

## 1. Introduction

The Uniform Network Code Committee (UNCC) agreed these terms of reference for the Performance Assurance Committee (PAC) on 21st April 2016 and amendments shall only be made with the consent of the UNCC.

## 2. Scope of the PAC

### 2.1 General

The PAC is defined as a sub-committee of the Uniform Network Code Committee, with certain rights and responsibilities relating to the management of the community's Performance Assurance Framework.

The PAC is chaired by the Joint Office and is attended by PAC Members [and an Ofgem representative](#)<sup>[1]</sup>. From time to time, the PAC may invite other individuals to attend, in a non-voting capacity. In respect of any such individual, the PAC may, from time to time, determine that such individual be excluded for all or part of the meeting of the PAC. [Ofgem shall be entitled to send a nominated representative to the meeting, who \(for the avoidance of doubt\) will attend in a non-voting capacity and shall be not be excluded from any part of the meeting.](#)<sup>[2]</sup>

The PAC and any Performance Assurance Framework is limited to energy and supply points within local distribution zones, it does not extend to energy transported through the National Transmission System and supply meter points connected to it.

### 2.2 Performance Assurance Committee structure

The PAC comprises 7 Shipper User representatives, 5 of whom have voting rights (as determined by the annual User Representative process), ~~and 5~~ DNO representatives, all of whom have voting rights [and 1 Ofgem representative, who shall not have voting rights](#). Each representative is a PAC Member.

Shipper User representatives PAC Members are elected annually for appointment on the 1<sup>st</sup> October and at other times when vacancies occur. These elections will be conducted by the Designated Person. Until elections are held Shipper User representatives PAC members shall be appointed by the UNCC.

The process for appointing DNO representatives to the PAC shall be identical to the process for appointing of Transporter Representatives to the UNC Committee in accordance with General Terms B 4.1 and the Modification Rules with the exception that "Transporter" shall be replaced by "DNO". [Ofgem shall advise the Joint Office of their nominated representative on an annual basis or less frequently in the event of no change to the representative.](#)

PAC Members are representatives in their own right and do not represent the company by which they are employed. The Designated Person election rules permit no more than one Shipper User PAC Member per company and ~~it is recommended that all PAC Members should have at least 3 years relevant gas industry knowledge and experience it will be for the nominating Party to consider the suitability of their nominee, in respect of experience and understanding of the issues that the PAC will deal with.~~

All PAC Members and their alternates will be required to sign a Confidentiality Agreement and their employer shall also be required to sign an Employer Assurance Document to assure that the Member will be attending and voting at the PAC in the interests of the GB gas industry and not representing any commercial interest or commercial body.

A list of all PAC Members and standing alternates is published on the Joint Office website.

A PAC Member may appoint an alternate either on a standing basis or on a meeting-by-meeting basis. Such appointments shall be made in writing or by email to [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk). Alternates need not necessarily come from the same company as the PAC member. [It will be for the PAC Member to consider the suitability of their alternate, in respect of experience and understanding of the issues that the PAC will deal with](#), ~~but it is recommended that any alternate will have at least 3 years relevant gas industry knowledge and experience~~. A single alternate may represent more than one (1) PAC Member.

### 2.3 Meetings

The PAC endeavours to meet on a monthly basis. The meeting will be quorate where there are at least two Shipper User PAC Members and two DNO PAC Members with a minimum of six PAC Members in attendance.

The Code Administration Code of Practice shall apply to the conduct of the meetings.

The PAC may decide to meet more or less frequently as required.

[Information to be used within meetings will be provided to PAC Members, the Joint Office and the Ofgem representative via a secure web portal. Such information shall not be downloaded by the Ofgem representative and all PAC Members, the Joint Office and Ofgem shall treat all information as confidential unless it is clearly marked otherwise.](#)

### 2.4 Decision making

Where the meeting is quorate, all decisions shall be made by simple majority of PAC Members or their nominated alternate. PAC members may vote for or against a proposal, any abstention shall not count towards the simple majority count. Where such agreement is not obtained, the Chairman shall submit the matter to the Uniform Network Code Committee for consideration.

### 2.5 Roles and responsibilities of Performance Assurance Committee

The PAC is responsible for the review of relevant settlement performance data, and where settlement performance deficiencies are identified, for proposing (and, where within the PAC's control, implementing) methods of resolution to improve settlement performance.

The PAC shall perform the duties ascribed to it in the "[Performance Assurance Framework Document](#) ~~Guidelines document~~ for the [\(Gas\)](#) Energy Settlement Performance Assurance ~~Scheme~~~~Regime~~" sections ~~6~~ and ~~8~~<sup>3</sup>.

The PAC shall perform the duties ascribed to it in the "[Guidelines-Performance Assurance Framework Document](#) ~~d~~ocument for the [\(Gas\)](#) Energy Settlement Performance Assurance ~~Scheme~~~~Regime~~, Document 3 Risk Register".

With regards to services requests to the PAFA, the PAC shall:

- Develop the services request
- Submit the services request to the PAFA
- Respond to any points of clarification from the PAFA
- Review the quotation from the PAFA for the services
- Where the quotation is accepted, place the order with the PAFA for the services.