

Party	Description of expectations	Dependencies
<b>PAFA</b>	<p><b>General:</b> Responsible for ensuring core material and data is present at each meeting for PAC review. Analysis and recommendations should be proposed to PAC for decision and/or further guidance. Direction of travel and management of ‘landscape’ of issues and risks should be managed across meetings.</p> <p><b>Risk Register:</b> Risks are regularly updated with refreshed data. Where data is not available, additional research should be undertaken through literature review, industry discussion and attendance at related forums. Data should be requested regularly, and alternatives explored when data not available.</p> <p><b>PARR reports:</b> Ensure reports are published, and key issues interpreted and highlighted to PAC. Proactive requests for additional data should take place as reports are analysed. Actions for PAC to be recommended.</p> <p><b>Communications:</b> Communication should be delivered to industry that is timely and relevant.</p>	<p>Data from CDSP</p> <p>Guidance and input from PAC</p>
<b>CDSP</b>	<p><b>General:</b> To provide data and related insight on gas settlement issues. Proactive flagging of identified issues should take place, directly and via the PAFA.</p> <p><b>Risk Register:</b> Provide timely and regular data updates, and provide industry expertise and insight to the issues discussed.</p> <p><b>PARR Reports:</b> Data is provided that is accurate and timely, and the appropriate insight and understanding is provided to the PAFA and PAC.</p> <p><b>Data:</b> Where data is not available, provide proactive insight into alternative sources of data, as well as suggest on a proactive adhoc basis suggestions for reports and data that could fulfil requirements.</p>	<p>Requests from PAFA</p> <p>Direction from PAC</p>
<b>PAC</b>	<p><b>General:</b> Provide clear direction and guidance to the PAFA and CDSP to ensure information is presented to explore settlement risk. Ensure effective and consistent decision making, and progression of issues. Ensure risks and issues are appropriately prioritised for the needs of the industry, and guided by core principles. Decisions taken and prioritisations highlighted for the good of industry, not along party or sector lines. Ensure quoracy. Ensure PAFA function is undertaken effectively and efficiently.</p> <p><b>Risk register:</b> Ensuring the risk register is regularly reviewed and actions taken and met to address settlement risk.</p> <p><b>PARR reports:</b> Clear actions are decided upon and taken to address risks and issues affecting settlement performance. Ensure reporting is adequate and comprehensive.</p> <p><b>Modifications:</b> Modifications raised and developed as appropriate. To be distributed across PAC members where possible.</p>	<p>Data and reports from PAFA (via CDSP)</p> <p>Process and decision making model (inherent or provided by PAFA)</p> <p>Expert insight into settlement issues (PAFA &amp; CDSP)</p>
<b>Joint Office</b>	<p><b>General:</b> Provide efficient and proactive management of the administrative needs of the PAC forum. When needed, interventions taken to ensure actions are recorded and assigned. Support definition of actions and help manage debates when arguments become circular. Ensure voting is visible and recorded on specific decision points. Agenda items to be supported by material and that material flagged with PAC requirement (decision, approval, information etc.).</p>	<p>Material from parties (submitted appropriately)</p> <p>Direction from PAC</p>

Responsible, Accountable, Consulted, Informed

Party	Meeting Administration	Meeting Material	Risk Register	Data	Industry Communications	Modifications
PAFA	C	R	R	R	R	C
CDSP	C	C	R	A	C	C
PAC	A	A	A	C	A	RA
Joint Office	R	C	I	I	R	I