

Extraordinary UNC Performance Assurance Committee Minutes
Tuesday 27 September 2022
via Microsoft Teams

Attendees

Rebecca Hailes (Chair) (RH) Joint Office
Helen Bennett (Secretary) (HB) Joint Office

Shipper Members (Voting)

Alison Wiggett (AW) Corona
Anthony Diccio (AD) ESB Generation & Trading
Claire Louise Roberts (CLR) ScottishPower (Alternate)
Kirsty Dudley (KD) E.ON
Lee Greenwood (LG) British Gas (Alternate)
Louise Hellyer (LH) Totalenergies Gas & Power

Transporter Members (Voting)

Ben Mulcahy (BM) Northern Gas Networks (Alternate)
Sally Hardman (SS) SGN (Alternate)

Observers (Non-Voting)

Anne Jackson (AJ) PAFA/Gemserv
Fiona Cottam (ER) Correla on behalf of Xoserve
Martin Attwood (MA) Correla on behalf of Xoserve
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/270922>.

The actions noted within these minutes relate to the references labelling tasks within the 0674 Implementation Plan.

1. Introduction

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

1.1 Apologies for absence

Andy Knowles, Shipper Member
Graeme Cunningham, Shipper Member
Lisa Saycell, Shipper Member
Mark Bellman, Shipper Member
Sallyann Blackett, Shipper Member

Alex Travell, Transporter 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
Lee Greenwood for Graeme Cunningham
Sally Hardman for Shiv Singh

1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.

1.4 Approval of Late Papers

There were no late papers.

2. Consideration of 0674V Implementation – Plans / Tasks Document

Rebecca Hailes (RHa) referred the presentation that was reviewed as part of the August Performance Assurance Committee (PAC) meeting titled **Performance Assurance Techniques and Controls**.

Anne Jackson (AJ) confirmed that the Performance Assurance Framework Document (PAFD) will not have a consultation period and comments are not being invited. AJ advised this exercise is a housekeeping exercise only, however, if there is a feeling there should be some sort of event that guides parties to the terms of engagement, she is open to suggestions, but ultimately it will be a PAC decision.

Kirsty Dudley (KD) agreed with this approach and suggested this could be done via a Podcast or something similar.

Anne Jackson (AJ) confirmed that an engagement event was held last week which headlined the Modification is due to be implemented and noted the engagement levels were quite good.

Engagement on the new PAFD to be considered on 11 October meeting.

It was agreed that the PAFD v4.6 will need a review with regard to the timing of any Modifications with PARR updates (e.g. 0734S) that will be included, if the effective implementation date of the PAFD is before 01 February 2023, then they need to be included.

Action 0674Imp15: PAFA to send CDSP a change marked and clean version of the PARR section of the v4.6 PAFD for JO to publish on 11 Oct page
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Action 0674Imp16: CDSP to update the PARR section of the PAFD and send back to PAFA in time for approval as part of the PAFD v4.6 on 11 October.

The Committee discussed the tasks that are required in readiness for the implementation of Modification 0674V, and all tasks identified so far have been logged on to the 0674V Implementation Plan.

AJ explained that under 0674V, Users PAC Performance Improvement Plans are expected to be milestone Plans; the Plan will be reviewed by PAC and any comments will go back to the User as to whether PAC accept the Plan or not. The User would then make any necessary amendments which will then form the agreed Plan which the User will be measured against.

It was agreed that PAFA will forward the PAC introductory Letter of Implementation of 0647V to Joint Office, upon receipt Joint Office will forward to UNC parties. This communication will form part of the requirement of 0674V.

The Committee members were asked to recommend the number of Modifications that will be supported by PAFA on an annual basis. The cap suggested was either 2 or 3:

Members voted unanimously that 2 Modifications supported by PAFA should be the cap on an annual basis. This cap is being set as a guide for PAFA contract variation purposes and can be amended by PAC decision in future, as needed.

For information, please see the PAC 0674V implementation Plan published here:
<https://www.gasgovernance.co.uk/PAC>

3. Review of Outstanding Actions

Actions were not reviewed. Deferred to 11 October meeting

4. Any Other Business

None.

5. Key Messages

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

6. Diary Planning

RH reminded the Committee that additional meetings to facilitate the implementation of Modification 0674V have been set up:

- 25 October 2:30 – 4 pm
- 01 November 2 – 4 pm

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

Time/Date	Paper Publication Deadline	Venue	Programme
10:00, Tuesday 11 October 2022	17:00 Monday 03 October 2022	Teleconference	Standard Agenda
2:30, Tuesday 25 October 2022	(as appropriate)	Teleconference	0674V implementation tasks review
10:00 – 13:00 01 November 2022	(as appropriate)	Teleconference	0674V implementation tasks review
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 27 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 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 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 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)	Carried Forward Update October

PAC Actions 2022:					
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 October
PAC0804	16/08/22	4.1	PAFA (AJ) to review and recalculate the risk profile for Maputo.	CDSP (FC)	Carried Forward Update October
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 October
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 October
PAC0901	13/09/22	2.5	PAFA (AJ) to draft communication to Transporters with regards 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 Sub-Group 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
PAC0906	21/09/22	5.0	Joint Office (RH) to set up a Shipper Escalation meeting for October to discuss Maputo.	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 October
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 October
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 October
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 October
PACSW 0701	12/07/22	5.0	(See New Action PACSW0702) <i>Performance Assurance Matrix</i> - 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	CDSP/Xoserve/Correla (MO)	Carried Forward Update October
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 October