Agenda

UNC Performance Assurance Committee (PAC)

10:00 Tuesday 16 August 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 August 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		
1.2.	Note of Alternates		Information
1.3.	Quoracy Status	Chair	
1.4.	Approval of Minutes (12 July 2022)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	User Representative Appointment Process Update		Information
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.	Measurement Error Updates	Chair	Information
3.	**PAC Performance Escalation Update Meeting 11:00 – 12:00**	Chair / PAFA	Confidential Session
4.	**Matters for Committee Attention**		
4.1.	Modification 0674 Approach following Implementation	Xoserve (ER)	Discussion
4.2.	PAC Budget 2023/24	Xoserve (ER)	Discussion
4.3.	Isolated Sites with Progressive Reads	Chair	Information
4.4.	DDP Update	Correla (DN)	Information
4.5.	Annual Review	PAFA (RC)	Information
4.6.	AUGE Risk Items	Chair	Discussion
5.	**Update on Potential Changes to Performance Assurance Reporting and PARR (UNC Modifications)**	Chair	Information
6.	**PAC Membership 2 Year Appointment (Action PACSW0509)**	Chair	Approval
7.	**Review of Outstanding Actions**	Chair	Information
8.	**Any Other Business**	Chair	Information

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9.	Next Steps			Chair	Information
	9.1. Key Messages			Chair	Information
10. Diary Planning				Chair	Information

PAC Action Table (as of 12 July 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	*Reference Shipper Performance Improvement Plans* - 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 0603	14/06/22	2.3	PAFA to investigate the underlying information for the increase in replaced reads.	PAFA (AJ)	**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)	**Pending**
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)	**Pending**
PARR 0703	12/07/22	2.2	CDSP and PAFA (MA/AJ) to seek root cause into the reasons behind the PC4 – add in rejection information for smart and standard and look at the rejection reasons.	PAFA (AJ/RC/SU)	**Pending**
PAC Actions 2022:					

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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	*Reference Meter By-Passes with an 'Open' flag status* – CDSP (MA) to engage with the Meter Owners and their respective CAMs for the remaining 37 sites where there is an 'Open' status flag in order to ascertain whether these can be resolved.	CDSP (MA)	**Carried Forward** Pending Update
PAC0502	17/05/22	3.2	*Reference DDP Update – 9 Backlog User Stories BER Development* – 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**
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	**Pending**
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)	**Pending**
PAC0706	12/07/22	6.0	Joint Office to post a placeholder on their Events Calendar for the 21 September *Annual Review Awareness Day.*	Joint Office (HB)	**Pending**
PAC0707	12/07/22	6.0	PAFA (RC) to consider communication of the *Annual Review Awareness Day*, Timetable, and content.	PAFA (RC)	**Pending**
PAC0708	12/07/22	6.0	PAFA (RC) to arrange for SEC to attend the September 2022 PAC meeting.	PAFA (RC)	**Pending**
PAC0709	12/07/22	8.1	*Modification 0674V:* CDSP and PAFA to work up an action list of time dependent	CDSP (FC) and	**Pending**

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			activities and present a Strawman to PAC in August.	PAFA (RC)	

PAC Strategic Workshop Action Table (as of 12 July 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PACSW 0501	24/05/22	3.0	*Performance Assurance Matrix* - 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	*Performance Assurance Matrix* - 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	*Performance Assurance Matrix* - 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	*Performance Assurance Matrix* - Joint Office (RHa) / PAFA (RC) to review the Market Entry Process for any potential improvements/recommendations.	Joint Office (RHa) / PAFA (RC)	**Carried Forward** Pending Update
PACSW 0509	24/05/22	8.0	*Membership Appointment* - Joint Office (RHa) to establish which documents (including the PAC Terms of Reference and the Guidelines for the User Representative Appointment Process) would need to be amended to establish a 2 Year Appointment Period and when this could take effect.	Joint Office (RHa)	**Carried Forward**
PACSW 0701	12/07/22	5.0	(See also New Action PACSW0702) Performance Assurance Matrix - In order that new entrants understand what is expected of them, CDSP/Xoserve/Correla (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/Correla (MO)	**Pending**

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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)	**Pending**

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