

UNC Performance Assurance Committee Minutes Monday 05 March 2018 at Elexon 350 Euston Road London NW1 3AW

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Carl Whitehouse*	(CW)	Shipper Member
Fiona Cottam	(FC)	Observer, Xoserve
Hilary Chapman*	(HC)	Transporter Member
Lisa Saycell	(LS)	Shipper Member
Mark Jones	(MJ)	Shipper Member
Graham Wood*	(GW)	Shipper Member
Shelley Rouse	(SR)	PAFA
John Welch	(JW)	Shipper Member
Nirav Vyas	(NV)	PAFA
Rachel Hinsley	(RH)	Observer, Xoserve

Apologies

Andy Clasper	(AC)	Transporter Member
Mitch Donnelly	(MD)	Shipper Member
Richard Pomroy	(RP)	Transporter Member
Rob Johnson	(RJ)	Transporter Member
Tricia Quinn	(TQ)	Observer, Ofgem
Shanna Key	(SK)	Transporter Member

* via teleconference

Copies of non-confidential papers are available at: <http://www.gasgovernance.co.uk/PAC/050318>

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 as above.

1.3 Note of Alternates

Graham Wood for Mitch Donnelly
Hilary Chapman for Andy Clasper

1.4 Review of Minutes (05 February 2018)

NV drew attention to word changes regarding an action in the minutes, that had already been re-published awaiting agreement, all agreed with the change.
The minutes of the previous meetings were then approved.

2. Monthly Review Items

2.1 Risk Register Review

NV explained there were no comments on this section specifically for this meeting, was although he was considering the risks around UIG and DM Reads Adjustments related and that he had spoken to JW about the risk itself, and would supply an update for the next meeting after further evaluation.

BF added that the Risk Register shouldn't need to be reviewed on a monthly basis and new risks would be approved by exception and any additional risks might need further discussion prior to inclusion in the Risk Register. NV agreed and explained in relation to any new risks, he would be discussing these with the Proposers, as per the Correction Factors and that he has been investigating what was available publically regarding the Correction Factors and these were addressed.

FC said there was a report regarding Correction Factors and that she and NV were evaluating whether this risk could be added into the existing risks or whether this needed to be added separately. NV said the Proposer had offered to present the risk to the PAC at the start of the meeting either face to face or via Teleconference, and all were in agreement that this seemed a sensible approach.

NV then enquired if PAC were happy to have periodic reviews of the Risk Register and JW proposed that these needed to be regular, especially once the post Nexus data analysis was available to then re-evaluate all the risks accordingly. JW also added at the recently held initial 'kick off' AUG meeting, there was some interesting data on Shipper Sites and how this had changed over the years, and that it had provided a good high-level summary which might influence discussions.

NV said he was going to produce a Dashboard of the Risks and performance trends. FC said that the scores should be looked at against the Risk Model and should be monitored to assess which were priority and needed further investigation. NV agreed and explained presently the original data was still being used in the Risk Model and that data was still being supplied by Xoserve and that he and FC were still assessing this.

BF said that any new risk would need an impact assessment in-line with the existing risks and that he would suggest a quarterly update. NV said he would provide a further update at the next meeting.

FC and RH said that Nexus Release 2 was due at the end of June and RH said for the PARR Schedule 1 reports, the first run was going to be undertaken in April. NV said that an exercise was carried out by the PAFA to review the PARR report specifications and provide recommendations to enhance the reports with additional data items. He reiterated that he would supply more information at the next meeting.

2.2 Issues Register

BF provided an overview of Issues PAC009 and the new Issue PAC010, which it was agreed should be added following the discussion in the meeting, as detailed below:

PAC009

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

BF proposed that the Issues section should be moved to another later part of the agenda, as it seemed a more logical approach, and all agreed with this proposal.

It was agreed that Issue PAC009 should presently stay live with the following update:
PAC is monitoring modifications in progress and will consider actions required once a view has been established on implementation or not of the various proposed solutions.

New Issue:

PAC010

Product Class 2 and 3 failure to submit meter readings.

A number of sites have been transferred into Product Classes 2 and 3 from other Product Classes and have failed to either provide or provide frequent meter reads. This is creating an issues in terms of short term UIG allocation.

A general discussion took place as to the most appropriate area that the Risk Register should be displayed. JW felt that it should be on the top page of the PAC Webpage and NV said it was currently available on the Huddle Portal and the January 2018 PAC meeting page and that the majority of the Industry interested parties had already registered for access to this. FC said that access was agreed for only one person per organisation to register so some new individuals in registered organisations would not be aware of the Huddle Portal or have access. NV said it was agreed this way between Xoserve and PAFA to manage the access to the reports. BF said that that updated versions should be sent to the Joint Office from the PAFA to ensure all the documentation was published at the same time with the correct version control in place. An explanation as to how to gain access to the Huddle Portal via the registration process will be placed on the Joint Office PAC webpage.

2.3 Implementation Plan

Not discussed in this meeting.

2.4 Assumptions Register

BF provided an overview of Assumption 4, as detailed below, and it was agreed to defer further discussion until the May meeting, owing to the fact that Modification 0619 might have an impact on it.

Assumption 4

A significant number of supply points will be elected into product 2 and 3 as a result of the mandated smart and AMR rollout (Engage Report Assumption 5)

2.5 Ofgem Update

There was no update submitted by Ofgem and no representative present.

2.6 PARR Schedule 1 Reporting

RH said reiterated that Schedule 1 would be available in April and that Schedule 2 would be available after 29 June 2018 once Nexus Release 2 had been implemented.

3. Issues

Issue PAC 010 - Product Class 2 and 3 failure to submit meter readings

It was agreed to raise a new issue, see discussions for Action PAC 0204 below.

4. Annual Work Plan and Budget

4.1 Draft Work Plan Actions Update

Not discussed in this meeting.

Project Pan 2018-2019

NV provided an overview of the draft Project Plan and explained it was based on the outstanding activities of the current Project Plan that had been discussed in December 2017.

He explained that the Project Plan was split into specific sections, as overviewed in the Spreadsheet which encompassed; Steering and Control, Performance Reports, Risk Register, PAF Approach, Incentives and Control and the Risk Model, with associated proposed timeline completion dates. NV then provided further detail to certain sections as discussed and JW proposed that an agenda should be raised prior to each date timeline as specified on the Project Plan to allow further discussion and an update, NV agreed with this suggestion.

New Action PAC 0301: PAFA (NV) to send the Final Project Plan to Joint Office with specific areas highlighted by month for inclusion into the monthly agenda's, as appropriate.

LS made the comment that presently there were no reports or data to assess against, so she felt it was more sensible to make further comments in relation to the dates and specific tasks on the Project Plan, once the reports were available, to then establish the overall 'fit for purpose'.

NV asked if all PAC members were in agreement with this Draft Project Plan being moved to a final version with the caveat of the flexibility to be able to change and amend it as required. All PAC members were subsequently in agreement for this to be the final version.

A general discussion then took place and it was suggested the Quarter 1 – 4 should be updated to match the normal calendar financial quarters e.g Quarter 1 – Jan/Feb/March to aid clarity and NV agreed to amend this aspect accordingly.

BF said that with regards the timelines and dates that PAC needed to be mindful as the Election process for the new PAC members took place in October and that there would need to be a 'bridge' over the financial years, as some members would have already left in the September, so it would be more sensible to conduct the end of PAF year review in July and August to ensure gaining all the members viewpoints. NV said he had assumed this in the plan and confirmed that the plan remains flexible to confirm the lower level task closer to the time.

BF explained at the last meeting there had been a discussion about increasing the Shipper membership numbers and he was not aware of any progress regarding this matter, as AM had now left PAC. GW agreed to take this as an action.

New Action PAC 0302: Shipper Member (GW) to consider amending the PAC ToR in relation to increasing the Shipper membership numbers of PAC.

5. Communications Plan

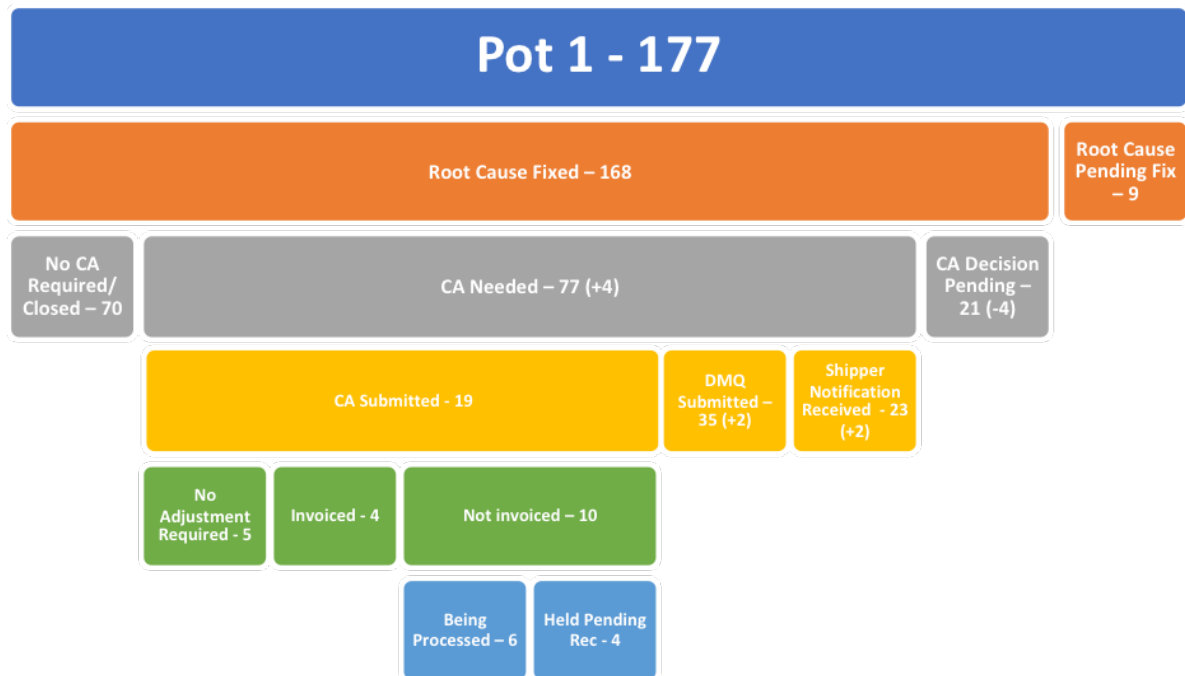
5.1 Summary produced by the PAFA

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.

6. Any Other Business

6.1 DM Financial Assessment

FC said that the DM financial assessment area was still be monitored weekly and that positive progress was being made. BF and FC then provided an overview of the schematic - *DM Financial Adjustments Progress*, below which was accessed via the Xoserve Website.



FC said that regular calls with the Shippers were taking place and that an escalation procedure was in process to resolve these issues, and she added that this had only been monitored in earnest since just after Christmas, and that Xoserve were not able to determine when a consumption adjustment was needed. JW asked if it was still down to an education gap and FC said that was correct, although now the Shippers in question, had been shown how to carry out the procedure correctly.

JW said that due to this issue, was the reason why he had undertaken a Pre Modification discussion at the Distribution Workgroup in February, in relation to the fact the consumption adjustment was taking so long and this draft modification was still presently under discussion.

NV enquired what the Business As Usual (BAU) looked like regarding Pot 2. FC explained that Pot 2 was not being monitored, as the turnaround times were looking satisfactory. She added that as Ofgem had said they were thinking of sending a Request for Information (RFI) regarding this overall topic, that this had helped Xoserve leverage the calls to the non-conforming Shippers, specifically regarding the Shippers currently in Pot 1.

A general discussion took place regarding if there was anything further PAC could do in order to resolve this situation. LS said that previously the letter to the Shippers had not been received well, and she did not think this was the correct course of action at this time. MJ said the progress was hampered as non-analysed data, still could not be investigated by PAC. NV added that this discussion had taken place last month and the PAFA felt the frustration at not being able to access this data also. BF said once the reports were available, then discussions could be undertaken regarding performance, and it turn that would focus the Industry's attention.

BF said that a discussion had taken place at the Distribution Workgroup regarding why PAC needed permission to add reports to the PARR schedules with a new modification and

why this was necessary. FC explained it was due to changing the governance around the reports and the associated lead-times, so that parties are aware of what they need to do and the specific tasks they needed to complete. BF then explained how the Energy Balancing Credit Committee (EBCC) functioned within its governance and rule structure, and how if required, non performers or situations of non compliance are addressed. JW reiterated that education and prevention was required and NV agreed, and SR asked if PAC would be happy with addressing issues on an individual basis or in an analysed approach. LS said regarding the DM financial adjustments these are individual issues and the reporting would depend what each specific issue related to.

BF made the point that in August and September once the reports were available then this would allow the detailed investigations to take place and that until such time, then a lower level process should be adopted. JW also added that NV should add this lower level intermediate Tool Kit into the Project Plan from April onwards, with a summary of what an in-depth process could be. NV stated that this activity was already captured in the plan in the "PAF approach on incentives/controls" category of the project plan. NV agreed to amend the Project Plan accordingly.

New Action PAC 0303: PAFA (NV) to provide a summary of what a low level process would look like by using the techniques presented in January 2018.

6.2 DM Reads and WAR Bands

FC provided a brief overview of the WAR Band Schematics (Please see presentation on the meeting page - *WAR Band Analysis*)

She explained that the charts illustrated the breakdown of AQ in the different WAR bands in Classes 3 and 4 as at October 2017 and March 2018 and that was a chart for each EUC band 3-8 showing the percentage of portfolio in each WAR band by Shipper short code which was (anonymised). She went on to explain that the percentage of the energy in the Bucket had increased, on average, by 1.6% since October 2017, with three of the Shipper Short Code organisations had improved the attribution of sites into WAR bands, by around 4% of their total AQ on average. She said that the large Supply Point sites should be read monthly and that a valid pair of readings in the Winter period (November – April) were required to attribute a WAR Band. She added if no suitable readings were available, then the site would fall into the EUC "Bucket."

FC said that the WAR Bands were important and provided the following overview summary:

- Large Supply Points have a Winter Annual Ratio – a calculation of how much gas they consume over the Winter period compared with the rest of the year. Band 1 is least weather sensitive, and Band 4 the most.
- The Winter consumption ratio governs the site's WAR band. Each EUC band 3-8 has 4 WAR bands and a Bucket. The WAR Band determines how much effect the weather has on a given site's daily allocation.
- If a site is in the Bucket then allocation uses a default weather sensitivity profile based on the EUC AQ thresholds. This means that LSPs without a WAR band could be over or under allocated, the impacts on allocation being most noticeable during summer and winter.
- Inappropriate allocation will result in a contribution of negative UIG (where a site is over-allocated) or positive UIG (where it is under allocated).

FC said that Xoserve had published an information pack to explain the process for calculating a Winter:Annual Ratio and how to provide/update a Winter Consumption.

The pack can be accessed via Xoserve's UIG page:

<http://www.xoserve.com/index.php/unidentified-gas-uig/>

(under UIG Information and Useful Links: "WAR Band EUCs Briefing Pack":

<http://www.xoserve.com/wp-content/uploads/EUC-WAR-v1-0.pdf>)

A short general discussion then took place regarding the overall process and how some Winter reads would not be recorded or submitted until the end of the Winter period and LS said it may be a switching issue which would become apparent in October from a Shipper perspective.

6.3 Discussion regarding if UIG included in Risk 003

It was agreed that this item could now be taken off future agendas.

6.4 Potential PAF AQ Reports Potential facilitating Modification for PAC Reports – Proposer – JW

JW explained that the subject of this Draft modification proposal had been raised originally by ScottishPower, as the implementation of Modification 0520A had subsequently highlighted that there was a gap in the reports and read submissions with no AQ or reconciliation reporting either. He said this pre modification discussion had already taken place at the Distribution Workgroup meeting in February.

RH said the reports were presently with the Xoserve Development Team with a potential report expected in April, for non-analysed and analysed data for June. FC said that these reports needed tweaking regarding the percentage portfolio's and discussion was needed about the analysed versions. JW asked for comments on the content of the draft modification to be submitted to him directly and he said he would discuss the reports and the specific content of the modification with Xoserve and that he would present the modification to the May Panel.

New Action PAC 0304: Shipper Member (JW) to further discuss the content of the reports with Xoserve with view to submit the Modification to the May Panel.

BF said in respect of the non-analysed data this would be deemed a Self-Governance modification and regarding the analysed data, then that is likely to be Authority Direction by Ofgem. NV said that having this type of modification would help the PAFA and PAC as it would show that there is a real requirement to see data in more detail.

BF said that presently the reporting mechanism was 'as is', especially as no one yet knew what the reports themselves would deliver. NV then asked could another new modification be raised to 'de-couple' the PARR from the UNC. BF said that a modification would need to follow the full change process and detailed evidence would be required from a justification perspective. JW suggested this could be discussed next month in connection with Schedule 2 reporting and what data it will provide in due course. A short general discussion took place about the PARR reports and what included and excluded.

6.5 Read Performance of SSP v LSP meters (please see Slide 9 in the UIG Data presentation: https://www.gasgovernance.co.uk/sites/default/files/ggf/book/2018-02/Data%20Availability%20to%20Support%20UIG%20Analysis%20V2_0.pdf)

FC explained that this area had already been discussed on 30 January 2018 at the Open PAC UIG meeting, as per the presentation via the link at detailed above. She said that the cumulative percentage of allocation reconciled since the Nexus Go Live in Read performance in the small supply points was good, although the LSP area was flattening out and some of the market was not getting reads, with 2.5% of the allocation in LSP not reconciled, which she thought was tied up with the UIG area from June to December 2017.

MJ and JW both said the fact the LSP was 'flat lining' was concerning, MJ added that it could be technology issue and FC said she would look at the non-analysed data for the LSP.

New Action PAC 0305: Xoserve (FC) to investigate the LSP non-analysed data and break it down by Shipper/Read Rejection/Rejection Code.

CWh said that in the previous October UIG meeting, where UIG was flagged as an issue that the WAR Bands had been mentioned then, and why was this still an issue now. FC said that since then a lot of work had been undertaken with educating the Industry regarding the correct process for the WAR Bands, including the publication of the Educational/Training Pack before Christmas 2017. LS said that the Read submissions would also affect the WAR Bands as well and MJ added so would the data analysis on the Read Rejections. FC agreed to supply more information on the Read Rejections and the Rejection Codes.

New Action PAC 0306: Xoserve (FC) to supply information on the Read Rejections and the Rejection Codes.

SR enquired what were the PAC proposing in the form of a communication to the Industry regarding this matter and both MJ and JW said that it might be a technology issues or a WAR Bands or reconciliation issue and they suggested Shippers should be encouraged to provide feedback and to submit the reads into the system. It was agreed the PAFA should send a communication regarding this matter by referring to it in the PAC meeting summary Key Points.

New Action PAC 0307: PAFA (NV) to include the Read Submission process on the March PAC meeting summary Key Points.

7. 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 confirmed that this information had been supplied last month and that no feedback had been received so this action could 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 confirmed that the Information Pack is available via the Xoserve website within the information folder via the link below and she said this action could now be closed.

Closed

<http://www.xoserve.com/wp-content/uploads/DM-Read-Rejections-for-Class-1-Sites.pdf>

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

Update: NV confirmed this action could now be closed as the draft Workplan had now been produced. **Closed**

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.

Update: NV presented two options on how amendments to the PARR reports can be made more efficiently and proposed to revise the options to include the further processes that the PAC discussed. NV proposed this action was carried forward. **Carried forward.**

NV said that he was looking at the content and wording for this modification and with regards to helping the PAFA to request information and data in a quicker manner. He proposed this action was carried forward. **Carried forward.**

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

Update: JW said the action could now be closed as the draft Modification had been produced and discussed within the Distribution Workgroup and PAC. **Closed.**

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

Update: RH said this action could now be closed as the information and data had now been supplied and discussed. She then provided an overview of the Class 3 Rejection Read figures. She also said that in certain circumstances some Shippers were not submitting reads in Class 2 and Class 3 and this has already been flagged to Ofgem by Xoserve. GW said that allocating to Class 2 should not be allowed and LS agreed that these Shippers should be written to individually. BF said that an Urgent Modification could be raised to address this issue and that it would need sponsorship by a PAC member. RH said she would investigate information in relation to the AQ's to assist with the materiality proof for a new modification. JW and GW both said that this should be officially flagged to Ofgem saying that PAC were considering raising a new urgent modification regarding this issue. NV said he would look at if this could be incorporated into an existing risk or if this should be a risk in its own right. The action was then closed.

(LS said she would investigate the Read Rejections and Rejection reasons in more depth).

It was agreed that a PAC issue would be raised to support the investigation of Product Class 2 sites failing to submit daily reads on regular basis as this could potentially impact the allocation of UIG.

It was also agreed to meet by teleconference on 26 March to get a further update on Shipper performance from Xoserve.

Closed

New Action PAC 0308: Shipper Member (LS) will investigate the Rejection Reads and Reasons codes to try to ascertain the issues the Shippers are experiencing.

New Action PAC 0309: Xoserve (RH) to investigate AQ data to assist with materiality proof for an urgent modification.

New Action PAC 0310: PAFA (NV) to assess if this risk can be incorporated into an existing risk of it should be in its own right.

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 confirmed discussions were taking place and that this action should be carried forward to allow assessment of the Final WorkPlan, PARR Schedules and Risk Register to take place. **Carried forward.**

8. Agree Key Messages and Next Steps

8.1 Key Messages

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

- Xoserve presented Winter Annual Ratio (WAR) band analysis and highlighted that there were still inappropriate behaviours in this area. The Performance Assurance Committee (PAC) questioned whether the education work in this area has worked.
- The PAC have scheduled an extraordinary PAC meeting on 26 March 2018 to discuss the issue of poor read submission and impacts on WAR band take up.

- PAC reviewed reports on Large Supply Point (LSP) read submission data for Product Classes 2 and 3 along with the delays in Daily Metered (DM) consumption adjustment. PAC discussed the potential of drafting an Urgent Modification to allow Xoserve to change the Class of a Supply Point if meter reads are not submitted within a certain time period. The Performance Assurance Framework Administrator (PAFA) are to develop this proposal further.
- PAC discussed developing a toolset to assist them in being more dynamic when carrying out assurance work. This included a presentation by the PAFA on a potential Modification to allow the PAC to review reports that are beyond the scope of the Performance Assurance Report Register (PARR) and further development of the PRID(e) model in Gas.
- Xoserve updated the PAC that the independent Gas Transporters Uniform Network Code (iGT UNC) Modification Panel has approved the permissions Modification with an implementation dated of 22 March 2018 to publish the available set of finalised PARR reports following the closure of the appeals window.
- The PAC considered AQ reporting as a reporting area not covered by MOD520A reporting and will consider raising a Modification next month to implement this reporting.
- The PAC agreed their project plan for financial year 2018/19 that was presented by the PAFA.
- The Performance Assurance Framework (PAF) Risk Register will be published on the PAC "landing page" on the Joint Office website in addition to being available on Huddle.
- The next meeting will be an extraordinary meeting via teleconference taking place on 26 March 2018.
- The next face to face meeting will take place on 10 April 2018

9. Next Steps

BF said that owing to the nature of the potential urgent modification in relation to the Read Rejections, he proposed a Teleconference on Monday 26 March 2018 at 1.30pm –3.00pm to specifically discuss this area further. All were in agreement. He then said the next formal PAC meeting would be on 10 April 2018 as already scheduled.

Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Time/Date	Venue	Programme
1.30 – 2.30pm Monday 26 March 2018	Teleconference	<ul style="list-style-type: none"> • Product Class 2 Meter Reading Submissions
10.30, Tuesday 10 April 2018	St John's Hotel, 651 Warwick Road, Solihull, B91 1AT.	<ul style="list-style-type: none"> • Standard Agenda Items • Workplan & Budget • Issues • Potential facilitating Modification for PAC reports
10.30, Tuesday 08 May 2018	Elaxon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> • To be confirmed

10.30, Tuesday 12 June 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> To be confirmed
10.30, Tuesday 10 July 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> To be confirmed
10.30, Monday 06 August 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> To be confirmed
10.30, Tuesday 11 September 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> To be confirmed
10.30, Tuesday 09 October 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> To be confirmed
10.30, Monday 05 November 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> To be confirmed
10.30, Tuesday 11 December 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> To be confirmed

Action Table (as at 05 March 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)	Closed
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)	Closed
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)	Closed
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)	Carried forward
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)	Closed
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)	Closed

Action Table (as at 05 March 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0301	05/03/18	4.1	PAFA (NV) to send the Final Project Plan to Joint Office with specific areas highlighted by month for inclusion into the monthly agenda's, as appropriate.	PAFA (NV)	Pending
PAC 0302	05/03/18	4.1	Shipper Member (GW) to consider amending the PAC ToR in relation to increasing the Shipper membership numbers of PAC.	Shipper Member (GW)	Pending
PAC 0303	05/03/18	6.1	PAFA (NV) to provide a summary of what a low level process would look like by using the techniques presented in January 2018.	PAFA (NV)	Pending
PAC 0304	05/03/18	6.4	Shipper Member (JW) to further discuss the content of the reports with Xoserve with view to submit the Modification to the May Panel.	Shipper Member (JW)	Pending
PAC 0305	05/03/18	6.5	Xoserve (FC) to investigate the LSP non anomalysed data and break it down by Shipper/Read Rejecton/Rejection Code.	Xoserve (FC)	Pending
PAC 0306	05/03/18	6.5	Xoserve (FC) to supply information on the Read Rejections and the Rejection Codes.	Xoserve (FC)	Pending
PAC 0307	05/03/18	6.5	PAFA (NV) to include the Read Submission process on the March PAC meeting summary Key Points.	PAFA (NV)	Pending
PAC 0308	05/03/18	7.0	Shipper Member (LS) will investigate the Rejection Reads and Reasons codes to try to ascertain the issues the Shippers are experiencing.	Shipper Member (LS)	Pending
PAC 0309	05/03/18	7.0	Xoserve (RH) to investigate AQ data to assist with materiality proof for an urgent modification.	Xoserve (RH)	Pending
PAC 0310	05/03/18	7.0	PAFA (NV) to assess if this risk can be incorporated into an existing risk of it should be in its own right.	PAFA (NV)	Pending

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

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC UIG 1113	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)	Carried forward