

UNC Performance Assurance Committee Minutes
Tuesday 17 January 2023
via Microsoft Teams

Attendees

Kate Elleman (Chair)	(KE)	Joint Office
Mike Berrisford (Secretary)	(MB)	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
Graeme Cunningham	(GC)	Centrica
Louise Hellyer	(LH)	TotalEnergies
Sallyann Blackett	(SB)	E.ON
Steve Mulinganie	(SM)	SEFE Energy Ltd

Transporter Members (Voting)

Jenny Rawlinson	(JR)	BU UK (Alternate)
Sally Hardman	(SH)	SGN
Tracey Saunders	(TS)	Northern Gas Networks – <i>item 1 only</i>

Observers (Non-Voting)

Anne Jackson	(AJ)	PAFA/Gemserv
Alex Nunnington	(AN)	CDSP
Ellie Rogers	(ER)	CDSP
Fiona Cottam	(FC)	CDSP
Helen Bevan	(HB)	PAFA/Gemserv
Martin Attwood	(MA)	CDSP
Neil Cole	(NC)	CDSP
Peter Ratledge	(PR)	PAFA/Gemserv
Sara Usmani	(SU)	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/170123>

1. Introduction

Kate Elleman (KE) welcomed all parties to the meeting explaining that she has now taken the Chairpersons role over from Rebecca Hailes going forward.

1.1 Apologies for absence

Alex Travell, Transporter Member
Ben Mulcahy, Alternate Shipper Member
Talia Lattimore, PAFA/Gemserv
Tracey Saunders, Transporter Member

1.2 Note of Alternates

Jenny Rawlinson for Alex Travell

1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.

1.4 Approval of Minutes (13 December 2022)

The minutes from the previous meeting were approved.

1.5 Approval of Later Papers

It was noted that there were two (2) late papers (relating to agenda items 2.1 and 6) submitted ahead of the meeting.

When asked, PAC Members present agreed to consider the documents.

1.6 Review of Actions

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

Update: When AJ advised that the proposed communication would only be presented to Cadent Gas and that it had not yet been issued as further consideration of the associated measurement error data would be needed, PAC Members in attendance agreed to carry forward the action. **Carried Forward**

PAC1201: PAFA (AJ/SU) to consider and compare the timing of performance data and meeting dates for 2023 to optimise the best.

Update: Fiona Cottam (FC) provided a brief overview of the '*PAC Actions 1201/1202 Update*' presentation, at the end of which attention focused on the '*Considerations*' slide 5.

Summarising the options KE suggested that there are two possible options, namely look to move the 'normal' PAC meeting dates back a week (in the monthly calendar), or look at condensing the reporting timings (via a UNC Modification). Responding, and using February 2023 as a prime example, FC outlined the potential timing tensions involved.

Some PAC Members suggested that there would / could be merit in considering changes to both aspects, and especially how the PAFA could better summarise the reporting provisions. Anne Jackson (AJ) suggested that perhaps if the PAFA were to look at reporting by exception, in order to better focus attention on any 'movement' changes, that would / could avoid PAC Members having to consider normal 'run of the mill' information – a suggestion supported by PAC Members in attendance. **Closed**

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

Update: Please refer to the discussions on action 1201 above. **Closed**

<p>New Action PAC0101: <i>Reference Performance Data Provision and Meeting Timing Interactions</i> – PAFA (AJ) and Joint Office (KE) to look to refine the Reporting Provision (reporting by exception in most cases) and consider whether it would be viable to adjust PAC meeting dates for the remainder of 2023.</p>

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

Update: When PR advised that work remains ongoing on this action (which relates in part to SMART / AMR metering performance levels), PAC Members in attendance agreed to carry forward the action. **Carried Forward**

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

Update: When PR advised that work remains ongoing on this action (which relates in part to SMART / AMR metering performance levels), PAC Members in attendance agreed to carry forward the action. **Carried Forward**

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 propose a final PARR in support, for PAC approval.

Update: Please refer to agenda item 5 below for more detail. **Closed**

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

Update: Referring to the 'CDSP and PAFA responses to January 2023 PAC Meeting on outstanding actions' document, FC provided a summary of the CDSP update statement whilst noting that industry discussions around this matter have been taking place for some time and have included items such as the 3 month window utilisation when taking on new site and the potential Shipper exposure to upstream process impacts as a consequence.

When KE advised that in order to change the 3 month window a UNC Modification would be required, Ellie Rogers (ER) also explained that the UNC Modification 0816S Workgroup are also considering this matter.

Thereafter it was agreed that the action could now be closed. **Closed**

PAC1207: 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.

Update: When PR advised that work remains ongoing on this action, PAC Members in attendance agreed to carry forward the action. **Carried Forward**

PAC1208: 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.

Update: PAC Members were asked to consider the written request provided by Debbie Sherlock ahead of the meeting, as follows:

"As the newly appointed Contract Manager in Xoserve with responsibility for managing the PAFA Service provided by Gemserv Ltd, I need to understand how Gemserv are delivering the service.

I am requesting access to PAFA's GPAP file sharing portal so that I can understand the service offering and user experience. I can then use this to help Gemserv improve their service offering if necessary.

The contract between Gemserv and Xoserve as the CDSP specifies that Gemserv will grant access to Xoserve users as required.

My contract of employment with Xoserve requires me to comply with all relevant Data Protection legislation with regards to personal or commercially sensitive data that I may come across during the course of my work.

I am also requesting permission to attend selected PAC meetings as an observer, 2-4 times a year initially. This is for the same reason, to allow me understand PAFA's service delivery and the user experience."

In debating whether to allow Debbie access to the secure GPAP portal or attendance at PAC meetings, PAC Members raised some key points / concerns as outline below:

- Parties in attendance at the meeting (PAC Members / PAFA / CDSP / Observers) were of differing views as to whether the contractual statements allow PAC Members to 'grant' access to GPAP for non PAC parties;
 - It was suggested that as a CDSP employee, Debbie should already be able to view 'baseline' data and therefore PAC Members would not need to grant access to un-anonymised data;

- It was noted that the contract states that the PAFA is able to grant access to Xoserve Users, although the PAC are not;
- Options such as authorising Debbie as a PAC Member and asking her to sign a Non-Disclosure Agreement (NDA) were considered;
- Requirement would be 'limited' to observing PAC meetings on an infrequent basis;
- It was suggested that Debbie's participation at PAC meetings could / would potentially enhance the measurement of PAFA performance elements;
- GPAP access would be 'restricted' to both anonymised and un-anonymised data only to allow her to monitor PAFA performance;
- Questions remained on whether this is appropriate, with some PAC Members preferring a more 'managed' (i.e. tightly supervised) access to information via either interaction with users or a PAFA controlled conduit route;
 - It was noted that whilst there might potentially be a Framework Document change required in order to better facilitate the provision of PAFA performance measures, what is being discussed is really a contractual requirement;
 - Questions remained (unanswered) as to whether Debbie would actually need access to GPAP in order to undertake her role in monitoring PAFA performance;
 - Whilst noting that following separation (CDSP / Xoserve) Xoserve access to the PAFA performance related data / information had ceased, FC felt that Debbie's request to occasionally attend PAC meetings was a sound request;

Summarising the discussion so far, KE highlighted that some PAC Members remain concerned / uncomfortable in allowing Debbie (or any other non PAC party) direct access to GPAP and favour a more controlled and supervised route (i.e. via PAFA conduit).

PAC Members were then asked to undertake a two-part formal vote, as follows:

PAC Member	Allow Access to GPAP	Allow Twice Yearly Attendance at 2023 PAC Meetings (only after signing a NDA)
Shipper		
Alison Wiggett	No	Yes
Andy Knowles	Abstained	Abstained
Anthony Diccico	No	Yes
Claire Louise Roberts	No	Yes
Graeme Cunningham	Yes	Yes
Louise Hellyer	Yes	Yes
Sallyann Blackett	No	Yes
Steve Mulinganie	No	Yes
Transporter		
Jenny Rawlinson	No	Yes
Sally Hardman	No	Yes

Summarising the votes, KE noted that in respect of the first part of the vote, of the 10 PAC Members (or Alternate) present, 1 abstained (on the grounds that they had not been privy to the entire discussion and therefore unable to make an informed decision), 2 voted yes and 7 voted no – therefore, PAC Members in attendance **did not support** allowing access to the GPAP system.

On the second part of the vote, of the 10 PAC Members (or Alternate) present, 1 abstained (on the grounds that they had not been privy to the entire discussion and therefore unable to make an informed decision), and the remainder voted yes – therefore, the majority of PAC Members in attendance **voted in favour** of allowing attendance at 2023 PAC meetings.

KE then went on to advise that she would feedback the results of the vote to Debbie and follow this up with an offline discussion between the Joint Office, PAFA, CDSP and Debbie in due course.

When one party enquired whether following the vote there could be any unintended (future) ‘knock on’ consequences around what data the PAFA could provide to Debbie (or any other Xoserve party), FC responded by explaining that as the Xoserve ‘gatekeeper’ to data access, she closely monitors and manages colleagues access, as and when necessary.

When it was suggested that perhaps we might need a 3rd vote around whether access should be granted to Debbie following receipt of any offline discussion information, KE responded by suggesting that to undertake such a vote today would be potentially pre-emptive.

Offline discussions will now take place between the various contracting parties.

Following the vote, PAC Members agreed that the action could now be closed. **Closed**

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

Update: AJ advised that whilst those parties involved are confident that the issue was fixed in December 2022, further confirmation of this fact would be needed from Xoserve before that action could be closed.

When Ellie Rogers (ER) went on to advise that her colleague David Addison is investigating the matter in more detail and that she would seek a view from him and provide an update at the 14 February 2023 PAC meeting, KE added that it had been raised as of potential interest to the Cross Code Steering Group.

Thereafter, PAC Members in attendance agreed to carry forward the action. **Carried Forward**

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: In pointing out that the various documents are already published on the main PAC page on the Joint Office web site, KE enquired whether PAC Members would perhaps prefer a new menu sub section creating – there was no clear view at this time.

When AJ pointed out that documents 5, 6 & 7 relate to the old Performance Assurance Framework Document (PAFD), KE agreed to discuss the matter offline and provide an update at the 14 February 2023 PAC meeting.

FC went on to highlight an issue relating to the Performance Registers being consolidated within v5.0 of the PAFD, as this results in the document being unmanageably large – a point raised at a previous PAC meeting. Responding, KE advised that the Joint Office would liaise with the PAFA and CDSP to resolve the outstanding anomalies.

Thereafter, PAC Members in attendance agreed to carry forward the action. **Carried Forward**

2. PAC Performance Escalation Update Meetings 11:00 – 12:00 – Confidential Sessions

Notes taken separately for the two Confidential Session discussions and made available to PAC Members only. Please contact: enquiries@gasgovernance.co.uk for more information.

3. Performance Assurance Review Items

3.1 PARR Report Review – Dashboard update (PAFA)

Peter Ratledge (PR) provided a brief overview of the ‘*Shipper Performance Analysis*’ presentation explaining that the content being provided was more focused in nature.

PAFA supplied the following observations for this section:

SHIPPER PERFORMANCE ANALYSIS

- The Performance Assurance Framework Administrator (PAFA) provided an overview on the Holistic Performance Matrix. The latest data was refreshed and presented to the Performance Assurance Committee (PAC). The latest position was presented with the four poorest performers in the PC1 – PC4 market highlighted to the Committee. There are currently 4 Shippers highlighted as being in the bottom four in more than one market, and PAC agreed that these would be issued with performance improvement plan requests across all the markets identified. The remaining 7 Shippers would be issued performance improvement plans in the respective markets in which they appear in the bottom four.

- PC4 performance was highlighted as an area where there is generally poor performance across the board with very few parties performing well in this area. Amongst those highlighted as poor performers in the PC4 market, there are 3 Shippers which currently have performance improvement plans open. If they continue to perform at the current level and remain the worst in the PC4 market, PAC agreed their existing plans would be closed and they would then be issued with new performance improvement plans under the new regime.
- The PAFA informed the Committee that they are unable to issue any new improvement plans until 1st February 2023, due to the transition period for Modification UNC0674V. An updated version of the poorest performers in each market will be presented at the February PAC meeting and the Shippers identified as the worst performers would be issued with a performance improvement plan.
- PAFA presented a draft letter template which it can use to issue request letters to Shippers from February, which includes specific matrix scoring data along with their performance level. This was reviewed and approved by PAC members. Any comments on this new template are to be sent to: pafa@gemserv.com.

3.2 Review of Outstanding PARR Actions

PARR1201: PAFA (AJ) to draft a letter that will be issued for PAC to review and approve before formally issuing to Shippers in February 2023.

Update: When AJ advised that this action had now been completed, PAC Members in attendance agreed the action could now be closed. **Closed**

3.3 Risk & Issues Register Update (PAFA)

Pete Ratledge (PR) provided an overview of the '*January 2023 Risk update*' presentation.

PAFA supplied the following observations for this section:

- Performance Assurance Committee (PAC) members were presented with an update in respect of 8 risks relating to Read Performance, Unregistered and Shipperless Supply points, Meter Bypass, Line in the Sand and DM Threshold Sites in NDM. The PAFA (Performance Assurance Framework Administrator) presented the following to the PAC for their attention:
 - **Unregistered Supply Points:** PR reported a decrease in Value at Risk (VAR) by 4% across 2021-22. The numbers of Unregistered sites continue to decrease month on month with a 5% decrease seen in period December 21 to October 22. The average AQ has also decreased by 4%. Risk rating remains 3 (Medium Priority). PAFA recommended that no current further action required. Review at next refresh June 2023.
 - **Shipperless Supply Points:** PR reported a 21% decrease in Value at Risk across 2021-22. The average AQ across this period has also decreased by 5%. The risk rating remains at 2 (Lower Priority) and PAFA recommended that no further action required. Review at next refresh June 2023.

- **Meter Bypass:** PR reported a 12% decrease in the Value at Risk across April – October 22. There have been large step changes in AQ values where a bypass is fitted in two open and closed status categories. There has been a 45% reduction in associated AQ for open bypass and 63% reduction for closed bypass. Risk rating remains at 3 (Medium Priority). PAFA recommended no further actions required. Review at next refresh June 2023.
- **Line in the Sand (LIS):** PR reported an 11% increase in Value at Risk across March -October22. The volume of Supply Points (SPs) in the category 'No reads >4 years' has increased by 15% over the period. It is this increase which is the primary driving factor for the increase in VAR. Volume of SPs within Classes 3 & 4 has marginally decreased by 0.41% and the average associated AQ per SP has decreased by 3%. Risk rating remains at 5 (Highest Priority). PAFA provided an update in respect of the Line in the Sand (LiS) strategy to the committee in December, with 2 Shipper parties being invited to January PAC to discuss plans. Next refresh is March 2023.
- **Transfer Read Performance:** PR reported a 39% decrease in value at risk across March – October 22. There has been a substantial decrease in VAR since last update, which can be attributed to, the number of SP transfers dropping by 57% and the Transfer Read Performance has improved by 7%, both for the equivalent period last year (March 21 – October 21). Also the volume of accepted Shipper Agreed reads (SARs) has dropped by 22%, although a large spike was noted for the month of October 22 of which is likely to align with an increase in Industrial & Commercial (I & C) SP transfer activity. Risk rating has dropped from 2 to 1, which is lowest priority, as VAR has dropped below 25 GWh. PAFA recommended no action currently required. Review at next refresh point of March 2023.
- **PC1 Reads:** PR reported a 25% decrease in value at risk over Dec'21 – Dec'22. Read performance over the year has increased circa 1% (92.1% to 93.8%). The number of sites has increased by 5% (519 to 545) along with site average AQ decreasing by 14% (125TWh to 107TWh) which is reflected in the decrease in energy impact of the risk. Risk rating remains at 5 (Highest Priority). PAFA recommended no further action currently due to substantial percentage decrease in VAR value. The PAFA will review the risk at the next refresh point April 2023.
- **PC2 Reads:** PR reported a 4% increase in value at risk over December 21 – December 22. Performance across the year has dropped circa 2.5% (83% to 80.6%). The number of sites has increased by 15% (549 to 631) and the site average AQ has decreased by 21% (17.5TWh to 14TWh) which is reflected in the increase in energy impact of the risk. Risk rating remains at 4 (High Priority). PAFA recommended no further action due to the moderate % increase in VAR value and to review at next refresh point April 2023.

- **DM Threshold Sites in NDM:** PR reported a 41% decrease in value at risk over December 21 – December 22. The count of MPRNs has decreased by 33% (36 to 24) which is reflective of the decrease in the energy impact of the risk. The Risk calculation measures both 'Met' and 'Not Met' criteria so gives the 'worst case scenario' impacts. Risk rating has dropped from 4 (High Priority) to 3 (Medium Priority) as VAR has dropped below 250 GWh. PAFA recommended no further action due to substantial % decrease in VAR value and to review at next refresh point January 2024.

3.4 Line in the Sand Strategy 2022-23 Update

Anne Jackson (AJ) advised that whilst work remains ongoing, she did not have a specific update to provide at the meeting.

3.5 Transporter Performance Monitoring – Measurement Errors

Peter Ratledge (PR) advised that he is liaising with the Joint Office and is currently awaiting a formal response on the matter from the DNs.

4. Matters for Committee Attention

4.1 Modification 0674V Implementation Next Steps

When AJ advised that the PAFA had not made any significant progress on this matter since the December 2022 PAC meeting, KE went on to suggest that she would be considering updating the PAC Terms of Reference to better align with Modification 0674V implementation requirements which could also involve clarification of PAC's role going forward.

AJ moved on to outline how the PAFD defines a cyclic plan and suggested that PAC Members might like to consider the various associated timings (including a consultation on the plan v's a review of requirements and subsequent implementation of the plan itself) – AJ and KE to discuss the matter offline and provide an update at a future PAC meeting.

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

KE opened discussions by advising that she does not propose considering each Modification in turn at this meeting. She then went on to provide a brief overview of the previous approach for this agenda item before suggesting that perhaps it would be more beneficial for PAC to focus more on earlier identification of performance reporting 'triggers' within the UNC Modification template / process. Reflecting on the suggestion, ER pointed out that historically the approach of focusing on when a new UNC Modification is raised has been inconsistent.

As the discussion moved on, several key points were debated, the most notable of which are captured below (by exception), as follows:

- Discussions with the Proposer of UNC Modification 0811S (S Mulinganie) led to a conclusion that it remains unclear when and where PAC involvement should be highlighted / engaged;
 - Sequencing and content considerations play a part;
 - Who should identify a potential role for PAC in the development and progression of a UNC Modification through the process is of paramount importance;
 - Proposers should not be relied upon as they are potentially driven by commercial influences;

- It was noted that there is already a Risk to Settlement based model that could be adopted whereby the Proposer of a Modification not only outlines the aims of the Modification, but also whether they believe there are any potential settlement related impacts – this in turn could ‘trigger’ PAC involvement in a very early stage of the process to the benefit of the industry as a whole;
- Subsequent Workgroup discussions had assisted its progression through the Modification process;
- It was noted that whilst UNC Modification 0816S has a very clear performance reporting impact, other Modifications travelling through the process might not be so easy to identify and therefore any potential (settlement) related impacts would need to be ‘teased out’ during the course of Workgroup discussions;
- It was also noted that the four (4) existing Modifications (0811S, 0812R, 0816S & 0819) are not necessarily ready for PAC involvement as they are possibly not sufficiently developed at this stage in the process;
- In noting that as PAC only meets once per month, it might be preferable for the Code Administrator to have a role in triggering PAC involvement in the early stages of a Modification’s life cycle (i.e. as part of the initial ‘critical friend’ process and / or a pre-Modification discussion stage);
- In an ideal world any potential PAC involvement / assessment should be undertaken prior to a Modification reaching the consultation phase of the process, and at the very minimum before the Final Modification Report is submitted to the UNC Panel for consideration;
 - It was also suggested that the Joint Office could / should ensure that any Draft Modification Report issued to consultation includes PAC related information (where applicable);
 - Timing around when to bring a Modification to the attention of the PAC is of paramount importance (i.e. adding to the meeting agenda) – one suggestion being the month prior to Workgroup Report sign off;
- It was noted that both care would be needed around how we ‘filter’ Modifications to avoid every new Modification being directed towards PAC and also in ensuring that no Modifications with potential settlement related aspects slip through the net;
 - Care needed to ensure PAC focuses on settlement related aspects;
- One suggestion put forward is that the management of PAC involvement could fall under the existing ‘Risks & Issues Register’ updating (and templates) which will ensure accurate capture of settlement related impacts;
 - It was also noted that this would enable Modifications whereby settlement impacts change (i.e. switch in or out during development of the Modification) to be accurately tracked and managed;
 - This provision could work alongside, and take advantage of, the Code Administrator (Joint Office) critical friend support processes;
- It was suggested that scanning the list of ‘open’ UNC Modifications (utilising the existing Joint Office Modification Register spreadsheet) would be an effective and timely high-level way of filtering out Modifications with or without a potential settlement element;
 - A quick scan mechanism to focus on settlement related Modifications that can then be added to PAC agendas at a suitable point will be considered in due course;

- Process for identifying Modifications with a potential settlement interest needs to be centralised;
- It is noted that regardless of which process is finally adopted, care would be needed to ensure that PAC involvement assists and does not hinder the progression of a Modification through the Modification process;

Concluding discussions on this item, a new action was placed on the Joint Office, PAFA and CDSP.

New Action PAC0102: *Reference Potential Changes to Performance Assurance Reporting and PARR – Quick Assessment Tool to Identify UNC Modifications with Potential Settlement Related Impacts* – Joint Office (KE), PAFA (AJ) and CDSP (FC) to examine the current ‘Live’ Modifications and undertake a quick assessment in order to seek the view of PAC at the 14 February 2023 meeting.

6. Any Other Business

6.1 Performance Improvement Plan Submission: Poor Performance Letter Template Update (PAFA)

Linked to discussions under item 3.1 above, Sara Usmani (SU) provided a brief update on the most recent changes (following the December 2022 PAC meeting) to the ‘*Performance Improvement Plan Submission: Poor Performance*’ letter template during which she focused attention on the highlighted items.

KE suggested that should anyone have any concerns that they contact the PAFA (SU) direct, other than that, PAC will run with the new template from February 2023 onwards.

Concluding discussions, Jenny Rawlinson (JR) agreed to provide an email to the PAFA (AJ) seeking clarification around the various Product Class ‘scoring’ aspects (i.e. maximum scores of 25 or 55 and individual scores of 5) as outlined in the information provided on the ‘Poor Performers in Each Market’ slide 4 within the ‘*Shipper Performance Analysis*’ presentation provided under consideration of item 3.1 above.

6.2 New Connections – Annual Quantity (AQ)

Sally Hardman (SH) provided a brief overview of the ‘*New connections – Annual Quantity (AQ)*’ presentation on behalf of all the DNs. She pointed out that not only are the DNs keen to commence work as soon as possible, they would also be looking to raise a new DSC Change Request in due course.

6.3 Maternity Leave

When AJ advised that this would be Sara Usmani’s last PAC meeting for some time as she would soon be going on maternity leave, PAC Members in attendance thanked Sara for her contribution and support to PAC and wished her well.

7. Next Steps

7.1 Key Messages

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

8. Diary Planning

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

Time/Date	Paper Publication Deadline	Venue	Programme
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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 17 January 2023)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions 2022:					
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)	Update provided Closed
PAC Actions 2022:					
PAC0901	13/09/22	2.5	PAFA (AJ) to draft communication to Transporters with regards to their	PAFA (AJ)	Carried Forward

			performance with Measurement Errors for PAC approval		Update February 23
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)	Update provided Closed
PAC1202	13/12/22	1.5	CDSP (FC) to advise of any data timing constraints for PAFA data provision	CDSP (FC)	Update provided Closed
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)	Carried Forward Update February 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)	Carried Forward Update February 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)	Update provided Closed
PAC1206	13/12/22	1.5	PAFA (AJ/SU) to clarify the rules for management of AQ Corrections.	PAFA (AJ/SU)	Update provided Closed
PAC1207	13/12/22	2.5	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.	PAFA (PR)	Carried Forward Update February 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)	Update provided Closed
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)	Carried Forward Update February 23
PAC0101	17/01/23	1.6	<i>Reference Performance Data Provision and Meeting Timing Interactions</i> – PAFA (AJ) and Joint Office (KE) to look to refine the Reporting Provision (reporting by exception in most cases) and consider whether it would be viable to adjust PAC meeting dates for the remainder of 2023.	PAFA (AJ) & Joint Office (KE)	Pending Update February 23

PAC0102	17/01/23	5.	<i>Reference Potential Changes to Performance Assurance Reporting and PARR – Quick Assessment Tool to Identify UNC Modifications with Potential Settlement Related Impacts</i> – Joint Office (KE), PAFA (AJ) and CDSP (FC) to examine the current ‘Live’ Modifications and undertake a quick assessment in order to seek the view of PAC at the 14 February 2023 meeting	Joint Office (KE), PAFA (AJ) & CDSP (FC)	Pending Update February 23
Extraordinary (0674V) PAC Actions 2022:					
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 February 23