

## UNC Performance Assurance Committee (PAC) Agenda

**10:30 Tuesday 10 April 2018**

**at St John's Hotel, 651, Warwick Road, Solihull B91 1AT**

- 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 (05 March 2018)
- 2. Monthly Review Items**
  - 2.1. Risk Register Review
  - 2.2. Issues Register
    - 2.2.1. PAC10 - Product Class 2 and 3 meter read submission performance
    - 2.2.2. New issues?
  - 2.3. Implementation Plan
  - 2.4. Assumptions Register
  - 2.5. Ofgem Update
  - 2.6. PARR Schedule 2 Reporting Update
- 3. Annual Work Plan and Budget**
  - 3.1. Draft Work Plan and Budget Actions Update
- 4. Communications Plan**
- 5. Any Other Business**
  - 5.1. Potential PAF AQ Reports Potential facilitating Modification for PAC Reports - Proposer JW
  - 5.2. Daily Meter read performance and consumption adjustments – Ofgem Letter
  - 5.3. Transfer Read performance / AQs of 1
  - 5.4. Consumption adjustments (SSP and theft) – proposer JW
  - 5.5. Smart meters (exchanges and read submission) – proposer JW
- 6. Review of Outstanding Actions**
- 7. Next Steps**
  - 7.1. Key Messages - PAFA
- 8. Diary Planning**

### Action Table (as at 05 March 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

Papers available at: [www.gasgovernance.co.uk](http://www.gasgovernance.co.uk)

**Action Table (as at 05 March 2018)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
PAC 0202	05/02/18	4.0	PAFA (NV) to produce a view in relation to the reporting of non-anonymised data formats to assist the PAFA with assurance work.	PAFA (NV)	<b>Carried forward</b>
PAC 0301	05/03/18	4.1	PAFA (NV) to send the Final Project Plan to Joint Office with specific areas highlighted by month for inclusion into the monthly agenda's, as appropriate.	PAFA (NV)	<b>Pending</b>
PAC 0302	05/03/18	4.1	Shipper Member (GW) to consider amending the PAC ToR in relation to increasing the Shipper membership numbers of PAC.	Shipper Member (GW)	<b>Pending</b>
PAC 0303	05/03/18	6.1	PAFA (NV) to provide a summary of what a low level process would look like by using the techniques presented in January 2018. Including adding into the Project Plan development of a low level impact investigation tool kit for April onwards with a summary of what the in-depth process will look like.	PAFA (NV)	<b>Pending</b>
PAC 0304	05/03/18	6.4	Shipper Member (JW) to further discuss the content of the reports with Xoserve with view to submit the Modification to the May Panel.	Shipper Member (JW)	<b>Pending</b>
PAC 0305	05/03/18	6.5	Xoserve (FC) to investigate the LSP non analysed data and break it down by Shipper/Read Rejection/Rejection Code.	Xoserve (FC)	<b>Pending</b>
PAC 0306	05/03/18	6.5	Xoserve (FC) to supply information on the Read Rejections and the Rejection Codes.	Xoserve (FC)	<b>Pending</b>
PAC 0307	05/03/18	6.5	PAFA (NV) to include the Read Submission process on the March PAC meeting summary Key Points. To include drafting a communication on the Read Submission process to be sent out to the Contract Managers.	PAFA (NV)	<b>Pending</b>
PAC 0308	05/03/18	7.0	Shipper Member (LS) will investigate the Rejection Reads and Reasons codes to try to ascertain the issues the Shippers are experiencing.	Shipper Member (LS)	<b>Pending</b>
PAC 0309	05/03/18	7.0	Xoserve (RH) to investigate AQ data to assist with materiality proof for an urgent modification.	Xoserve (RH)	<b>Pending</b>

**Action Table (as at 05 March 2018)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0310	05/03/18	7.0	PAFA (NV) to assess if this risk can be incorporated into an existing risk of it should be in its own right.	PAFA (NV)	<b>Pending</b>

**Action Table PAC – UIG DM Read Issues (as a 05 March 2018)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC UIG 1113	14/11/17	2.0	Xoserve (FC) Xoserve (FC) to meet with the PAFA to sense check the Risk Register against known UIG causes and the Performance Report register.	Xoserve (FC)	<b>Carried forward</b>

**Action Table from Teleconference (Product Class 2&3 Meter Reads Submissions) (as at 26 March 2018)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
Class 2&3 Meter Reads PAC 0301	26/03/18	1.4	Xoserve (FC) to investigate the system complexity regarding Read Submissions of moving Shippers between Class 3 and Class 4.	Xoserve (FC)	<b>Pending</b>
Class 2&3 Meter Reads PAC 0302	26/03/18	1.4	Xoserve (RH) to investigate the read rejection reasons in more depth, especially regarding systems errors and <i>Reading breached the upper Inner tolerance value and no override flag provided.</i>	Xoserve (RH)	<b>Pending</b>
Class 2&3 Meter Reads PAC 0303	26/03/18	1.4	Xoserve (FC) and (RH) to draft a communication for comment by the PAC members regarding Shippers adhering to the read submission process.	Xoserve (FC & RH)	<b>Pending</b>
DM Reads PAC 0304	26/03/18	2.1	Xoserve (FC) to investigate the weekly statistics on how the DM Reads were progressing and the level of engagement.	Xoserve (FC)	<b>Pending</b>