

**UNC Performance Assurance Committee Minutes**  
**Tuesday 12 April 2022**  
**via Microsoft Teams**

**Attendees**

Rebecca Hailes (Chair)	(RHa)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office

**Shipper Members (Voting)**

Alison Wiggett	(AW)	Corona Energy
Andy Knowles	(AK)	Utilita Energy
Anthony Diccio	(AD)	ESB Generation & Trading
Claire Louise Roberts	(CLR)	ScottishPower (Alternate)
Graeme Cunningham	(GC)	Centrica
Steve Mulinganie	(LS)	Gazprom (Alternate)
Louise Hellyer	(LH)	Totalenergies Gas & Power
Sallyann Blackett	(SB)	E.ON

**Transporter Members (Voting)**

Jenny Rawlinson	(JR)	BUUK (Alternate)
Shiv Singh	(SS)	Cadent
Tracey Saunders	(TS)	Northern Gas Networks

**Observers (Non-Voting)**

Anne Jackson	(ER)	PAFA/Gemserv
Fiona Cottam	(FC)	Correla on behalf of Xoserve
Helen Field	(HF)	Correla on behalf of Xoserve
Kate Lancaster	(KL)	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/120422>

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.

**1. Introduction**

Rebecca Hailes (RHa) welcomed all parties to the meeting.

**1.1 Apologies for absence**

Carl Whitehouse, Shipper Member

Lisa Saycell, Shipper Member

Mark Bellman, Shipper Member

Alex Travell, Transporter Member

## **1.2 Note of Alternates**

Claire Louise Roberts for Mark Bellman

Jenny Rawlinson for Alex Travell

Steve Mulinganie for Lisa Saycell

## **1.3 Quoracy Status**

The Committee meeting was confirmed as being quorate.

## **1.4 Approval of Minutes (15 March 2022)**

Rachel Clarke (RC) wished to note Action 0103 was closed following the March meeting and the follow up action is for the Joint Office to schedule a meeting in September 2022.

The minutes from the previous meetings were approved.

## **1.5 Approval of Later Papers**

It was noted that there were four (4) late papers submitted ahead of the meeting. PAC Members agreed to consider the documents.

## **1.6 User Appointment Process**

RHa provided an overview of the User Appointment Process and the key dates, reminding current Shipper members of the process for ensuring a Single Point of Contact (SPoC) is registered for their organisation to enable Shipper membership Nominations.

RHa also outlined the need for members and alternates to sign Confidentiality Assurance Documents.

The current registered SPoCs and related documents are published at: <https://www.gasgovernance.co.uk/elections>

## **2. Monthly Performance Assurance Review Items**

### **2.1 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 updates on all Shippers on improvement plans are available for view on the Gas Performance Assurance Portal (GPAP), but the Performance Assurance Framework Administrator (PAFA) would only be reporting on three Shippers this month.
- Shipper “Reykjavik” was presented to the PAC, who were issued with a read performance improvement plan in May 2021 for Product Class 2 (PC2). There was a significant improvement in performance in March, with only two metering issues remaining (declining from five in the February). Committee members were reminded that the Shipper licence will contain no more sites by the end of April as part of a migration to another Shipper code. Therefore, the Shipper’s plan would automatically terminate. PAC members discussed the Shipper and agreed that as there will be no sites remaining on the Shippers portfolio, the performance improvement would automatically terminate.

- Updates were provided on Shipper “Praia” who are on a performance improvement plan for Product Class 2, Product Class 3 (PC3) and Product Class 4 (PC4) Monthly and Annual markets. Performance has seen no improvement this month though there has been an updated performance improvement plan submitted by the Shipper. Committee members were informed of the reasoning behind poor performance, including automatic meter reading (AMR) signal issues in getting reads for Product Class 2 whilst PC3 and PC4 sites saw a high number of rejected reads which they were looking to manage. The PAC were informed of the milestone and target dates from their plan, which they were comfortable with. The PAFA will continue to monitor the Shipper’s performance.
- Shipper “Manama” was presented to the PAC, who have seen declining performance in recent months following significant improvements initially seen. The PAFA held a meeting with the Shipper on the 08 April 2022 and were informed that there has been a change in personnel along with internal system issues which have now been resolved. The PAFA requested the Shipper submit an updated improvement plan which is due at the end of April. Committee members will be provided with an overview of the updated plan at the May PAC meeting.

### Performance Improvement Plans – For Pac Member Attention

- Three Shippers – Saipan, Maputo and Ramallah - were presented to the PAC. They have all been issued with requests for performance improvement plans but have not responded despite numerous attempts made by the PAFA and the Central Data Services Provider (CDSP).
  - **Saipan** – The Shipper has advised that they are leaving all markets by the end of the year and their efforts and resources are currently not focussed on meter read performance. Committee members discussed the Shipper’s case and agreed to terminate the plan as the Shipper will be exiting the market.
  - **Ramallah** – The Shipper has not responded but the CDSP advised that the Shipper will be exiting the market (evident in the reduction in sites). PAFA informed Committee members that they are compliant in all other markets of operation with the exception of PC4 Monthly. PAC members agreed to close the plan as they deem the Shipper to be low risk and there is a declining risk to settlement. The CDSP informed the Committee that they would be working with the Shipper to get close out reads into the system.
  - **Maputo** – The Shipper has not responded to any communication issued by the PAFA or the CDSP, though the CDSP were successful in contacting an individual in the organisation in January; no communication has been received since. Committee members agreed that though the portfolio remains low, they have been non-compliant. The PAC have requested that PAFA issue the Shipper with a call-in request for the June PAC meeting, at which they will be required to present a performance improvement plan.

**New PAFA Action 0401:** PAFA to write to Maputo requesting them to attend the June PAC meeting.

- **GB Energy Crisis: Supplier of Last Resort (SoLR) Awarded Shipper Performance**
  - Committee members were provided with performance and portfolio updates for the eight Shippers which had been awarded SoLR sites. The Shippers include: “Avarua”, “Brazzaville”, “Bucharest”, “Dili”, “Mogadishu”, “Nuuk”, “Paramaribo”, “Sukhumi” and “Wellington”.
  - Some of the impacts were beginning to filter through, particularly within the transfer read performance data, but no real read performance affects were visible with only two months of data available for the majority of Shippers. PAFA will continue to bring these performance updates each month to the PAC as the data becomes available.

- **PC4 Monthly Market: UNC Modification 0692S Update**

- Committee members were provided with a background on Modification 0692S, which allows the CDSP to automatically update the meter read frequency of a class 3 or 4 site if the AQ is greater than 293000 kWh or if the meter was fitted with SMART or advanced metering.
- The PAFA informed the PAC that there have been almost 3 million sites which have transferred into the PC4 monthly market as at the 1<sup>st</sup> March 2022. The CDSP added that the migration was completed by the 8<sup>th</sup> April and a total of 5.4million sites had transferred into the market. This would be visible in the May data which wouldn't be available for another month.
- There have been concerns from Shippers who believe their read performance would be impacted due to the implementation of this modification, particularly in relation to those meters which are non-communicating. The PAFA have issued Shippers with advice on obtaining reads by other means for those meter points. PAC members discussed why these Shippers believe they are unable to get meter readings and have requested the PAFA to find out why that is the case. Additionally, the Committee discussed whether it is a particular type of meter which is causing the issue. The CDSP were requested to provide an update on meter read performance split by meter/equipment type.

**New PAFA Action 0402:** CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.

- **WAR Bands Update**

- The PAC were provided a background of Modification 0652 which required users in EUC03 through to EUC08 to provide a read in November/December and March/April to enable the CDSP to build profiles based on their winter consumption.
- At the end of Gas Year 2020/21, 25 % of meters had not provided a meter reading in both windows, which was mainly due to noncompliance in the lower EUC bands. PAC members chose not to take any action at the end of the last Gas Year.
- The statistics for the first window for Gas Year 2021/22, saw an increase in performance, with only 13.52% of meters not providing a winter read.

The majority of the sites who have not provided a reading sat in EUC03 and EUC04, primarily due to the volume of sites in these bands. In terms of the proportion of sites within each EUC band, it is apparent that meters in EUC05 to EUC07 have a lower submission

## 2.2 Review of Outstanding PARR Actions

None outstanding for review.

## 2.3 Risk & Issues Register Update (PAFA)

PAFA supplied the following observations for this section:

Performance Assurance Committee (PAC) members were presented with an update on several risks in relation to Theft, Correction factors and PC1/2 reads. The PAFA (Performance Assurance Framework Administrator) noted that there were two areas for PAC attention. The PAFA also shared that three risks, due for review, had not been brought to this meeting:

- 'Theft consumption adjustments into Settlement',
- 'Theft – Site AQ Corrections post discovery' and
- 'Correction Factors for sites with AQ's > 732,000 kwh'.

The two theft risks were on pause due to the REC now controlling the retail aspects of theft governance and data and the demise of the TRAS (Theft Risk Assessment Service). RC noted that the CDSP (Central Data Service Provider) were exploring this and at present there was no indication of when the data would be available. The PAFA noted that when this data is available and processed, this will be brought to a subsequent PAC meeting. For Correction Factors for sites with AQ's >732,000 kwh the PAFA were waiting on clarificatory data from the CDSP and that this was not available in time for this meeting.

- The PAFA presented the following risk updates:
  - **Undetected Theft:** The Value at Risk (VaR) decreased by 3% within the market over 2021-22, with the risk rating dropping from five to three (Medium risk). PAFA noted that the information source was the AUGE. The annual difference was described by the Allocation of Unidentified Gas Expert (AUGE) as due to augmenting their approach by investigating two new potential contributors to UIG and refining their methodologies for two existing contributors. The Chair questioned whether the risk should have decreased under current circumstances of rising prices where theft may increase. The PAFA acknowledged this and noted that the change is based on historical data over the past 12 months and the change in the AUGE approach. The PAFA added that the change of theft data handling from SPAA (Supply Point Administration Agreement) to REC (Retail Energy Code) , the incentives changing within the regime and the lack of a formal TRAS may all have an impact going forward. One Committee member questioned why the level of risk rating had changed from five to three. The PAFA explained that this had been reviewed upon refresh of the risk from its initial rating. This had been a combination of a drop in the value at risk and the new AUGE approach. The PAFA noted that at present there were no mitigations to trigger for Undetected theft.
  - **LDZ Offtake:** The risk in this market decreased by 64% over the past 12 months, with the risk rating remaining at a level of two. RC noted the annual difference was primarily impacted by the number and size of AQs identified in the previous year of 2020 compared to the current year of 2021. RC covered that the potential energy impact in 2020 was a result of having a 10 year high in the number of issues identified and that these had not been seen to continue in 2021. PAFA recommended no action was required until the next refresh.
  - **PC1 Reads:** The risk in this market increased by 1% over the past 12 months with the risk rating remaining at the highest level of five. RC noted that the read performance across the year had increased about 1%, however the number of sites had increased by 11% and the average AQ had increased by 4% which is reflective in the increase in energy impact of the risk.
  - **PC2 Reads:** The risk in this market decreased by 6% over the past 12 months with the risk rating remaining at the lowest level of one. RC noted that the read performance across the year had dropped about 0.5%, however the number of sites had increased by 5% and the average AQ of sites had decreased by 14% which is reflective in the decrease in energy impact of the risk. A PAC member expressed some confusion about the methodology behind the risk evaluation and how the risk might be managed. The PAFA explained that the evaluation does not produce absolute figures but provides values which can be used comparatively in order to assist with identifying priorities and where effort might be directed. PAFA offered to discuss this offline with the PAC member to provide additional clarity and address any concerns. Other PAC members noted that the data looked positive and the value at risk had decreased. The PAFA noted that there were no mitigations for action at this time and that this would be reviewed at the next update.

- **Correction Factor < 732,000:** The risk in this market increased by 8% over the past 12 months with the risk rating remaining at the high level of four. RC noted that there had been a decrease of 62% in the average AQ of sites that uses a site-specific correction factor however this was offset by an increase in the number of sites by 188% which was reflective in the increase in energy impact of the risk. RC summarised that for the Correction factor suite of risks, there had been more clarificatory data requested from the CDSP and that the PAFA were looking to do further investigations in this area. The PAC noted the update and the PAFA indicated there were no mitigations to action at this time.
- **Standard Correction Factor:** The risk in this market decreased by 2% over the past 12 months with the risk rating remaining at the high level of five. This annual difference has been identified by the AUGER and is described as being due to augmenting their approach from the previous year. RC reiterated the work being conducted in this area. The PAC noted the update and the PAFA noted there were no mitigations to action at this time.

## 2.4 Measurement Error Risk Update

### 2.4.1. Measurement Error (EM009 – Alrewas EM MTD) Update

RHa referring to the minutes of the [March Offtake Arrangement Workgroup Meeting](#) confirmed that an update for this Significant Measurement Error is expected at the May 2022 Offtake Workgroup Meeting (<https://www.gasgovernance.co.uk/oa/250522>).

Cadent expected the 2<sup>nd</sup> Independent Technical Expert (ITE) report to be available by the end of April.

## 2.5 Open / Meter By-Pass Update

Martin Attwood (MA) provided an overview of the 'Meter By-Pass Update' presentation during which the following key points were made:

### By-Pass Flag and Status Update

- The information provided is based upon a 'snapshot' taken in April 2022
- Further reductions in meters recorded on 'Open' and 'Closed' By-Pass status.

### Open Status & Progressing Readings: Background

- The current status of the 106 meters at 'Open' as of 08 April 2022:
  - By-Pass flag remains 'Open': 22
  - By-Pass flag Closed: 66
  - By-Pass flag removed 18

### By-Pass Consumption Adjustments

- Number of Consumption Adjustment requests issued 175 as of 08 April 2022
  - 154 responses received
  - 21 with no response
  - Consumption Adjustment not required 152
  - Consumption Adjustment required 2.

## 3. Matters for Committee Attention

### 3.1 GB Energy Crisis Update

PAC Members in attendance agreed that this had already been briefly covered under item 2.3 and no further debate was necessary at this time.

### 3.2 DDP Update

Fiona Cottam (FC) provided a verbal progress update on the latest sprints and PAFA drops into DDP, noting all drops had been delivered with one (1) exception for meter read validity monitoring. FC confirmed that work is being undertaken with the software provider and an update will be provided as soon as possible.

### 3.3 PAC Budget and Spend Update

FC confirmed there was no specific update to provide this month. Update expected next month when further costing for the remaining User stories is expected.

### 3.4 Standards of Service Liabilities Report (information only)

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

### 3.5 Strategic Workshop Update

Rachel Clarke (RC) confirmed the agenda items for the May Strategic Workgroup:

- Agenda Report amonisation
- Provision of real time date
- PARR – is it fit for purpose
- Training
- Market entry requirements
- Shipper Targeting Matrix

RC encouraged the Committee to provide any additional agenda items.

### 3.6 Annual Review

Discussion deferred until August.

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

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

Claire Louise Roberts (CLR) confirmed that a final review of the guidance documents and process maps are due at the Distribution Workgroup Meeting on 28 April 2022. The documents to be reviewed will be published in due course at: <https://www.gasgovernance.co.uk/0763/280422>

### 4.2 Modification 0674 - Performance Assurance Techniques and Controls

Rebecca Hailes (RHa) advised that a Variation Request has been submitted to update some of the Business Rules and Legal Text. This has been published alongside a changed marked version of the Modification and the Workgroup's Supplemental Report. The Workgroup was satisfied that the points raised by Panel were addressed. This is due to report back to the 21 April 2022 UNC Modification Panel and the Panel will consider whether the Variation Request is material.

If the Panel determines that the Variation Request is not material, the Modification will continue from the point in the Modification Rules reached by Modification 0674 ie. the Panel will determine whether to recommend implementation of the varied Modification.

If the Panel determines the Variation Request is material, the Panel will subsequently determine whether the varied modification should be issued for consultation.

It was anticipated that the Varied Modification will be sent out to consultation reporting back to the May Panel, due to the substantial changes.

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

RHa explained that the Modification had been approved for implementation at the February 2022 UNC Modification Panel meeting, with the effective implementation date to be confirmed. This is being considered within the DSC Change Management Committee.

Kate Lancaster (KL) confirmed that an overview of the *'Proposed PARR Report'* was provided last month. Following offline discussions, KL was not expecting the report to change, and that the solution will be implemented in the first phase of the CMS rebuild in October/November.

Anne Jackson (AJ) noted that the report can include IGTs but there are no requirements within the IGT UNC for this to be reported on. It was anticipated that IGTs will not be removed from the PARR but an update may be required for the IGT UNC.

#### 4.4 Modification 0778R – Gas Vacant Sites Process review

RHa referring to the 08 March 2022 Workgroup minutes, confirmed that work continues on defining vacant site, exit requirements and potential reconciliation impacts. The next Workgroup meeting date is 19 April 2022 with a report expected at the August 2022 UNC Modification Panel.

#### 4.5 Modification 0781R – Review of Unidentified Gas process

RHa advised that the Request Workgroup are continuing to review potential model options and is due to report to the July UNC Modification Panel. Next meeting 28 April 2022.

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

RHa confirmed this Modification had been withdrawn on 08 April 2022.

Fiona Cottam (FC) referred the Committee to the AUGE Sub-Committee meeting 08 April 2022, and the publication for item 5.1 at: <https://www.gasgovernance.co.uk/aug/080422>.

#### 4.7 Modification 0783R – Review of AQ Correction Processes

RHa advised that the Request Workgroup consideration continues. The next Workgroup meeting date is 19 April 2022 with a report expected at the July 2022 UNC Modification Panel.

#### 4.8 Modification 0799 - UNC arrangements for the H100 Fife project (100% hydrogen).

RHa enquired if there would be any elements for the Performance Assurance Committee (PAC) to consider in particular the new H100 energy definition.

It was noted that although the Gas Act includes Hydrogen, the UNC does not currently include Hydrogen. The Committee briefly considered the Modification and that 300 sites will be included in the trials. Fiona Cottam (FC) explained the extent of the trials, the billing aspects, and the need for replacement meters and appliances. A multiplication factor will be applied to take into account the different Calorific Value of Hydrogen with all additional costs covered by the trial. The Committee believed this Modification is unlikely to have concerns for PAC at this stage.

#### 4.9 Any Other changes

None to consider.

### 5. Review of Outstanding Actions

#### 5.1 PAC Actions

**PAC0103:** PAFA (RC) to investigate an Industry engagement session in September/October following the August Carve out session.

**Update:** Rachel Clarke (RC) noted this action can be closed following the March meeting and the follow up action is for the Joint Office to schedule a meeting in September 2022. See Action 0302. A 2<sup>nd</sup> Strategic Workgroup is also being planned in May. **Closed**

**PAC0104:** Correlá (DN) To breakdown the Backlog User stories from a costing, timeline, development, and potential other barriers perspective.

**Update:** See item 3.2, Update expected May 2022. **Carried Forward**

**PAC0202:** *Reference Meter By-Passes with an 'Open' flag status* – CDSP (MA) to engage with the Meter Owners and their respective CAMs for the remaining 37 sites where there is an 'Open' status flag in order to ascertain whether these can be resolved.

**Update:** Martin Attwood (MA) advised engagement with some affected shippers has been challenging, By-Pass status corrections for a further 7 meters have been completed. As of 08 April 22, 22 meters remain flagged as having an Open By-Pass, with more updates expected. Correlá continue to push for updates and resolution from affected shippers. It was agreed to leave this action open to consider next month. **Carried Forward**



**PAC0204:** *Reference Strategic Workshop Mission Statement & Future Regime Changes document* – PAFA (RC) to prepare a draft document for PAC Members to agree (ex. Committee meeting) prior to formal publication / distribution.

**Update:** Rachel Clarke (RC) confirmed an email has been sent to members. **Closed**

**PAC0205:** *Reference Strategic Workshop 2* – Joint Office (RH/MiB) to look to set up a 2<sup>nd</sup> Workshop meeting to take place before 01 April 2022, if possible.

**Update:** 2<sup>nd</sup> Strategic Workshop will be organised during May. **Carried Forward**

**PAC0206:** *Reference Isolated Sites with Progressive Reads* – CDSP (NC) to write to the 7 largest Shippers involved and offer assistance in resolving their issues and to also investigate how many of these reads are progressive reads following previous estimated reads.

**Update:** Neil Cole (NC) provided an update (for full details see presentation published). Originally there were 3288 MPRNs across 44 Shippers. The top 7 shippers have been contacted to investigate, with a positive response received. 2825 MPRNs remain isolated a reduction of 413. Further contact will be made with any new Shippers appearing on the report.

Steve Mulinganie (SM) enquired if a Shipper report would be worthwhile to allow awareness and focus on isolations. It was agreed to consider this. Further update next month under a new agenda item. **Closed.**

**Agreement:** Xoserve/Correla to consider what additional reporting tools can be made available to Shippers with the DDP Team.

**PAC0301:** *Reference Newly Opened Meter By-Passes* – Correla (MA) to look to provide a contemporary view on meter by-passes in the last 3 years.

**Update:** Martin Attwood (MA) reported that UK link shows only 2 instances where a By-Pass was opened in the past 3 years. MA provided the details of both sites. For the one site the Shipper had advised a Consumption Adjustment is not required as gas had not been used on the site. The other site a Consumption Adjustment had been received and processed. MA went on to provide some supporting information confirming 113 newly installed Meter By-Passes since the start of 2019, providing a chart breakdown of the installations. **Closed**

**PAC0302:** *Reference the Annual Review Awareness Day* – Joint Office (RH/MiB) to look to schedule a meeting for either 20 or 21 September 2022.

**Update:** To be organised. **Carried Forward**

**PAC0303:** *Reference the Proposed PARR Report Amendments* – Xoserve (KL) to provide an updated version of the PARR Report for consideration at the April 2022 PAC meeting.

**Update:** Kate Lancaster (KL) confirmed work is ongoing. See item 4.3. **Carried Forward.**

## 6. Any Other Business

### 6.1 0783R – Review of AQ Correction Processes - AQ Adjustments

Steve Mulinganie (SM) wished to note within the analysis considered under Review 0783R a circa 4500 sites had been identified where the AQ had been changed to the same AQ, which would lock the AQ and avoid future recalculations, this was against the AQ adjustment rules.

Kate Lancaster (KL) confirmed from the analysis this was predominantly undertaken by one shipper, who had confirmed the reason for taking this action, due to incorrect pre-Nexus AQs.

It was believed this related to an organisation no longer operating, therefore there was no further action deemed for PAC to consider/undertake.

### 6.2 Governance Response to Energy Code Reform

Steve Mulinganie (SM) enquired with the expected Governance reform changes shifting to Code Managers if PAC needed to consider the strategic reform and future of PAC.

It was agreed that this topic should be added to the Strategic Workshop Agenda.

### 6.3 Shipperless Sites

RHa enquired if PAC wanted to review Shipperless sites. Fiona Cottam (FC) confirmed CDSP teams are looking at these, with a set of managed processes.

It was agreed that PAFA should consider the risks associated with Shipperless sites and bring anything which needs to be brought to the Committee's attention next month under Risk & Issues Register Update (item 2.3).

## 7. Next Steps

### 7.1 Key Messages

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

## 8. Diary Planning

### 8.1 2022 meeting dates

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Time/Date	Paper Publication Deadline	Venue	Programme
10:00, 4 <sup>th</sup> , 10 <sup>th</sup> or 12 <sup>th</sup> May 2022		Teleconference	Potential 2 <sup>nd</sup> Strategic Workshop
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
21 <sup>st</sup> or 22 <sup>nd</sup> September 2022		Teleconference	Potential Annual Review Awareness
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](mailto:PAFA@gemserv.com)

### PAC Action Table (as at 12 April 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PARR Report Actions 2022:</b>					
PARR 0401	12/04/22	2.1	PAFA to write to Maputo requesting them to attend the June PAC meeting.	PAFA (SU)	<b>Pending</b> Update due 17/05/22
PARR 0402	12/04/22	2.2	CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.	CDSP (FC)	<b>Pending</b> Update due 17/05/22
<b>PAC Actions 2022:</b>					
PAC0103	18/01/22	2.6	To investigate an Industry engagement session in September/October following the August Carve out session.	PAFA (RC)	<b>Closed</b>
PAC0104	18/01/22	3.2	To breakdown the Backlog User stories from a costing, timeline, development, and potential other barriers perspective.	CDSP (DN)	<b>Carried Forward</b> Update due 17/05/22
PAC0202	15/02/22	2.5	<i>Reference Meter By-Passes with an 'Open' flag status</i> – CDSP (MA) to engage with the Meter Owners and their respective CAMs for the remaining 37 sites where there is an 'Open' status flag in order to ascertain whether these can be resolved.	CDSP (MA)	<b>Carried Forward</b> Update due 17/05/22
PAC0204	15/02/22	3.5	<i>Reference Strategic Workshop Mission Statement &amp; Future Regime Changes document</i> – PAFA (RC) to prepare a draft document for PAC Members to agree (ex. Committee meeting) prior to formal publication / distribution.	PAFA (RC)	<b>Closed</b>
PAC0205	15/02/22	3.5	<i>Reference Strategic Workshop 2 – Joint Office</i> (RH/MB) to look to set up a 2 <sup>nd</sup> Workshop meeting to take place before 01 April 2022, if possible.	Joint Office (RH/MiB)	<b>Carried Forward</b> Update due 17/05/22
PAC0206	15/02/22	5.1	<i>Reference Isolated Sites with Progressive Reads</i> – CDSP (NC) to write to the 7 largest Shippers involved and offer assistance in resolving their issues and to also investigate how many of these reads are progressive reads following previous estimated reads.	CDSP (NC)	<b>Closed</b>

PAC0301	15/03/22	2.5	<i>Reference Newly Opened Meter By-Passes – Correla (MA) to look to provide a contemporary view on meter by-passes in the last 3 years.</i>	Correla (MA)	<b>Closed</b>
PAC0302	15/03/22	3.6	<i>Reference the Annual Review Awareness Day – Joint Office (RH/MiB) to look to schedule a meeting for either 20 or 21 September 2022.</i>	Joint Office (RH/MiB)	<b>Carried Forward</b> Update due 17/05/22
PAC0303	15/03/22	5.1	<i>Reference the Proposed PARR Report Amendments – Xoserve (KL) to provide an updated version of the PARR Report for consideration at the April 2022 PAC meeting.</i>	Xoserve (KL)	<b>Carried Forward</b> Update due 17/05/22