

UNC Performance Assurance Committee Minutes
Tuesday 11 June 2019
at Elexon, 350 Euston Road, London NW1 3AW

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office
Mike Berrisford (Secretary)	(MiB)	Joint Office
Alex Travell	(AT)	Transporter Member
Carl Whitehouse*	(CW)	Shipper Member
David Newman	(DN)	Observer, Xoserve
Emma Smith	(ESm)	Observer, Xoserve
Fiona Cottam	(FC)	Observer, Xoserve
Jayne Goodge	(JG)	Observer, Xoserve
John Welch	(JW)	Shipper Member
Karen Kennedy	(KK)	Shipper Alternate
Lisa Saycell	(LS)	Shipper Member
Louise Hellyer	(LH)	Shipper Member
Mark Bellman	(MB)	Shipper Member
Mark Jones*	(MJ)	Shipper Member
Neil Cole	(NC)	Observer, Xoserve
Sally Hardman*	(SH)	Transporter Member
Sallyann Blackett*	(SB)	Shipper Member
Sara Usmani	(SU)	PAFA
Shanna Barr*	(SB)	Transporter Member
Shelley Rouse	(SR)	PAFA

Apologies

** via teleconference*

Copies of non-confidential papers are available at: <https://www.gasgovernance.co.uk/pac/110619>

1. Introduction and Status Review

1.1 Confirm Quorate Status

Rebecca Hailes (RH) welcomed everyone, including Karen Kennedy who became a fully-fledged Committee Member from 01 June 2019, to the meeting and declared the meeting as being quorate.

1.2 Apologies for absence

None.

1.3 Note of Alternates

None.

1.4 Review of Minutes (14 and 24 May 2019)

The minutes of the previous two meetings were approved.

2. Review of Outstanding Actions

PAC0103: *Reference the Count of Outstanding Consumption Adjustments as at 21/12/2018 (Pot 1 only) - Xoserve (FC)* to look to identify what contact has been made with Shippers and what if any, corrective actions have been put in place.

Update: FC provided a brief overview of the supporting presentation (*UIG Class 1 – Consumption Adjustment Resolution Update*) and once again explained that work was ongoing on this matter and that they had been struggling to resource the completion of the action, several Committee Members voiced their frustrations at the ongoing delay. In acknowledging the feedback, FC added that day to day business matters had also impacted upon Xoserve's ability to progress the matter.

With attention focused on the '*DM Financial Adjustments Progress*' slide, FC explained that the one outstanding 'Decision Pending' item remains a frustration, as it requires a Shipper decision to resolve – Xoserve are looking to cover this off under their 'business as usual' processes.

In voicing concern that these matters have remained unresolved for greater than 18 months in some cases, MB wondered whether assigning a new action (related to consumption adjustments) on Xoserve would be one way to move things forward, as he also remained concerned that it appears that the 'BW pot issue' is not being fixed. Responding, FC explained that the underlying complexity of the set ups involved causes Xoserve difficulties in undertaking the necessary (consumption) adjustments. In noting that the core issue is a process related one, JW reminded those present that previous consideration around whether or not to raise a UNC Modification to address the matter had concluded that it was not necessarily feasible.

When asked whether PAC should look to close off the outstanding (5) '*Retrospective CA not yet invoiced*' (subject to no significant materiality impacts) ESm requested that PAC grants Xoserve another month in order to consider these items and progress chase resolution with the individual parties (Shippers) involved – it was noted that a lack of a formal incentive mechanism could make resolution difficult.

When FC went on to advise that assessing the scale of the five individual issues could be extremely difficult, LH enquired how far along the process these five items have progressed (i.e. identify what information already exists) – when it was noted that timely resolution of these particular five items would be beneficial, ESm suggested that delving down to a low level of detail might not be the most productive utilisation of Xoserve's time, although she did recognise that there is value in engaging with the parties concerned and pointing out that the PAC are looking at these issues in detail.

When asked whether the PAFA are able to be granted access to the information in order to progress these items, ESm responding by advising that she would need to seek a legal view before committing to that possible resolution route.

It was then noted that care is needed in order to avoid repeating what progress Shippers have already made on these items now they are part way through the process anyway.

Moving on to consider the '*Exposure MPRNs – AQ & Class*' slide, it was noted that the 67 Class 1 MPRNs would not necessarily be invoking the full 2 years of adjustments, as this is dependent upon the nature of the error and whether they have been reconciled back to the 'go-live' date. When asked, FC advised that a maximum period of 6 months is more typical.

Concluding discussions, Committee Members agreed to expand the original action to include provision of additional information in order to better assess Shipper adjustment requests and their associated materiality aspects.

Thereafter, it was agreed to carry forward the expanded action with an update to be provided at the July 2019 meeting. **Carried Forward**

PAC0104: *Reference the Pot 2 sites not loading actuals as at 21/12/18 by Anonymous Shipper, Average Age (days) and Action Owner - Xoserve (FC)* to look to undertake an

assessment of the Pot 2 nominations compared to allocations in Gemini in order to look to identify any discrepancies with these sites and whether the issues have been flagged up to the respective Shippers, including whether or not, any site visits would be required.

Update: FC explained that Xoserve had already looked at the matter and concluded that there are no obvious hidden energy related aspects being highlighted. However, parties are asked to note that Xoserve is currently resource constrained and therefore struggling to resolve what is essentially a Shipper – DMSP – Customer relationship matter.

When SB suggested that the difficulty stems from knowing whether or not these sites are actually consuming gas (possibly a nominations / allocation view would highlight the ones that are), FC responded by advising that Xoserve had not observed any obvious cases where this is happening.

When MB suggested that this appeared to be a risk, SR agreed to add a new risk to the register to capture and track the issue going forwards.

Thereafter, Committee Members agreed to close the action. **Closed**

PAC0403: PAFA (SR) and Xoserve (FC) to produce a draft proposal/contract change to enable the PAFA to support PAC members in the Modification development process.

Update: In pointing out that contract discussions between Xoserve and the PAFA remain ongoing, SR suggested, and Committee Members agreed, that the action could now be closed. **Closed**

PAC0406: PAFA (SR) and Xoserve (FC) to investigate if there are any Datalogger issues regarding the 28 poor performing sites for South Sea Clarence.

Update: SR explained that she had discussed this matter with the Customer Advocate for South Sea Clarence who has identified several related issues. It is proposed to reassess the situation in June with ongoing monitoring via the normal PAC processes taking place.

Thereafter, Committee Members agreed to close the action. **Closed**

PAC0501: *Reference the delayed resolution of actions 0103 and 0104* – ScottishPower (MB) to formally raise the PAC concerns to Xoserve Chief Customer Office regarding the delayed resolution of actions 0103 and 0104.

Update: When MB explained that he had discussed the matter with the Xoserve CEO Sian Jones who he anticipated would be discussing with her PAC representative's team in due course, ESm advised that an additional progress update would be provided later in the meeting (see which section???) . Committee Members then agreed to close the action. **Closed**

PAC0502: *Reference Broken / Faulty Meter Flags Information Provision* – PAFA (SR) to investigate whether the associated information (split by AMR and SMART) can be teased out of the system and reported to the PAC (accepting that there may also be some commercial sensitivity issues involved).

Update: When SR advised that work remains ongoing in this matter, ESm explained that she had also made an internal (Xoserve) request for provision of the associated data and faulty meters related figures.

Thereafter, Committee Members agreed to carry forward the action. **Carried Forward**

PAC0503: *Reference AQ at Risk and Read Rejection Considerations* – Xoserve (FC) to look to provide a view/information (based on the percentage of portfolio size) on the Top 10 Shippers in time for consideration at the next PAC meeting, subject to addressing any potential commercial sensitivity issues.

Update: In apologising for not making progress on this action, FC explained that she believed that the answer lay in separating out anonymised data that could be compiled from several different sources (i.e. Huddle and Xoserve internal systems), especially as some of the information is of a sensitive (commercial) nature such as AQs at risk, UIG risk and exposure aspects etc.

When FC advised that she had not anticipated 'linking' the information to the rejection codes, KK reiterated her concerns raised at the previous meeting related to 'aged' meter point readings (i.e. line in the sand crossers and instances where the last meter reading is greater than 3 years old etc.). Noting the concerns, ESm responded by suggesting that the majority of 'line in the sands' reads are actually estimates whilst FC also suggested that Xoserve may well have utilised annual load readings to estimate for the poorer read provision sites.

When asked for a view, ESm explained that she believed that 'actual reads' have to be utilised at each end of the calculation, in order for it to stand up to scrutiny. Responding, KK suggested that it is how the industry looks to work around the issue should a calculation of the new AQ be impossible – in short, should this be flagged as a new risk on the register as the concerns relate to the associated materiality aspects.

FC went on to explain that Xoserve currently tracks a lack of readings as a proxy for a lack of AQ calculations and indicated that she would now look to provide more meaningful data based on a potential assessment of the Top 5 poor performing Shippers, split into four or five categories.

Thereafter, Committee Members agreed to carry forward the action. **Carried Forward**

PAC0504: *Reference UNC Modification 0651 Provisions / Obligations and Data Cleanse Exercise requirements* – Xoserve (ESm) to investigate how best to accommodate the potential reporting requirements and potential impact on the PARR Reports.

Update: ESm explained that Xoserve are still undertaking a retro planning assessment with a Proof of Concept (POC) exercise to follow thereafter on which to build going forwards.

When asked, ESm advised that an enduring solution is expected to be delivered as part of the November 2020 release (subject to planning and POC progression) – in short, the matter rests on the planning assessment which once completed would lead on to analysis of the associated outputs alongside any data cleanse aspects.

ESm expects to be able to provide a better view on progress at the July 2019 PAC meeting.

Thereafter, Committee Members agreed to carry forward the action. **Carried Forward**

PAC0505: PAFA (PR) to look to provide a short presentation on the Gemserv internal processes (incl. end to end process, manual and automated aspects and communication routes) and control mechanisms and provide a view on whether current reporting timescales contributed to the problem.

Update: In providing a brief overview of the commercially sensitive PAFA presentation, SR highlighted the key areas of concern. When asked, SU explained that the assignment of the anonymous names to the shipper short codes would be undertaken via a manual lookup table exercise.

In outlining the new post-incident PAFA validation process, SR confirmed that the system can track who makes changes to the shared documents and when the changes were undertaken.

In noting the enhanced value identified in the presentation, MB enquired whether there might be a better way to introduce even more process automation in order to reduce potential exposure to human mistakes. Responding, SU pointed out that this consideration had formed part of the consideration for the new potential macro provision. SR also noted that now the reports themselves are in a more stable format, there is an opportunity to look to further develop the macro provisions going forwards.

When asked, SR confirmed that all the new internal (PAFA) processes have supporting documentation and work has also been ongoing on the data provision timeline elements.

Thereafter, Committee Members agreed to close the action. **Closed**

PAC0506: PAFA (PR) to double check whether the two PAC members that received the commercially sensitive information passed it on to any other parties.

Update: SR advised that her colleague Paul Rocke had spoken with the two Shippers concerned, who subject to their respective confidentiality agreements, confirmed that NO information had been passed on to any other parties.

Thereafter, Committee Members agreed to close the action. **Closed**

PAC0507: PAFA (PR) and Xoserve (FC) to create a suitable notification communication for impacted Shippers that would be provided to PAC Members (for their approval) prior to release.

Update: In noting that this matter also relates to action PAC0508 below, SR advised that to date, no responses had been forthcoming.

When JW advised that he had had some internal questions posed to which he had provided responses, LS advised she had also undergone a similar exercise when questions were posed by her company colleagues – in both cases, no major concerns had been highlighted.

When asked, SR agreed to share any formal responses should any arise.

Thereafter, Committee Members agreed to close the action. **Closed**

PAC0508: PAFA (PR) and Xoserve (FC) to create a suitable high-level report outlining the issue and remedial actions for presentation at both the June 2019 UNCC and DSC Contract Management Committee meetings.

Update: When SR explained that work on this action remains ongoing, RH pointed out that any materials for the DSC Contract Management Committee meeting would need to be submitted to the Joint Office by 17:00 today (11 June 2019) at the very latest. Furthermore, any materials for the Uniform Network Code Committee meeting would need to be submitted to the Joint Office by 17:00 tomorrow (12 June 2019) at the very latest - FC offered to support SR at the DSC Contract Management Committee if needed.

RH requested that an update is provided at the July 2019 PAC meeting outlining how the information was received by the two bodies and whether any actions were raised as a result of the enlightenment exercise.

Thereafter, Committee Members agreed to carry forward the action. **Carried Forward**

3. Committee Matters

3.1 For Attention

3.1.1. Confidential Incident (SR)

SR explained that whilst she did not have any new information to provide, she could confirm that the Dashboard Report has been amended following the recent incident.

3.1.2. Modification 0654S – Mandating the provision of NDM sample data (NC)

In briefly making reference to the 14 May 2019 update NC also agreed to provide a list of those parties that have not yet provided the required information.

New Action PAC0601: Reference UNC Modification 0654S – Mandating the provision of NDM sample data – Xoserve (NC) to look to provide a list of those parties who have yet to provide the required information for consideration at the July meeting.

3.1.3. Modification 0664 – Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (JW)

In referring to the last round of changes made to the modification (v4.0, dated 21 December 2018), JW advised that it is not his intention to 'kick off' the legal text consideration in the limited time he has left.

When JW then explained that so far, he had been unable to find anyone willing to adopt the modification, MJ kindly agreed to discuss the matter offline with JW with the intention of adopting the modification in due course. RH noted that in that case, legal text consideration should start as soon as possible.

New Action PAC0602: Reference UNC Modification 0664 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 – Joint Office (RH) to look to request an extension to the current Workgroup Reporting date at the 20 June 2019 Panel meeting.

3.1.4. Modification 0674 – Performance Assurance Techniques and Controls (MB)

It was noted that for the time being this modification has been ‘decoupled’ from the next Governance Workgroup meeting (for which the date is slipping) in order to ensure that progress continues to be made in a timely fashion – the next (standalone) Workgroup meeting is scheduled to take place on Wednesday 26 June 2019 at the Joint Office in Solihull.

When asked, MB indicated that he does not believe that the modification is quite at the stage where draft business rules could be provided as the Code and supporting (ancillary) documentation aspects are still being considered. However, the details are slowly coming together prior to discussion at the meeting.

RH pointed out that any materials for the meeting would need to be submitted by 17:00 on Tuesday 18 June 2019 – a point acknowledged by MB.

3.1.5. Modification 0677R – Shipper and Supplier Theft of Gas Reporting Arrangements (CW)

CW explained that a review of the issues log was completed at the Workgroup meeting on 03 June 2019 where it was identified that circa 40 issues remain relating in the main to Shipper / Supplier theft reporting aspects.

Of the circa 40 remaining issues, 22 are of a unique nature and are due to be considered in more detail at the next Workgroup meeting, with the focus being on identification of any potential solution options.

It was noted that C Shanley (Workgroup Chair) would be seeking an extension to the Workgroup Reporting date at the 20 June 2019 Panel meeting.

3.1.6. Standards of Service Liabilities Reporting (RH)

RH advised that the report had been published ahead of the meeting.

3.1.7. PAC Reporting Change Proposals (ESm)

ESm and DN provided a combined overview the Xoserve ‘*Shipper / PARR Report – Analysis update*’ presentation during which attention initially focused on the ‘*Analysis Output / Journey*’ slide.

JG provided an explanation behind how the information contained within the Shipper Pack and PARR Reports potentially overlaps and that information provision weaknesses also add to the problems.

When KK pointed out that there is some confusion as to what the various reports are highlighting, DN explained that Xoserve have recently been working towards improving the information provided within the Shipper Packs. He went on to explain that originally the Shipper Pack was utilised as a data cleansing mechanism.

It was noted that the difference between the levels of data contained within the Shipper Packs and the PARR Reports has the potential to 'constrain' PAC's ability to accurately assess issues.

Moving on to consider the '*Enduring Solution*' slide, it was suggested that having enhanced data allows the PAC to make better informed decisions around what level of information contained within the various reports is most relevant when looking to address issues.

When asked about future proofing provisions and whether all the relevant data would be held within the Data Warehouse going forwards, DN responded by explaining how Xoserve had looked at providing information at a suitable level of granularity. When DN then went on to briefly explain how DSC Change Proposal mechanisms could potentially support new data item provisions within the Data Warehouse, ESm also explained how the data development could possibly work in future (i.e. as any changes 'drop in', how the focus of attention may change and move forwards – reference the next slide of the presentation).

In briefly considering the '*Benefits for the customer*' slide, DN noted that delivering change holistically is a different (refreshing) way in which to manage change in future.

Focusing on the '*Next steps*' slide, and specifically the visibility of delivery timelines and costs, it was noted that care would be needed in order to avoid inadvertently delaying delivery of any 'in flight' changes and that further clarification would be needed around any outstanding changes before PAC (and the industry) can take an informed view on the proposed new delivery timelines and associated costs. ESm explained how Xoserve resource constraints and regulatory requirements had impacted on the delivery of current changes such as XRN4795.

ESm then outlined that:

- read performance data for Classes 2 and 3 is building up;
- M-1 aspects have yet to be fully assessed, although tactical assessment had been undertaken;
- Budget changes would be going into the BP19 and no more funding from the DSC budget is required, and
- Data Warehouse (DW) changes would need to be funded.

ESm went on to explain that she remains confident that progress is being made even though the balance of Xoserve resources remains a concern.

When asked what guarantees there are that the timelines would not simply continue slipping, DN responded by explaining that Xoserve are looking to commit suitable resources and target delivery – in short, this is not a funding issue, but rather a resource / knowledge related issue that all of the Xoserve team are keen to resolve, including CEO Sian Jones.

When it was pointed out that a previous lack of visibility around change delivery delays remains a concern, ESm explained that she believes that the (raw) data provision to the PAFA would remain 'as-is' and that the PAFA and Xoserve would be meeting offline to further discuss the PARR Reporting provisions.

When asked whether future information interrogation runs would allow for back dating, DN explained that whilst this provision would not necessarily be available to users immediately, it is expected to be provided at some point in the (near) future, subject to prioritisation of delivery elements – a balance between tactical and enduring solution delivery.

New Action PAC0603: Reference Change Proposal Summary – Xoserve (ESm) to look to provide a post meeting summary of the current change proposals in order to assist discussions (inc. RAG and associated timelines) at the 09 July 2019 meeting.

3.2 For Decision

3.2.1. Shipper Responses to the PAC Performance Observation Letters Update (SR)

Opening discussions, SR advised that whilst there are no performance letters currently at the anniversary stage to consider at today's meeting, she is able to provide a quick update on the status of the ongoing discussions with Harwich representatives following a productive meeting with them recently.

In short, Harwich are committed to focusing on resolving their customer (Product Class 2) issues in the first instance, especially after the November 2018 PAC letter reignited their focus. In the intervening period they have enhanced their I.T. equipment and supporting mechanisms and now have an expectation of achieving a 90% plus read performance level.

When asked, SR confirmed that their May 2019 read performance figure was circa 67% and displaying a 'rising trend' for the coming months – the recovery plan identifies a June 2019 target date.

When asked, the Committee voted unanimously to continue monitoring Harwich read performance on an ongoing monthly basis.

3.2.2. Proposal for the Election Process to the PAC (SR)

SR provided a brief overview of the '*UNCC – PAC Proposal for the Election Process to the PAC*' presentation.

With discussions centred on the '*Options*' slide, parties debated whether changing the current process would bring any (real) benefits. It was noted that the main concerns relate in part to the slow nature of matters and the risk posed by potentially losing the knowledge base when Committee Members step down and new appointees do not have a suitable level of background information.

When MJ wondered whether waiting to see how this year's PAC member nominations go, might be prudent, others favoured changing the current process.

In reviewing the four possible options, Members briefly considered the Performance Assurance Committee Terms of Reference (v4.0, dated 17 May 2018) and concluded that these may benefit from expanding the two election statement paragraphs at the top of page 2 to clearly state 'at any time'.

When asked, the Committee voted unanimously to go back to the Uniform Network Code Committee (UNCC) with a recommendation that option 4 is approved and to provide an enhanced supporting narrative to 'cover off' UNCC concerns raised at the 16 May 2019 meeting.¹

3.2.3. PAC Framework Amendment Proposal (SR)

¹ Committee Members recognised that should the UNCC reject the recommendation, then the current (status quo) arrangements would continue to apply.

SR provided a brief overview of the '*UNCC – PAC Framework amendment proposal*' presentation during which attention focused on the '*Performance Assurance Framework Amendment*' slide.

In referring to the proposed wording for paragraph 6.3.3, SR explained that it had been deliberately 'pitched' at a high-level in order to look to avoid specific questions being raised in responses.

RH then presented a slightly enhanced version of the page within which each of the (RED) items are presented in a bulleted list for clarity.

FC then provided a brief overview of the AUGE review process and how this is supported by both an online (Survey Monkey) and summary document-based process, notification of which, is issued to the industry via a Joint Office email.

SR explained that should the 20 June 2019 UNCC approve the proposal, the PAFA would initiate the process.

When asked, the Committee voted unanimously (subject to SR undertaking the agreed changes to the wording) to present the proposals to the 20 June 2019 Uniform Network Code Committee for approval.

4. Monthly Review Items

4.1 Risk & Issues Register Review

In noting that there are no specific updates to provide at this meeting, SR advised that she would be adding the new risk(s) outlined earlier in the meeting to the register in due course.

4.2 Review of Monthly PARR Reports (inc. Dashboard update)

During consideration of the '*PARR Dashboards*' presentation attention focused on the smaller '*Shipper Performance Analysis*' presentation that contains commercially sensitive information extracted from the Huddle system.

As a consequence of the fact that the subsequent discussions relate in the main, to sensitive information, only the key PAC decision items have been recorded within these minutes, as follows:

4.2.1. 2A.1 Estimated & Check Reads – Product Classes 1 & 2

Committee Members supported a continuation of the monitoring exercise and requested that the PAFA looks to 'target' the Top 4 poor performing organisations – see also 4.2.3 below.

4.2.2. 2A.4 Shipper Transfer Read Performance

Committee Members supported a continuation of the monitoring exercise and requested that the PAFA looks to 'target' the Top 4 poor performing organisations.

New Action PAC0604: Reference PARR Dashboard Report for 2A.4 Shipper Transfer Read Performance – PAFA (SR) to focus attention on the Top 4 poor performing organisations, and to provide more detail within the Transfer Read Report (inc. replaced opening reads).

4.2.3. 2A.5 Read Performance

Committee Members supported a continuation of the monitoring exercise and requested that the PAFA writes to all the organisations highlighted within the (top right hand) graph to seek clarification on their respective performances.

New Action PAC0605: Reference PARR Dashboard Report for 2A.5 Read Performance – Product Classes 1 & 2 – PAFA (SR) to focus attention on the Top 4 poor performing organisations, with a view to issuing letters in due course (applicable to Shippers in PC2 only).

4.2.4. 2A.10 Replaced Meter Reads

Committee Members noted that this report primarily provides additional supporting information.

New Action PAC0606: Reference PARR Dashboard Report for 2A.10 Replaced Meter Reads – PAFA (SR) to examine the transfer read replacement performance in order to ascertain whether it only captures opening / replacement reads.

5. Any Other Business

5.1 EUC09 Sites

FC provided a brief outline of the 'EUC09 Sites not in Class 1' presentation during which she confirmed that unfortunately the figures (presented on the 'Overview of Statistics – Change since April' slide) have increased since April.

In considering the second bullet point on the 'Observations' slide, KK wondered whether this suggests a potential set up related issue.

Focusing attention on the 'Update since April meeting' slide, SR explained that the whilst the CAMs are currently taking the lead on these matters, PAC should consider how long to wait before formally writing to the parties involved – the consensus was to wait to see what outputs cascade out of the CAMs engagement exercise before undertaking any poor performance corrective actions.

FC observed that small (NDM) power stations could be having a big influence on UIG volatility (i.e. intermittent gas fired generation for which the NDM algorithm is incapable of truly addressing the issues) – some suggested that the real issue relates to where these sites reside.

5.2 Accuracy of Market Sector Code and its impact on calculation of NDM Profiles

NC explained that the matter had been discussed at the recent DESC Technical Workgroup meeting during which participants requested that the PAC helps to highlight this potential issue across the industry.

In noting that the market sector codes have been largely utilised for Transporter visibility aspects, Members noted that for EUC bands 3 and above there is little impact, whilst for Product Classes 1 and 2 it remains difficult to assess the true impacts.

When asked, SB confirmed that E.ON did not undertake any direct market sector code modelling assessment when originally raising their modification – in short, parties are expected to do the right thing in the first instance.

In noting that the matter relates to a point of allocation rather than an ultimate UIG related issue, FC suggested, and Committee Members agreed to request that the PAFA adds a note to the post meeting Key Messages summary.

5.3 Publication of Offtake Metering Validation Records

RH initiated a brief discussion on the merits of continuing to publish the periodic Offtake Metering Validations Records provided solely by Wales & West Utilities and no other DN at present.

When FC pointed out that this really fits in with the MERs related information published elsewhere on the Joint Office web site, the Committee Members agreed to cease publishing these documents going forwards. Any feedback on this decision can be sent to enquiries@gasgovernance.co.uk

5.4 PAFA Industry Engagement Day Update

SR pointed out that the projected 18 June 2019 Engagement Workshop attendance is looking strong.

When asked, SR confirmed that as part of the discussions to be undertaken at the workshop, the PAFA would be highlighting the difference between the PAC Observation and Performance Letters to those attending.

5.5 PAC Retirement

When RH pointed out that this would be John Welch's last PAC meeting, all Committee Members thanked John for his support and dedicated work over the years.

6. Next Steps

6.1 Key Messages – PAFA

SR said she would develop an overview of the Key Points from the meeting and this would be provided by the PAFA in due course.

7. Diary Planning

Further details of planned meetings are available at:

<https://www.gasgovernance.co.uk/events-calendar/month>

Time/Date	Venue	Programme
10:30, Tuesday 09 July 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Standard Agenda

PAC Action Table (as at 11 June 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0103	08/01/19	2.	Reference the Count of Outstanding Consumption Adjustments as at 21/12/2018 (Pot 1 only) - Xoserve (FC) to look to identify what contact has been made with Shippers and what if any, corrective actions have been put in place- <u>and to also provide additional information in order to better assess Shipper adjustment requests and their associated materiality aspects.</u>	Xoserve (FC)	Carried Forward (Update due 09 July 2019)
PAC 0104	08/01/19	2.	Reference the Pot 2 sites not loading actuals as at 21/12/18 by Anonymous Shipper, Average Age (days) and Action Owner - Xoserve (FC) to look to undertake an	Xoserve (FC)	Update provided. Closed

			assessment of the Pot 2 nominations compared to allocations in Gemini in order to look to identify any discrepancies with these sites and whether the issues have been flagged up to the respective Shippers, including whether or not, any site visits would be required.		
PAC 0403	09/04/19	3.1.1.	PAFA (SR) and Xoserve (FC) to produce a draft proposal/contract change to enable the PAFA to support PAC members in the Modification development process.	PAFA (SR) and Xoserve (FC)	Update provided. Closed
PAC 0406	09/04/19	3.2.1.	PAFA (SR) and Xoserve (FC) to investigate if there are any Datalogger issues regarding the 28 poor performing sites for South Clarence.	PAFA (SR) and Xoserve (FC)	Update provided. Closed
PAC 0501	11/05/19	2.	<i>Reference the delayed resolution of actions 0103 and 0104</i> – ScottishPower (MB) to formally raise the PAC concerns to Xoserve Chief Customer Office regarding the delayed resolution of actions 0103 and 0104.	Scottish Power (MB)	Update provided. Closed
PAC 0502	11/05/19	2.	<i>Reference Broken / Faulty Meter Flags Information Provision</i> – PAFA (SR) to investigate whether the associated information (split by AMR and SMART) can be teased out of the system and reported to the PAC (accepting that there may also be some commercial sensitivity issues involved).	PAFA (SR)	Carried Forward (Update due 09 July 2019)
PAC 0503	11/05/19	2.	<i>Reference AQ at Risk and Read Rejection Considerations</i> – Xoserve (FC) to look to provide a view/information (based on the percentage of portfolio size) on the Top 10 Shippers in time for consideration at the next PAC meeting, subject to addressing any potential commercial sensitivity issues.	Xoserve (FC)	Carried Forward (Update due 09 July 2019)
PAC 0504	11/05/19	3.1.7	<i>Reference UNC Modification 0651 Provisions / Obligations and Data Cleanse Exercise requirements</i> – Xoserve (ESm) to investigate how best to accommodate the potential reporting requirements and potential impact on the PARR Reports.	Xoserve (ESm)	Carried Forward (Update due 09 July 2019)
PAC 0505	24/05/19	2.1.1	PAFA (PR) to look to provide a short presentation on the Gemserv internal processes (inc end to end process, manual and automated aspects and communication routes) and control mechanisms and provide a view on whether current reporting timescales contributed to the problem.	PAFA (PR)	Update provided. Closed

PAC 0506	24/05/19	2.1.1	PAFA (PR) to double check whether the two PAC members that received the commercially sensitive information passed it on to any other parties.	PAFA (PR)	Update provided. Closed
PAC 0507	24/05/19	2.1.1	PAFA (PR) and Xoserve (FC) to create a suitable notification communication for impacted Shippers that would be provided to PAC Members (for their approval) prior to release.	PAFA (PR) & Xoserve (FC)	Update provided. Closed
PAC 0508	24/05/19	2.1.1	PAFA (PR) and Xoserve (FC) to create a suitable high-level report outlining the issue and remedial actions for presentation at both the June 2019 UNCC and DSC Contract Management Committee meetings.	PAFA (PR) & Xoserve (FC)	Carried Forward (Update due 09 July 2019)
PAC 0601	11/06/19	3.1.2	<i>Reference UNC Modification 0654S – Mandating the provision of NDM sample data</i> – Xoserve (NC) to look to provide a list of those parties who have yet to provide the required information for consideration at the July meeting.	Xoserve (NC)	Pending
PAC 0602	11/06/19	3.1.3	<i>Reference UNC Modification 0664 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4</i> – Joint Office (RH) to look to request an extension to the current Workgroup Reporting date at the 20 June 2019 Panel meeting.	Joint Office (RH)	Pending
PAC 0603	11/06/19	3.1.7	<i>Reference Change Proposal Summary</i> – Xoserve (ESm) to look to provide a post meeting summary of the current change proposals in order to assist discussions (inc. RAG and associated timelines) at the 09 July 2019 meeting.	Xoserve (ESm)	Pending
PAC 0604	11/06/19	4.2.2	<i>Reference PARR Dashboard Report for 2A.4 Shipper Transfer Read Performance</i> – PAFA (SR) to focus attention on the Top 4 poor performing organisations, and to provide more detail within the Transfer Read Report (inc. replaced opening reads).	PAFA (SR)	Pending
PAC 0605	11/06/19	4.2.1	<i>Reference PARR Dashboard Report for 2A.5 Read Performance – Product Classes 1 & 2</i> – PAFA (SR) to focus attention on the Top 4 poor performing organisations, with a view to issuing letters in due course (<i>applicable to Shippers in PC2 only</i>).	PAFA (SR)	Pending
PAC 0606	11/06/19	4.2.4	<i>Reference PARR Dashboard Report for 2A.10 Replaced Meter Reads</i> – PAFA (SR) to examine the transfer read replacement	PAFA (SR)	Pending

			performance in order to ascertain whether it only captures opening / replacement reads.		
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