

UNC Performance Assurance Committee Minutes
Tuesday 15 June 2021
via Microsoft Teams

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office
Mike Berrisford (Secretary)	(MiB)	Joint Office

Shipper Members (Voting)

Alexander Mann	(AM)	Gazprom (Alternate)
Alison Wiggett	(AW)	Corona Energy
Andy Knowles	(AK)	Utilita
Carl Whitehouse	(CW)	Shell
Lee Greenwood	(LG)	Centrica/British Gas (Alternate)
Louise Hellyer	(LH)	Total Gas & Power
Mark Bellman	(MB)	ScottishPower
Sallyann Blackett	(SB)	E.ON

Transporter Members (Voting)

Jenny Rawlinson	(JR)	BUUK (Alternate)
Leteria Beccano	(LB)	Wales & West Utilities
Shiv Singh	(SS)	Cadent

Observers/Presenters (Non-Voting)

Ben Oldham	(BO)	Cadent (item 2.4.1 only)
David Ransome	(DR)	Cadent (item 2.4.1 only)
Deborah Coyle	(DC)	Correla on behalf of Xoserve
Fiona Cottam	(FC)	Correla on behalf of Xoserve
John Welch	(JW)	Gemserv/PAFA (up to and including item 3.6)
Karen Kennedy	(KK)	Correla on behalf of Xoserve (item 3.1.1. only)
Martin Attwood	(MA)	Correla on behalf of Xoserve
Rachel Clarke	(RC)	Gemserv/PAFA
Sara Usmani	(SU)	Gemserv/PAFA
Shelley Rouse	(SR)	Gemserv/PAFA

Apologies

Ellie Rogers	(ER)	Xoserve
Oorlagh Chapman	(OC)	Centrica/British Gas
Neil Cole		Correla on behalf of Xoserve
Lisa Saycell	(LS)	Gazprom

Copies of non-confidential papers are available at: <https://www.gasgovernance.co.uk/PAC/150621>

1. Introduction

Rebecca Hailes (RH) welcomed all parties to the meeting explaining that agenda item 3.1 would be undertaken at the very start of the meeting in order to allow Karen Kennedy (KK) to leave the meeting immediately thereafter.

Furthermore, a presentation on agenda item 2.4 relating to the Alrewas MER (EM009) would also be undertaken at the start of the meeting after which both Ben Oldham (BO) and David Ransome (DR) would depart the meeting.

1.1 Apologies for absence

Ellie Rogers, Xoserve,
Graeme Cunningham, Alternate for Oorlagh Chapman,
Oorlagh Chapman, Shipper Member, and
Lisa Saycell, Shipper Member.

1.2 Note of Alternates

Alexander Mann standing alternate for Lisa Saycell.
Jenny Rawlinson standing alternate for Alex Travell, and
Lee Greenwood standing alternate for both Graeme Cunningham and Oorlagh Chapman.

1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.¹

1.4 Approval of Minutes (11 May 2021)

The minutes from the previous meeting were approved.

1.5 Approval of Later Papers

RH advised there are two (2) late papers for consideration, one for outstanding action PAC 0402 and the other for PAC 0501.

2. Monthly Performance Assurance Review Items

2.1 PARR Report Review – Dashboard update (PAFA)

Sara Usmani (SU) provided the Shipper Performance Analysis PARR Dashboards. PAFA supplied the following observations for this section:

To be provided by the PAFA.

2.2 Review of Outstanding PARR Actions

PARR May 01: PAFA requested to issue the Shipper with a formal Performance Improvement Plan request to address the PC2 Meter Read Performance concerns.

Update: When Rachel Clarke (RC) explained that this action had now been completed, PAC Members agreed that the action could now be closed. **Closed**

PARR May 02: PAFA requested to target the remaining five Shippers who did not submit files in April to request them to submit complete files in the October window under their UNC obligations.

Update: When Rachel Clarke (RC) explained that work involving the CAMS was still ongoing, PAC Members agreed that the action should be carried forward. **Carried Forward**

¹ PAC meetings will be quorate where there are at least four Shipper User PAC Members and two Transporters (DNO and/or IGT) PAC Members with a minimum of six PAC Members in attendance.

2.3 Risk & Issues Register Update (PAFA)

In noting that additional information was also available on the Huddle portal, both Rachel Clarke (RC) and John Welch (JW) provided a brief overview of the 'PAF Retrospective review and potential 12 month milestone timeline' presentation.

To be provided by the PAFA

2.4 Measurement Error Risk Update

2.4.1. Measurement Error (EM009 – Alrewas EM MTD) Update (covered towards the beginning of the meeting)

RH welcomed both Ben Oldham (BO) and David Ransome (DR) from Cadent who were attending PAC to give a courtesy overview of the material published for the Pofftake Workgroup in response to the questions from PAC regarding Cadent's 'Alrewas MER Internal Investigation'.

Before the actual presentation took place, RH explained that in order to avoid dual governance, where possible, the matter would be progressed (in the main) within future Offtake Arrangements Workgroup meetings² and that this presentation is provided by way of courtesy to the PAC – any questions or concerns raised by the PAC Members would be presented to the OAW parties for consideration, and suitable responses back to PAC provided, as a means to ensure total transparency in dealing with the matter.

Moving on to provide an overview of the presentation, attention was focused on the following points (by exception):

Controls and Assurance slide

- The 'Controls' elements form the basis for future mitigation actions, and
- The review of the current pre and post footprint flow check process would take the form of a 'benchmarking exercise' with / against other GDNs.

Independent Technical Expert slide

- As far as the CFD analysis and subsequent data quantification timeline of 8 to 12 weeks is concerned, the ITE's assessment would only commence once all the data had been provided;
- It was confirmed that the error condition simply related to the Orifice Plate (OP) being installed the wrong way around;
- The proposed modelling would take the form of a comparison based on the OP being installed the correct way around and thereafter being installed in the wrong orientation, in order to establish the potential flow rate difference;
 - Modelling would also involve three (3) runs conducted at different flow rates, and
- It was noted that this error is broadly similar to the previous Whitwell error³.

PAC Questions relating to error EM009 slide

- Q3 – it is anticipated that the ITE report would be available circa September 2021;
- Q4 – it is requested that monthly / periodic updates provided to the Offtake Arrangement Workgroup are disseminated down to the PAC, where appropriate;

² Please note: A new Offtake Arrangements Workgroup meeting is being set up for early July (circa 08 July 2021) which should be confirmed over the next few days. See <https://www.gasgovernance.co.uk/index.php/OA>

³ <https://www.gasgovernance.co.uk/mer/ea014>

- Q8 – FC provided a brief explanation around how the UIG over / under recovery would be addressed via the existing amendment invoicing processes;
 - As the gas had already flowed (it is an under-reporting error) it will need to be paid for. If it had been an over-reporting error, refunds would have to be provided.
 - It was suggested that there would also be an impact due to differing Gas Prices (SAP).

PAC Questions on general process slide

- Q4 – concerns were voiced that it would appear that following the previous Whitwell' error, the 'lessons learnt' seem to have not necessarily flowed through to avoid this repeat;
 - Responding, BO and DR explained that whilst this pre-dates their current roles, Cadent is endeavouring to learn from the current review in order to mitigate as much risk going forwards, although they accept that there is always room for improvement;
 - It was confirmed that any revised / new (Best Practice) processes and/or recommendations would be shared across all DNs via ongoing technical forum engagements;
- Q5 – NRO refers to a Non Routine (work) Order which includes additional validation items over and above regular ME/2 requirements;
 - It was confirmed that after the OP was installed incorrectly (i.e. the wrong way around), a subsequent maintenance visit removed the OP and replaced it in the same (incorrect) orientation – the Cadent response to Q7 is aiming to reduce the potential for a repeat of such an action wherever possible;
- Q6 – it was noted that there replacement of a greater number of OP meters could have been requested as part of this Price Control mechanism.

M Bellman (MB) suggested that there would be value in adding a new topic for 'Orifice Plate Error' to the PAC Risk Register to ensure ongoing monitoring and welcomed the provision of a possible Cadent Implementation Plan for consideration at the Offtake Arrangements Workgroup (and thereafter PAC) on a monthly / periodic basis.

Concluding discussions, RH advised that she would now write to Cadent (Guv Dosanjh) (and Alan Raper, as Chair of the Offtake Arrangements Workgroup) to request that Cadent prepare a draft Implementation Plan including consideration of how best to disseminate the 'lessons learnt' across all Transporters.

New Action PAC0601: *Reference Orifice Plate Data Provisions* – Joint Office (RH) to request that Cadent prepare a draft Implementation Plan including consideration of how best to disseminate the 'lessons learnt' across all Transporters.

New Action PAC0602: *Reference Orifice Plate Data Provisions* – Joint Office (RH) to request OP overview data from all Gas Transporters.

2.4.2. Measurement Error (SE007 – Isle of Grain) Update

It was noted that going forward, this matter would be progressed via the Offtake Arrangements Workgroup.

2.5 AQ at Risk Update

F Cottam (FC) provided a brief verbal update advising that she had no new information to share other than to point out that going forward, AQ at Risk will form part of the PARR suite of reports which were approved at the 20 May 2021 Uniform Network Code Committee (UNCC) meeting.

In addition to pointing out that the data would 'catch up' prior to being up to date for July 2021, FC confirmed that whilst the timings might be different, the information provided within the PARR suite is now enhanced and more refined in nature.

When asked, PAC Members present agreed that this agenda item could be removed going forward.

2.6 Open / Meter By-Pass Update

M Attwood (MA) provided an overview of the '*Meter By-Pass Update*' presentation during which attention was focused on the following points (by exception):

By-Pass Flag and Status Update slide

- It was pointed out that the latest up to date (post) June 2021 figure for 'Open' by-passes had now reduced further, from 105 down to circa 82 – this will flow through to the July presentation, and
- It is both Shipper and Meter Read Agents that are able to identify whether a by-pass is present within a specific meter installation.

By-Pass Consumption Adjustments slide

- It was noted that in terms of the colour coding of the graph, **Green** equates to everything being normal, **Amber** implies that monitoring is required, whilst **Red** infers that corrective action is required;
- Work on resolving the 17 '*No Responses*' remains ongoing;
- Noting the '*ByPass Flag still present*' count of 28 and the '*ByPass Flag removed*' count of 12, MA indicated that these should answer outstanding PAC Action 0503 requirements;
 - When concerns were voiced around whether PAC can take these numbers at 'face value', MA pointed out that there is an element of trust required insofar as provision of information by various parties;
 - A lack of justification in support of the provision of the underlying information also remains a concern;
 - It was pointed out that in providing the information, parties do provide clarification and comparison to existing data held within the UKLink system;
 - Monitoring of the 28 '*ByPass Flag still present*' is of paramount importance;
- Consensus of those present is that the information presentation style is 'fit for purpose', but would benefit from an additional 'overlay' progress summary for next month's meeting;
- When it was suggested that care is needed in accepting parties' views that a Consumption Adjustment is not required, MA advised that Correla had already been approached to provide consumption adjustment data, and
- In noting that visual (photographic) evidence that a by-pass is present is valuable, concerns were voiced that this does not necessarily prove that consumption had taken place and that in fact not obtaining a meter reading whilst on site is a missed opportunity.

In closing, a new action was assigned to Correla (MA) to investigate as to, of the 28 '*ByPass Flag still present*', how many have had an incremental read and/or no advance of the meter dials.

New Action PAC0603: Reference the 28 'ByPass Flag still present' figure – Correla (MA) to investigate and report on how many have had an incremental read and/or no advance of the meter dials.

2.7 Covid-19 Updates

FC pointed out that the (extension) current lockdown measures by the UK Government leaves the industry in roughly the same position that it was in in May 2021.

FC explained that customers have been engaged via various forums advising that the industry needs to review sites and site visit policies, and this has also been supported by additional communications released by Correla relating to flag status (estimation or isolation etc.).

FC then advised that A Szabo's updates would end shortly, possibly as soon as July. She also reminded parties that the two related Urgent Modifications clearly state that premises must have been mandated to close, rather than parties choosing to close, which obviously involves a different set of circumstances and consequences.

3. Matters for Committee Attention

3.1 PAC/PAFA Access to Data / Dedicated Sprint Planning Update

3.1.1. Future Progress Considerations (covered towards the beginning of the meeting)

K Kennedy (KK) provided a brief explanation of the rationale behind the relationship between the content of the presentation and the 'DDP Action Table' confirming that a delay in reviewing the table until the July meeting, would NOT jeopardise delivery of any of the proposed solutions.

Moving on, KK provided an overview of the 'DDP Update' presentation during which discussions focused on the following key matters (by exception):

Next Steps slide

In considering the 'Risks', when asked whether the costs associated with recruitment of additional resources by Correla would impact upon the PAC Budget requirements (i.e. would these be directly assigned to PAC or spread across ALL industry delivery projects), KK agreed to undertake an action to investigate whether it would be appropriate to apportion any potential additional costs for additional resources so that they are spread across all tasks or apportioned only to PAC work tasks.

New Action PAC0604: Reference Additional Resource Recruitment Costs – Correla (KK) to investigate whether it would be appropriate to apportion any potential additional costs for additional resources so that they are spread across all tasks or apportioned only to PAC work tasks.

When S Rouse (SR) enquired as to what would be expected to happen to the budget, if and when, PAC deliverables cross from one financial period to the next (i.e. the money does not get spent in year 1), RH responded by advising that she is currently working on an email that outlines the required 2021/22 and 2022/23 PAC Funding and that she would also be looking to actively engage with the DSC Change Management Committee to look to mitigate any potential risks and ensure that PAC Funding requirements can be adequately covered.

It was noted that A Knowles (AK) already holds a position on the DSC Change Management Committee as a Shipper representative and may be able to assist in promoting the PAC position, where appropriate.

In pointing out that the XRN4876 provisions straddled across financial years, KK agreed that it is prudent to minimise the risks, especially for XRN5321.

Concluding discussions, it was noted that the perception of 'industry value' that PAC delivers needs reinforcing and to this end PAC needs to communicate more clearly and perhaps a presentation to the DSC Change Management Committee might prove beneficial.

3.2 Performance Issues Impacting the Success of Faster Switching

In the absence of both Oorlagh Chapman (OC) and Graeme Cunningham (GC) consideration of this item was deferred.

3.3 PAC Budget Spend Update

Regarding Action PAC 0505, in once again explaining that she had drawn up a 'strawman' email, RH proceeded to undertake an onscreen review of the draft email during which changes were undertaken inline with feedback from parties in attendance.

When RH enquired as to whether PAC Members feel the email goes far enough, or would yield the result that PAC requires, FC responded that it is extremely difficult to actually quantify, especially when bearing in mind that in the early years PAC had not fully utilised all of its allocated budget – in short, establishing the correct amount of money for a given year remains difficult.

When asked why it appears that the 'original' £50k provision was increased to £75k, FC suggested that this might have been a consequence of XRN4876 requirements, alongside the adoption of dedicated resources.

When asked, it was suggested that the email should be sent to Ellie Rogers of Xoserve in the first instance with a request for clarification of what the process would be to progress the matter further.

Please refer to the discussions and presentation material for item 3.1 above for more details.

3.4 Theft of Gas Update (information only)

In advising that she had nothing new to report, RH reminded those present that Workgroup 0734S remains ongoing and that the next scheduled Workgroup meeting will take place on 24 June 2021. (please refer to: <https://www.gasgovernance.co.uk/0734>).

3.5 Standards of Service Liabilities Report (information only)

Provided for information only with no additional queries to report.

3.6 CDSP Update on PAFA Procurement

Fiona Cottam (FC) confirmed that Xoserve had completed the selection of a preferred supplier for the PAFA role for the next 2 to 4 years, after a mandatory "standstill" period in line with procurement regulations. The wider industry will be informed of the identity as soon as the contracts have been signed. RH thanked the PAFA for their invaluable support.

4. Update on Potential Changes to Performance Assurance Reporting and PARR

4.1 PAFA Industry Meeting Update

In the absence of J Welch (JW), it was agreed to defer consideration of this item until the 13 July 2021 PAC meeting.

4.2 Modification 0664V – Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4.

RH advised that a Variation Request had now been submitted for consideration at the 17 June 2021 Panel meeting.

Parties are asked to note that should the Modification be implemented, this would introduce new elements within the PARR.

4.3 Modification 0674 - Performance Assurance Techniques and Controls

In pointing out that the Final Modification Report (FMR) is being presented for consideration at the 17 June 2021 Panel meeting, MB advised that he would welcome the support of PAC colleagues at the meeting – should anyone wish to attend the Panel meeting (as an Observer) please email the Joint Office requesting permission to attend the meeting (as part of the request, please clarify whether you are attending in the capacity of a PAC Member or your individual organisation).

MB pointed out that the I&C Shippers had raised some interesting points relating to the governance aspects, especially PAC's future role and decision making capabilities.

When asked to clarify, RH provided an overview of the Panel FMR decision making processes and options (i.e. recommend implementation, or not to recommend implementation, or identify new issues and send back for further Workgroup assessment (including possible Panel questions)).

RH also pointed out that Panel discussions on the Relevant Objectives section of the FMR are of paramount importance in enabling Ofgem to make an informed decision.

4.4 Modification 0734S – Reporting Valid Confirmed Theft of Gas into Central Systems

It was noted that the Modification would be considered at the forthcoming Distribution Workgroup meeting scheduled to take place on 24 June 2021.

4.5 Any Other changes

None to consider.

5. Review of Outstanding Actions

5.1 PAC Actions

PAC0402: *Reference the 106 MPRs with a status of 'Open' By-Pass with progressive readings* – Correla (MA) to look to provide additional (more detailed) supporting evidence of what was identified during investigations.

Update: MA provided an overview of the 'Meter By-Pass PAC Action 0402' presentation during which the following points were noted (by exception):

Breakdown as of 13th June 2021 slide

MA advised that the work undertaken had highlighted process differences between the DM and NDM sites, which has potentially increased impacted parties' frustrations – as a consequence Correla are developing new training materials, and/or enhancing existing provisions.

When MA advised that the subject would be included within the Meter By-Pass updates going forward, MB requested that the action remains open for the time being.

When asked whether Correla had ever witnessed a scenario where the by-pass was 'open', then 'closed', and then 're-opened' which then resulted in consumption changes, MA explained that this had been observed on rare occasions. MA went on to add that previous communications between Correla and interested parties had avoided 'leading' parties to draw conclusions one way or another. Furthermore, a significant amount of effort had now been expended on initiating site visits going forward.

Concluding, MB reiterated his concerns relating to consumption adjustments. **Carried Forward**

PAC0501: *Reference Measurement Error (EM009 – Alrewas EM MTD)* – Joint Office (RH) to compile a list of PAC questions to be presented to the Transporters and/or Offtake Arrangements Workgroup for consideration, and to also raise awareness at the May 2021 UNCC meeting.

Update: In referring to the discussions under item 2.4.1 above and confirmation that this would be added to the 13 July 2021 agenda as an AOB item, PAC Members agreed the action could now be closed. **Closed**

PAC0502: *Reference Measurement Error (SE007 – Isle of Grain)* – Joint Office (RH) to compile a PAC question relating to the potential UIG effect of this error to be presented for consideration by the Offtake Arrangements Workgroup.

Update: RH advised that a similar approach had been adopted for this measurement error as the one for EM009, and that various email communications between herself, Fiona Cottam, Darren Lond (National Grid) and Ed Carter (SGN) concluded that this had been an 'over read' error. Further work is ongoing.

Upon confirmation that this would be added to the 13 July 2021 agenda as an AOB item, RH agreed to forward the information she had received to date and PAC Members agreed the action could now be closed. **Closed**

New Action PAC0605: Risks related to SE007 – Joint Office (RH) to forward the information received to date regarding PAC0502 to PAC Members for discussion under AOB in July 2021

PAC0503: *Reference By-Pass Consumption Adjustments* – Correla (MA) to provide additional information around the 32 Consumption Adjustments that are currently showing as not required.

Update: In light of the discussions under item 2.6 above, PAC Members agreed the action could now be closed. **Closed**

Closed / Carried Forward

PAC0504: *Reference PAC Additional Budget Requirements* – Joint Office (MB) to ensure that a new specific 'Budget Consideration' item is added to the 15 June 2021 agenda.

Update: PAC Members agreed the action could now be closed. **Closed**

PAC0505: *Reference PAC Additional Budget Requirements* – Joint Office (RH) to draw up a 'Strawman' of the wording for a further budget request for consideration at the 15 June 2021 meeting.

Update: It was agreed to carry forward the action in light of the pending update from E Rogers of Xoserve. **Carried Forward**

5.2 DDP Sprint Actions

Inline with the discussions on item 3.1 above, further consideration deferred until the 13 July 2021 PAC meeting.

6. Any Other Business

6.1 PAFA Retirements

In noting the impending change of role for both Shelley Rouse and John Welch from Gemserv, RH and MB extended the PAC's gratitude for all the hard work undertaken by both in ensuring the continued success of the PAC over the years.

At the same time, RH and MB welcomed Rachel Clarke in stepping up to fulfil the role going forward.

7. Next Steps

7.1 Key Messages

Published at: <http://www.gasgovernance.co.uk/pac/summarykeymessages>

8. Diary Planning

8.1 2021 meeting dates

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Time/Date	Paper Publication Deadline	Venue	Programme
10:00, Tuesday 13 July 2021 (NOTE 10am start)	17:00 Monday 05 July 2021	Teleconference	Standard Agenda
10:00, Tuesday 17 August 2021	17:00 Monday 09 August 2021	Teleconference	Standard Agenda

For details of the informal sub-group meetings and topics please contact the PAFA directly.
PAFA@gemserv.com

PAC Action Table (as at 15 June 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions:					
PARR May 01	11/05/21	2.1	PAFA requested to issue the Shipper with a formal Performance Improvement Plan request to address the PC2 Meter Read Performance concerns.	PAFA	Update provided. Closed
PARR May 02	11/05/21	2.1	PAFA requested to target the remaining five Shippers who did not submit files in April to request them to submit complete files in the October window under their UNC NDM sampling obligations.	PAFA	Carried Forward
PAC Actions 2020/21:					
PAC 0402	13/04/21	5.1	<i>Reference the 106 MPRs with a status of 'Open' By-Pass with progressive readings</i> – Corella (MA) to look to provide additional (more detailed) supporting evidence of what was identified during investigations.	Correlá (MA)	Carried Forward
PAC 0501	11/05/21	2.4	<i>Reference Measurement Error (EM009 – Alrewas EM MTD)</i> – Joint Office (RH) to compile a list of PAC questions to be presented to the Transporters and/or Offtake Arrangements Workgroup for consideration, and to also raise awareness at the May 2021 UNCC meeting.	Joint Office (RH)	Update provided. Closed
PAC 0502	11/05/21	2.5	<i>Reference Measurement Error (SE007 – Isle of Grain)</i> – Joint Office (RH) to compile a PAC question relating to the potential UIG effect of this error to be presented for consideration by the Offtake Arrangements Workgroup.	Joint Office (RH)	Update provided. Closed
PAC 0503	11/05/21	2.7	<i>Reference By-Pass Consumption Adjustments</i> – Correlá (MA) to provide additional information around the 32 Consumption Adjustments that are currently showing as not required.	Correlá (MA)	Update provided. Closed
PAC 0504	11/05/21	3.1.1	<i>Reference PAC Additional Budget Requirements</i> – Joint Office (MB) to ensure that a new specific 'Budget Consideration' item is added to the 15 June 2021 agenda.	Joint Office (MB)	Update provided. Closed

PAC 0505	11/05/21	3.1.1	<i>Reference PAC Additional Budget Requirements – Joint Office (RH) to draw up a ‘Strawman’ of the wording for a further budget request for consideration at the 15 June 2021 meeting.</i>	Joint Office (RH)	Carried Forward
PAC 0601	15/06/21	2.4.1	New Action PAC060X: EM009 – Joint Office (RH) to forward the information received to date regarding PAC0502 to PAC Members for discussion under AOB in July 2021	Joint Office (RH)	Pending
PAC 0602	15/06/21	2.4.1	Reference Orifice Plate Data Provisions – Joint Office (RH) to request OP overview data from all Gas Transporters.	Joint Office (RH)	Pending
PAC 0603	15/06/21	2.6	Reference the 28 ‘ByPass Flag still present’ figure – Correla (MA) to investigate and report on how many have had an incremental read and/or no advance of the meter dials.	Correla (MA)	Pending
PAC 0604	15/06/21	3.1.1	Reference Additional Resource Recruitment Costs – Correla (KK) to investigate whether it would be appropriate to apportion any potential additional costs for additional resources so that they are spread across all tasks or apportioned only to PAC work tasks.	Correla (KK)	Pending
PAC 0605	15/06/21	5.1	Risk related to SE007 – Joint Office (RH) to forward the information received to date regarding PAC0502 to PAC Members for discussion under AOB in July 2021	Joint Office (RH)	Pending
PAC DDP Sprint Actions 2020/21:					
PAC DDP 0301	03/03/21	2.3	<i>Reference DDP-399 – Xoserve (KK) to look to develop a ‘User Story’ for the 2nd phase.</i>	Xoserve (KK)	Pending
PAC DDP 0302	03/03/21	2.3	<i>Reference DDP-198 - PAFA (SU) to look to provide a list of which reports require additional filters adding for consistency purposes.</i>	PAFA (SU)	Pending
PAC DDP 0303	03/03/21	2.3	<i>Reference DDP-193 - Xoserve (KK) to look to expand DDP-193 to include DDPs 166 and 192 elements, especially aspects of the Meter Read Validity Report requirements.</i>	Xoserve (KK)	Pending
PAC DDP 0304	03/03/21	2.3	<i>Reference DDP-177 - Xoserve (KK) to look to expand DDP-382 to include AMR aspects.</i>	Xoserve (KK)	Pending

PAC DDP 0305	03/03/21	2.3	<i>Reference DDP-191 - Xoserve (KK) and PAFA (SU/JW) to undertake offline discussions around the possible combining of DDPs 190 and 191.</i>	Xoserve (KK) & PAFA (SU/JW)	Pending
PAC DDP 0306	03/03/21	2.3	<i>Reference DDP Review Requirements - Joint Office (RH) to look to set up and additional Sprint meeting for April 2021.</i>	Joint Office (RH)	Pending
PAC DDP 0307	09/03/21	2.	<i>Reference DDP-163 – Correla (KK) to clarify what information is already available within the PARR suite and then provide a recommendation as to whether this issue can be removed.</i>	Correla (KK)	Pending
PAC DDP 0308	09/03/21	2.	<i>Reference DDP-168 – Correla (KK) to expand requirement to include the auto change of Conversion Factors in addition to monitoring those that require manual calculation & updating - this will require reassessment of development scope.</i>	Correla (KK)	Pending
PAC DDP 0309	09/03/21	2.	<i>Reference DDP-185 – Correla (KK) and (AH) to consider how best to tweak the wording for this issue to better reflect requirements.</i>	Correla (KK)	Pending
PAC DDP 0310	09/03/21	2.1	<i>Reference Change of Supplier / Replacement Reads - Correla (KK) & Centrica (OC) to consider the actual requirements and how these might impact upon the budgetary requirements that fall outside of XRN4876.</i>	Correla (KK) & Centrica (OC)	Pending