Site Process
- 0816S – Update to AQ Correction Processes
- 0812R – Review of Alternative to “Must Read” Arrangements
- 0811S – Shipper Agreed Read (SAR) exceptions process
- 0809S – Distribution of Last Resort Supplier Payment (LRSP) claims to include IGT sites

PAC considered the need for a PAC representative attending Workgroup 0812R. It was noted that Shippers attending these Workgroup would want to represent their organisations commercial positions and that representing PAC could create a conflict of interest. It was suggested it would be better for the Request Workgroup to refer any specific PAC related concerns/questions in writing to PAC to enable PAC to collectively consider these and respond to. This would avoid any conflict of interest and avoid placing a single PAC member under pressure to provide a view on behalf of PAC without it first being discussed. PAC members unanimously supported the written question approach.

The Committee considered the preference for PAFA to attend meetings to represent PAC. The majority of PAC members (6 out of 9) welcomed PAFA attending meetings to enable the relay of discussions. RH asked the CDSP to make the necessary arrangements for PAFA to attend.

5. PAC Membership 2 Year Appointment (Action PACSW0509)

Discussion deferred until 21 September 2022.

6. Review of Outstanding Actions

Action updates to be provided on 21 September 2022.

6.1 PAC Actions

PAC0104: CDSP (DN) to breakdown the Backlog User stories from a costing, timeline, development, and potential other barriers perspective.

Update: See item 3.4. **Closed**

PAC0202: *Reference Meter By-Passes with an 'Open' flag status* – CDSP (MA) to engage with the Meter Owners and their respective CAMs for the remaining 37 sites where there is an 'Open' status flag in order to ascertain whether these can be resolved.

Update: Update to be provided on 21 September 2022. **Carried Forward**

PAC0502: *Reference DDP Update – 9 Backlog User Stories BER Development* – Correia (FC/DN) to look to provide an update on the potential BER development aspects including initial cost benefit analysis and a potential ranking order

Update: See item 3.4. **Closed**

PAC0603: Correia (FC) to provide a draft/strawman on PARR fit for purpose review for PAC to consider.

Update: RH confirmed this had been provided. **Closed.**

PAC0704: PAC members to review the **Review of the PARR (Performance Assurance Reports Registers) – DRAFT SCOPE** document and consider if it is fit for purpose with the aim of approving it August 2022.

Update: Update to be provided on 21 September 2022. **Carried Forward**

PAC0705: CDSP (MA) to investigate what training for Meter By-Passes CDSP has, and explore whether more can be provided

Update: Update to be provided on 21 September 2022. **Carried Forward**

PAC 0801: PAC Members (All) to submit their questions about SMER EM011 Thornton Curtis MTA to the Joint Office.

Update: None raised. **Closed.**

PAC 0802: PAFA/CDSP (AJ/FC) to decide on how to procure nominated Performance Assurance contacts for Shippers by 01 November 2022.

Update: Update to be provided on 21 September 2022. **Carried Forward**

PAC 0803: PAFA (AJ) to update the PAFD with changes arising from Modification 0674V ready for publication by the Joint Office.

Update: See item 3.1. Further update to be provided on 21 September 2022. **Carried Forward**

PAC 0804: CDSP (FC) to review and recalculate the risk profile for Maputo.

Update: Update to be provided on 21 September 2022. **Carried Forward**

PAC 0805: PAFA (AJ) to review the format of the holistic performance matrix and compare against the PIPs.

Update: Update to be provided on 21 September 2022. **Carried Forward**

PAC 0806: PAFA (AJ) to review the holistic performance matrix and ensure it includes the 48 open PIPs and to reconcile these.

Update: Update to be provided on 21 September 2022. **Carried Forward**

PAC 0807: Joint Office (RH) to issue communication to all Shippers with an overview of PAC's remit following the implementation of Modification 0674V, including the implementation time and noting that some of the costs arising from this would have to be borne by the Shippers themselves.

Update: Update to be provided on 21 September 2022. **Carried Forward**

PAC 0808: Joint Office (RH) to finalise and advise PAC Members of the additional meeting date in September.

Update: RH confirmed this had been organised on the afternoon of 21 September 2022. **Closed.**

6.2 Strategic Workshop Actions

PACSW 0501: *Performance Assurance Matrix* – PAC to consider if PC3 Read Performance is worth considering as an additional performance monitor.

Update: See item 2.1. Further update to be provided on 21 September 2022. **Carried Forward.**

PACSW 0502: *Performance Assurance Matrix* – CDSP/PAFA to consider the Shipper Transfer Read Performance for PC2-PC4 sites and provide a view on what should be incorporated into the reporting.

Update: See item 2.1. Further update to be provided on 21 September 2022. **Carried Forward.**

PACSW 0503: *Performance Assurance Matrix* – CDSP/PAFA to provide a view on Shipper Transfer Read performance in terms of being a Transporter responsibility for PC1 sites.

Update: See item 2.1. **Closed.**

PACSW 0504: *Performance Assurance Matrix* – Joint Office (RH) / PAFA (RC) to review the Market Entry Process for any *potential* improvements/recommendations.

Update: Update to be provided on 21 September 2022. **Carried Forward**

PACSW 0701: *Performance Assurance Matrix* – In order that new entrants understand what is expected of them, CDSP/Xoserve/Correla (Mike Orsler) to add to the process what reports and what standards new entrants will be measured against, this should also explain the role of the PAC to new entrants

Update: Update to be provided on 21 September 2022. **Carried Forward**

PACSW 0702: PAFA (RC) to provide an introduction to PAC to support new action PACSW0701. Draft to be reviewed by PAC.

Update: Update to be provided on 21 September 2022. **Carried Forward**

7. Any Other Business

7.1 Half-day September Meeting

RH confirmed that a half-day session had organised at 2pm on Wednesday 21 September 2022, to cover agenda items not discussed at the August PAC meeting.

RH relayed that the agenda for the meeting will include:

- Smart Meters SEC Update
- Review of Outstanding Actions
- PAC Membership 2 Year appointment
- 2023 Meeting Schedule

7.2 Impact of Additional Bank Holiday – 19 September

Ellie Rogers (ER) wished to raise awareness of the need for Xoserve to consider the recently announced additional Bank Holiday on the 19 September 2022 for the Queen's funeral. ER explained that the implications of the Bank Holiday have been considered and whether this should be treated as a Bank Holiday or not. ER advised that the Contract Management Committee will consider the analysis undertaken and the impacts. A communication will be issued in due course to confirm whether or not the 19 September will be treated as a Bank Holiday for processes.

Steve Mulinganie (SM) clarified that this must be consistent with Central Switching System (CSS) and will be led by any CSS decision.

Anne Jackson (AJ) noted the need to consider the impact to Shipper systems, for example batch meter readings due to different accounting in systems and how PAC approach this for performance monitoring.

RH advised that DESC Members have been approached as custodians of the Gas Demand Profiles (ALPs / DAFs) for the NDM sector regarding the public Bank Holiday.

Given the unprecedented event of the Queen's passing and the inevitable short notice as a result, there is very little time to a) determine what the revised ALP/DAF values should be for each of the c.700 EUCs b) consult on these with DESC and c) safely update these in the Gemini system.

The recommendation therefore is to not update the ALPs and DAFs to reflect the Bank Holiday scenario. The proposal for the ALPs and DAFs within the Gemini system for gas day 19 September will not include any sort of bank holiday adjustment and will therefore be estimating a typical Monday demand level in September, relevant to each End User Category (EUC).

Any differences between estimated demand for 19 September and actual demand will be corrected once meter point reconciliation occurs.

8. Next Steps

8.1 Key Messages

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

9. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

RH noted that the 2023 dates are currently being considered and will be shared at next week's additional PAC meeting on 21 September to confirm the planned dates.

Time/Date	Paper Publication Deadline	Venue	Programme
Performance Assurance Industry Engagement Session 10:00, Wednesday 21 September 2022	17:00 Monday 19 September 2022	Microsoft Teams	In order to register attendance and receive an invitation, please email the Performance Assurance Framework Administrator (PAFA) on PAFA@Gemserv.com
14:00, Wednesday 21 September 2022	17:00 Monday 19 September 2022	Microsoft Teams	Smart Meters SEC Update Review of Outstanding Actions PAC Membership 2 Year appointment 2023 Meeting Schedule
15.30-17.00, Tuesday 27 September 2022	ASAP	Microsoft Teams	0674V implementation tasks TBC
10:00, Tuesday 11 October 2022	17:00 Monday 03 October 2022	Teleconference	Standard Agenda
14.30-16.00, Tuesday 25 October 2022	ASAP	Microsoft Teams	0674V implementation tasks TBC
14.00-16.00, Tuesday 01 November 2022	ASAP	Microsoft Teams	0674V implementation tasks TBC
10:00, Tuesday 15 November 2022	17:00 Monday 07 November 2022	Teleconference	Standard Agenda
10:00, Tuesday 13 December 2022	17:00 Monday 05 December 2022	Teleconference	Standard Agenda

PAC Action Table (as of 13 September 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions 2022:					
PARR 0402	12/04/22	2.2	CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.	CDSP (FC)	Carried Forward Update October
PARR 0501	17/05/22	2.1	<i>Reference Shipper Performance Improvement Plans</i> - CDSP (FC) to draft a strawman on further guidance for new Shippers to consider when embarking on a Performance Improvement Plan.	CDSP (FC)	Carried Forward Update 21/9/22
PARR 0602	14/06/22	2.3	CDSP to continue to review open meter bypass and report to PAC at annual intervals.	CDSP (FC)	Carried Forward Update June 2023
PARR 0701	12/07/22	2.1	PAFA to draft letter to industry to encourage submission of WAR bands in the September window prior to the end of the gas year for PAC decision outside of PAC and to send the letter once agreed.	PAFA (AJ/RC/SU)	Closed
PARR 0702	12/07/22	2.1	PAFA to provide, where possible, some comparator WAR BAND performance data to give context to the observed performance this year.	PAFA (AJ/RC/SU)	Carried Forward Update October
PARR 0801	16/08/22	2.1	PAFA to close the Performance improvement plans for Warsaw and thank them for their hard work in achieving UNC target in PC4.	PAFA (AJ/RC)	Closed
PARR 0901	13/09/22	2.1	PAFA (SU) to model Shipper Transfer Read performance factors at 0%, 2.5% and 5% for the PC2 and PC3 market.	PAFA (SU)	Pending
PARR 0902	13/09/22	2.1	CDSP (ER/DN) to follow up the aged reads report internally with the DDP team to ensure it is showing the correct figures and confirm a delivery date	CDSP (ER/DN)	Pending

PAC Actions 2022:					
PAC0104	18/01/22	3.2	To breakdown the Backlog User stories from a costing, timeline, development, and potential other barriers perspective.	CDSP (DN)	Closed
PAC0202	15/02/22	2.5	<i>Reference Meter By-Passes with an 'Open' flag status</i> – CDSP (MA) to engage with the Meter Owners and their respective CAMs for the remaining 37 sites where there is an 'Open' status flag in order to ascertain whether these can be resolved.	CDSP (MA)	Carried Forward Update 21/9/22
PAC0502	17/05/22	3.2	<i>Reference DDP Update – 9 Backlog User Stories BER Development</i> – Correla (FC/DN) to look to provide an update on the potential BER development aspects including initial cost benefit analysis and a potential ranking order.	Correla (FC/DN)	Closed
PAC0603	14/06/22	8.1	Correla (FC) to provide a draft/strawman on PARR fit for purpose review for PAC to consider.	Correla (FC)	Closed
PAC0704	12/07/22	6.0	PAC members to review the Review of the PARR (Performance Assurance Reports Registers) – DRAFT SCOPE document and consider if it is fit for purpose with the aim of approving it August 2022.	PAC Members	Carried Forward Update 21/9/22
PAC0705	12/07/22	6.0	CDSP (MA) to investigate what training for Meter By-Passes CDSP has, and explore whether more can be provided	CDSP (MA)	Carried Forward Update 21/9/22
PAC0707	12/07/22	6.0	PAFA (RC) to consider communication of the <i>Annual Review Awareness Day</i> , Timetable, and content.	PAFA (RC)	Closed
PAC0801	16/08/22	2.4	PAC Members (All) to submit their questions about SMER EM011 Thornton Curtis MTA to the Joint Office so they can be raised with Cadent.	ALL	Closed
PAC0802	16/08/22	4.1	PAFA/CDSP (AJ/FC) to decide on how to procure nominated Performance Assurance contacts for Shippers by 01 November 2022.	PAFA (AJ)/ CDSP (FC)	Carried Forward

					Update 21/9/22
PAC0803	16/08/22	4.1	PAFA (AJ) to update the PAFD with changes arising from Modification 0674V ready for publication by the Joint Office.	PAFA (AJ)	Carried Forward Update 21/9/22
PAC0804	16/08/22	4.1	CDSP (FC) to review and recalculate the risk profile for Maputo.	CDSP (FC)	Carried Forward Update 21/9/22
PAC0805	16/08/22	4.1	PAFA (AJ) to review the format of the holistic performance matrix and compare against the PIPs.	PAFA (AJ)	Carried Forward Update 21/9/22
PAC0806	16/08/22	4.1	PAFA (AJ) to review the holistic performance matrix and ensure it includes the 48 open PIPs and to reconcile these.	PAFA (AJ)	Carried Forward Update 21/9/22
PAC0807	16/08/22	4.1	Joint Office (RH) to issue communication to all Shippers with an overview of PAC's remit following the implementation of Modification 0674V, including the implementation time and noting that some of the costs arising from this would have to be borne by the Shippers themselves.	Joint Office (RH)	Carried Forward Update 21/9/22
PAC0808	16/08/22	8.1	Joint Office (RH) to finalise and advise PAC Members of the additional meeting date in September.	Joint Office (RH)	Closed
PAC0901	13/09/22	2.5	PAFA (AJ) to draft communication to Transporters in relation to their performance with Measurement Errors for PAC approval	PAFA (AJ)	Pending
PAC0902	13/09/22	3.1	Joint Office (RH) / PAFA (AJ) Additional PAC meetings to be organised to manage 0674V implementation.	Joint Office (RH) / PAFA (AJ)	Pending
PAC0903	13/09/22	3.3	Xoserve (NC) to provide the AQ at Risk position for remaining Isolated sites	Xoserve (NC)	Pending

PAC0904	13/09/22	3.4	PAFA (AJ) to provide an overview of User Stories and reason originally raised to allow PAC to consider the potential costs, benefits and priority changes.	PAFA (AJ)	Pending
PAC0905	13/09/22	3.6	Joint Office (RH) to establish a one-day workshop to consider AUGE Risk Items	Joint Office (RH)	Pending

PAC Strategic Workshop Action Table (as of 13 September 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PACSW 0501	24/05/22	3.0	<i>Performance Assurance Matrix</i> - PAC to consider if PC3 Read Performance is worth considering as an additional performance monitor.	PAC (All)	Carried Forward Update 21/9/22
PACSW 0502	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/PAFA to consider the Shipper Transfer Read Performance for PC2-PC4 sites and provide a view on what should be incorporated into the reporting.	CDSP/PAFA	Carried Forward Update 21/9/22
PACSW 0503	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/PAFA to provide a view on Shipper Transfer Read performance in terms of being a Transporter responsibility for PC1 sites.	CDSP/PAFA	Closed
PACSW 0504	24/05/22	3.0	<i>Performance Assurance Matrix</i> - Joint Office (RHa) / PAFA (RC) to review the Market Entry Process for any potential improvements/recommendations.	Joint Office (RHa) / PAFA (RC)	Carried Forward Update 21/9/22
PACSW 0505	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/Xoserve/Correla (Mike Orsler) to review the Market Entry Process for onboarding market participants to ensure they understand the importance of meeting performance standards. (RHa to contact Mike Orsler directly. Linked to action 0504 above).	Correla (MO)	Carried Forward Update 21/9/22

PACSW 0701	12/07/22	5.0	(See New Action PACSW0702) Performance Assurance Matrix - In order that new entrants understand what is expected of them, CDSP/Xoserve/Correlata (MO) to add to the process what reports and what standards new entrants will be measured against, this should also explain the role of the PAC to new entrants	CDSP/Xoserve/Correlata (MO)	Carried Forward Update 21/9/22
PACSW 0702	12/07/22	5.0	PAFA (RC) to provide an introduction to PAC to support new action PACSW0701. Draft to be reviewed by PAC	PAFA (RC)	Carried Forward Update 21/9/22