

UNC Performance Assurance Committee Minutes
Tuesday 13 December 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
Anthony Diccio	(AD)	ESB Generation & Trading
Michael Robertson	(MR)	ScottishPower (Alternate)
Graeme Cunningham	(GC)	Centrica
Louise Hellyer	(LH)	Totalenergies Gas & Power
Steve Mulinganie	(SM)	SEFE Energy Ltd

Transporter Members (Voting)

Ben Mulcahy	(BM)	Northern Gas Networks (Alternate)
Jenny Rawlinson	(JR)	BU UK (Alternate)
Shiv Singha (Alternate)	(SH)	SGN

Observers (Non-Voting)

Anne Jackson	(AJ)	PAFA/Gemserv
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve
Lee Greenwood	(LG)	Centrica
Martin Attwood	(MA)	Xoserve
Neil Cole	(NC)	Xoserve
Pete Ratledge	(PR)	PAFA/Gemserv
Sara Usmani	(SU)	PAFA/Gemserv
Talia Lattimore	(TL)	PAFA/Gemserv

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.

Copies of the non-confidential papers are available at: <https://www.gasgovernance.co.uk/pac/131222>

1. Introduction

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

1.1 Apologies for absence

Claire Louise Roberts, Shipper Member
Sally Hardman, Transporter Member
Sallyann Blackett, Shipper Member
Tracey Saunders, Transporter Member

1.2 Note of Alternates

Michael Robertson for Claire Louise Roberts
Shiv Singh for Sally Hardman, and Jenny Rawlinson (whilst JR absent)
Ben Mulcahy for Tracey Saunders
Louise Hellyer for Steve Mulinganie (whilst SM absent)

1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.

1.4 Approval of Minutes (15 November 2022)

The minutes from the previous meeting on 15 November 2022 were approved.

1.5 Approval of Later Papers

RHa wished to address the management of timely meeting papers and the availability of the PARR Dashboard in relation to meeting dates. PAC briefly discussed the benefit of reviewing real time data, latency, and how the timing of meeting dates align with the availability of data, to optimise the review of performance and timely recommendations.

New Action PAC1201: PAFA (AJ/SU) to consider and compare the timing of performance data and meeting dates for 2023 to suggest an optimal alignment.

New Action PAC1202: CDSP (FC) to advise of any data timing constraints for PAFA data provision.

1.6 Review of Actions

PARR0602: CDSP to continue to review open meter bypass and report to PAC at annual intervals.

Update: It was agreed to close this action and table an agenda item for the June 2023 meeting.
Closed.

PAC0803: PAFA (AJ) to update the PAFD with changes arising from Modification 0674V ready for publication by the Joint Office.

Update: PAFA, Anne Jackson (AC,) confirmed that the PAFD v5.0 has been agreed and published on 01 November 2022.

Closed.

PAC0804: PAFA (AJ) to review and recalculate the risk profile for Maputo.

Update: PAFA (AJ) confirmed that the risk profile had been re-calculated, and that the latest month of data indicates a 14% read performance up from 0%.

Closed.

PAC0805: PAFA (AJ) to review the format of the holistic performance matrix and compare against the PIPs.

Update: PAFA (AJ) advised the review had been conducted and the planned approach going forward. This was action was addressed last month and could now be closed.

Closed.

PAC0901: PAFA (AJ) to draft communication to Transporters with regards to their performance with Measurement Errors for PAC approval.

Update: See item 2.5. PAFA (AJ) advised of the intention to request further updates from DNs. An update will be provided at the January 2023 PAC meeting.

Carried Forward.

PAC0904: PAFA (AJ) to provide an overview of User Stories and reason originally raised to allow PAC to consider the potential costs, benefits, and priority changes.

Update: PAFA (AJ) confirmed a presentation was provided by David Newman, Xoserve on the priorities and PAC's input was sought at the time. This means the action has been superseded. It was confirmed that the Business Evaluation Report (BER) will be presented to the January DSC Change Management Committee.

Closed.

PAC1001: PAFA (SU/TL) to investigate the net impact on AQs following the surge in AQ corrections.

Update: PAFA, Sara Usmani (SU), confirmed this was discussed at the November PAC meeting, regarding the net impact and codes used for correction.

Closed.

PAC1002: PAFA (SU/TL) to liaise with Brazzaville, Nuuk, and Islamabad on the reason behind increasing AQ corrections.

Update: PAFA (SU) confirmed an update was provided in November. Feedback has been provided to Brazzaville and Nuuk. Further information was provided within the PARR Dashboard. See Section 2.1.

Closed

PAC1003: PAFA (SU/TL) to engage with Alofi to understand the reason behind the increasing number of replacement reads.

Update: PAFA (SU) confirmed this action was concluded last month and no further action was required. **Closed**

PAC1004: *Reference SMETS1 & 2 related information* – PAFA (SU/TL) to investigate and provide a view on what information is available (for failure rates in the SMART arena) and how this might be utilised and what approach and potential costs might be involved.

Update: PAFA, Pete Ratledge (PR) confirmed that early analysis indicated that the rejection rates for smart meter reads are low and that the issue of poor reading performance was related to the reads not being submitted. Fiona Cottam (FC) noted 30k rejections. The root cause for the big gap in read submissions was unclear as to whether reads had not been procured or simply not passed on. PAC considered the benefit of further investigation, when initial investigations have not identified read rejections as being the cause.

Steve Mulinganie (SM) suggested some work may be required with the DCC to establish if reads are being obtained and not being passed on, to better understand the root cause. PAFA agreed to contact the DCC. It was also suggested that PAFA could contact the Retail Energy Code (REC) Administrator to ascertain read levels from REC customers.

New Action PAC1203: PAFA (AJ) to establish if the DCC network/gateway indicates reads are being acquired and passed on.

New Action PAC1204: PAFA (AJ) to ascertain what information is available from REC on read levels from REC customers.

PAC considered what next steps would be appropriate following the provision of information from DCC and REC.

It was noted that reads used to enable Supplier billing is not the Shippers read performance. Michael Robertson (MR) enquired if this is a potential communication issue with smart meters. MR volunteered to liaise with PAFA to share any systemic information issues with PAFA to provide further insight.

Closed

PAC1005: *Reference User Story (DDP topic) ID1861* – PAFA (SU/TL/AJ) to investigate what Read / Read Rejection already exists within the DDP and recommend whether the item is still required going forward.

Update: PAFA (SU) confirmed the User Story has been delivered and that full reporting information is available via DDP.

Closed

PAC1006: *Reference User Story Overview – Data Delivery Platform – Xoserve (DN)* to provide a draft BER for consideration at the November 2022 PAC meeting.

Update: See item 3.2. The Business Evaluation Report (BER) is being submitted to the January DSC Change Management Committee.

Closed

PAC1007: *Reference Workgroup Report 0811S – Xoserve (ER)* to look to provide an 'initial' strawman for consideration at the 27 October 2022 Workgroup meeting.

Update: FC confirmed that a draft PARR for Modification 0811S was tabled at the October meeting. PAC considered the finalisation of the PARR, including risks and what needs to be monitored. It was agreed that PAC would need to define and finalise the report, with the aim of providing an update in February.

Closed

New Action PAC1205: PAFA (AJ) to establish if there are risks that would warrant a PARR Report from the implementation of Modification 0811S - Shipper Agreed Read (SAR) exceptions process and if needed, propose a final PARR in support, for PAC approval.

PAC1101: Reference Overview of AQ Corrections Data – PAFA (SU/TL) to continue to monitor the Brazzaville's AQ corrections.

Update: PAFA (AJ) confirmed that Brazzaville have been informed they are not using the AQ correction code as outlined in the UNC. Further information was provided within Section 2.1 and Action 1102.

Closed

PAC1102: Reference Overview of AQ Corrections Data – All parties to consider whether to raise a Review Group Request outside of the PAC to examine the issue.

Update: PAC considered if the use of incorrect AQ Correction Codes would result in a settlement risk. It was determined that if the current correction codes available do not fit with all the possible scenarios for needing an AQ correction, this needed to be addressed with a UNC Modification. Ellie Rogers (ER) explained further to last months' update, a review group has taken place on the AQ Process and the source of this issue is with new connection sites. It was explained that the current process only allows Shippers to use four clauses until an alternative option is made. It was believed that Request 0783R - Review of AQ Correction Processes and Modification 0816 – Update to AQ Correction Processes, could provide a solution.

AJ challenged whether PAC's remit extended to challenging the interpretation of the UNC when there is a perceived breach. PAC further discussed the appropriate use of the correction codes, the work undertaken to address the Shipper's use of codes and the advice relayed. AJ confirmed that the advice given to Brazzaville for their circumstances was to use an alternative code, this was not blanket advice to all parties. It was suggested that a further UNC Modification may be required.

Andy Knowles (AK) wished to express concern about directing questions to PAC members about performance within PAC meetings, and asked parties present not to directly challenge a PAC member in their role as a PAC member to instantly answer to any performance issues.

It was noted that there was a need for clarity on the rules and future use if there is a misuse of correction codes. It was noted that PAFA cannot give guidance against code, and a derogation cannot be given, therefore the Party who are not able to adhere to code should consider what the solution would be and whether a UNC Modification is required or continue to operate as is.

It was agreed that PAC would continue to monitor the situation and for PAFA to clarify the rules for managing AQ corrections.

Closed

New Action PAC1206: PAFA (AJ/SU) to clarify the rules for management of AQ Corrections.

PAC1103: Reference Overview of AQ Corrections Data – Joint Office (RH) to provide an update to the UNCC on the issue.

Update: RHa enquired following discussions if this issue is material enough for a report to UNCC. It was agreed it was not appropriate to report the issue to the UNCC.

Closed

PAC1104: *Reference the 2021 / 2022 Annual Review & Engagement Event Report* – PAFA (TL) to prepare draft the summary responses to the various questions in time for consideration at the 13 December 2022 PAC meeting.

Update: See item 3.3. **Closed**

PAC1105: *Reference the 2021 / 2022 Annual Review & Engagement Event Report* – PAFA (TL) to prepare draft the summary responses to the various questions in time for consideration at the 13 December 2022 PAC meeting.

Update: See item 3.3. **Closed**

PACSW 0501: Performance Assurance Matrix – PAC to consider if PC3 Read Performance is worth considering as an additional performance monitor.

Update: It was confirmed that the Performance Assurance Matrix had been signed off and is now in use.

Closed

PACSW 0504: Performance Assurance Matrix – Joint Office (RHa) / PAFA (RC) to review the Market Entry Process for any potential improvements/recommendations.

Update: Fiona Cottam (FC) referring to the onboarding training review, confirmed that extensive training material is available through the User Admission Process. A link to the onboarding material for mandatory training is now provided along with participants needing to acknowledge they understand the settlement performance obligations.

Closed

PACSW 0505: Performance Assurance Matrix – CDSP/Xoserve (Mike Orsler) to review the Market Entry Process for onboarding market participants to ensure they understand the importance of meeting performance standards. (RHa to contact Mike Orsler directly. Linked to action 0504 above).

Update: See Action 0504 update. **Closed**

PACSW 0701: (See New Action PACSW0702) Performance Assurance Matrix – In order that new entrants understand what is expected of them, CDSP/Xoserve (Mike Orsler) to add to the process what reports and what standards new entrants will be measured against, this should also explain the role of the PAC to new entrants.

Update: See Action 0504 update. **Closed**

PACSW 0702: PAFA (RC) to provide an introduction to PAC to support new action PACSW0701. Draft to be reviewed by PAC.

Update: See Action 0504 update. **Closed**

PAC (0674V) 1008: Committee Members to consider the role of the PAFA, (which is specified in the PAFD), with a view to understanding what needs to change and what the downstream impacts could be should the PAFA to change its role to a Performance Assurance Framework Manager (PAFM).

Update: Action confirmed as completed during the preparations for Modification 0674V go-live on 01 November 2022.

Closed

PAC (0674V) 0211: PAFD v4.6 Review: Joint Office to create a suitable page on the main PAC page on the Joint Office website for documents 5, 6 & 7.

Update: Page to be created. **Carried Forward**

PAC (0674V) 0411: PAFD v4.6 Review: PAC to consider the training on offer (refer to section 20.5 PAFD v5.0).

Update: Access link provided. See Action 0504 update. **Closed**

2. Performance Assurance Review Items

Rebecca Hailes (RHa) enquired with recent changes whether it was still desirable for PAFA to provide notes for Section 2.0 going forward. Sara Usmani (SU) believed the original reason for PAC supplying points for the minutes was due to the Joint Office not having access to the confidential material until the day of the meeting. It was agreed to seek views for the future recording of Section 2.0 minutes at the January meeting.

2.1 PARR Report Review – Dashboard update (PAFA)

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

December Industry Performance Observations

- **Shipper Performance Improvement Plans**

- Performance Assurance Committee (PAC) members were provided with an overview of the level of Annual Quantity (AQ) corrections. Three Shippers – Brazzaville, Nuuk and Islamabad - have been driving an increase in activity under reason code 02 “Change in consumer plant”. The Performance Assurance Framework Administrator (PAFA) provided an update for each Shipper following communication with them, with Committee members only posing concerns around Brazzaville.

- Updates were provided on the Holistic Performance Matrix, with the PAFA informing Committee members that no improvement plans can be issued to Shippers at this time due to the transition phase as a result of the implementation of UNC Modification 0674V (Performance Assurance Techniques and Controls). The PAFA presented two approaches to targeting Shippers (when they are able to do so) in February 2023, with one being targeting the four poorest performers in each market or targeting the poorest performers in the PC3 and PC4 market due to lower performance in these markets compared to other markets. Committee members weighed the two approaches and agreed that targeting the four poorest performers in each market would be the best approach.
- The PAFA also highlighted that there are a three Shippers (Rome, Thimphu and Gitega) that are performing poorly across several markets. As these Shippers already have open performance improvement plans in the PC4 monthly market, the PAFA recommended closing these plans and re-issuing a new plan under UNC Modification 0674V for all markets they are underperforming in. The PAC agreed with the PAFA's recommendation.
- The PAC discussed the content and context of a proposed letter that would be issued to the poorest performing Shippers and requested PAFA to add in specific matrix scoring data to enable Shippers to understand existing areas of poor performance of which focus is required to drive improvements going forward.

New Action PARR1201: PAFA to draft letter that will be issued for PAC to review and approve before formally issuing to Shippers in February 2023.

2.2 Review of Outstanding PARR Actions

None outstanding.

2.3 Risk & Issues Register Update (PAFA)

Pete Ratledge (PR) provided a Risk update along with proposed changes to the risk register template. Please refer to the presentation slides published for full details and the below observations provided by PAFA.

PAFA Risk & Issues Register Update - Observations:

- Performance Assurance Committee (PAC) members were presented with an update in respect of 2 risks relating to Drift (check read provision) and Replacement Meter Readings. The PAC were advised that required data was unavailable for other risks due to be presented and that these will be assessed and presented to the PAC in January 2023. The PAFA (Performance Assurance Framework Administrator) presented the following to the PAC for their attention:
 - **Drift (check read provision):** PR reported a decrease in the value at risk by 2% over the period April 2022 – October 2022. There has been a marginal improvement in respect of check read provision for Class 1 and 2 Supply Points. There has also been a minor decrease since May 2022 relating to check reads not received. There has also been an increase in the provision of check read data for Class 3 and 4 Supply Points (+16%) alongside a decrease since May 2022 relating to check reads not received (-21%). The net effect of the above is reflected in the decrease in energy impact of the risk. The Risk Rating remains at 2 (lower priority). PAFA recommended that no action be taken, the next refresh point is March 2023.

- **Replacement Meter Readings:** PR reported a decrease in the value at risk by 23% over the period April 2022 – October 2022. Read replacement volumes have decreased overall since April 2022 following previous spikes in the months of December 2021 (120K) and March 2022 (140K). Average read replacement rolling volumes are settling at circa 40K of which, combined with decreased overall figures, are reflected in the decrease in energy impact of the risk. The risk rating remains at 1 (lowest priority). PAFA recommended that no action be taken, the next refresh point is March 2023.
- PAFA presented the PAC with a proposed new template for the Risk Register. The PAC were taken through the existing template and contents and the proposed updated PAFD template and contents. The PAFA proposed that the following elements of the existing Risk Register are retained and utilised in a new 'Hybrid' Risk Register template:
 - Relevant UNC obligations and/or references;
 - Background;
 - Relevant figures;
- PAFA noted that other than the suggested removal of the entity "Estimate value of risk (GBP) 000's" all other entities within the proposed Risk Register template contained within the PAFD are present within the new 'Hybrid' Risk Register template.
- PAFA advised that should the PAC approve the proposed 'Hybrid' Risk Register template the following next steps will be required:
 - Revision of Risk Register template contents contained within the PAFD;
 - Review and update of PAC Risk Register document operated and maintained by the PAFA to align it with the 'Hybrid' Risk Register template contents;
- The PAFA noted that no foreseen changes are required to the PAFA Risk Model, however an exercise would need to be undertaken to ensure any potential impacts are considered and analysed.
- The Committee voted unanimously in favour of moving to the hybrid risk register as well as the next steps. Jenny Rawlinson (JR) asked for it to be clearly recorded why certain elements had been removed. It was suggested this should be captured within a document control section.
- It was agreed that the PAFD would be updated in February 2023 (suggested Version 5.1).

2.4 Line in the Sand Strategy 2022-23

Sara Usmani (SU) provided an update on the line in the Sand Strategy and Shipper performance to date, reporting the Total AQ and number of sites involved. This was based on a combined list of both AQ at risk and the number of sites for 11 Shippers.

SU reported an improvement in performance with the total AQ declining by circa 15.2 million and the number of sites not read for 3+ years declining by 12.6k. It was noted that 4 shippers had made notable improvements and 1 Shipper had seen a decline. PAFA confirmed they had received proactive contact from this Shipper and informed of the measures in place to improve performance.

PAC considered the appropriate next steps and what messages needed to be relayed, noting there was some improvement but not with all parties. It was agreed that Shippers should have their efforts acknowledged, to thank parties for the improvements and to continue with the work undertaken. For those who had not realised any improvements they would be reminded of the focus needed. It was agreed that 2 Shippers (Rome and Wellington) would be asked to provide a response and a plan of action for improvements.

PAC unanimously agreed to communicate further with all parties to encourage further improvements.

2.5 Transporter Performance Monitoring – Measurement Errors

Pete Ratledge (PR) provided an overview of the Measurement Error Register detailing current errors and closed errors. PAFA had noted that the data within the register needed updating to ensure the data contained was complete and as accurate as possible. PR noted for example where no reconciliation was reported there was some data in terms of GWh and PAFA wanted a better understanding of the gaps. It was recommended by PAFA that the DNs should undertake a review of the information they have provided within the register and update the data to enable PAC to have an accurate risk calculation.

Shiv Singh (SS) supported the updating of data within the Measurement Error Register. It was noted the data within the register is the initial estimates notified at the time of identifying the error.

New Action 1207: PAFA (PR) to request DNs to review and update data in the Measurement Error Register for a minimum 5 years, to enable PAC to have an accurate risk calculation.

3. Matters for Committee Attention

3.1 Modification 0674V Implementation Next Steps

PAFA provided an overview of the next steps on the PAFD requirements. It was agreed that PAFA would consider the next steps and look at the communications strategy for consideration at the January PAC meeting.

3.2 User Story Overview – Data Discovery Platform (DDP)

Fiona Cottam confirmed that the Business Evaluation Report (BER) for Modification 0811S is being submitted to the January 2023 DSC Change Management Committee.

3.3 2021/22 Annual Review & Engagement Event Report

Anne Jackson (AJ) provided an update on the 2021 / 2022 Annual Review referring to actions PAC1104 and 1105. The summary of responses had been published for review.

The Committee considered the 90% read performance UNC obligations, which are contractual, the ability for Shippers to achieve a 90% read performance for PC4 sites and evidence of attempting site readings. The Committee considered the potential for separation of I&C and domestic reporting, access to premises, and changes in the must-read regime.

The Committee considered the recommendations and unanimously agreed to publish the Annual Review Report along with arranging an engagement event in 2023.

4. Update on Potential Changes to Performance Assurance Reporting and PARR (UNC Modifications) – 0811S, 0812R, 0816S & 0819

RHa confirmed progress was being made, mainly with the Distribution Workgroup noting there was nothing to raise with PAC at this time.

5. Any Other Business

5.1 PAFD Training Offer

Fiona Cottam (FC) noted the catalogue of e-learning available on the Xoserve website, the need to consider areas of poor performance and case-by-case training. It was agreed to retain an oversight with ongoing customer support.

5.2 Mains Replacement / Shrinkage Model

RHa referring to Request 0828R - *Introduction of an Independent Shrinkage Expert*, and an enquiry received relating to the mains replacement programme and the potential impact this may have to settlement. A party was interested to know whether there is a need to monitor the quality of the data that is used by DNs that underpin the mains replacement programme. The concern being if data is old/poor/missing its probable this could undermine the Shrinkage and Leakage Model. It was envisaged this would need to be addressed by the Request Workgroup.

5.3 New Xoserve Contract Manager

AJ advised PAC of a new Xoserve Contract Manager for the PAFA contract, Debbie Sherlock, and a request received for Debbie to attend PAC meetings and have access to GPAP. AJ wished to seek views from PAC on granting Debbie Sherlock GPAP access to assist her with monitoring the services delivered.

The commercial sensitivity of data was considered, along with the appropriate level of access to GPAP. AJ explained the level of confidentiality and that providing data under GDPR needs to have sufficient justification. It was suggested an industry view could be granted not the PAC Member confidential data view.

To enable Debbie's understanding of PAC and management of the PAFA contract, PAC considered whether temporary access to GPAP would suffice.

Jenny Rawlinson (JR) enquired about the management of GPAP access (PAFA performance data) and if PAC should have a role in granting access.

The Committee considered the onward approval of attending representatives and employment contracts which should provide sufficient re-assurance with regards to confidentiality.

It was agreed to ask Debbie Sherlock to provide more context on her role for further consideration at the January Panel meeting.

New Action PAC1208: Xoserve (Debbie Sherlock) to formally write to the Joint Office to outline the request to attend PAC meetings and access GPAP for PAC member consideration in January.

5.4 Late Gate Closures

AJ referring to the Late Gate Closure and missing messages issue and confirmed this is potentially going to impact settlement accuracy. AJ clarified that some customer switches will not have been recorded accurately for a period of time, which will impact settlement accuracy for the parties involved.

AJ advised of the need to consider how the issue manifests itself in terms of risk and how settlement accuracy could be impacted. PAC considered the potential significance of the issue, the type of sites involved and that this risk would only be between the Shipper parties involved.

It was agreed there was a need to understand the materiality, the flows of information and how this issue is manifested.

New Action PAC1209: PAFA (AJ) to contact the REC Performance Assurance Board for more information on Late Gate Closure missing messages (site transfers).

6. Next Steps

6.1 Key Messages

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

7. Diary Planning

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 17 January 2023	17:00 Monday 09 January 2023	Teleconference	Standard Agenda
10:00, Tuesday 14 February 2023	17:00 Monday 06 February 2023	Teleconference	Standard Agenda
10:00, Tuesday 14 March 2023	17:00 Monday 06 March 2023	Teleconference	Standard Agenda
10:00, Tuesday 18 April 2023	17:00 Monday 10 April 2023	Teleconference	Standard Agenda
10:00, Tuesday 16 May 2023	17:00 Friday (BH) 05 May 2023	Teleconference	Standard Agenda
10:00, Tuesday 13 June 2023	17:00 Monday 05 June 2023	Radcliffe House Solihull	Standard Agenda
10:00, Tuesday 18 July 2023	17:00 Monday 10 July 2023	Teleconference	Standard Agenda
10:00, Tuesday 15 August 2023	17:00 Monday 07 August 2023	Teleconference	Standard Agenda
10:00, Tuesday 12 September 2023	17:00 Monday 04 September 2023	Teleconference	Standard Agenda
10:00, Tuesday 17 October 2023	17:00 Monday 09 October 2023	Teleconference	Standard Agenda
10:00, Tuesday 14 November 2023	17:00 Monday 06 November 2023	Teleconference	Standard Agenda
10:00, Tuesday 12 December 2023	17:00 Monday 04 December 2023	Teleconference	Standard Agenda

PAC Action Table (as of 13 December 2022)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions 2022:					
PARR 0602	14/06/22	2.3	CDSP to continue to review open meter bypass and report to PAC at annual intervals.	CDSP (FC)	Closed Update June 23

PARR 1201	13/12/22	2.1	PAFA to draft letter that will be issued for PAC to review and approve before formally issuing to Shippers in February 2023.	PAFA (AJ)	Pending Update February 23
PAC Actions 2022:					
PAC0803	16/08/22	4.1	PAFA (AJ) to update the PAFD with changes arising from Modification 0674V ready for publication by the Joint Office.	PAFA (AJ)	Closed
PAC0804	16/08/22	4.1	PAFA (AJ) to review and recalculate the risk profile for Maputo.	PAFA (AJ)	Closed
PAC0805	16/08/22	4.1	PAFA (AJ) to review the format of the holistic performance matrix and compare against the PIPs.	PAFA (AJ)	Closed
PAC0901	13/09/22	2.5	PAFA (AJ) to draft communication to Transporters with regards to their performance with Measurement Errors for PAC approval	PAFA (AJ)	Carried Forward Update January 23
PAC0904	13/09/22	3.4	PAFA (AJ) to provide an overview of User Stories and reason originally raised to allow PAC to consider the potential costs, benefits, and priority changes.	PAFA (AJ)	Closed
PAC1001	11/10/22	2.1	PAFA (SU/TL) to investigate the net impact on AQs following the surge in AQ corrections.	PAFA (SU/TL)	Closed
PAC1002	11/10/22	2.1	PAFA (SU/TL) to liaise with Brazzaville, Nuuk, and Islamabad on the reason behind increasing AQ corrections.	PAFA (SU/TL)	Closed
PAC1003	11/10/22	2.1	PAFA (SU/TL) to engage with Alofi to understand the reason behind the increasing number of replacement reads.	PAFA (SU/TL)	Closed
PAC1004	11/10/22	2.2	<i>Reference SMETS1 & 2 related information</i> – PAFA (SU/TL) to investigate and provide a view on what information is available (for failure rates in the SMART arena) and how this might be utilised and what approach and potential costs might be involved.	PAFA (SU/TL)	Closed
PAC1005	11/10/22	4.2	<i>Reference User Story (DDP topic) ID1861</i> – PAFA (SU/TL/AJ) to investigate what Read / Read Rejection already exists within the DDP and recommend whether the item is still required going forward.	PAFA (SU/TL/AJ)	Closed
PAC1006	11/10/22	4.2	<i>Reference User Story Overview – Data Delivery Platform</i> – Xoserve (DN) to provide a draft BER for consideration at the November 2022 PAC meeting.	Correlá (DN)	Closed

PAC1007	11/10/22	5.	<i>Reference Workgroup Report 0811S – Xoserve (ER) to look to provide an ‘initial’ strawman for consideration at the 27 October 2022 Workgroup meeting.</i>	Xoserve (ER)	Closed
PAC1101	15/11/22	2.1	<i>Reference Overview of AQ Corrections Data – PAFA (SU/TL) to continue to monitor the Brazzaville’s AQ corrections.</i>	PAFA (SU/TL)	Closed
PAC1102	15/11/22	2.1	<i>Reference Overview of AQ Corrections Data – All parties to consider whether to raise a Review Group Request outside of the PAC to examine the issue.</i>	All	Closed
PAC1103	15/11/22	2.1	<i>Reference Overview of AQ Corrections Data – Joint Office (RH) to provide an update to the UNCC on the issue.</i>	Joint Office (RH)	Closed
PAC1104	15/11/22	3.4	<i>Reference the 2021 / 2022 Annual Review & Engagement Event Report – PAFA (TL) to prepare draft the summary responses to the various questions in time for consideration at the 13 December 2022 PAC meeting.</i>	PAFA (TL)	Closed
PAC1105	15/11/22	3.4	<i>Reference the 2021 / 2022 Annual Review & Engagement Event Report – PAC Members to also review the Recommendations on slide 18 and provide views / comments at the 13 December 2022 PAC meeting.</i>	All	Closed
PAC1201	13/12/22	1.5	PAFA (AJ/SU) to consider and compare the timing of performance data and meeting dates for 2023 to suggest an optimal alignment.	PAFA (AJ/SU)	Pending Update January 23
PAC1202	13/12/22	1.5	CDSP (FC) to advise of any data timing constraints for PAFA data provision	CDSP (FC)	Pending Update January 23
PAC1203	13/12/22	1.5	PAFA (AJ) to establish if the DCC network/gateway indicates reads are being acquired and passed on.	PAFA (AJ)	Pending Update January 23
PAC1204	13/12/22	1.5	PAFA (AJ) to ascertain what information is available from REC on read levels from REC customers.	PAFA (AJ)	Pending Update January 23
PAC1205	13/12/22	1.5	PAFA (AJ) to establish if there are risks that would warrant a PARR Report from the implementation of Modification 0811S - Shipper Agreed Read (SAR) exceptions process and if needed, propose a final PARR in support, for PAC approval	PAFA (AJ)	Pending Update January 23
PAC1206	13/12/22	1.5	PAFA (AJ/SU) to clarify the rules for management of AQ Corrections.	PAFA (AJ/SU)	Pending Update January 23

PAC1207	13/12/22	2.5	PAFA (PR) to request DNAs to review and update data in the Measurement Error Register for a minimum 5 years, to enable PAC to have an accurate risk calculation.	PAFA (PR)	Pending Update January 23
PAC1208	13/12/22	5.3	Xoserve, Debbie Sherlock (DS) to formally write to the Joint Office to outline the request to attend PAC meetings and access GPAP for PAC member consideration in January.	Xoserve (DS)	Pending Update January 23
PAC1209	13/12/22	5.4	PAFA (AJ) to contact the REC Performance Assurance Board for more information on Late Gate Closure missing messages (site transfers).	PAFA (AJ)	Pending Update January 23
PAC Strategic Workshop Actions 2022:					
PACSW 0501	24/05/22	3.0	<i>Performance Assurance Matrix</i> - PAC to consider if PC3 Read Performance is worth considering as an additional performance monitor.	PAC (All)	Closed
PACSW 0504	24/05/22	3.0	<i>Performance Assurance Matrix</i> - Joint Office (RHa) / PAFA (RC) to review the Market Entry Process for any potential improvements/recommendations.	Joint Office (RHa) / PAFA (RC)	Closed
PACSW 0505	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/Xoserve (Mike Orsler) to review the Market Entry Process for onboarding market participants to ensure they understand the importance of meeting performance standards. (RHa to contact Mike Orsler directly. Linked to action 0504 above).	Xoserve (MO)	Closed
PACSW 0701	12/07/22	5.0	(See New Action PACSW0702) <i>Performance Assurance Matrix</i> - In order that new entrants understand what is expected of them, CDSP/Xoserve (Mike Orsler) to add to the process what reports and what standards new entrants will be measured against, this should also explain the role of the PAC to new entrants.	CDSP/ Xoserve (MO)	Closed
PACSW 0702	12/07/22	5.0	PAFA (RC) to provide an introduction to PAC to support new action PACSW0701. Draft to be reviewed by PAC.	PAFA (RC)	Closed
Extraordinary (0674V) PAC Actions 2022:					
PAC (0674V) 1008	25/10/22	2.	Committee Members to consider the role of the PAFA, (which is specified in the PAFD), with a view to understanding what needs to change and what the downstream impacts could be should the	All PAC Members	Closed

			PAPA to change its role to a Performance Assurance Framework Manager (PAFM).		
PAC (0674V) 0111	01/11/22	2.	<i>PAFD v4.6 Review:</i> Joint Office to add the GPAP link to the main PAC page on the Joint Office website.	Joint Office (RH)	Closed
PAC (0674V) 0211	01/11/22	2.	<i>PAFD v4.6 Review:</i> Joint Office to create a suitable page on the main PAC page on the Joint Office website for documents 5 6 & 7.	Joint Office (RH)	Carried Forward Update January 23
PAC (0674V) 0411	01/11/22	2.	<i>PAFD v4.6 Review:</i> PAC to consider the training on offer (refer to section 20.5 PAFD v5.0).	All PAC Members	Closed