

UNC Performance Assurance Committee (PAC) Agenda

(Development Items)

10:30 Monday 05 November 2018

at Elexon, 350 Euston Road, London NW1 3AW

- 1. Introduction and Status Review**
 - 1.1. Confirm quorate status
 - 1.2. Apologies for absence
 - 1.3. Note of Alternates
 - 1.4. Review of Minutes (09 October & 23 October 2018)
- 2. Review of Outstanding Actions**
- 3. New PAC Members Process**
- 4. Development of Risk and Assurance Methodologies**
 - 4.1. Development - risk and assurance methodologies
 - 4.2. Risk Model Methodology (action reference PAC 250703)
 - 4.3. PRID(e) Model and PRID(e) Overview document (action reference PAC 250711)
 - 4.4. Assurance model methodology (action reference PAC 0910 and PAC 0912)
- 5. Responsibility Overview**
- 6. Communications Plan**
- 7. Any Other Business**
 - 7.1. Review of the Performance Assurance Framework - All
 - 7.2. Smart Meters (exchanges and read submission statistics) – All
 - 7.3. Consideration of the Ofgem Decision Letter for UNC 0619/A/B – All
 - 7.3.1. Undertake GAP Analysis when considering Modifications 0647, 0664 and 0665
- 8. Next Steps**
 - 8.1. Agree Key Messages - PAFA
- 9. Diary Planning**

PRID(e) Action Table (as at 09 October 2018)			
Action Ref	Action	Owner	Status Update
PAC 250703	PAC Members to review the risk model and consider how the model should be developed for assessing PAC risks.	PAC Members	Carried Forward (Update due at 05 November 2018)
PAC 250705b	PAFA to review the risk register once the updated post-Nexus data is received.	PAFA	Carried Forward (Update due at 20 November 2018)
PAC 250706	Draft modification to be developed for the September Panel to describe framework (Deadline for new modification is 07 September 2018). To consider a document outside the UNC which includes appropriate controls that mirror the modification process for example in relation to consultation. Could also use a similar process as that used for the demand estimation process for profiles.	PAC Members	Carried Forward
PAC 250708	Xoserve to consider how data can be made more accessible to industry at an aggregate level by LDZ and Product Class to enable movements in volumes to be tracked. MB to provide Xoserve with a more detailed specification setting out the type of information required by industry.	Xoserve (FC) Member (MB)	Carried Forward (Update due at 05 November 2018)
PAC 250711	PAFA to review the PRIDe Gas Model based on the comments received during the workshop held on 25 July 2018. Update: PAC members to review the updated PRIDe in Gas Model Workshop presentation which was republished since the 25 July 2018 workshop.	PAFA	Carried Forward (Update due at 05 November 2018)
PAC 0921 (260921)	PAFA to provide a proposed plan / timescales for progressing with an incentive regime modification.	PAFA	Carried Forward (Update due at 11 December 2018)

PAC Action Table (as at 23 October 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0803	06/08/18	2.2.2	To document and provide information on the process of moving a PAC Related Risk to an Issue and how it will be defined and monitored.	PAFA (NV)	Carried Forward (Update due 11 December 2018)
PAC 0904	03/09/18	2.2	To a) draft a high level resignation process which sets out how the process is closed and down and confirms to the Member what the member can/cannot do following resignation and, b) to include an agenda item for discussion at the 09 October meeting to review the draft resignation process and the Non-Disclosure Agreement.	Joint Office (BF)	Carried Forward (Update due 05 November 2018)
PAC 0907	11/09/18	2.1.1	<i>Reference PAF Draft Risks 017D and 018D</i> - PAFA (NV) to look to re-evaluate the (draft) risks against the October 2018 AUGE information, once it has been published.	PAFA (NV)	Carried Forward
PAC 0910	11/09/18	2.1.2	<i>Reference PAF Draft Risk Register Low Level Process Flow Maps</i> - PAFA (NV) to prepare the specific risk low-level process flow maps for consideration at a future meeting.	PAFA (NV)	Carried Forward (Update due 05 November 2018)
PAC 0911	11/09/18	2.1.2	<i>Reference PAF Risk Register</i> – All parties to review risks 001 – 015 and provide views on suitable steps for progressing these (current and next action flags etc.), including potential PAC owners.	All	Carried Forward (Update due 20 November 2018)
PAC 0912	11/09/18	2.1.2	<i>Reference PAF Risk Register</i> – PAFA (NV) to provide a Performance Assurance Technique For Risk Resolution document to highlight risk progression (i.e. a Workplan for next 12 months and learning paper for the Top 6 risks).	PAFA (NV)	Carried Forward (Update due 05 November 2018)
PAC 0914	11/09/18	2.1.2	<i>Reference AUGE Indicative UIG Figures</i> – PAFA to evaluate how the AUGE indicative UIG figures could potentially impact on (draft) risk	PAFA	Carried Forward (Update due 20

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			PACR017D.		November 2018)
PAC 0916	11/09/18	2.2.1	<i>Reference PAC09 – Data quality and issues with the submission of readings result in higher levels and fluctuations in (UIG) Unidentified Gas – Xoserve (FC) to ensure that an overview of the Ofgem letter is provided to PAC in due course.</i>	Xoserve (FC)	Carried Forward (Update due 20 November 2018)
PAC 0919	11/09/18	6.	<i>Reference Resolution of the Consumption Adjustment Issue – Ofgem (JD) to compose an industry letter / communication, outlining what remedial actions have been taken so far, in looking to resolve the consumption adjustment issue.</i>	Ofgem (JD)	Carried Forward (Update due 20 November 2018)
PAC 0922	26/09/18	4.2.1	To provide an update on the Project Plan with observations and any recommendations.	PAFA (NV)	Carried Forward (Update due 20 November 2018)
PAC 0923	26/09/18	4.2.1	All PAC members to review the published Project Plan with a view of providing updates on any required actions.	PAC	Carried Forward (Update due 20 November 2018)
PAC 0924	26/09/18	4.3.1	To review the requirements of the PAC Workplan and Budget and provide an update at the 9th October meeting.	PAC (JW)	Carried Forward (Update due 05 November 2018)
PAC 0925	26/09/18	4.4	PAFA and Xoserve to consider the focus of future PAF Reviews to ensure it captures PACs requirements and provide a proposal/view on how this could be structured. (i.e. should it be a review of the framework or a review of the PAFA role).	PAFA / Xoserve	Carried Forward (Update due 05 November 2018)
PAC 0927	26/09/18	4.4	<i>Risk Register</i> - NV and JW to come up with an interim tool kit for PAC to follow.	PAFA (NV) / PAC (JW)	Carried Forward (Update due 20 November 2018)
PAC 0928	26/09/18	4.4	PARR Reports review to be scheduled to ensure the reports meet	PAFA (NV)	Carried Forward

			PAFA requirements.		(Update due 05 November 2018)
PAC 1001	09/10/18	3.2	<i>Reference the 'Data Cleanliness Observation – Meter Correction Factors' letter – PAFA (SR) to look to redraft the letter (and the list of persistent offenders) with a view to providing a copy to PAC members for approval via email.</i>	PAFA (SR)	Pending
PAC 1002	09/10/18	3.2	<i>Reference the 'Data Cleanliness Observation – Meter Correction Factors' letter – PAFA (SR) to look to issue letters to the Account Managers within the offending Shipper organisations, once approved by PAC members.</i>	PAFA (SR)	Pending
PAC 1003	09/10/18	3.6	<i>Reference the 'PARR Dashboards - 2A.1 Estimated & Check Reads – Product Classes 1 & 2 – PAFA (SR) and Xoserve (DT) to liaise on the initial customer engagement approach strategy via the CDSP Customer Account Managers (inc. identification of a supporting process and timeline).</i>	PAFA (SR) & Xoserve (DT)	Pending
PAC 1004	09/10/18	3.6	<i>Reference the 'PARR Dashboards - 2A.1 Estimated & Check Reads – Product Classes 1 & 2 - Xoserve (DT) to look to provide historical background data behind the PC1 and PC2 individual offending parties and what, if any, engagement Xoserve has already undertaken with them (i.e. intelligence gathering).</i>	Xoserve (DT)	Pending
PAC 1005	09/10/18	3.6	<i>Reference the 'PARR Dashboards - 2A.5 Read Performance - Xoserve (FC) and PAFA (SR) to look consider how to ensure data is being consistently represented and to look to enhance it to include 'X' and 'Y' axis titles along with a supporting narrative (inc. background rationale for the data set, such as read anniversary etc.).</i>	Xoserve (FC) & PAFA (SR)	Pending
PAC 1006	09/10/18	3.6	<i>Reference the 'PARR Dashboards - 2A.8 AQ Correction by Reason Code - PAFA (SR) to look to provide a new report identifying kWh movement directions, once UNC Modification 0660S is approved.</i>	PAFA (SR)	Pending

PAC 1007	09/10/18	3.6	<i>Reference the 'PARR Dashboards - 2A.9 Standard CF AQ > 732,000kWh – EUC04 (Morecambe Central, Falmouth and Colwyn Bay) – Xoserve (FC) and PAFA (SR) to investigate the background behind the figures.</i>	Xoserve (FC) & PAFA (SR)	Pending
PAC 1008	09/10/18	5.	<i>Reference the 'Customer Advocate Engagement' – Xoserve (DT) to consider how best to provide future (monthly) updates to the PAC, including nature and level of content.</i>	Xoserve (DT)	Pending
PAC 1009	09/10/18	9.2	<i>Reference the 'Smart Meters (exchanges and read submission statistics)' – Xoserve (FC) to look to provide a high level comparison of the differences between the 0632S and BEIS reports at the 20 November 2018 PAC meeting.</i>	Xoserve (FC)	Pending
PAC 1010	23/10/18	2.1.1	<i>Reference Data Cleanliness Observation Letters 2A.1 & 2A.9 - Xoserve (DT) to look to discuss the 2A.1 and 2A.9 reporting information and letters with their Shipper contacts in order to improve industry awareness.</i>	Xoserve (DT)	Pending
PAC 1011	23/10/18	2.1.1	<i>Reference Estimated and Check Reads Letter 2A.1 - PAFA (NV) to look to set up and provide a list of persistent poor performers.</i>	PAFA (NV)	Pending
PAC 1012	23/10/18	2.1.1	<i>Reference Estimated and Check Reads Letter 2A.1 (& 2A.9) – Xoserve (DT) to look to report back on reconciling the various performance report findings.</i>	Xoserve (DT)	Pending
PAC 1013	23/10/18	2.1.1	<i>Reference Estimated and Check Reads Letter 2A.1 – Xoserve (DT) to look to investigate all Shippers with a zero value and decide a strategy to manage these going forwards.</i>	Xoserve (DT)	Pending
PAC 1014	23/10/18	2.1.2	<i>Reference Estimated and Check Reads Letter 2A.1 – Xoserve (ES) to prepare the draft associated DSC Change Proposal ensuring it includes a request for more timely performance reporting information provision and circulate for review by PAC Members ASAP, with a view to potential submission for the next DSC Change Manager's meeting on 07 November 2018.</i>	Xoserve (ES)	Pending

