

UNC Performance Assurance Committee Minutes
Tuesday 11 September 2018
at Elexon, 350 Euston Road, London NW1 3AW

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office
Mike Berrisford (Secretary)	(MiB)	Joint Office
Anne Jackson	(AJ)	PAFA
Carl Whitehouse	(CW)	Shipper Member
Fiona Cottam	(FC)	Observer, Xoserve
Jon Dixon	(JD)	Ofgem
John Welch	(JW)	Shipper Member
Lisa Saycell	(LS)	Shipper Member
Mark Bellman	(MB)	Shipper Member
Mark Jones*	(MJ)	Shipper Member
Neil Cole	(NC)	Observer, Xoserve
Nirav Vyas	(NV)	PAFA
Paul Rocke	(PR)	PAFA
Rachel Hinsley	(RH <i>i</i>)	Observer, Xoserve
Sallyann Blackett	(SB <i>a</i>)	Shipper Member
Sally Hardman	(SH)	Transporter Member
Shanna Key*	(SK)	Transporter Member
Shelley Rouse	(SR)	PAFA

Apologies

None

** via teleconference*

Copies of non-confidential papers are available at: <http://www.gasgovernance.co.uk/PAC/110918>

1. Introduction and Status Review**1.1 Confirm Quorate Status**

Rebecca Hailes (RH) 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

None.

1.4 Review of Minutes (06 August 2018 & 03 September 2018)

Following a brief comment from SH regarding the 06 August 2018 meeting minutes, the minutes of the previous meetings were approved.

2. Monthly Review Items

2.1 Risk Register Review

2.1.1. PAF Risk Register V2018.01 Presentation

NV provided an overview of the presentation during which the initial discussions centred on whether or not the current titles are being consistently applied throughout the risk register and whether they inadvertently identify the obligation, rather than the actual problem being encountered.

New Action PAC0905: Reference PAF Risk Register Titles - 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). (Update due 09 October 2018)

PACR016D

It was suggested that the title wrongly identifies the obligation, rather than the problem, and should state that the correct specific correction factor is not being utilised.

When NV provided the rationale behind the 'potential causes' description, MB noted that this could be included within the draft modification he is currently working on, as a potential site specific action requirement.

In considering the 'potential consequences' statement, SB explained that in reality it relates to the fact that the energy calculation would be wrong, resulting in potentially inaccurate settlement allocation and reconciliation (for a particular Shipper), with either increased or reduced UIG costs being allocated to other Shippers. In thanking E.ON (SB) for provision of the supporting information, the Committee commented that the information appears to be satisfactory.

PACR017D

Parties once again questioned whether the title accurately reflects the actual risk, at which point SB explained that the issue for Shippers relates to the utilisation of a single standard correction factor across the whole of the UK - the problem being that if you are a Shipper with a 'limited' geographical location, this standard correction factor maybe unsuitable.

It was noted that the last review of the standard correction factor took place in circa 1996, which now only serves to compound the issue, as it is clearly out of date and not fit for purpose in the changing GB Gas Markets environment. At this point, MB drew attention to the 'Dave Lander Consulting Report'¹ that highlighted weaknesses with the current correction factor. He went on to explain that the AUGE is considering the matter and he would expect DNV to provide an indicative view for October 2018.²

It was suggested that the 'potential consequences' statement needs to be expanded to acknowledge the impact on the smaller Shippers, especially those with constrained geographical locations – a point acknowledged by NV.

Moving on to consider the tabulated information, discussions focused on the 10,330 sites with an AQ below 732,000kWh and which have a Non Standard Correction Factor, at which point it was suggested that perhaps PACR017D should be split out so that the 10,330 sites are in a separate risk - PACR018D?, especially when bearing in mind that there could be a significant variance due to location and the LDZ and where I&C sites are involved.

New Action PAC0906: 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

¹ A copy of the Dave Lander Consulting Report is available to view and/or download at: <https://www.ofgem.gov.uk/ofgem-publications/89464/dlcreportfinal-gasenergymeasurement.pdf>

² Post meeting update: an email containing additional information relating to these matters was issued by the Joint Office on behalf of Mark Bellman on 13 September 2018.

Standard Correction Factor into a separate risk (possibly PACR018D) for consideration in due course. (Update due 09 October 2018)

Discussions briefly touched on aspects such as whether these (10,330) sites are static or dynamic in nature, and additionally whether or not ground temperature (over and above the 'normal' temperature and pressure aspects) also has an impact – it was noted that if metering is not taking place at an LDZ level, then this is only a guide anyway. FC pointed out that Exit zones are based on notional, rather than physical LDZ calculations.

In trying to ascertain whether or not the information provided is a suitable starting point for adding the risk to the register going forwards, it was acknowledged that further work is needed around potential seasonal and LDZ aspects.

It was agreed to focus attention on risks/sites with a risk rating of 5.

New Action PAC0907: Reference PAF Draft Risks 017D and 018D - PAFA (NV) to look to re-evaluate the (draft) risks against the October 2018 AUGE information, once it has been published. (Update due 09 October 2018)

2.1.2. PAF Risk Register Versions 2017.02 to 2018.01

NV provided an overview of the risk register focussing attention on the two new highlighted (draft) risks (PACR016D and PACR017D) on the final two pages of the register.

Examining the 'PACR016D' risk, NV explained that as yet he has not captured the target or inherent scores. When asked he confirmed that it is a time bound target.

As far as the proposed 'controls' are concerned, these are the existing PARR provisions whilst for the 'actions' statement it was felt that this should read along the lines of 'establish how many are wrong and distribute these across the Shipper community'. It was also suggested that there is an educational aspect to this matter possibly involving a PAC letter to impacted Shipper(s) who do not have a site specific correction factor, asking them for provision of a milestone plan, supported by a notification to Ofgem at the same time.

Looking at the 'owner and target completion date' aspects, it was suggested that end of the next PAFA year (October 2019) would be suitable. When asked whether Ofgem would be happy to receive copies of the PAC Shipper letters, JD responded by indicating that he believed that they would, on the grounds that it is probably Ofgem's responsibility to enforce the Thermal Regulations. In quoting recent examples of Ofgem enforcement actions (i.e. SMETS / Smart Meters etc.), JD advised that his colleague Peter Bingham is a good contact.

New Action PAC0908: 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. (Update due 09 October 2018)

New Action PAC0909: 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. (Update due 09 October 2018)

When asked whether PAC members would be happy to approve the two new draft risks for formal inclusion on the Risk Register, some members declined on the grounds that the titles and descriptions should be amended before looking to approve the risks themselves. RH suggested that the PAC look to approve

these two new draft risks (and possibly PACR018D) at the next full committee meeting on 9 October 2018.

When it was suggested that there would potentially be a benefit from having an overarching risk process flow map, NV responded by advising that there already is a high-level one, although he acknowledged that this does not currently include any specific low-level risk maps. NV then pointed out that any changes to the Performance Assurance Framework (PAF) would require a UNC modification being raised.

New Action PAC0910: 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. (Update due 09 October 2018)

When it was suggested that care is needed to avoid future PAC meetings getting 'bogged down' on discussions around agenda item 2.1 (Risk Register Review), it was agreed to focus on high-level risk scores of 4 or 5, plus any others (scores 1 – 3) with associated outstanding actions against them.

Moving on to examine the 'PACR017D' risk in closer detail, it was suggested that strictly speaking the solution is to change the standard correction factor via a statutory (regulatory) change and could potentially improve settlement accuracy in the longer term.

In referring to the forthcoming modification proposal being developed with the assistance of the PAFA, MB suggested that ensuring performance should ensure accuracy, although it should be recognised that accurate meter data is also of paramount importance. In trying to ascertain what is the actual scope involved, MB suggested that it should involve all factors that could/would impact upon performance and how PAC as a committee phrases this particular risk is extremely important – as per the new action on the PAFA (Action PAC0905) to consider adoption of consistent risk register titles and descriptions going forwards.

As far as the 'actions' statement is concerned, it was suggested that this should read along the lines of 'review AUGE interim figures'.

It was suggested that once more granular information becomes available such as the AUGE indicative scale for UIG, for instance PAC could then look at better identification of elements of a risk. Whether PAC treats it as permanent UIG or not, it would hinge on how it could be attributed across Shippers that has the most significant impact. MB went on to explain that he has already asked the AUGE to provide an indicative (UIG) figure (including an order of magnitude for temperature etc.) by this October 2018.

When FC advised that the next AUGE meeting is scheduled for Friday 12 October 2018, it was suggested that perhaps the information could be provided ahead of this date, if at all possible in order to allow PAC more time to consider it in detail.

New Action PAC0911: 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. (Update due 09 October 2018)

New Action PAC0912: 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). (Update due 09 October 2018)

New Action PAC0913: Reference AUGE Indicative UIG Figures – Xoserve (FC) to request a summary of the data from the AUGE. (Update due 09 October 2018)

New Action PAC0914: Reference AUGE Indicative UIG Figures – All parties to evaluate how the AUGE indicative UIG figures could potentially impact on (draft) risk PACR017D. (Update due 09 October 2018)

New Action PAC0915: Reference the Dave Lander Consulting Report – All parties to look to read the report and provide views at a forthcoming PAC meeting. (Update due 09 October 2018)

In concluding discussions, NV confirmed that in his opinion the 26 October 2018 PRID(e) Workshop meeting will now also focus on incentivising aspects, including methods and solutions, in order to inform the development of the draft modification proposal.

2.2 Issues Register

RH overviewed the existing issues as detailed below:

2.2.1. PAC09 – Data quality and issues with the submission of readings result in higher levels and fluctuations in (UIG) Unidentified Gas

In referring to the previous month's corrupted data, FC explained that the submission of reads performance was poor. She went on to advise that the Xoserve UIG Task Force are looking to provide some more detailed (concise format) read performance information which they are planning to provide to Ofgem in the first instance, and then follow this up by providing an overview of the Ofgem letter to PAC (please note this overview will NOT include any actual data). FC also advised that the Shippers involved would be contacted by Xoserve in due course to discuss the matter.

FC explained that the Issues Log is now being updated on a weekly basis on the Xoserve web site.

New Action PAC0916: 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. (Update due 09 October 2018)

2.2.2. PAC10 – Product Class 2 and 3 Meter Read Submission Performance

Opening JD explained that at this moment in time he is unsure how to 'cover off' these Class 2 and 3 concerns within the development sphere of UNC Modification 0664 'Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4'.

Class 2 Meter Reads

In outlining that the percentages accepted figures are based on reads accepted at D+5 (42% at D+5 and 25% at D+1), FC suggested that this clearly highlights potential UIG volatility related issues – the PAFA was requested to ensure that this is captured as part of their 'Key Messages' statement in order that PAC and Ofgem can look at how best to manage these issues going forwards, especially when considering that it would soon be the anniversary of UNC Modification 0570 'Obligation on Shippers to provide at least one valid meter reading per meter point into settlement once per annum' provisions.

JD explained that Ofgem still believes that more obligations should be placed on Shippers/Suppliers via licence changes, especially as parties often complain to Ofgem about their UIG, whilst continuing to perform badly with regards to their read submission performance. When questioned, JD warned that care is

needed around Modification 0570 compliance versus other reasons for failure to submit reads as per obligations – the key message being that this concern is being escalated through Ofgem’s ongoing discussions with the Competition Markets Authority (CMA).

It was noted that as a broad ‘rule of thumb’, a risk becomes an issue if it is already happening.

FC pointed out that there are a host of read performance related reports contained within the suite of PARR reports, that PAC maybe able to anonymise at some point in the future.

Class 3 Meter Reads

Opening a brief onscreen review of the spreadsheet, RHi explained that whilst the Shipper Short Code 223 read performance is extremely poor, the offending party has now moved a large number (circa 40k) of its sites out of Class 3 to Class 4. Furthermore, ongoing discussions with the Shipper concerned, has not really resolved the issue.

FC explained that the expectation had been to receive in the region of 1.2m reads, and in reality only circa 13k were actually submitted, which is an extremely poor return rate, especially when it should be in the region of 30 reads per month, in order to satisfy obligations.

When it was suggested that there might be an educational issue across Shippers involved, compounded by an element of gaming in avoidance of UIG costs, JD suggested that perhaps this also highlights a potential underlying systemic problem.

2.2.3. New issues

None.

2.3 Project Plan

Consideration deferred.

2.4 Ofgem Update

JD explained that he did not have a specific update to provide at this time.

2.5 Review of Monthly PARR Schedule 2 Reporting Update

A confidential discussion was undertaken by those present.

2.6 Review of PAC Related and New Modifications

RH outlined three current UNC Modifications with a potential PAC impact, as follows:

- 0647 ‘Opening Class 1 reads to Competition’ – at the last Workgroup meeting concerns were voiced around potential ‘gaming’ implications/aspects.

CW explained that the Workgroup also discussed whether or not aspects of UNC Modification 0635 ‘Reforms to incentivise accurate and timely DM reads for Class 2 Meter Points to improve the accuracy of Unidentified Gas allocation’ provisions could be adopted to aid development of Modification 0647.

Some parties wondered whether or not, PAC (or a sponsor acting on behalf of PAC) needed to consider raising another modification along the lines of 0635 (which was withdrawn by the Proposer before completing the Workgroup development stage). It was felt by some PAC attendees that one more modification to ‘cover off’ Class 1 aspects would be needed in due course, whilst others wondered whether Modification 0647 could be expanded to include these additional aspects.

New Action PAC0917: First Utility (CW) 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. (Update due 09 October 2018)

- 0660S 'Amendment to PARR permissions to allow PAC to update with UNCC approval' – Workgroup Report requesting further consideration by the Workgroup will be considered at the 20 September 2018 Panel meeting.
- 0664 'Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4' – whilst work remains ongoing, RHi wondered whether there would be a benefit in splitting the modification.

MB explained that he would be looking to finish development of the draft (generic) modification prior to further consideration at the 09 October 2018 PAC meeting, before looking to formally raise the modification for consideration at the 18 October 2018 Panel meeting. RH reminded those present that the cut off date for submitting new modifications to the October Panel is close of play on Friday 05 October 2018.

3. Annual Work Plan and Budget

3.1 Draft Work Plan and Budget Actions Update

Consideration deferred.

4. Communications Plan

Consideration deferred.

5. Any Other Business

5.1 Review of the Performance Assurance Framework - All

Consideration deferred.

5.2 Smart Meters (exchanges and read submissions statistics) – All

Consideration deferred.

5.3 Consideration of the Ofgem Decision Letter for UNC 0619/A/B – All

Specific consideration deferred.

5.3.1. Undertake GAP Analysis when considering Modifications 0647, 0664 and 0665

In noting that the 0665 Workgroup has yet to undertake its first meeting, RHi pointed out that there are already some concerns being voiced that are possibly the 'driver' behind Panel requesting GAP analysis is undertaken. MB provided a brief resume of the 16 August 2018 Panel discussions that focused in part, on reads aspects (0664 and 0665) and incentives (0647).³

5.4 Supplier and Shipper Theft of Gas Reporting - FC

Consideration deferred.

5.5 New PAC Members Process - All

Whilst consideration was deferred, parties were asked to ensure that they consider this matter prior to the 26 September 2018 meeting.

³ A copy of the 16 August 2018 Panel meeting minutes are available to view and/or download from the Joint Office web site at: <http://www.gasgovernance.co.uk/panel/160818>

New Action PAC0918: 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. (Update due 26 September 2018)

6. Review of Actions Outstanding

PAC0501: Xoserve (FC) to investigate Schedule 33 data with Electralink/TRAS and see if this data could be shared with Xoserve.

Update: FC explained that whilst the SPAA are currently considering three potential options, who provides the line-by-line Supplier data would also need identifying. **Carried Forward**

PAC 0601: Xoserve (RHi) to investigate the status of the sites with a standard correction factor and MAMCoP.

Update: RHi advised that her colleague D Addison had recently attended the MAMCoP meeting, where it appears that MAMCoP are happy to provide the requested information. **Closed**

PAC 0602: Xoserve (FC) 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.

Update: RHi explained that an update would be provided at the 26 September 2018 meeting. **Carried Forward**

PAC 0607: Xoserve (FC) to write to Ofgem and summarise what actions have been taken so far and request the assistance of Ofgem with the resolution to the consumption adjustment issue.

Update: When FC explained that she had written (including a possible narrative for the Ofgem letter) to Ofgem in August, JD apologised, advising that he had not yet been able to undertake the appropriate steps. It was agreed, that this action should now be closed and a new action assigned to JD to complete the necessary work. **Closed**

New Action PAC0919: 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. (Update due 09 October 2018)

PAC 0801: All PAC members to review the Risk Register and the reporting of how a new risk is to be included into the Risk Register.

Update: When RHa pointed out that this matter had already been discussed earlier in the meeting, parties were asked to ensure that they review the Risk Register including consideration of how new risks would be added in future. RHa then suggested that in the event that parties do not undertake the necessary action, there was an option to allocate individual risks to members to ensure that progress is made in assuring performance and in completing the task in hand. **Carried Forward**

PAC 0802: Xoserve (FC) to provide further data and information on the correct application of site and standard Correction Factors

Update: It was agreed that this action had now been completed. **Closed**

PAC 0803: PAFA (NV) to document and provide information on the process of moving a [PAC Related](#) Risk to an Issue and how it will be defined and monitored.

Update: NV explained that work remains ongoing on this matter and that the output could take the form of an MS Word document provision in due course. A further update will be provided at the 09 October 2018 meeting. **Carried Forward**

PAC 0804: PAFA (NV) to conduct a Risk [Register Model](#) Review to encompass the Assumptions Register and the original Engage Report to ensure all are fit for purpose.

Update: At the request of NV, this action was carried forward to the 09 October 2018 meeting. **Carried Forward**

PAC 0805: PAFA (NV) and Xoserve (FC) to discuss the formatting and figures contained within the Monthly PARR Schedule 2 Reporting Update in readiness for the September meeting.

Update: It was agreed that this action had now been completed. **Closed**

PAC 0806: Shipper Member (MB) to produce a draft letter to Panel on behalf of PAC regarding the Ofgem decision letter in relation to Modification 0619/A/B, and this to be circulated to all PAC Members for feedback and agreement.

Update: RH apologised that the Joint Office had not managed to circulate the letter properly to members but it was agreed that the letter had been useful and that this action could now be marked as completed. **Closed**

PAC 0807: Xoserve (FC) 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.

Update: RHi explained that this matter is due to be discussed at the 12 September 2018 DSC Change Management Committee meeting, and an update on the outcome of those discussions would be provided in due course. **Carried Forward**

PAC 0901: Joint Office (BF) 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.

Update: NV explained that a draft high level process has now been produced which will be sent to the BF for his approval in due course. **Carried Forward**

PAC 0902: ~~Xoserve (NC)~~ [Joint Office \(BF\)](#) to include the resignation process in the contract information sent to new Members.

Update: RHi pointed out, and members agreed, that this is a Joint Office led task and that the action should be re-worded accordingly. **Carried Forward**

PAC 0903: Joint Office (BF) to re-issue the new version of the appointment letter for all PAC Members to sign.

Update: It was agreed to defer consideration until the 09 October 2018 meeting. **Carried Forward**

PAC 0904: Joint Office (BF) 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.

Update: It was agreed to carry forward this action. **Carried Forward**

7. Next Steps

RH advised that she would liaise with NV to agree a possible approach and agenda changes for the 26 October 2018 PRID(e) Workshop Day 2 meeting, and would also consider what items should be deferred until the 09 October 2018 PAC meeting.

MB to update the draft modification inline with the discussions and feedback, and submit in time for consideration at the 09 October 2018 PAC meeting.

7.1 Key Messages – PAFA

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

- The PAC discussed PAC Issues 009 and 010 – “Data quality and issues with the submission of readings result in higher levels and fluctuations in (UIG) Unidentified Gas” and “Product Class 2 and 3 failure to submit meter readings”

respectively and concluded that these issues need further attention and focus from the PAC to resolve.

- Ofgem feel there should be stronger obligations on Shippers to submit meter readings and would like to see the use of Product Classes 2 and 3 in a consistent manner as this has not yet been demonstrated.
- Ofgem will be exploring PAC Issues 009 and 010 with the CDSP to gain a better understanding of the issues and the progress that has been made, before determining how it should be resolved.
- The PAFA presented analysis and the draft for two new risks relating to the incorrect use of Site Specific and standard Correction Factors and the consequential impact on consumption calculations and therefore Gas Settlement.
- The PAC identified an additional third risk for sites consuming below 732,000 kWh that are using a Site Specific Correction Factor rather than the standard Correction Factor.
- The PAC fully explored the impacts of the use Correction Factors on Settlement accuracy and reference was made to a report published by Dave Lander.
- A Modification Panel update was provided for Modification 0647 - Opening Class 1 reads to Competition, and the PAC will consider performance monitoring reporting for the PARR to be included in the modification.
- A Modification Panel update was provided for Modification 0657S - Adding AQ reporting to the PARR Schedule reporting suite. The modification will be presented to the Modification Panel on 20 September 2018.
- A Modification Panel update was provided for Modification 0660S - Amendment to PARR permissions to allow PAC to update with UNCC approval, stating that this will be considered by the Distribution Workgroup on 27 September 2018.
- The PAC discussed Ofgem's decision to not implement Modification 0619/A/B and will undertake GAP analysis when considering Modifications 0647, 0664 and 0665.
- The next PRID(e) in Gas Model workshop will take place on 26 September 2018.
- The PAFA will present the methodology behind the risk model at next month's PAC meeting.
- Due to the number of agenda items, this meeting is being continued on 26 September 2018 alongside the PRID(e) in Gas Model workshop.
- The next full PAC meeting will take place on 09 October 2018.

8. Diary Planning

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

Time/Date	Venue	Programme
10.00, Wednesday 26 September 2018	Gemserv, 8 Fenchurch Place, London, EC3M 4AJ	<ul style="list-style-type: none"> • <i>To be confirmed</i> • <i>Summarise as –</i> • <i>Half day workshop on PRID(e) in Gas Model</i> • <i>Half day standard agenda items deferred from 11 Sept meeting</i>

10.30, Tuesday 09 October 2018	Solihull – Radcliffe House???	<ul style="list-style-type: none">• <i>PAC standard agenda items</i>
10.30, Monday 05 November 2018	Elexon, 350 Euston Road London NW1 3AW UK	<ul style="list-style-type: none">• <i>To be confirmed</i>
10.30, Tuesday 11 December 2018	Solihull – Radcliffe House????	<ul style="list-style-type: none">• <i>To be confirmed</i>

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)	Carried Forward (Update due 09 October 2018)
PAC 0601	12/06/18	2.1	To investigate the status of the sites with a standard correction factor and MAMCoP.	Xoserve (RH)	Update provided. Closed
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)	Carried Forward (Update due 09 October 2018)
PAC 0607	12/06/18	5.5	To write to Ofgem and summarise what actions have been taken so far and request the assistance of Ofgem with the resolution to the consumption adjustment issue.	Xoserve (FC)	Update provided. Closed
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	Carried Forward (Update due 09 October 2018)
PAC 0802	06/08/18	2.1	To provide further data and information on the correct application of site and standard Correction Factors.	Xoserve (FC)	Update provided. Closed
PAC 0803	06/08/18	2.2.2	To document and provide information on the process of moving a PAC Related Risk to an Issue and how it will be defined and monitored.	PAFA (NV)	Carried Forward (Update due 09 October 2018)
PAC 0804	06/08/18	2.4	To conduct a Risk Register Model Review to encompass the Assumptions Register and the original Engage Report to ensure all are fit for purpose.	PAFA (NV)	Carried Forward (Update due 09 October 2018)
PAC 0805	06/08/18	2.6	To discuss the formatting and figures contained within the Monthly PARR Schedule 2 Reporting Update in readiness for the September meeting.	PAFA (NV) & Xoserve (FC)	Update provided. Closed

Action Table (as at 11 September 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0806	06/08/18	5.3	To produce a draft letter to Panel on behalf of PAC regarding the Ofgem decision letter in relation to Modification 0619/A/B, and this to be circulated to all PAC Members for feedback and agreement.	Shipper Member (MB)	Update provided. Closed
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)	Carried Forward (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)	Carried Forward (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.	Xoserve (NC) Joint Office (BF)	Carried Forward (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)	Carried Forward (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)	Carried Forward (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	PAFA (NV)	Pending (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)	Pending (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 AUGE information, once it has been published.</i>	PAFA (NV)	Pending (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)	Pending (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)	Pending (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)	Pending (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	Pending (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</i>	PAFA (NV)	Pending (Update due 09 October 2018)

Action Table (as at 11 September 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			12 months and learning paper for the Top 6 risks).		
PAC 0913	11/09/18	2.1.2	<i>Reference AUGE Indicative UIG Figures</i> – Xoserve (FC) to request a summary of the data from the AUGE.	Xoserve (FC)	Pending (Update due 09 October 2018)
PAC 0914	11/09/18	2.1.2	<i>Reference AUGE Indicative UIG Figures</i> – All parties to evaluate how the AUGE indicative UIG figures could potentially impact on (draft) risk PACR017D.	All	Pending (Update due 09 October 2018)
PAC 0915	11/09/18	2.1.2	<i>Reference the Dave Lander Consulting Report</i> – All parties to look to read the report and provide views at a forthcoming PAC meeting.	All	Pending (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</i> – Xoserve (FC) to ensure that an overview of the Ofgem letter is provided to PAC in due course.	Xoserve (FC)	Pending (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)	Pending (Update due 09 October 2018)
PAC 0918	11/09/18	5.5	<i>Reference New PAC Members Process</i> – All parties to look to consider this matter and provide views at the 26 September 2018 PRID(e) Workshop meeting.	All	Pending (Update due 26 September 2018)
PAC 0919	11/09/18	6.	<i>Reference Resolution of the Consumption Adjustment Issue</i> – 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.	Ofgem (JD)	Pending (Update due 09 October 2018)