

## **UNC Performance Assurance Committee (PAC) Agenda**

**10:00 – 15:30 Wednesday 26 September 2018**

**at Genserv 8 Fenchurch Place, London EC3M 4AJ**

### ***Standard PAC Topics Update and Day 2 PRID(e) Project Plan Workshop***

- 1. Introduction and Status Review (10:00 - 10:10)**
  - 1.1. Confirm quorate status
  - 1.2. Apologies for absence
  - 1.3. Note of Alternates
- 2. PRID(e) Project Plan (10:15 – 12:30)**
  - 2.1. Update
  - 2.2. Incentives
  - 2.3. Liabilities
- 3. Lunch 12:30 – 13:00**
- 4. Standard PAC Meeting Topics (13:00 – 15:15)**
  - 4.1. Review of Minutes (11 September 2018)
  - 4.2. Monthly Review Items (only items deferred from 11/09/18 meeting)
    - 4.2.1. Project Plan
  - 4.3. Annual Work Plan and Budget
    - 4.3.1. Draft Workplan and Budget Actions Update
  - 4.4. Review of the Performance Assurance Framework – All
  - 4.5. Smart Meters (exchanges and read submission statistics) – All
  - 4.6. Supplier and Shipper Theft of Gas Reporting – FC
  - 4.7. New PAC Members Process – All
  - 4.8. Communications Plan / Key Messages
- 5. Next Steps (15:15 – 15:25)**
- 6. AOB and Diary Planning (15:25 – 15:30)**

**PRID(e) Action Table (25 July 2018)**

<b>Action Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
PAC 250701	Xoserve to provide a presentation at the 06 August PAC meeting to clarify when and how the data will be provided to update the risk model underpinning the top 15 PAC agreed risks.	Xoserve (NC)	<b>Pending</b>
PAC 250702	PAC Members to review the existing PAFA process and suggest any amendments to the process including adding new risks to the current top 15 risks.	PAC Members	<b>Pending</b>
PAC 250703	PAC Members to review the risk model and consider how the model should be developed for assessing PAC risks.	PAC Members	<b>Pending</b>
PAC 250704	PAC Members to provide any comments/ observations/feedback to PAFA on the Prevent technique, including the suggested methods.	PAC Members	<b>Pending</b>
PAC 250705	<p>1. PAC Members to identify any new risks. Some suggested risks to be considered for inclusion:</p> <ul style="list-style-type: none"> <li>• Correction factor risk</li> <li>• DM read submission</li> <li>• Smart meter exchanges</li> <li>• DMSP performance consumption adjustments</li> </ul> <p>2. PAFA to review the risk register once the updated post-Nexus data is received.</p>	PAC Members / PAFA	<b>Pending</b>
PAC 250706	<p>Draft modification to be developed for the September Panel to describe framework (Deadline for new modification is 07 September 2018).</p> <p>To consider a document outside the UNC which includes appropriate controls that mirror the modification process for example in relation to consultation. Could also use a similar process as that used for the demand estimation process for profiles.</p>	PAC Members	<b>Pending</b>
PAC 250707	Members to review PAFA's role and responsibilities in relation to the Performance Assurance Framework document in the context of the proposed PRIDe Gas model.	PAC Members	<b>Pending</b>
PAC 250708	Xoserve to consider how data can be made more accessible to industry at an aggregate level by LDZ and Product Class to enable movements in volumes to be tracked. MB to provide Xoserve with a more detailed specification setting out the type of information required by industry.	Xoserve (FC) / (MB)	<b>Pending</b>

**PRID(e) Action Table (25 July 2018)**

Action Ref	Action	Owner	Status Update
PAC 250709	PAFA to determine what the definition of “a good settlements regime” looks like and the principles and factors that might determine that and compare this to the definition in the Performance Assurance Framework document	PAFA	<b>Pending</b>
PAC 250710	PAFA to arrange a workshop with PAC Members to discuss liabilities.	PAFA	<b>Pending</b>
PAC 250711	PAFA to review the PRIDe Gas Model based on the comments received during the workshop held on 25 July 2018.	PAFA	<b>Pending</b>

**Action Table (as at 11 September 2018)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0501	08/05/18	2.1	To investigate Schedule 33 data with Electralink / TRAS and see if this data could be shared with Xoserve.	Xoserve (FC)	<b>Carried Forward</b>  (Update due 09 October 2018)
PAC 0602	12/06/18	2.1	To provide feedback via the Customer Account Managers on the Shippers performance with a RAG status, including the current level of engagement with each Shipper.	Xoserve (FC)	<b>Carried Forward</b>  (Update due 09 October 2018)
PAC 0801	06/08/18	2.1	All PAC members to review the Risk Register and the reporting of how a new risk is to be included into the Risk Register.	ALL	<b>Carried Forward</b>  (Update due 09 October 2018)
PAC 0803	06/08/18	2.2.2	To document and provide information on the process of moving a <a href="#">PAC Related</a> Risk to an Issue and how it will be defined and monitored.	PAFA (NV)	<b>Carried Forward</b>  (Update due 09 October 2018)
PAC 0804	06/08/18	2.4	To conduct a Risk <a href="#">Register Model</a> Review to encompass the Assumptions Register and the original Engage Report to ensure all	PAFA (NV)	<b>Carried Forward</b>  (Update due

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

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**Action Table (as at 11 September 2018)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			are fit for purpose.		09 October 2018)
PAC 0807	06/08/18	6.0	To approach the DSC Change Management Committee and enquire what information the PAFA could be given in relation to the Xoserve UIG Task Force and to advise if the PAFA could attend any of the meetings for that specific item.	Xoserve (FC)	<b>Carried Forward</b>  (Update due 09 October 2018)
PAC 0901	03/09/18	2.1	To develop a brief on-boarding pack of information which will include the information suggested at this meeting; resignation; how to access information from Joint Office and PAFA via Huddle and what type of information is available.	Joint Office (BF)	<b>Carried Forward</b>  (Update due 09 October 2018)
PAC 0902	03/09/18	2.1	To include the resignation process in the contract information sent to new Members.	<del>Xoserve (NC)</del> Joint Office (BF)	<b>Carried Forward</b>  (Update due 09 October 2018)
PAC 0903	03/09/18	2.2	To re-issue the new version of the appointment letter for all PAC Members to sign.	Joint Office (BF)	<b>Carried Forward</b>  (Update due 09 October 2018)
PAC 0904	03/09/18	2.2	To a) draft a high level resignation process which sets out how the process is closed and down and confirms to the Member what the member can/cannot do following resignation and, b) to include an agenda item for discussion at the 09 October meeting to review the draft resignation process and the Non-Disclosure Agreement.	Joint Office (BF)	<b>Carried Forward</b>  (Update due 09 October 2018)
PAC 0905	11/09/18	2.1.1	<i>Reference PAF Risk Register Titles</i> - PAFA (NV) to look to ensure adoption of a consistent risk title naming convention (i.e. title and description of risk, rather than inadvertently outlining the obligation).	PAFA (NV)	<b>Pending</b>  (Update due 09 October 2018)

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PAC 0906	11/09/18	2.1.1	<i>Reference PAF Risks Register - PAFA (NV) to look to split out the 10,330 sites with an AQ below 732,000kWh and have a Non Standard Correction Factor into a separate risk (possibly PACR018D) for consideration in due course.</i>	PAFA (NV)	<b>Pending</b>  (Update due 09 October 2018)
PAC 0907	11/09/18	2.1.1	<i>Reference PAF Draft Risks 017D and 018D - PAFA (NV) to look to re-evaluate the (draft) risks against the October 2018 AUGÉ information, once it has been published.</i>	PAFA (NV)	<b>Pending</b>  (Update due 09 October 2018)
PAC 0908	11/09/18	2.1.2	<i>Reference Thermal Regulation Enforcement – Ofgem (JD) to confirm whether Ofgem would/should take the lead role in enforcing Thermal Regulation related obligations for PAC referral matters and confirm the most appropriate Ofgem colleague to contact.</i>	Ofgem (JD)	<b>Pending</b>  (Update due 09 October 2018)
PAC 0909	11/09/18	2.1.2	<i>Reference PAF Draft Risk 016D - PAFA (NV) to prepare a draft of the PAC letter to impacted Shipper(s) who do not have a site specific correction factor, asking them for provision of a milestone plan to rectify this.</i>	PAFA (NV)	<b>Pending</b>  (Update due 09 October 2018)
PAC 0910	11/09/18	2.1.2	<i>Reference PAF Draft Risk Register Low Level Process Flow Maps - PAFA (NV) to prepare the specific risk low-level process flow maps for consideration at a future meeting.</i>	PAFA (NV)	<b>Pending</b>  (Update due 09 October 2018)
PAC 0911	11/09/18	2.1.2	<i>Reference PAF Risk Register – All parties to review risks 001 – 015 and provide views on suitable steps for progressing these (current and next action flags etc.), including potential PAC owners.</i>	All	<b>Pending</b>  (Update due 09 October 2018)
PAC 0912	11/09/18	2.1.2	<i>Reference PAF Risk Register – PAFA (NV) to provide a Performance Assurance Technique For Risk Resolution document to highlight risk progression (i.e. a Workplan for next 12 months and learning paper for the Top 6 risks).</i>	PAFA (NV)	<b>Pending</b>  (Update due 09 October 2018)

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PAC 0913	11/09/18	2.1.2	<i>Reference AUGE Indicative UIG Figures – Xoserve (FC) to request a summary of the data from the AUGE.</i>	Xoserve (FC)	<b>Pending</b>  (Update due 09 October 2018)
PAC 0914	11/09/18	2.1.2	<i>Reference AUGE Indicative UIG Figures – All parties to evaluate how the AUGE indicative UIG figures could potentially impact on (draft) risk PACR017D.</i>	All	<b>Pending</b>  (Update due 09 October 2018)
PAC 0915	11/09/18	2.1.2	<i>Reference the Dave Lander Consulting Report – All parties to look to read the report and provide views at a forthcoming PAC meeting.</i>	All	<b>Pending</b>  (Update due 09 October 2018)
PAC 0916	11/09/18	2.2.1	<i>Reference PAC09 – Data quality and issues with the submission of readings result in higher levels and fluctuations in (UIG) Unidentified Gas – Xoserve (FC) to ensure that an overview of the Ofgem letter is provided to PAC in due course.</i>	Xoserve (FC)	<b>Pending</b>  (Update due 09 October 2018)
PAC 0917	11/09/18	2.6	To discuss additional UNC Modification 0635 aspects with the Proposer of UNC Modification 0647, Richard Pomroy (Wales & West Utilities) to ascertain whether he would be willing to expand 0647 to take into account aspects of 0635.	Shipper Member (CW)	<b>Pending</b>  (Update due 09 October 2018)
PAC 0918	11/09/18	5.5	<i>Reference New PAC Members Process – All parties to look to consider this matter and provide views at the 26 September 2018 PRID(e) Workshop meeting.</i>	All	<b>Pending</b>  (Update due 26 September 2018)
PAC 0919	11/09/18	6.	<i>Reference Resolution of the Consumption Adjustment Issue – Ofgem (JD) to compose an industry letter / communication, outlining what remedial actions have been taken so far, in looking to resolve the consumption adjustment issue.</i>	Ofgem (JD)	<b>Pending</b>  (Update due 09 October 2018)