

**UNC Performance Assurance Committee Minutes**  
**Monday 05 February 2018**  
**at Xoserve, Lansdowne Gate, 65, New Road, Solihull, B91 3DL**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Andy Clasper	(AC)	Transporter Member
Carl Whitehouse	(CW)	Shipper Member
Fiona Cottam	(FC)	Observer, Xoserve
Hilary Chapman	(HC)	Transporter Member
James Rigby*	(JR)	Shipper Alternate
Jon Dixon*	(JD)	Ofgem
Kunal Sharma	(KS)	PAFA
Lisa Saycell	(LS)	Shipper Member
Mark Jones*	(MJ)	Shipper Member
Michelle Simpson	(MS)	Observer, ElectraLink
Neil Cole	(NC)	Observer, Xoserve
Nirav Vyas	(NV)	PAFA
Rachel Hinsley	(RH)	Observer, Xoserve
Richard Pomroy*	(RP)	Transporter Member
Tricia Quinn*	(TQ)	Ofgem

**Apologies**

John Welch	(JR)	Shipper Member
Shanna Key	(SK)	Transporter Member

\* via teleconference

Copies of non-confidential papers are available at: <http://www.gasgovernance.co.uk/PAC/050218>

**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

**1.4 Review of Minutes (09 January 2018)**

NV drew attention to a word change amendment within one of the actions, that had already been re-published awaiting agreement, all agreed with the change.  
The minutes of the previous meetings were then approved.

## 2. Performance Assurance Framework Administrator (PAFA)

### 2.1 Risk Register

NV confirmed the Risk Register had been formally approved and Members agreed this item could be removed from the agenda going forwards.

## 3. Monthly Review Items

### 3.1 Risk Register Review

NV explained that there had been a late submission of a Risk Template for a potential risk. The risk suggestion relates to the use of Standard Correction Factors across the scale for domestic meters can lead to incorrect attribution of energy. He will provide further information at the March meeting.

### 3.2 Issues Register

BF provided an overview of Issues PAC002 and PAC009 as detailed below:

#### *PAC002*

*Performance Assurance Framework (PAF) Document: Document 4 (Page 28) - Performance Assurance Administrator Scope: Part 1 General; paragraph 5 - Agreeing the PAFA Scope, cost estimates and cost reporting - timescales/percentages at paragraph 5 are currently in square brackets and need to be agreed*

#### *PAC009*

*Data quality and issues with the submission of readings result in higher levels and fluctuations in Unidentified Gas.*

He drew attention to these two issues and wanted to question whether they were both still relevant and in scope. A brief general discussion took place and all agreed they were still relevant.

JR wanted to know how to raise a new issue, as he expected that JW would want to add a new issue with regards to the DM and Financial Assessment, as there appeared to be a long lag on the DM reconciliation and Financial adjustments due to the read failures following Nexus implementation. It was agreed that JW should explain this matter at the next meeting and that this topic would be added to the March agenda.

FC said that the material regarding Forecasts and WAR Bands had been published before Christmas. She added, that in relation to the DM reads that there had been estimated reads post the Go Live of Project Nexus and that these were now properly aligned and no longer causing the Retrospective Adjustments. BF then accessed the Xoserve website and FC provided an overview of the UIG data Weekly figures for Pot 1 including the Financial Adjustments.

JR asked whether the PAC should be contacting the Shippers who were still not compiling in relation to the UIG impacts. FC said that they were not at liberty to divulge who each Shipper was, due to the confidentiality aspect. A lengthy and protracted general discussion then took place regarding how UIG was monitored within Pots 1 and 2 and whether this aspect of UIG was already included within Risk 003. It was subsequently agreed that this matter should be added to the agenda for the March meeting. JD added that he wanted Xoserve to inform the Shippers that Ofgem would be investigating those who were not progressing through the reconciliation process, specifically regarding the 28, as listed on the data. He added

that Ofgem would submit a Request for Information (RFI) as an alternate option for consideration to a new modification, in relation to data issues. FC felt that would help with the escalation process and JD said if there was no improvement without a Code Modification then Ofgem could seek to further sanctions and actions to incentivise correct behaviours. FC said she would add this into the key communication with reference to Ofgem's view on this matter.

### 3.3 Implementation Plan

BF provided the overview of the Implementation Plan and discussed the areas that required updating. He again reiterated that the Workplan was not completed and that this needed to be actioned by the PAC members.

NV then talked through the brief presentation on '*Potential next steps for consideration*' which he said provided some information that could be the template for the Workplan in line with the Project Plan and budget for 2018/19. He explained that the specific actions/statements were grouped into Quarter 1, 2 and 3, in line with the financial quarters. It was agreed that NV would provide a first draft of the proposed Workplan approach for consideration and discussion at the March meeting. NV requested feedback from all PAC members, if they had any specific items that needed to be included. BF reiterated that there was a requirement for volunteers within the PAC to move the Workplan forward and its timely completion.

It was noted that the workplan and financial year may not align, as the workplan may look at gas year.

**New Action PAC 0201: PAFA (NV) to produce a first draft Workplan approach for consideration and discussion at the March PAC meeting.**

### 3.4 Assumptions Register

This matter was deferred until the April meeting.

### 3.5 Ofgem Update

There was no update submitted by Ofgem.

### 3.6 PARR Schedule 1 Reporting

RH said this was progressing and that the iGT Permissions Modification was due to be approved this month at the iGT UNC Panel meeting on the 21 February 2018. She said then this would allow for the production of some of the Schedule 1 Reports, although some of the reports maybe at short notice. MJ said due to the appeals timeline process in realistic terms, the reports would not be available until April and both RH and FC concurred with this statement. FC added that some of the reports within Schedule 2 of the PARR still would need to be scoped from a database systems point of view and so would not be available until June 2018 as part of Release 2 of project Nexus.

## 4. Issue

FC explained that she was not able to provide any reports, as they were either not completed or there was no governance process in place to facilitate release the data. She said that the EUC WAR Bands and the DM Consumption Adjustments reports would be discussed at the March meeting. NV said PAC's ability to oblige Shippers and the CDSP to provide reports was important and the governance around systems and rules should be aligned. BF said once the reports became available, then the targets could be reviewed as to whether these were sufficient and appropriate, and then that would move out of the PAC remit into the UNC Modification process.

A lengthy general discussion then took place regarding the process and the manner in which the reports would be interpreted and the level of data and analysis that could be investigated and drilled down to. BF suggested that once the Workplan was produced then this in conjunction with the risk register would assist in the integration of the data.

NV added that further consideration for an enabling modification would need to be considered around the non-anonymised report formats and PAFA access. He agreed to produce wording for the PAC to discuss, at the March meeting.

**New Action PAC 0202: PAFA (NV) to produce a view in relation to the reporting of non-anonymised data formats to assist the PAFA with assurance work.**

## **5. Annual Work Plan and Budget**

### **5.1 Draft Work Plan Actions Update**

As noted in Section 3.3 above, the PAFA will produce a draft Workplan for discussion at the March meeting.

## **6. Communications Plan**

### **5.1 Summary produced by the PAFA**

NV confirmed that the Summary of each PAC meeting would be summarised by the PAFA and sent to include the Joint Office to enable it to then be distributed to the wider Industry. BF stated this needed to be produced and sent after each meeting, in a timely manner.

## **7. Any Other Business**

### **7.1 Theft of Gas Update (ToG)– ElectraLink**

BF explained that AL had previously invited ElectraLink to provide a ToG update to the PAC prior to her standing down.

MS then introduced herself and explained that she was the Contract and Procurement Manager at ElectraLink. She explained that ElectraLink provided an Administration and Secretariat Service to the Supply Point Administration Service (SPAA) and The Distribution Connection and Use of System Agreement (DCUSA).

She then overviewed the 'Theft Overview for the PAC' presentation, providing a brief explanation of what Theft Risk Assessment Service (TRAS) was and explained what the service encompassed as detailed below:

- Under direction from Ofgem, new licence obligations effective from Feb 2016 were placed on suppliers to detect, prevent and investigate theft.
- TRAS is a data analytics service
- Using data provided by suppliers and augmenting it with 3<sup>rd</sup> party data e.g. credit history.
- The Service will derive potential Consumption Outliers that Experian then overlay with additional data to determine a theft risk score.
- TRAS has now been in live operation since April 2016 and is producing Qualified Outliers.
- Currently in a period of stabilisation and refinement.

MS added that the Generation 3 Score Card was presently being produced.

MS then explained the Code Obligations for DCUSA was Schedule 25 and SPAA was Schedule 24 and drew attention to the fact the suppliers were required by the SPAA and

DCUSA Industry Codes to submit the defined data items, split by residential and commercial, to the TRAS Provider on a monthly basis.

MS provided an overview of the Energy Theft Tip Off Service (ETTOS) that went live in September 2016 and explained that ETTOS allowed tip offs regarding suspected energy theft, received from the general public, to be sent to the relevant supplier or network operator based on the address provided in the tip off. She added that this could be accessed via the Crimestoppers information line or via on line as detailed below.

- **Crimestoppers** provide:
  - the stay energy safe line open 24- hours, 7 days a week – **0800 023 2777**
  - website for members of the public to report suspected energy theft online:  
<https://www.stayenergysafe.co.uk>

MS then explained the Code Obligations for DCUSA was Schedule 26 and SPAA was Schedule 37 and said that the suppliers and network operators were required to provide a nominated single point of contact (ESPOC) for the ETTOS matters. She added that the ESPOC managed the interface between your party and Crimestoppers.

The Reporting and recording of Theft Data schematic and was explained in relation to the SPAA and DCUSA Theft Obligations, which covered the following areas:

- SPAA Schedule 33 and DCUSA Schedule 23  
The Schedules set out obligations and best practice for Parties in detecting, investigating, resolving and preventing Theft of gas and electricity.
- Communication between Parties where Theft of Gas and Electricity is suspected or confirmed
- Cut off and Disconnection of Supply where Theft of Gas and Electricity is suspected or confirmed
- Treatment of Vulnerable Customers where Theft of Gas is suspected or confirmed
- Investigation Procedures
- Assessing unrecorded units

MS moved on to explain the Recording of Theft Data process as detailed below:

- Suppliers provide monthly submissions of confirmed theft data by channel to Experian
- The files contain the number of confirmed thefts, and an assessment of the lost energy, recorded in kWh
- Shipper details are not recorded in the file submissions
- 21,075\*confirmed thefts with energy values reported in supplier files for the period of April 2016 to April 2017 (13 months)
- 176,262,156\* total kWh reported in supplier files for the period of April 2016 to April 2017

BF enquired if each supplier had a Theft target and MS said that this was correct and that this was based on the original assumptions using the number of supply points up until the end of June and then these would be reconciled, with ElectraLink and then this information was submitted to Ofgem. BF asked if these targets were realistic at the present time. MS said that there had been encouraging participation via the Supplier Open Day events and that most of them were working towards meeting their specific targets, adding that further investigations were taking place regarding the larger and smaller suppliers and their participation.

NV asked if the controls were appropriate for PAFA and the PAC to monitor and investigate as part of the PAF Theft of Gas Risk . MS said yes, and that the New Best

Practice Forum was due to take place in March and there had been a healthy number of registrations for this event, where a comprehensive set of Guidelines would be issued to help the smaller suppliers. NV said to have more of an understanding of the total figures would be useful and helpful. It was also agreed that the PAC would continue to monitor the targets for reporting gas theft, as defined in the PAF Risk Register, in terms of the impacts on reconciliation.

*Post Meeting Note: MS provided the details of the Gas Theft Detection Incentive scheme which provides background, and the theft target as below:*

*For the initial Scheme Year (SY1) the Theft Target will be based upon a total of 6,000 Confirmed Theft detections per year<sup>1</sup> in aggregate across both sections of The Scheme. With a specific breakdown of 4,380 Confirmed Theft detections for the Domestic Supply Scheme section and 1,620 Confirmed Theft detections for the I&C Supply Scheme section. This breakdown has been based upon a 73:27 theft split between the Domestic Supply and I&C Supply market sectors<sup>2</sup>.*

## 7.2 Potential PAF AQ Reports Potential

JR explained that JW was unable to attend the meeting due to illness and that he had asked for feedback and views on the document he presented concerning Modifications 081 and 0520 and the reporting at the January meeting. JR said that JW wanted to know if there was an appetite for these reports and the subsequent raising of a new modification to enable these reports to be produced, as they were not covered in either Modifications 081 or 0520.

RH said she had spoken to the Reporting Team and that some reports would be easy to produce but that the Reconciliation Report would be very complex indeed. JR said that in that case, what were the PAC's views regarding the other reports and omitting the Reconciliation Report, as JW was prepared to raise the new modification. It was then agreed that JW should produce a new draft modification for discussion at the next meeting.

**New Action PAC 0203: Shipper Member (JW) to produce a draft modification with regards to the reporting for the next meeting in March for discussion.**

## 7.3 UNC Modification 0634 (Urgent) Post Implementation Assessment

BF and RH explained that the presentation on '*UNC Modification 0634 (Urgent) Post Implementation Assessment*' had been presented to the Distribution Workgroup on 25 January 2018. RP added that he had requested that the PAC members were made aware of the content of the presentation to ensure continuity and the same overview. CW said that following the Distribution Workgroup meeting he had spoken with DA and he had wanted to propose that CW put forward a Sunset Modification and CW added, that SMul was more likely to be the proposer. BF said that there was likely to be another new modification to effectively 'un-wind' Modification 0634 and JD said that the changes should be self-evident and would follow the normal route.

## 7.4 Terms of Reference (ToR) PAC

BF explained that AMa had wanted the Terms of Reference discussed as the proposed changes had been discussed at the UNCC meeting. BF said the main changes were as detailed below:

### **2.2 Performance Assurance Committee structure**

*Effective from 01 February 2018, the PAC comprises of a Shipper and transporter constituency. The Shipper constituency comprises of 9 Shipper User Members, all of who have voting rights (as determined by the annual User Representative process) and the transporter constituency comprises of 3 transporter-appointed Members*

*(comprising 2 large distribution transporters and 1 AiGT nominee), all of whom have voting rights. NTS will not have membership rights.*

### **2.3 Meetings**

*The PAC endeavours to meet on a monthly basis. The meeting 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.*

*The Code Administration Code of Practice shall apply to the conduct of the meetings.*

*The PAC may decide to meet more or less frequently as required.*

*Information to be used within meetings will be provided to PAC Members, the Joint Office and the Ofgem representative via a secure web portal. Such information shall not be downloaded by the Ofgem representative and all PAC Members, the Joint Office and Ofgem shall treat all information as confidential unless it is clearly marked otherwise.*

*The default is PAC meeting are 'closed' to non-Members. PAC Members can agree to hold 'open' meetings.*

*With agreement of the Chairperson, and for the purposes of developing the PAC arrangements, PAC Members can invite 3rd parties and non-members to the meeting.*

**2.4 Decision making** *Where the meeting is quorate, all decisions shall be made by simple majority of PAC Members or their nominated alternate in both Shipper and transporter constituencies. PAC Members may vote for or against a proposal, any abstention shall not count towards the simple majority count. Where such agreement is not obtained, the Chairperson shall submit the matter to the Uniform Network Code Committee for consideration.*

A lengthy general discussion then took place regarding this proposed approach and the level of discussion that could take place within and with each constituency. JR said that a constituency approach worked well within other Industry Committees. It was agreed that the reduction of Transporter numbers would be positive, providing this did not detract from the ability for quorate voting. PAC Members all agreed that the proposed changes to the Terms of Reference should be implemented and submitted to the UNCC for approval. BF said he would provide this feedback to AMa.

## **8. Review of Actions Outstanding**

**PAC 1001:** 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.

**Update:** RH explained that the MDD General spreadsheet had been updated with a colour coded key to aid clarity. However, she requested that this action be carried forward as she wanted to confirm with JW that this satisfied his request. **Carried forward**

**PAC UIG 1113:** Xoserve (FC) to meet with the PAFA to sense check the Risk Register and the PAFA Contract in order to determine materiality.

**Update:** FC requested this action should be carried forward. **Carried forward.**

**PAC 0101:** Xoserve (RH) to provide more information regarding the 'Shipperless' Site as shown in Pot 1 and to flag this to the Network.

**Update:** FC confirmed that the Shipperless Site was a shared Supply Meter that had migrated across from the iGT database, and so it wasn't actually Shipperless, meaning this action could closed. **Closed**

**PAC 0102:** Xoserve (RH) to provide an overview of the reports process and procedures in respect of anonymised/non-anonymised data.

**Update:** RH confirmed she had provided an overview of the reports and that she was presently producing a Cost Code Tracking document to log new and used against the PAC Budget and so this action could now be closed. **Closed**

**PAC 0103:** All to study the reports for Modification 081 & 0520 and provide feedback direct to John Welch on any required changes.

**Update:** This matter was discussed under Section 7.2 above and it was agreed this action could be closed. **Closed**

**PAC 0104:** Xoserve (RH) to provide some input on how the reports could best be developed and any potential technical constraints.

**Update:** RH explained that she was holding an initial discussion to understand how reports could be developed but changes would be dependent on permissions and budget. **Closed**

**PAC 0105:** Xoserve (RH) to investigate whether additional data could be added to enhance the reports further.

**Update:** RH confirmed she had provided the data in relation to Class 3 November Rejected Read figures and she agreed to provide the January figures together with the reasons for the Read Rejections at the March meeting, so this action could be closed. **Closed**

**New Action PAC 0204: Xoserve (RH) to supply the January Class 3 Rejected Read figures with the reasons for the rejections for the March meeting.**

**PAC 0106:** PAFA (NV) to provide details on the incentive approach that the PAFA could deploy in a breach of Code situation.

**Update:** NV and KS provided an overview of the 'Incentivisation approach for the PAF' presentation and gave a summary of the overall approach, including a detailed explanation of the Process Flow Schematics that encompassed the Performance Assurance Framework, Prevent, Detect, Incentive and Remedy approaches, it was then agreed this action could then be closed. **Closed**

**PAC 0107:** Xoserve (RH) to provide information relating to when the Education/Training Information Pack for the Reads Process would be available.

**Update:** RH said she would further investigate this area and so requested this action be carried forward. **Carried forward.**

## 9. Agree Key Messages and Next Steps

### 9.1 Key Messages

It was agreed the PAFA would provide the Key Messages communications for this and future meetings, as per the summary below:

- A representative from ElectraLink representing the Supply Point Administration Service (SPAA) provided a Theft of Gas update
- The Performance Assurance Committee (PAC) will continue to look into annual targets for reporting gas theft and how reporting of this can be monitored for the Theft of Gas risk in the PAF Risk Register
- The Performance Assurance Framework Administrator (PAFA) noted there was a new risk template received from a Shipper which will be discussed with the Shipper and presented to the PAC at its next meeting
- The PAC considered its scope to identify whether raising an enabling Modification would allow them to be more dynamic in carrying out their assurance work



- The PAC discussed the Daily Metered (DM) read submission reports and the Class 2 & 3 read submission reports along with the issue of delays in DM consumption adjustment
- The PAFA highlighted that the risk of delays in DM consumption adjustment could be considered a UIG associated risk and could be added to the PAF Risk Register
- Conversations were had by the PAC around anonymity of performance reports and what details are shared with the PAC
- The PAFA will draft some wording on an enabling Modification for PAC's consideration next month that would allow PAC to be more dynamic in carrying out their assurance work
- Ofgem suggested a Request for Information can also be raised by Ofgem as an alternate option for consideration to a Modification for PAC to access data around industry issues
- The PAFA presented next steps it had identified following the approval of the PAF Risk Register
- The PAFA will develop the PAC 2018/19 work plan to present back to the PAC at its next meeting
- Xoserve state that a set of PARR reports are ready and are awaiting a decision on the permissions Modification by the iGT UNC Modification Panel to allow them to be published
- The PAC will monitor the decision made on 21 February by the iGT UNC Modification Panel in relation to the permissions Modification to publish the current set of PARR reports
- The PAC looked into AQ reports as a reporting area not covered by Modification 0520A reporting and will consider raising a Modification next month to implement this reporting
- The PAC considered and agreed the proposed constituency amendment to its Terms of Reference which will be taken forward to the UNCC. The agreement was based on the need to make sure voting needed positive votes from each constituency to pass rather than a simple majority
- The PAFA presented a performance assurance approach, which included incentivisation, for the PAC to discuss which the PAC noted for further discussion to take place
- The next meeting will take place on 5 March 2018

## 10. Next Steps

BF said that his aspirations for the next meeting were for the areas of the Workplan, Budget and Issues to be developed, together with the outstanding actions. He also wanted to remind all members that papers and documents should be submitted 5 days prior to any forthcoming Performance Assurance Committee meeting, to allow these to be studied prior the meeting taking place.

## 11. Diary Planning

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

Time/Date	Venue	Programme
10.30, Monday 05 March 2018	Ellexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> <li>• Standard Agenda Items</li> <li>• Workplan &amp; Budget</li> <li>• Issues</li> <li>• DM and Financial Assessment</li> <li>• DM Reads and WAR Bands</li> <li>• Discussion regarding if UIG</li> </ul>

		included in Risk 003 <ul style="list-style-type: none"> <li>• Potential PAF AQ Reports</li> <li>• Potential facilitating Modification for PAC reports</li> </ul>
10.30, Tuesday 10 April 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>
10.30, Tuesday 08 May 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>
10.30, Tuesday 12 June 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>
10.30, Tuesday 10 July 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>
10.30, Monday 06 August 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>
10.30, Tuesday 11 September 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>
10.30, Tuesday 09 October 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>
10.30, Monday 05 November 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>
10.30, Tuesday 11 December 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> <li>• To be confirmed</li> </ul>

### Action Table (as at 05 February 2018)

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 (RH)	<b>Carried Forward</b> <i>(Added from the PAC Sub Mtging on 04/10/17)</i>
PAC 0101	09/01/18	2.6	Xoserve (RH) to provide more information regarding the 'Shipperless' Site as shown in Pot 1 and to flag this to the Network.	Xoserve (RH)	<b>Closed</b>
PAC 0102	09/01/18	2.6	Xoserve (RH) to provide an overview of the reports process and procedures in respect of anonymised/non-anonymised data.	Xoserve (RH)	<b>Closed</b>
PAC 0103	09/01/18	6.3	All to study the reports for Modification 081 & 0520 and provide feedback direct to John Welch on any required changes.	ALL	<b>Closed</b>

**Action Table (as at 05 February 2018)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
PAC 0104	09/01/18	6.3	Xoserve (RH) to provide some input on how the reports could best be developed and any potential technical constraints.	Xoserve (RH)	<b>Closed</b>
PAC 0105	09/01/18	7.0	Xoserve (RH) to investigate whether additional data could be added to enhance the reports further.	Xoserve (RH)	<b>Closed</b>
PAC 0106	09/01/18	7.0	PAFA (NV) to provide details on the incentive approach that the PAFA could deploy in a breach of Code situation.	PAFA (NV)	<b>Closed</b>
PAC 0107	09/01/18	7.0	Xoserve (RH) to provide information relating to when the Education/Training Information Pack for the Reads Process would be available.	Xoserve (RH)	<b>Carried forward</b>
PAC 0201	05/02/18	3.3	PAFA (NV) to produce a first draft Workplan approach for consideration and discussion at the March PAC meeting.	PAFA (NV)	<b>Pending</b>
PAC 0202	05/02/18	4.0	PAFA (NV) to produce a view in relation to the reporting of non-anonymised data formats to assist the PAFA with assurance work.	PAFA (NV)	<b>Pending</b>
PAC 0203	05/02/18	7.2	Shipper Member (JW) to produce a draft modification with regards to the reporting for the next meeting in March for discussion.	Shipper Member (JW)	<b>Pending</b>
PAC 0204	05/02/18	8.0	Xoserve (RH) to supply the January Class 3 Rejected Read figures with the reasons for the rejections for the March meeting.	Xoserve (RH)	<b>Pending</b>

**Action Table PAC – UIG DM Read Issues (as at 05 February 2018)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>PAC UIG 1113</b>	14/11/17	2.0	Xoserve (FC) to meet with the PAFA to sense check the Risk Register and the PAFA Contract in order to determine materiality.	Xoserve (FC)	<b>Carried forward</b>