

UNC Performance Assurance Committee
Tuesday 14 December 2021
via Microsoft Teams

Attendees

Alan Raper (Chair)	(AR)	Joint Office
Mike Berrisford (Secretary)	(MiB)	Joint Office

Shipper Members (Voting)

Alison Wiggett	(AW)	Corona Energy
Andy Knowles	(AK)	Utilita
Carl Whitehouse	(CW)	Shell Energy Retail Limited
Clare Louise Roberts	(CLR)	ScottishPower (Alternate)
Lisa Saycell	(LS)	Gazprom
Louise Hellyer	(LH)	Total
Sallyann Blackett	(SB)	E.ON

Transporter Members (Voting)

Jenny Rawlinson	(JR)	BUUK (Alternate)
Leteria Beccano	(LB)	Wales & West Utilities (Alternate)

Observers (Non-Voting)

Anne Jackson	(AJ)	PAFA/Gemserv
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Correla on behalf of Xoserve
Karen Kennedy	(KK)	Correla on behalf of Xoserve
Martin Attwood	(MA)	Correla on behalf of Xoserve
Neil Cole	(NC)	Correla on behalf of Xoserve
Rachel Clarke	(RC)	PAFA/Gemserv
Sara Usmani	(SU)	PAFA/Gemserv

Copies of non-confidential papers are available at: <https://www.gasgovernance.co.uk/PAC/141221>

1. Introduction

Alan Raper (AR) welcomed all parties to the meeting.

1.1 Apologies for absence

Alex Travell, Transporter Member,
Graeme Cunningham, Shipper Member
Lee Greenwood, Observer,
Mark Bellman, Shipper Member,
Shiv Singh, Transporter Member,
Stacey Helps, Shipper Member, and
Tracey Saunders, Transporter Member.

1.2 Note of Alternates

Clare Louise Roberts for Mark Bellman,
Jenny Rawlinson for Alex Travell,
Leteria Beccano for Tracey Saunders & Shiv Singh

1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.¹

1.4 Approval of Minutes (12 October & 16 November 2021)

The minutes from the previous meetings were approved.

1.5 Approval of Later Papers

It was noted that there were three (3) late papers submitted ahead of the meeting. When asked, PAC Members present agreed to consider the documents.

2. Monthly Performance Assurance Review Items

2.1 Annual Review 2021 Outputs

Rachel Clarke (RC) provided an overview of the *'Performance Assurance Framework Annual Review 2021 – Responses and suggested actions'* presentation, during which the following key points were considered (by exception), as follows:

One Response Received – slide 3

PAC Members debated the four options on offer, noting that it might also be beneficial to consider and clarify what PAC want to get out of the process such as:

- Focusing attention on the main group of poor performers.
- Taking a more inward look view on matters.
- Identification of any concerns, and
- Consider undertaking a more 'holistic' view / approach on matters.

RC pointed out that this might be an opportune moment for PAC to reconsider the Annual Review approach, even though many key items are already included within the report already.

Some parties believe that option 1 and 4 are not really viable options and that perhaps a 'hybrid' of options 2 and 3 could provide a better route.

RC suggested, and PAC Members present agreed, that there might be value in setting up an 'Awareness Day' event at some point in the future.

Summary of Response – PAF – slide 4

In considering the proposed response / suggested actions PAC Members suggested that, whilst there is a clear lack of Shipper awareness, the recent SoLR events have also demonstrated a lack of understanding, capability and concern to get things right.

When RC suggested that perhaps the issue could be highlighted within industry forums such as DESC or Cornwall Insight, Fiona Cottam (FC) provided a brief update on how Correla (and Xoserve) are undertaking various industry engagement initiatives, including the provision of training packs, (one with the specific intention on how to avoid being on the PAC Radar). FC also noted that 'remote' engagement mechanisms may work best for smaller parties.

¹ PAC meetings will be quorate where there are at least four Shipper User PAC Members and two Transporters (DNO and/or IGT) PAC Members with a minimum of six PAC Members in attendance.

PAC Members present indicated that they were happy for the suggestions to be included within the Final Annual Report for 2021.

Summary of Response – PAC – slide 5

No specific comments were forthcoming and thereafter PAC Members present indicated that they were happy for the suggestions to be included within the final Annual Report for 2021.

Summary of Response – PAFA – slide 6

When asked, RC advised that in response to discussion undertaken at previous PAC meetings, a Strategic Workshop meeting had now been set up for Wednesday 26 January 2022 – it was noted that a draft agenda had already been published.

PAC Members present indicated that they were happy for the suggestions to be included within the Final Annual Report for 2021.

Summary of Response – CDSP – slide 7

In pointing out that the DDP Reporting involves subtly differing timings, FC suggested that the proposed response was a good summation which covers the majority of aspects involved.

PAC Members present indicated that they were happy for the suggestions to be included within the Final Annual Report for 2021.

Summary of Response – Other – slide 8

AR noted that a review of the PARR reports would / could be a challenge depending upon the depth of the review itself and could require a dedicated whole day meeting.

PAC Members present indicated that they were happy for the suggestions to be included within the Final Annual Report for 2021.

Summary of Response – Other Cont. – slide 9

No specific comments were forthcoming and thereafter PAC Members present indicated that they were happy for the suggestions to be included within the Final Annual Report for 2021.

Concluding the discussions, RC advised that she would now look to incorporate the proposed suggestions / feedback into a final version of the Annual Report for 2021, ahead of consideration of the 'next steps' options at the 18 January 2022 PAC meeting.

New Action PAC1201: *Reference Final Annual Review Proposals - Joint Office (MiB) to add a new item on the 18 January 2022 agenda.*

2.2 Gas Performance Assurance Portal Update

Rachel Clarke (RC) provided an overview of the 'Gas Performance Assurance Portal (GPAP) – Update November 2021' presentation, during which the following key points were considered (by exception), as follows:

GPAP – Background – slide 2

When asked, RC confirmed that the Gas Performance Assurance Portal (GPAP) is not related to the similar Retail Energy Code (REC) portal, and in fact takes the form of a web site based solution involving a secure (dedicated user) area.

When RC then went on to confirm that the portal is provided by a 3rd Party provider, rather than a specific Gemserv development, Anne Jackson (AJ) also advised that it was not the same 3rd Party support as the one utilised for the REC portal.

Andy Knowles (AK) suggested that based on his recent experiences involving the REC portal, care would be needed during the transition from the Huddle service over to the GPAP service provision.

When asked, RC confirmed that the security protocols are closely modelled on the Huddle provision, and as such would be managed internally within Gemserv.

Portal Next Steps – slide 7

When RC advised that the intention was to provide a (verbal) progress update at the 18 January 2022 PAC meeting, FC indicated that she would also support a review of the rollout programme at that meeting.

When asked whether there would be a 'cap' on the number of an organisation's personnel that could access the portal, AJ advised that there would not be, although it should be noted that any access requests would / should be managed by an organisation's Contract Manager.

2.3 PARR Report Review – Dashboard update (PAFA)

Sara Usmani (SU) provided the Shipper Performance Analysis PARR Dashboard update. PAFA supplied the following observations for this section:

SHIPPER PERFORMANCE IMPROVEMENT PLANS

- Performance Assurance Committee (PAC) Members were informed that the updates on all Shippers are available for viewing on Huddle, but the Performance Assurance Framework Administrator (PAFA) would only be reporting on three Shippers this month.
- Committee Members were informed of an error that has occurred on the Data Discovery Platform (DDP) which has meant that the PAFA's access had been revoked to the platform. Consequently, the M-1 statistics, which are usually available for Product Class 1 and Product Class 2, would therefore be provided as a two-month update at the January PAC meeting, providing access to DDP has been granted.
- One Shipper "Bishek" was highlighted to the PAC who have been on a read performance plan since March 2020. The Shipper has no sites remaining on their portfolio, a move they advised the PAFA of at the end of 2020. The PAFA have been in communication with the Shipper and can confirm that no sites will be registered to the Bishek licence in the future. As a result, the PAFA advised that the PAC close the Shipper's improvement plan given there are no sites remaining on the portfolio.
 - PAC Members expressed concerns that the issues with read submission has not been resolved as they have only moved sites across to another portfolio and are consequently not eligible to provide any readings. The PAFA informed PAC Members that whilst Bishek have moved the sites across, they are monitoring the impact of these sites on performance under the new Shipper code in the new portfolio and would highlight any concerns as they arise.

GB ENERGY CRISIS: SUPPLIER OF LAST RESORT (SoLR) AWARDED SHIPPER PERFORMANCE

- Committee Members were provided with an overview of the current market which has led to the GB Energy Crisis. As a result, there has been a number of Supplier collapses within the market, leading to 24 Shippers exiting the market.
- Consequently, the sites associated with these Shippers exiting the market has led to circa 2.17 million sites entering the Supplier of Last Resort (SoLR) process, which have been distributed among nine Shippers, with five of the Shippers being awarded the vast majority of the sites.
- The PAFA informed PAC Members that due to the lag in reporting, statistics are only available up to October 2021 and impacts would only be seen from the September transfers. These amount to circa 1.5 million sites which were awarded to four Shippers.

- Most of the transfers for these sites occurred in October, though all of the data has not filtered through, with some sites still expected to materialise through the data. As a result, there has been no impact on the read performance reports and AQ at risk reports but updates on the respective Shippers' transfer read performance was provided.
- The PAFA informed the Committee that this will be a standing agenda item within the Shipper Performance Analysis section to analyse any impacts of the current market conditions, which PAC Members welcomed particularly with the volatility within the market.

WINTER ANNUAL RATIO (WAR) BANDS UPDATE

- The PAFA informed the Committee of "*Modification 0652 - Introduction of winter read/consumption reports and associated obligations*", whereby Shippers are required to submit reads in two windows to calculate accurate Winter Annual Ratio (WAR) Bands. No AQ Corrections were submitted up to the September deadline to provide or amend a Winter Consumption. Corrections can still be submitted but would go live the next or second next month, depending on submission date
- For Gas Year 2020/21, there were around 26% in the market who failed to provide a reading across one or both windows. Though the performance in window 1 looked more positive, the issue was mainly due to the number of sites requiring a WAR band reading in the second window increasing. As a result, the percentage of 'no reads provided' increased.
 - No corrections were submitted from any Shipper in the September window (if missed)
- PAC Members commented that the lockdown could have potentially affected Shippers abilities to obtain and submit readings, as both windows fell in the lockdown period.

2.4 Review of Outstanding PARR Actions

None to consider.

2.5 Risk & Issues Register Update (PAFA)

In noting that additional information is also available on the Huddle portal, Rachel Clarke (RC) provided an update. PAFA supplied the following observations for this section:

- PAC Members were presented with an update on a number of risks including: Unregistered sites, Shipperless Sites, Meter Bypass, Meter Drift, Line in the Sand, Transfer Reads and Replacement Reads. Overall, most risks presented had decreased in risk value although there were two areas for PAC awareness and attention.
- The PAFA presented the following risk updates on all areas;
 - **Unregistered Sites:** The Value at Risk (VaR) has decreased by 42% within the market due to the number and average size of AQs identified year on year. The number of sites had decreased by 19% whilst there had also been a decrease of 28% in the site average AQ which is reflected in the decrease in energy impact of the risk. The PAFA noted that there was a step change in the data for September 2020 and that it appears volatile. Further investigation was needed to drill down into this. Committee members were informed that the risk level remained low with a rating of one and no PAC action was required.

- **Shipperless Sites:** The risk in this market has decreased by 51% over the past 12 months. This has resulted from the number of sites and average size of AQs identified year on year, decreasing by 48% and 5%, respectively. The PAFA informed the PAC that there had been a cyclical trend identified whereby Shipperless sites peaked in Summer (August 2020 and 2021) which required further investigation. The PAFA noted that the risk rating for this risk had remained low at one and that there was no PAC action required. PAFA will continue to feed in outputs from the Shipperless and Unregistered Workgroup, hosted by Xoserve, as deemed necessary.
- **Meter Bypass:** Over the course of the year, the Value at Risk decreased by 19%. The reduction in the risk had been primarily driven by the reduction in number and size of meters remaining that have been identified in January 2021 compared to September 2021. The PAFA noted that there had been a large increase in the AQ of closed bypasses from 11m KWh to 580m KWh over the past 12 months and hypothesised that this was due to large meters moving across from the open to closed category. However, as data relating to consumption adjustments is not yet currently available to validate this theory, a further update will be provided when the risk is updated in the re-run of the risk tool.
- **Meter Drift:** The Value at Risk for Meter Drift has seen an increase of 10%. The risk was sub-grouped into two categories; Class 1 & 2 and Class 3 & 4. The count of Class 1 and 2 Check reads not being received within the last year had increased by 4%, alongside an increase in the average AQ of 8%. The PAFA noted that the count of Class 3 and 4 Check reads not being received within the last year had increased by 20%, with the average AQ remaining the same. The PAFA noted that this risk remained low, and that no PAC action was required.
- **Line in the Sand:** The PAC were informed there has been a large upswing in the risk's value of 94% over the past 12 months. This was primarily driven by an increase in percentage of no reads submitted for 4 years across Classes 3 and 4 in the past 12 months. Additionally, the count of MPRNs in Class 3 and 4 with reads not submitted by year 4 had increased by 0.5% which is reflected in the increase in energy impact of the risk. Committee members were informed by the PAFA that this risk had previously been closed and recommended that the risk be reopened, be added to the Risk Register and attributed a risk rating of five (high priority). PAC members agreed with the PAFA's recommendation. Mitigations to the risk would be brought to the January PAC meeting for discussion on the next steps for this risk.
- **Transfer Reads:** An increase of 42% in the risk value had been seen in Transfer reads across the year. This was predominantly due to the increase in transfers occurring the past 12 months which were up by 42% and a drop in transfer reads submitted by 4%. The PAFA noted that the combined net effect was reflected in the increase in energy impact of the risk. The PAC discussed how the rise in the risk value of transfer reads is anticipated to rise over the coming months due to the current climate of Supplier of Last Resort (SOLR) events. The PAFA resolved to bring back the risk to the January meeting with some more analysis of how the risk level has risen over the past months to its current position.
- **Replacement Reads:** A decrease of 4% in the risk value had been seen in the Replacement Reads risk over the period. This was predominantly due to less parties utilising the process, therefore, avoiding the risk of the process being used inconsistently. The PAFA recommended that as a low rated risk (one) this would be monitored and brought post subsequent refreshes.

- The PAFA also noted that an updated indicative forecast of the risks schedule has been uploaded to Huddle for PACs information.

2.6 Measurement Error Risk Update

2.6.1. Measurement Error (*EM009 – Airewas EM MTD*) Update

AR advised that Cadent are still in the process of establishing the contractual procurement terms with a second Independent Technical Expert (ITE2) since the magnitude of the error determined by the 'original' ITE (ITE1) report exceed the threshold for appointing 2 ITEs. AR stated that ITE1 had provided its report but that it was being 'held back' while ITE2 undertakes its analysis.

AR also explained that there would now be an additional step in the error determination process where the 2 ITEs would endeavour to produce a joint summary report of their work.

In summarising the progress made to date in respect of this measurement error, Fiona Cottam (FC) highlighted that ITE2 would be adopting a 'going back to the drawing board' approach. She then pointed out that the last Offtake Arrangements Workgroup meeting took place on 29 September 2021.

Concluding the discussion, FC advised that it remains unclear at this time when any associated invoices would be released.

2.7 Open / Meter By-Pass Update

M Attwood (MA) provided an overview of the '*Meter By-Pass Update*' presentation during which the following key points were considered (by exception), as follows:

Update on 106 meters at 'Open' status but with progressing reads – slide 2

MA focused attention on the current status of 38 'Open' by-pass flags before pointing out that the 'Open' status figure had reduced by a further 7 since the November 2021 presentation.

By-Pass Consumption Adjustments – slide 6

When asked what the 25 'No Responses' included, MA explained that some of the number are potentially a result of long standing poor communications issues and others are more recent additions.

When AR explained that Workgroup 0763R '*Review of Gas Meter By-Pass Arrangements*' had considered whether Shippers need to be mandated in order to provide the required data / information, Clare Louise Roberts (CLR) advised that she has an outstanding action (0211) within that Workgroup to provide a development paper for further consideration – this is being developed with the assistance of Eric Fowler from the Joint Office.²

MA then went on to advise that he is aware that there are an additional 15 requests waiting in the pipeline that are currently not recorded on the information presented. He also pointed out that more information would be provided during consideration of his outstanding action (PAC1103) under item 5. later in the meeting.

3. Matters for Committee Attention

3.1 GB Energy Crisis Update

Opening the discussion, AR advised that he did not have a specific update (over and above the recent news events) to provide, other than to note the SoLR events and current high market prices for energy.

² Copies of the Workgroup 0763R meeting papers and minutes are available to view and/or download from the Joint Office web site at: <https://www.gasgovernance.co.uk/0763>

In noting that this item is now covered under the information provided for the regular 'PARR Report Review – Dashboard' and 'Risk & Issues Register' updates, it was agreed to leave this agenda item 'as-is' for the time being but remove it when the time is right.

3.2 Dedicated Sprint Planning Update

Karen Kennedy (KK) provided an overview of the 'DDP Update' presentation during which discussions centred around the 'AQ Read Performance (MOD0672)' slide.

Moving on, Ellie Rogers (ER) advised that these matters, (and more), had also been considered at the 13 December 2021 Distribution Workgroup meeting³, where parties in attendance proposed the raising of a new UNC Fast Track Self-Governance Modification in order to facilitate changes to the original UNC Modification 0672S 'Target, Measure and Report Product Class 4 Read Performance', legal text – it is anticipated that this new Modification would be raised early in 2022.

In switching the focus onto outstanding PAC DDP Action 0701, AR enquired as to whether the action had effectively 'timed out' and would a Sprint meeting actually be needed now, to which KK responded by suggesting that further consideration, (relating to the outstanding user stories and budgetary considerations etc.), would be needed in the New Year (possibly February 2022).

In light of the discussions, KK agreed that the action could now be closed and a new one raised in future should the need arise.

3.3 PAC Budget and Spend Update

FC explained that more information on this matter would be provided during consideration of the outstanding Correla / Xoserve actions (0701 (extra) and 0702 (extra)) under item 5. later in the meeting.

3.4 Standards of Service Liabilities Report (information only)

Report provided for information only, with no additional queries to report.

4. Update on Potential Changes to Performance Assurance Reporting and PARR

4.1 PAFA Industry Meeting Update

AJ advised that she did not have a specific update to provide at the meeting.

4.2 Modification 0763R – Review of Gas Meter By-Pass Arrangements

In referring to the last Workgroup 0763R minutes, AR advised that these clearly 'match up' with previous PAC discussions around this matter. AR also noted the potential MAMCoP route for resolving some of the issues associated with bypasses.

4.3 Modification 0674 - Performance Assurance Techniques and Controls

AR advised that following the Panel send back (for 6 months) to Workgroup request at the 15 July 2021 Panel meeting⁴, work had been ongoing within the Workgroup, in order to prepare a Supplemental Report addressing some of the Panel concerns.

During a brief discussion, the following points were noted:

- Supplemental Report has been created and developed incrementally following on from the additional Workgroup meetings;
- The Proposer (M Bellman, Scottish Power) has committed to varying the Modification;

³ Copies of the 13 December 2021 Distribution Workgroup meeting papers and minutes are available to view and/or download from the Joint Office web site at: <https://www.gasgovernance.co.uk/dist/131221>

⁴ Copies of the 15 July 2021 Panel meeting papers and minutes are available to view and/or download from the Joint Office web site at: <https://www.gasgovernance.co.uk/panel/150721>

- Work remains ongoing in preparing the Variation Request and associated supporting documents (i.e. proposed Modification 0674V and legal text etc.) ahead of formal Panel submission;
 - It is not certain that this will be ready in time for consideration at the 20 December 2021 Workgroup meeting;
 - Legal text will only be prepared once the Variation Request has been formally raised;
- Next Workgroup meeting is scheduled for Monday 20 December 2021;
 - Request for a one (1) month reporting extension will be made in due course, taking the reporting deadline out to the 17 February 2022 Panel meeting, and
 - The potential date of any Ofgem decision on the Modification remains unclear at this time.

4.4 Modification 0734S – Reporting Valid Confirmed Theft of Gas into Central Systems

When AR explained that he did not have a specific update to offer, other than to advise the Modification was considered at the 13 December 2021 Distribution Workgroup meeting, and that he believes the Workgroup Report will be considered at the 16 December 2021 Panel meeting with the recommendation that the Modification is issued out to consultation. With regards to the outstanding Workgroup issues, ER explained that the expectation is that General Data Protection Regulation (GDPR) legal query would form the basis of a Panel question to industry respondents.

In explaining the supporting system solution delivery approach following consideration at the 08 December 2021 DSC Change Management Committee meeting, ER explained that the Committee had preferred to defer a decision until such a time as the Modification is approved.

New Action PAC1202: Reference UNC Modification 0734S – Xoserve (ER) to provide a draft PARR including expected implementation timeline for consideration at the 18 January 2022 PAC meeting.

4.5 Modification 0778R – Gas Vacant Sites Process review

In briefly referring to previous PAC discussions, AR went on to provide an outline of the discussions undertaken within the Workgroup so far. In short, it is early days with no clear recommendations at this time as the Workgroup considerations are nowhere near complete.

It was noted that the 06 December 2021 Workgroup meeting had been cancelled and the next meeting would be early 2022.

4.6 Modification 0781R – Review of Unidentified Gas process

AR explained that the Workgroup is looking at very high-level process requirements for dealing with, and allocation of UIG.

During a brief onscreen review of the 25 November 2021 Workgroup meeting minutes⁵, AR focused attention on the 10 potential options as outlined on page 3 explaining that the Workgroup are considering how best to rank them in order of preference. In short, the Workgroup are looking at different ways for dealing with UIG going forward.

ER also advised that at the 13 December 2021 meeting, Workgroup participants had received an overview of the equivalent electricity market model.

4.7 Modification 0782 – Creation of Independent AUGE Assurer (IAA) role

AR advised that the Workgroup had last met on 13 December 2021.

⁵ Copies of the 25 November 2021 0781R meeting papers and minutes are available to view and/or download from the Joint Office web site at: <https://www.gasgovernance.co.uk/0781/251121>

ER added that this Modification could potentially be the subject of a reporting extension request, as specific discussions were deferred at the 13 December 2021 meeting.

In support of the development of the solution, Xoserve engagement and dialogue with the Proposer remains ongoing, although potential PAC impacts remain unclear at this time. Supporting this view, FC explained that there are no known Shipper / Supplier performance related aspects which means that this is not necessarily a PAC issue.

Acknowledging the presence of 0781R on the agenda (which is more PAC aligned), it was suggested, and PAC Members agreed, that this item could be removed from the agenda going forward.

4.8 Modification 0783R – Review of AQ Correction Processes

AR explained that it is early days for the Request which has come about following consideration of a previous (related) Modification 0746 *'Application of Clarificatory change to the AQ amendment process within TPD G2.3 from 1st April 2020'* which Ofgem are still considering.

When ER briefly referenced the potential specific PAC / industry reporting topic, AR suggested that parties keep a close eye on the progress of this Request on the grounds that it has potential PAC interaction impacts.

4.9 Any Other changes

None to consider.

5. Review of Outstanding Actions

5.1 PAC Actions

PAC1001: *Reference PC4 Monthly Read Performance* – PAFA (SU) and Correla (KK) to liaise with the DDP team to derive reporting on the number of sites being moved from PC4 Annual to PC4 Monthly. Reporting to be presented back to the PAC at the earliest opportunity.

Update: When LS pointed out that this action relates to a change currently being developed / progressed within the DSC arena, Neil Cole (NC) provided an additional update and overview of the potential numbers involved, as follows:

PAC Members in attendance agreed to reword and carry forward the action with an update next due at the February 2022 meeting. **Carried Forward**

PAC1002: *Reference PC4 Monthly Read Performance* – Correla (KK) to investigate whether the PAFA can have access to the month-by-month data within the DDP system.

Update: FC provided an overview of the following extract taken from the CDSP and PAFA responses paper.

There are no planned DDP reports for Meter Read Frequency (MRF) updates. MRF will be automatically updated when AQ increases to over 293,000 kWh or when the DDC Flag or AMR status is changed. So there is no delay in updates and there will never be a pot of non-compliant MRFs post implementation of Modification 0692 (XRN4941).

When Lisa Saycell (LS) enquired as to what would happen when an AQ increases above the Monthly read threshold, would this result in a meter read frequency update, and are Shippers able update the MRF themselves to avoid an unsolicited file flow, FC confirmed that the MRF update would now be automatic and agreed to take an action to investigate whether there was a window after receipt of the AQ Notification (.NRL file) for the Shipper to make the update themselves, and report back to the 18 January 2022 PAC meeting.

PAC Members present agreed that the existing action can now be closed. **Closed**

New Action PAC1203: *Reference PC4 Monthly Read Performance* – Correlá (FC) to investigate whether there will be a window after receipt of the AQ Notification (.NRL file) that a site must be updated to Monthly read for the Shipper to make the update themselves, before the CDSP's automatic processes run, and report back to the 18 January 2022 PAC meeting.

Carried Forward

PAC1005: *Reference Possible Strategy Workshop* – ALL PAC Members to look to provide a view on whether Strategic Workshops would be appropriate, and if so, what agenda items they would like to add (including what would lie within PAC's remit).

Update: When AR noted that the Strategic Workshop was already in the diary for 26 January 2022, PAC Members present agreed that the existing action can now be closed. **Closed**

PAC1008: Joint Office (PG) to request that the UNC Request 0778R Workgroup provides a regular (monthly) progress update to the PAC going forward.

Update: When AR advised that this action had been completed, PAC Members present agreed that the existing action can now be closed. **Closed**

PAC1009: *Reference Accuracy of Data in Relation to Isolated Sites* - Correlá (FC) to investigate the AUGE findings with a view to providing an update at the 16 November 2021 PAC meeting.

Update: When FC explained that this action would be 'covered off' under consideration of PAC1106 below and that her colleague N Cole had contacted the 'top 4' organisation's Contract Managers to progress matters (1x Shipper has yet to respond so it will be at least a month before the information becomes clearer), PAC Members present agreed that the existing action can now be closed. **Closed**

PAC1101: *Reference Shipper Performance Observations* - PAFA (SU/RC) to monitor the movement of sites for Tallinn and Bratislava to the new Shipper codes, the impact on read performance and AQ at risk. Analysis of sites under the old Shippers to be brought to the 14 December 2021 PAC meeting.

Update: When Sara Usmani (SU) advised that the information would be provided at the 18 January 2022 PAC meeting, PAC Members present agreed to carry forward the action.

Carried Forward

PAC1102: *Reference NDM Sample Data: October Submission* - PAFA (SU/RC) to liaise with the Demand Estimation team at Xoserve/Correlá and Wellington to request submission in line with the obligations in Modification 0654S 'Mandating the provision of NDM Sample Data'.

Update: When Sara Usmani (SU) explained that dialogue with Wellington remains ongoing, especially around the reoccurring issue of them not submitting data, which is now being managed via the PAC reporting mechanisms, PAC Members present agreed to close the action. **Closed**

PAC1103: *Reference By-Pass Flag and Status Updates* - PAFA (RC) and Correlá (MA) to provide a comparison of the risk associated with meters on 'Open' by-pass for November 2020 and November 2021.

Update: RC provided an overview of the 'PAC Action – Meter Bypass' presentation during which there were no adverse comments forthcoming from PAC Members present. Thereafter, PAC Members present agreed to close the action. **Closed**

PAC1104: *Reference Shipper Consumption Adjustment Validation* – Correlá (MA) to investigate what validation processes are followed and thereafter provide an update to the 0763R 'Review of Gas Meter By-Pass Arrangements' Workgroup.

Update: FC provided an overview of the following extract taken from the CDSP and PAFA responses paper.

In essence this action is to provide an update/overview to the 0763R 'Review of Gas Meter By-Pass Arrangements' Workgroup, not to PAC.

Whilst pointing out that unfortunately he was unable to attend the 13 December 2021 Workgroup meeting, MA confirmed that there would not be any automatic validation on the energy value. It was noted that the next scheduled 0763R Workgroup meeting is in January 2022.

PAC Members present agreed to carry forward the action. **Carried Forward**

PAC1105: *Reference Workgroup Report Template* – Joint Office (RH) to consider adding a new sub section question (possibly within Section 6) within the Workgroup Report template to 'cover' capturing any potential PAC Monitoring Role impacts.

Update: When advised that the Joint Office are still considering how best to provide the changes, PAC Members present agreed to carry forward the action. **Carried Forward**

PAC1106: *Reference Class 1 Isolations* – Correla (NC) to look to liaise with the CAMs for the four (4) Shipper organisations with the largest number of isolations to identify a suitable way forward in resolving the issue.

Update: FC provided an overview of the following extract taken from the CDSP and PAFA responses paper.

N Cole (NC) has contacted the DSC Contract Managers of the "Top 4" Shippers. Three have responded and will investigate – they will submit RGMA files if required. Correla will raise with alternative contacts at the fourth Shipper to gain a response.

PAC Members present agreed to carry forward the action. **Carried Forward**

PAC Extra 0701: CDSP to ascertain the cost/resource level required to continue the current PAC/PAFA BAU activities and circulate this to PAC Members as soon as possible.

Update: FC provided an overview of the following extract taken from the CDSP and PAFA responses paper.

A Variation Request will be signed between CDSP and PAFA this week to see the additional in-flight Performance Improvement Plans through to completion.

PAC Members present agreed to close the action. **Closed**

PAC Extra 0702: CDSP/PAFA to estimate the cost/resource level likely over the next 12-18 months for PAC/PAFA activities, extrapolating from the current BAU activities.

Update: FC provided an overview of the following extract taken from the CDSP and PAFA responses paper.

A second Variation Request will also be signed this week to cover PAFA involvement in testing of current phase of DDP enhancements to provide additional PAC reports.

PAC Members present agreed to close the action. **Closed**

5.2 DDP Sprint Actions

PAC DDP0701: *Reference DDP Review Requirements* – Correla (KK) to look to set up and additional Sprint meeting for September 2021.

Update: In recognition of the earlier discussions under agenda item 3.2 above, PAC Members present agreed to close the action. **Closed**

6. Any Other Business

None.

7. Next Steps

7.1 Key Messages

Published at: <http://www.gasgovernance.co.uk/pac/summarykeymessages>

8. Diary Planning

8.1 2021 meeting dates

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Time/Date	Paper Publication Deadline	Venue	Programme
10:00, Tuesday 18 January 2022	17:00 Monday 10 January 2022	Teleconference	Standard Agenda
10:00, Tuesday 26 January 2022	17:00 Monday 17 January 2022	Teleconference	Strategic Workshop Agenda
10:00, Tuesday 15 February 2022	17:00 Monday 07 February 2022	Teleconference	Standard Agenda
10:00, Tuesday 15 March 2022	17:00 Monday 07 March 2022	Teleconference	Standard Agenda
10:00, Tuesday 12 April 2022	17:00 Monday 04 April 2022	Teleconference	Standard Agenda
10:00, Tuesday 17 May 2022	17:00 Monday 09 May 2022	Teleconference	Standard Agenda
10:00, Tuesday 14 June 2022	17:00 Monday 06 June 2022	Teleconference	Standard Agenda
10:00, Tuesday 12 July 2022	17:00 Monday 04 July 2022	Teleconference	Standard Agenda
10:00, Tuesday 16 August 2022	17:00 Monday 08 August 2022	Teleconference	Standard Agenda
10:00, Tuesday 13 September 2022	17:00 Monday 05 September 2022	Teleconference	Standard Agenda
10:00, Tuesday 11 October 2022	17:00 Monday 03 October 2022	Teleconference	Standard Agenda
10:00, Tuesday 15 November 2022	17:00 Monday 07 November 2022	Teleconference	Standard Agenda
10:00, Tuesday 13 December 2022	17:00 Monday 05 December 2022	Teleconference	Standard Agenda

For details of the informal sub-group meetings and topics please contact the PAFA directly.
PAFA@gemserv.com

PAC Action Table (as at 14 December 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions:					
PAC Actions 2020/21:					
PAC1001	12/10/21	2.1	<i>Reference PC4 Monthly Read Performance</i> – Correla (FC) to look to report on the number of sites being moved from PC4 Annual to PC4 Monthly and the associated rollout timelines.	Correla (FC)	Carried Forward Update due February 2022
PAC1002	12/10/21	2.1	<i>Reference PC4 Monthly Read Performance</i> – Correla (KK) to investigate whether the PAFA can have access to the month-by-month data within the DDP system.	Correla (KK)	Update provided. Closed
PAC1005	12/10/21	2.4	<i>Reference Possible Strategy Workshop</i> – ALL PAC Members to look to provide a view on whether Strategic Workshops would be appropriate, and if so, what agenda items they would like to add (including what would lie within PAC's remit).	All PAC Members	Update provided. Closed
PAC1008	12/10/21	6.2	Joint Office (PG) to request that the UNC Request 0778R Workgroup provides a regular (monthly) progress update to the PAC going forward.	Joint Office (PG)	Update provided. Closed
PAC1009	12/10/21	6.3	<i>Reference Accuracy of Data in Relation to Isolated Sites</i> - Correla (FC) to investigate the AUGE findings with a view to providing an update at the 16 November 2021 PAC meeting.	Correla (FC)	Update provided. Closed
PAC1101	16/11/21	2.1	<i>Reference Shipper Performance Observations</i> - PAFA (SU/RC) to monitor the movement of sites for Tallinn and Bratislava to the new Shipper codes, the impact on read performance and AQ at risk. Analysis of sites under the old Shippers to be brought to the 14 December 2021 PAC meeting.	PAFA (SU/RC)	Carried Forward Update due 18/01/22
PAC1102	16/11/21	2.1	<i>Reference NDM Sample Data: October Submission</i> - PAFA (SU/RC) to liaise with the Demand Estimation team at Xoserve/Correla and Wellington to request submission in line with the obligations in Modification 0654S	PAFA (SU/RC)	Update provided. Closed

			<i>'Mandating the provision of NDM Sample Data'</i> .		
PAC1103	16/11/21	2.6	<i>Reference By-Pass Flag and Status Updates - PAFA (RC) and Correlá (MA) to provide a comparison of the risk associated with meters on 'Open' by-pass for November 2020 and November 2021.</i>	PAFA (RC) & Correlá (MA)	Update provided. Closed
PAC1104	16/11/21	2.6	<i>Reference Shipper Consumption Adjustment Validation – Correlá (MA) to investigate what validation processes are followed and thereafter provide an update to the 0763R 'Review of Gas Meter By-Pass Arrangements' Workgroup.</i>	Correlá (MA)	Carried Forward Update due 18/01/22
PAC1105	16/11/21	3.3	<i>Reference Workgroup Report Template – Joint Office (RH) to consider adding a new sub section question (possibly within Section 6) within the Workgroup Report template to 'cover' capturing any potential PAC Monitoring Role impacts.</i>	Joint Office (RH)	Carried Forward Update due 18/01/22
PAC1106	16/11/21	5.1	<i>Reference Class 1 Isolations – Correlá (NC) to look to liaise with the CAMs for the four (4) Shipper organisations with the largest number of isolations to identify a suitable way forward in resolving the issue.</i>	Correlá (NC)	Carried Forward Update due 18/01/22
PAC1201	14/12/21	2.1	<i>Reference Final Annual Review Proposals - Joint Office (MiB) to add a new item on the 18 January 2022 agenda.</i>	Joint Office (MiB)	Pending Update due 18/01/22
PAC1202	14/12/21	4.4	<i>Reference UNC Modification 0734S – Xoserve (ER) to provide a draft PARR including expected implementation timeline for consideration at the 18 January 2022 PAC meeting.</i>	Xoserve (ER)	Pending Update due 18/01/22
PAC1203	14/12/21	5.	<i>Reference PC4 Monthly Read Performance – Correlá (FC) to investigate whether there will be a window after receipt of the AQ Notification (.NRL file) that a site must be updated to Monthly read for the Shipper to make the update themselves, before the CDSP's automatic processes run, and report back to the 18 January 2022 PAC meeting.</i>	Correlá (FC)	Pending Update due 18/01/22
PAC DDP Sprint Actions 2020/21:					
PAC DDP 0701	13/07/21	5.2	<i>Reference DDP Review Requirements – Correlá (KK) to look to set up and additional Sprint meeting for September 2021.</i>	Correlá (KK)	Update provided. Closed

PAC Extraordinary Actions 29 July 21:					
New Action 0701 (extra)	29/07/21	2.	CDSP to ascertain the cost/resource level required to continue the current PAC/PAFA BAU activities and circulate this to PAC Members as soon as possible.	CDSP	Update provided. Closed
New Action 0702 (extra)	29/07/21	2.	CDSP/PAFA to estimate the cost/resource level likely over the next 12-18 months for PAC/PAFA activities, extrapolating from the current BAU activities.	CDSP/ PAFA	Update provided. Closed