

UNC Performance Assurance Committee (PAC) Agenda

(Monthly Data Items)

10:30 Tuesday 20 November 2018

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

- 1. Introduction and Status Review**
 - 1.1. Confirm quorate status
 - 1.2. Apologies for absence
 - 1.3. Note of Alternates
 - 1.4. Review of Minutes (05 & 12 November 2018)
- 2. Review of Outstanding Actions**
- 3. Monthly Review Items**
 - 3.1. Risk Register Review
 - 3.1.1. New Risks
 - 3.2. Issues Register
 - 3.2.1. New issues
 - 3.3. Project Plan
 - 3.4. Ofgem Update
 - 3.5. Review of Monthly PARR Reports (inc. Dashboard update)
 - 3.6. Review of PAC Related and New Modifications
- 4. Annual Work Plan and Budget**
 - 4.1. Draft Work Plan and Budget Actions Update
- 5. Communications Plan**
- 6. Any Other Business**
 - 6.1. Update on Reconciling Shipper versus PAC Report Findings – DT/ES
 - 6.2. Reference Issuing 2A.1 Letter & Highlighting to Transporter – DT/ES
 - 6.3. Review of Reporting: XRN4770 NDM Sample Data – Modification 0654 Delivery – FC/ES
 - 6.4. Solution Options: XRN4719 ROM Request - Adding AQ reporting to the PARR Schedule reporting suite – FC/ES
 - 6.5. PARR Reporting: XRN4795 Amendments to the PARR (520a) reporting – FC/ES
 - 6.6. PAC Retail Energy Code Consultation Response Letter (and voting) - SR
- 7. Next Steps**
 - 7.1. Agree Key Messages - PAFA
- 8. Diary Planning**

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Papers available at: www.gasgovernance.co.uk

PRID(e) Action Table (as at 05 November 2018)			
Action Ref	Action	Owner	Status Update
PAC 250705b	PAFA to review the risk register once the updated post-Nexus data is received.	PAFA	Carried Forward (Update due 20 November 2018)
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	Carried Forward (Update due 20 November 2018)
PAC 0921 (260921)	PAFA to provide a proposed plan / timescales for progressing with an incentive regime modification.	PAFA	Carried Forward (Update due 11 December 2018)

PAC Action Table (as at 05 November 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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 11 December 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 20 November 2018)
PAC 0907	11/09/18	2.1.1	<i>Reference PAF Draft Risks 017D and 018D</i> - PAFA (NV) to look to re-evaluate the (draft) risks against the October 2018 AUGGE information, once it has been published.	PAFA (NV)	Carried Forward (Update due 20 November 2018)
PAC 0911	11/09/18	2.1.2	<i>Reference PAF Risk Register</i> – 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.	All	Carried Forward (Update due 20 November 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)	Carried Forward (Update due 20 November 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)	Carried Forward (Update due 20 November 2018)

PAC 0922	26/09/18	4.2.1	PAFA (NV) to provide an update on the Project Plan with observations and any recommendations.	PAFA (NV)	Carried Forward (Update due 20 November 2018)
PAC 0923	26/09/18	4.2.1	All PAC members to review the published Project Plan with a view of providing updates on any required actions.	PAC	Carried Forward (Update due 20 November 2018)
PAC 0925	26/09/18	4.4	PAFA and Xoserve to consider the focus of future PAF Reviews to ensure it captures PACs requirements and provide a proposal/view on how this could be structured. (i.e. should it be a review of the framework or a review of the PAFA role)	PAFA / Xoserve	Carried Forward (Update due 11 December 2018)
PAC 0927	26/09/18	4.4	Risk Register - NV and JW to come up with an interim tool kit for PAC to follow.	PAFA (NV) / PAC (JW)	Carried Forward (Update due 20 November 2018)
PAC 0928	26/09/18	4.4	PARR Reports review to be scheduled to ensure the reports meet PAFA requirements.	PAFA (NV)	Carried Forward (Update due 20 November 2018)
PAC 1006	09/10/18	3.6	<i>Reference the 'PARR Dashboards - 2A.8 AQ Correction by Reason Code - PAFA (SR) to look to provide a new report identifying kWh movement directions, once UNC Modification 0660S is approved.</i>	PAFA (SR)	Carried Forward (Update due 20 November 2018)
PAC 1008	09/10/18	5.	<i>Reference the 'Customer Advocate Engagement' – Xoserve (DT) to consider how best to provide future (monthly) updates to the PAC, including nature and level of content.</i>	Xoserve (DT)	Carried Forward (Update due 20 November 2018)
PAC 1009	09/10/18	9.2	<i>Reference the 'Smart Meters (exchanges and read submission statistics)' – Xoserve (FC) to look to</i>	Xoserve (FC)	Carried Forward

			provide a high level comparison of the differences between the 0632S and BEIS reports at the 20 November 2018 PAC meeting.		(Update due 20 November 2018)
PAC 1012	23/10/18	2.1.1	<i>Reference Estimated and Check Reads Letter 2A.1 (& 2A.9)</i> – Xoserve (DT) to look to report back on reconciling the various performance report findings.	Xoserve (DT)	Carried Forward (Update due 20 November 2018)
PAC 1101	05/11/18	4.2	<i>Reference Risk Model Methodology</i> – PAFA (AJ) to look to set up a methodology review meeting once the refreshed data has been made available and analysed.	PAFA (AJ)	Pending
PAC 1102	05/11/18	4.5	<i>Reference UNC Modification Workgroup Report Template PAC Change</i> - Joint Office (BF) to ensure that a new agenda item for inclusion of PAC performance related impact assessment is added to the 15 November 2018 Panel agenda.	Joint Office (BF)	Pending
PAC 1103	05/11/18	5.	<i>Reference 'Performance Assurance Framework Function'</i> - npower (JW) to provide an accessible format version of the document to the Joint Office for distribution to PAC Members for review.	Shipper Member (JW)	Pending
PAC 1104	05/11/18	5.	<i>Reference 'Performance Assurance Framework Function'</i> – All parties to review the document and provide comments / suggested amendments to JW direct.	All	Pending
PAC 1105	05/11/18	7.4.1	<i>Reference Retail Energy Code Consultation</i> – PAFA (AJ) to draft a PAC consultation response (inc. settlement and meter reading aspects and a broad view on performance assurance and objectives) on behalf of PAC and circulate to Committee Members for views by no later than close of play on 08 November 2018.	PAFA (AJ)	Pending
PAC 1106	05/11/18	7.4.1	<i>Reference Retail Energy Code Consultation</i> – All Committee Members to review the PAC consultation response letter and provide views back to the PAFA asap.	All	Pending
PAC 1107	05/11/18	7.6	To evaluate how best to enhance the PAC agendas going forwards (including any potential pit falls) in a similar style to the DSC Change Management	Joint Office (BF/MiB)	Pending

			Committee agendas.		
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