

Agenda

UNC Performance Assurance Committee (PAC)

10:00 Tuesday 13 September 2022

via Microsoft Teams

(Please refer to your email invite for the Microsoft Team details for this meeting)

Please provide all agenda items and any related meeting papers in time to allow publication by
5pm on Monday 05 September 2022

Short notice items are in italics

** indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Note of Alternates		Approval
1.3.	Quoracy Status		Approval
1.4.	Approval of Minutes (16 August 2022)		Information
1.5.	Approval of Late Papers		
1.6.	User Representative Appointment Process Update		
2. Monthly Performance Assurance Review Items			
2.1.	PARR Report Review - Dashboard update	PAFA (SU)	Discussion
2.2.	Review of Outstanding PARR Actions	PAFA (RC/SU)	Information
2.3.	Risk & Issues Register Update	PAFA (RC)	Discussion
2.4.	Line in the Sand Strategy 2022-23	PAFA (RC)	Approval
2.5.	Measurement Error Updates	Chair	Information
3. Matters for Committee Attention			
3.1.	Modification 0674 Approach following Implementation	Xoserve (ER)	Discussion
3.2.	PAC Budget 2023/24	Xoserve (ER)	Discussion
3.3.	Isolated Sites with Progressive Reads	Chair	Information
3.4.	DDP Update	Correla (DN)	Information
3.5.	Annual Review	PAFA (RC)	Information
3.6.	AUGE Risk Items	Chair	Discussion
4. Update on Potential Changes to Performance Assurance Reporting and PARR (UNC Modifications)		Chair	Information
5. PAC Membership 2 Year Appointment (Action PACSW0509)		Chair	Approval
6. Review of Outstanding Actions		Chair	Information
7. Any Other Business		Chair	Information

Please refer to your email invite for the teleconference details for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk/PAC

8. Next Steps	Chair	Information
8.1. Key Messages	Chair	Information
9. Diary Planning	Chair	Information

PAC Action Table (as of 16 August 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions 2022:					
PARR 0402	12/04/22	2.2	CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.	CDSP (FC)	Carried Forward
PARR 0501	17/05/22	2.1	<i>Reference Shipper Performance Improvement Plans</i> - CDSP (FC) to draft a strawman on further guidance for new Shippers to consider when embarking on a Performance Improvement Plan.	CDSP (FC)	Carried Forward
PARR 0602	14/06/22	2.3	CDSP to continue to review open meter bypass and report to PAC at annual intervals.	CDSP (FC)	Carried Forward
PARR 0701	12/07/22	2.1	PAFA to draft letter to industry to encourage submission of WAR bands in the September window prior to the end of the gas year for PAC decision outside of PAC and to send the letter once agreed.	PAFA (AJ/RC/SU)	Carried Forward
PARR 0702	12/07/22	2.1	PAFA to provide, where possible, some comparator WAR BAND performance data to give context to the observed performance this year.	PAFA (AJ/RC/SU)	Carried Forward
PARR 0801	16/08/22	2.1	PAFA to close the Performance improvement plans for Warsaw and thank them for their hard work in achieving UNC target in PC3 and PC4.	PAFA (AJ/RC)	Pending
PAC Actions 2022:					
PAC0104	18/01/22	3.2	To breakdown the Backlog User stories from a costing, timeline, development, and potential other barriers perspective.	CDSP (DN)	Carried Forward Pending Update
PAC0202	15/02/22	2.5	<i>Reference Meter By-Passes with an 'Open' flag status</i> – CDSP (MA) to engage with the Meter Owners and their respective CAMs for the remaining 37 sites where	CDSP (MA)	Carried Forward Pending Update

Please refer to your email invite for the teleconference details for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk/PAC

			there is an 'Open' status flag in order to ascertain whether these can be resolved.		
PAC0502	17/05/22	3.2	<i>Reference DDP Update – 9 Backlog User Stories BER Development</i> – Correla (FC/DN) to look to provide an update on the potential BER development aspects including initial cost benefit analysis and a potential ranking order.	Correla (FC/DN)	Carried Forward Pending Update
PAC0603	14/06/22	8.1	Correla (FC) to provide a draft/strawman on PARR fit for purpose review for PAC to consider.	Correla (FC)	Carried Forward
PAC0701	12/07/22	2.3	Shipperless Sites - CDSP and PAFA to investigate the underlying information for the increase in Shipperless sites	CDSP and PAFA	Carried Forward
PAC0702	12/07/22	2.3	Meter By-Pass - CDSP to continue to review open meter bypass and report to PAC at annual intervals.	CDSP	Carried Forward
PAC0703	12/07/22	2.3	Replaced Reads - PAFA to investigate the underlying information for the increase in replaced reads.	PAFA	Carried Forward
PAC0704	12/07/22	6.0	PAC members to review the Review of the PARR (Performance Assurance Reports Registers) – DRAFT SCOPE document and consider if it is fit for purpose with the aim of approving it August 2022.	PAC Members	Carried Forward
PAC0705	12/07/22	6.0	CDSP (MA) to investigate what training for Meter By-Passes CDSP has, and explore whether more can be provided	CDSP (MA)	Carried Forward
PAC0707	12/07/22	6.0	PAFA (RC) to consider communication of the <i>Annual Review Awareness Day</i> , Timetable, and content.	PAFA (RC)	Carried Forward
PAC0801	16/08/22	2.4	PAC Members (All) to submit their questions about SMER EM011 Thornton Curtis MTA to the Joint Office so they can be raised with Cadent.	ALL	Pending
PAC0802	16/08/22	4.1	PAFA/CDSP (AJ/FC) to decide on how to procure nominated Performance Assurance contacts for Shippers by 01 November 2022.	PAFA (AJ)/ CDSP (FC)	Pending
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)	Pending

Please refer to your email invite for the teleconference details for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk/PAC

PAC0804	16/08/22	4.1	CDSP (FC) to review and recalculate the risk profile for Maputo.	CDSP (FC)	Pending
PAC0805	16/08/22	4.1	PAFA (AJ) to review the format of the holistic performance matrix and compare against the PIPs.	PAFA (AJ)	Pending
PAC0806	16/08/22	4.1	PAFA (AJ) to review the holistic performance matrix and ensure it includes the 48 open PIPs and to reconcile these.	PAFA (AJ)	Pending
PAC0807	16/08/22	4.1	Joint Office (RH) to issue communication to all Shippers with an overview of PAC's remit following the implementation of Modification 0674V, including the implementation time and noting that some of the costs arising from this would have to be borne by the Shippers themselves.	Joint Office (RH)	Pending
PAC0808	16/08/22	8.1	Joint Office (RH) to finalise and advise PAC Members of the additional meeting date in September.	Joint Office (RH)	Pending

PAC Strategic Workshop Action Table (as of 16 August 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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)	Carried Forward
PACSW 0502	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/PAFA to consider the Shipper Transfer Read Performance for PC2-PC4 sites and provide a view on what should be incorporated into the reporting.	CDSP/PAFA	Carried Forward
PACSW 0503	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/PAFA to provide a view on Shipper Transfer Read performance in terms of being a Transporter responsibility for PC1 sites.	CDSP/PAFA	Carried Forward
PACSW 0504	24/05/22	3.0	<i>Performance Assurance Matrix</i> - Joint Office (RH _a) / PAFA (RC) to review the Market Entry Process for any potential improvements/recommendations.	Joint Office (RH _a) / PAFA (RC)	Carried Forward Pending Update
PACSW 0505	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/Xoserve/Correlá (Mike Orsler) to review the Market Entry Process for	Correlá (MO)	Carried Forward

Please refer to your email invite for the teleconference details for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk/PAC

			onboarding market participants to ensure they understand the importance of meeting performance standards. (RHa to contact Mike Orsler directly. Linked to action 0504 above).		
PACSW 0701	12/07/22	5.0	(See New Action PACSW0702) Performance Assurance Matrix - In order that new entrants understand what is expected of them, CDSP/Xoserve/Correl (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/Correl (MO)	Carried Forward
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)	Carried Forward

Please refer to your email invite for the teleconference details for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk/PAC