

**UNC Performance Assurance Committee Minutes**  
**Tuesday 11 May 2021**  
**via Microsoft Teams**

**Attendees**

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

**Shipper Members (Voting)**

Alison Wiggett	(AW)	Corona Energy
Andy Knowles	(AK)	Utilita
Carl Whitehouse	(CW)	Shell
Graeme Cunningham	(GC)	Centrica/British Gas (Alternate)
Louise Hellyer	(LH)	Total Gas & Power
Mark Bellman	(MB)	ScottishPower
Sallyann Blackett	(SB)	E.ON

**Transporter Members (Voting)**

Leteria Beccano	(LB)	Wales & West Utilities
Shiv Singh	(SS)	Cadent

**Observers/Presenters (Non-Voting)**

Deborah Coyle	(DC)	Correla on behalf of Xoserve
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Correla on behalf of Xoserve
John Welch	(JW)	Gemserv/PAFA
Karen Kennedy	(KK)	Correla on behalf of Xoserve
Martin Attwood	(MA)	Correla on behalf of Xoserve
Neil Coles	(NC)	Correla on behalf of Xoserve
Rachel Clarke	(RC)	Gemserv/PAFA
Shelley Rouse	(SR)	Gemserv/PAFA

**Apologies**

Oorlagh Chapman	(OC)	Centrica/British Gas
Sara Usmani	(SU)	Gemserv/PAFA

*Copies of non-confidential papers are available at: <https://www.gasgovernance.co.uk/PAC/110521>*

**1. Introduction**

Rebecca Hailes (RH) welcomed all parties to the meeting.

**1.1 Apologies for absence**

Oorlagh Chapman, Shipper Member, and  
Sara Usmani, Gemserv/PAFA

**1.2 Note of Alternates**

Graeme Cunningham standing alternate for Oorlagh Chapman.

### 1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.<sup>1</sup>

### 1.4 Approval of Minutes (13 April 2021)

The minutes from the previous meeting were approved.

### 1.5 Approval of Later Papers

RH advised there were no late papers for consideration.

## 2. Monthly Performance Assurance Review Items

### 2.1 PARR Report Review - Dashboard update (PAFA)

Rachel Clarke (RC) provided the Shipper Performance Analysis PARR Dashboards. PAFA supplied the following observations for this section:

#### **COVID-19 MODIFICATION: PARR REPORTING**

- The Performance Assurance Framework Administrator (PAFA) presented the impact of UNC Modifications 0722 (Urgent) and 0723 (Urgent) on the market to the Performance Assurance Committee (PAC).
  - The data suggests that there is little evidence of either modification being utilised at scale within the PC3 or PC4 markets. The data also shows that the COVID-19 pandemic has had little impact on read performance in general.
  - There has been a slight decline in average read performance in the PC3 market in March but remains broadly similar to the 12-month average.
  - Average performance in the PC4 monthly market has remained the same month on month for February/March, this looks to be attributed to a reduction in sites and increase in readings which has netted off the total average.
  - Feedback from those Shippers on improvement plans indicates that there are a large number of sites in the PC4 monthly market with incorrectly classified Meter Read Frequency (MRF). As these are updated and moved into PC4 Annual/six-monthly markets there will be further movement in the data going forward.
  - The PC1 and PC2 markets, had shown an improvement in average read performance, though the last month has seen slight declines as there have been new entrants into the market. The PAFA will continue to monitor the situation within these markets and approach Shippers accordingly prior to formal action being taken.
- The PAFA queried whether the continuation of monthly reporting on UNC0722 and UNC0723 was appropriate given the data has largely remained unchanged over the past 12-months. The PAC discussed the value of seeing the data and noted that the COVID-19 pandemic could still impact performance with the prospect of future lockdowns caused by a rise in foreign variants meaning that these Modifications could still be used. The PAFA suggested to only report by exception for these Modifications,

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<sup>1</sup> 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.

however, maintain an industry view in the monthly presentation. PAC Members agreed.

### **SHIPPER PERFORMANCE IMPROVEMENT PLANS**

- PAC members were informed that the updates on all Shippers are available for viewing on Huddle but the PAFA would only be reporting on six Shippers this month.
- PAC were broadly happy with the progress being made and agreed with PAFA's proposal to continue monitoring performance against the provided plans.
- The PAFA updated the Committee on Shipper "Reykjavik" who was issued an improvement plan in February 2020, in relation to read performance in the PC1 market. The Shipper has made improvements and have been close to achieving UNC target since October 2020. The PAFA has also been in talks with the Shipper and their Customer Advocate Manager (CAM) on their PC2 market performance which has seen two periods of decline in October 2020 and again in December 2020. PAFA advised the PAC that the Shipper did not expect this to be resolved before the end of 2021.

<p><b>PARR Action May 01:</b> PAFA requested to issue the Shipper with a formal Performance Improvement Plan request to address the PC2 Meter Read Performance concerns.</p>
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### **SHIPPER EVALUATION CASE**

- At a performance escalation meeting in February, PAC requested that Shipper "Bratislava" provide the PAFA and PAC with monthly updates on performance. The PAFA informed Committee members of the latest communication from both the Shipper and Customer Advocate Manager (CAM):
  - There had been a drop in performance for this Shipper last month and both the Shipper themselves and their CAM were surprised by the results shown in the data. The PAC were concerned that the Shippers internal view differed vastly from the industry view and recommended that PAFA and the CAM continue with the plan for education and training before additional action is taken.

### **PC4 LETTERS – RESPONSE UPDATE**

- PAFA gave a high-level summary of the responses received to the second tranche of PC4 Monthly improvement letters. 10 letters were issued to Shippers and seven responses received.
  - An overview of the general responses noted similar issues including sites being set to the incorrect MRF and should be either six-monthly/annual read based on AQ, Shippers are conducting internal audits to correct these. Shippers working through rejections to ensure reads are submitted for those where reads are being received and one Shipper affected by lockdown restrictions due access issues and MRAs on furlough.
  - PAC did discuss a response from one Shipper who stated their PC4 monthly portfolio was small and therefore they would not be submitting a formal plan to PAC. PAFA noted that their CAM was aware of internal mitigations being implemented to address poor PC4 performance. PAC directed the PAFA to

go back to the Shipper to remind them of their obligations under the UNC and request a performance improvement plan.

- PAFA will work alongside the CAMs to ensure that the remaining three parties are contacted, and a response received.

#### **NDM SAMPLE DATA: APRIL UPDATE**

- PAFA gave an update on the recent submissions of NDM sample data which was received in April 2021. Of the 26 Shippers required to send in sample data, 21 Shippers did, although 11 of those submissions had data missing. The PAFA noted that the NDM Demand estimation team at the CDSP were working with those Shippers to resolve the issues faced.

**PARR Action 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.

#### **AQ CORRECTIONS**

- PAFA presented data showing large AQ correction movements in Reason Code 2 (Change in consumer plant) in the past three months, noting that investigations will be carried out and presented in the June meeting.
  - PAC cited several situations where a rise and fall may occur including examples of how it could be linked to the Pandemic in correcting AQs that now have a reading obtained. There were also discussions on the suitability of the Codes, with less validation checks attributed to Code 2. The PAFA noted that on initial investigation this looked to be affected by one Shipper and the AQ corrections are both going up and down month on month, however, as in-depth analysis had not been carried out, it was not suitable to bring this to the PAC this month.
  - PAFA noted that Cadent may be in the process of raising a review group on this issue and that this would be a good review group for the PAC to contribute to. The PAFA resolved to take away PAC suggestions and report detailed findings at the June PAC meeting on fluctuations. The PAFA noted that if Cadent decide to not pursue this Review group, it may be of interest to the PAC.

#### **2.2 Review of Outstanding PARR Actions**

None to consider.

#### **2.3 Risk & Issues Register Update (PAFA)**

In noting that additional information was also available on the Huddle portal, John Welch (JW) provided a brief overview of the '*Risk Impact Estimation*' presentation.

JW presented an update on the ongoing work on the Risk Register. In addition to the additional updates discussed last month, estimated values with a range of estimates for most of the risks had been populated.

JW described the basic overall approach which had applied wherever possible, considering exceptions, energy values and length of error, although there were differences in some of the risks and how they could be considered. There were some risks where additional data was being sought so some values could be updated further by next month.

JW also outlined that the aim was for the work to be drawn together by next month so it could be built on into the next PAFA contract term. PAC expressed an interest in seeing a potential work plan that looked at risk mitigations, PAFA agreed to bring some forward-looking recommendations that could be considered by PAC into the next PAFA contract period. This would also include a retrospective element, considering progress, development, and achievements under the PAC framework to date.

## 2.4 Measurement Error (EM009 – Alrewas EM MTD) Update

In opening the discussions on this item, RH provided a brief overview of the concerns raised by Mark Bellman (via email) ahead of the meeting.

When asked to provide an update from Cadent's perspective, Shiv Singh (SS) explained that the matter had been discussed in detail at the recent Offtake Arrangements Workgroup meeting held on 15 March 2021, with subsequent ratification at the 18 March 2021 Uniform Network Code Committee (UNCC) meeting.<sup>2</sup>

In summarising progress to date, SS advised that:

- The Independent Technical Expert (ITE) work is underway with a report expected July 2021;
- 13 West Midlands Region Orifice Plate (OP) installations have been checked;
- Additional 35 OP installations in Cadent's portfolio to be checked;
  - where appropriate, OPs will be removed for testing, maintenance and calibration purposes;
  - faulty OPs will be replaced;
  - where appropriate, redundant OPs will be decommissioned, and
- A review of the ME2 requirements is to be undertaken as part of the non-Routine Operations (NRO) process, although no date has been set as yet.

When asked, RH confirmed that a follow up Offtake Arrangements Workgroup meeting is being planned.

Moving on, discussions then centred on the more generalised aspects of the measurement error issue during which the following key points / concerns were raised:

- How can an Orifice Plate be installed incorrectly (i.e. the wrong way around);
  - Installing OPs the wrong way around can in some instances result in minimal obvious impact on gas flow rate and/or measurement;
  - National Grid NTS has also been impacted during this error in the form of their Offtake measurements;
  - UIG is also potentially impacted, with a perceived slight understatement for every day of the error condition period;
  - To undertake annual inspections of the OPs, the gas flow has to be switched off, so undertaking more regular inspections (i.e. every 3 or 6 months) is not necessarily operationally feasible;
- Why are the operational aspects associated with the error so uncertain at this time;
- The PAC Risk Register identifies the scale of the error;
  - What form should the 'tracking / monitoring' process take;
  - Who is responsible; and

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<sup>2</sup> A copy of the 15 March 2021 OA Workgroup & 18 March 2021 UNCC meeting minutes are available to view and/or download from the Joint Office web site at: <https://www.gasgovernance.co.uk/oa/150321> & <https://www.gasgovernance.co.uk/uncc/180321>

- How can PAC engage with, and highlight their concerns to, the Transporters and/or Workgroups (i.e. Offtake Arrangements etc.) involved with investigating the errors;
- There are currently 73 known Meters with Orifice Plates installed which should be inspected annually;
  - It is believed that the OPs have clear upstream / downstream indicators;
  - Alrewas also underwent a maintenance cycle in the error period during which the OP was removed and reinstated the wrong way around (i.e. it was already incorrect and simply replaced in the same incorrect orientation);
  - Of the 73 known Meters, Cadent is responsible for circa 48, with the remainder split between Scotia Gas Networks and Northern Gas Networks, as Wales & West Utilities have already replaced all of theirs.
    - Cadent already has RII02 funding in place to cover replacement of 14 of their installations within this Price Control Period;
- PAC remain concerned that there may well be process failures involved that would also need to be considered (and addressed);
- PAC remain concerned at the apparent slow appointment of the Independent Technical Expert (ITE) for this incident;
  - The ITE was appointed at the 15 March 2021 Offtake Arrangements Workgroup meeting (and ratified at UNCC on 18 March 2021);
    - It remains unclear whether the ITE has undertaken an actual site visit, or completed a desk exercise (it is noted that it is largely a mathematical calculation exercise which does include daily temperature aspects);
    - Any assessment (including the associated calculations) undertaken by the suitably qualified ITE are outlined within the *'appointments process documentation'*;
    - The ITE's final report will be provided to the industry in a transparent manner via the Offtake Workgroup;
  - A brief overview of a previous ITE appointment was provided by RH;

Before moving on to consider the *'Offtake Errors Historic View'* presentation provided by John Welch (JW), RH advised that she would collate all the suggested and agreed PAC questions for the Transporters and Offtake Workgroup to consider and also raise awareness at the forthcoming 20 May 2021 UNCC meeting.

**New Action 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.

#### Offtake Errors Historic View Presentation

JW provided a brief overview of the presentation during which the following key items were noted, by exception:

#### Headline Numbers slide

JW explained that currently this slide shows there as being 70 Orifice Plate installations when this should read as 73 whilst 'high value' errors in this instance refers to errors >50GWh.

#### Breakdown of errors by meter type slides

A quick assessment was made of how the figures would look when the two largest values are removed.

When asked whether PAC are able to request that these types of meters are phased out as soon as possible, RH responded by advising that decommissioning work is already underway, and she would ensure a question is posed to the Transporters requesting an update.

High value errors since 2007 (>50GWh) slide

JW pointed out that the Blue Tables relate to errors above 1TWh and that in the case of the Aberdeen example this was a summary measurement error.

The Orange Tables relate to errors of a magnitude of >50GWh, whilst the Grey Table represents the new (EM009) error.

## 2.5 Measurement Error (SE007 – Isle of Grain) Update

In noting that this measurement error is unrelated to EM009 above, RH advised that the ITE had been appointed and their report is due imminently – it is anticipated that this error would now be discussed at the same future Offtake Arrangements Workgroup meeting as EM009 following a further update from National Grid Isle of Grain.

Fiona Cottam advised that it is also believed that whilst not directly falling under the current Measurement Error Guidelines (as it is related to a biomethane input type of process error), this error could have potential UIG (downstream) related impacts. RH agreed to ask for confirmation relating to the potential UIG effect of this error.

**New Action 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.

## 2.6 AQ at Risk Update

Fiona Cottam (FC) provided a brief overview of the ‘AQ at Risk’ presentation during which attention was focused on the following key aspects (by exception):

Background slide

FC pointed out that the data extract as at 10 May 2021, had been submitted for the meeting as a short notice item as previously agreed.

Breakdown of Meter Points slide

FC advised that as far as the ‘Class 4 AQ <293,000kWh, Smart / AMR equipment recorded on UKLink’ bullet point was concerned, this does not yet use the “Operational Smart Meter” definition and therefore a change to the PARR is required.

AQ at Risk Breakdown - % of Total slide

FC pointed out that all categories have shown some improvement since the April update, which may well be a product of the COVID lockdown restrictions being eased.

All Shippers with over 1TWh Total AQ at Risk slide

FC pointed out that several new Shippers have appeared on the listing this month, whilst the ‘codenames’ utilised have been provided to the Contract Managers via the CAMs and also to the PAFA for their utilisation of the data.

Future of AQ at Risk Reporting slide

When it was pointed out that the PAFA are able to cross reference the date to actual parties for monitoring purposes, SR also highlighted that the PC4 Monthly’s appear to be reducing as a consequence of the excellent work undertaken by PAC – very much a positive step change.

## 2.7 Open / Meter By-Pass Update

M Attwood (MA) provided an overview of the ‘Meter By-Pass Update’ presentation during which attention initially focused on the ‘By-Pass Flag and Status Update’ slide.

### By-Pass Flag and Status Update slide

Highlighting the continued reduction in meter by-passes recorded on both the 'Open' and 'Closed' By-pass status, MA suggested that it is highly likely that this is reflective of the data cleansing exercise, and that it appears that this is still ongoing from the data and trend being observed.

### By-Pass Consumption Adjustments slide

Focusing attention on the 'CA NOT required: 32' bullet point, MA indicated that these 'normally' reflect incorrect UKLink source data associated with either a closed by-pass or no by-pass being present.

When asked how it is determined that a consumption adjustment is required, MA responded by suggesting that this is largely driven by Shippers and they are required to highlight when one is required. Some Members voiced their concerns that PAC needs to better understand the potential risks involved before assessing whether to continue with this approach and decide whether a feasible 'confirmation incentive' mechanism is needed going forward, especially as the issue could potentially impact settlement – this is similar to the issues experienced by the industry when previously rolling over into the Project Nexus world.

RH pointed out that UNC Request 0763R 'Review of Gas Meter By-Pass Arrangements' is already investigating this matter.<sup>3</sup>

When asked, MA confirmed that Correla actively chase all by-pass matters that fall under the auspices of the UNC Guidelines.

Moving on to provide a brief update on the progress made on outstanding action PAC 0402, MA outlined the responses received and actions undertaken thereafter before confirming that work remains ongoing and that he expects to be able to provide a more meaningful update at the 15 June 2021 PAC meeting.

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

## **2.8 Covid-19 Updates**

### **2.8.1. Isolations Update**

F Cottam (FC) advised that at this time she did not have any further updates on this matter.

### **2.8.2. Other Updates**

F Cottam (FC) advised that at this time she did not have any further updates on this matter.

RH advised, and Members agreed, that items 2.8.1 and 2.8.2 could be removed from future agendas, with item 2.8 remaining as a 'placeholder' for updates by exception going forward.

## **3. Matters for Committee Attention**

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

#### **3.1.1. Future Progress Considerations**

K Kennedy (KK) provided a brief overview of the 'DDP Update' presentation during which discussions focused on the following key matters:

[XRN4876 – Next Steps slide](#)

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<sup>3</sup> Please note: documentation and information on UNC Request 0763R can be found on the Joint Office web site at: <https://www.gasgovernance.co.uk/0763>



KK advised that predictions suggest that the 2021-22 Budget of £100k will be used up by circa October 2021.

In considering the three proposed options, Members appeared to favour 'Option 1 – Secure additional funding' and did not wish to descope requirements (Option 2) nor delay delivery of some of the 2022-23 requirements (Option 3). PAC Members generally felt that if the budget somewhat arbitrarily attributed to PAC's needs runs out of money, would this really present a problem when there is the option to request more.

When asked, KK advised that the (previous) meter reading request items (ref: agenda item 3.2 discussion below) are mostly served under the current deliverable User Stories and therefore are not at risk at this time.

RH suggested that PAC should let the flowchart items run whilst looking to procure additional funding for this year aiming to then work towards including additional items for delivery. Discussions then centred around how much additional funding would be appropriate / necessary going forward – it was noted that Shippers already contribute to the budget via the DSC provisions.

It was noted that historically PAC has not fully utilised its funding allowance, and that it is only in the last year that the need has arisen.

In discussing what might be an appropriate amount to request (in the region £25k - £100k), it was decided that it would be preferable to add a new item to the June 2021 PAC agenda for consideration of the development of a structured budget and work plan in order to be better positioned to identify what is needed, by when and at what potential cost.

**New Action 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.

PAC Members were asked to vote on whether to request additional funding, the votes being cast as follows:

**Those in Favour:** AW, AK, CW, GC, LH, MB and SB for the Shipper Members and LB and SS for the Transporter Members (*in recognition that there is no 'contingency' float as such as Xoserve has to justify each change on its own merit*).

**Those Against:** None

It was recognised that needing to request additional funding is not necessarily seen as a negative, as it simply reflects the developing nature of the role and stature that PAC is evolving into. In aiming to utilise a phased approach, a suggested amount was an additional £50,000 for the remainder of the current year and possibly a total of £150,000 for the following year.

Moving on, SR pointed out that XRN4876 had been originally raised before the DDP exercise was initiated.

**New Action 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.

### 3.2 Performance Issues Impacting the Success of Faster Switching

In providing a verbal update, Graeme Cunningham (GC) explained that he had been in ongoing discussions with both Karen Kennedy (KK) and John Welch (JW) the output of which is that KK is going to investigate further with a view to providing a more meaningful update on items such as RGMA and Metering Misalignment aspects at the 15 June 2021 meeting.

### 3.3 PAC Budget Spend Update

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 the 0734S Workgroup Report work remains ongoing (see: <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.

When FC suggested that the Class 1 Read Performance aspects would need reviewing in light of the implementation of UNC Modification 0710S - CDSP provision of Class 1 read service, Ellie Rogers (ER) advised that delivery of the system aspects would not take place before August 2021 – a further progress update will be provided at the July 2021 meeting. (see: <https://www.gasgovernance.co.uk/0710>)

### 3.6 CDSP Update on PAFA Procurement

FC provided a very brief summary update on the progress to date, as follows:

- Process remains ongoing and is currently running according to the plan, and
- End of June completion remains 'on target'.

### 3.7 Performance Assurance Report Registers Proposal

FC provided an onscreen update on the 'Performance Assurance Report Registers' change marked document, focusing attention on the main changes undertaken - version 3.01 was presented in December 2020.

The main changes focus on:

- Incorporation of additional sub-groups under 2A.11 and 2B.14;
- Inclusion of "AQ at Risk" reporting as an additional PARR report under 2A.13 and 2B.16, and
- Addressing of incorrect references to a UNC Related Document in 2A.12 and 2B.15.

In reviewing the various changes throughout the document, FC pointed out that the same suite of changes would also be applied to both the non-anonymised and anonymised sections.

Concluding the review, FC explained that subject to a successful PAC Members vote today she will look to present the document (v4.0 dated 11 May 2021) to the 20 May 2021 UNCC for approval / ratification.

When asked to vote (by exception), there were NO adverse comments forthcoming from PAC Members present, therefore the document was **unanimously approved**.

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

### 4.1 PAFA Industry Meeting Update

In providing a brief update, SR advised that her colleague Dan Simons had attended the 24 April 2021 Distribution Workgroup meeting which unfortunately did not include consideration of by-pass related matters.

SR then pointed out that work remains ongoing under the UNC Modification 0734S '*Reporting Valid Confirmed Theft of Gas into Central Systems*' area, although it is slightly delayed at present.

Additionally, PARR work also remains ongoing at this time.

#### 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 possible draft Variation Request is still being considered ahead of a potential formal submission at the 20 May 2021 Panel meeting.

ER advised that discussions had unearthed a potential question around how the Modification 0664V provisions would potentially align with Project Nexus system requirements, which could potentially end up simply being a reporting requirement.

#### 4.3 **Modification 0674 - Performance Assurance Techniques and Controls**

When RH highlighted that currently the Modification is out for consultation with a closeout date for representations of 24 May 2021, MB advised that he would look to provide a brief statement for inclusion in the minutes after the meeting.

When asked, PAC Members felt that a specific PAC Report might not be needed.

#### 4.4 **Modification 0691S - CDSP to convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met**

It was noted that the Modification was implemented with effect from 05:00 on 01 April 2021 and the supporting legal text was inserted into Code as part of update v5.61, as at 01 April 2021.

#### 4.5 **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 27 May 2021.

#### 4.6 **Any Other changes**

None to consider.

When asked, the PAC Members present indicated that they still believe that this Section 4 still adds value to the meeting process.

### 5. **Review of Outstanding Actions**

#### 5.1 **PAC Actions**

**PAC0401:** *Reference the Risk & Issues Register on Huddle'* – All PAC Members to consider and provide views / comments (inc. any potentially new issues) ahead of the 11 May 2021 PAC meeting.

**Update:** In referring to the discussions undertaken in item 2.3 above, JW advised that he had nothing further to add. It was agreed that the action could now be closed. **Closed**

**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:** In referring to the discussions undertaken in item 2.7 above, MA advised that he would now look to provide some additional evidence in time for consideration at the June 2021 meeting. **Carried Forward**

**PAC0403:** *Reference Market Outgoing File Flow Issues'* – Correla (FC) to provide an update on what issues have been identified and any resolution actions to be undertaken / recommended.

**Update:** FC provided a brief overview of the 'PAC Action 0403' presentation, during which she reiterated that Correla / Xoserve have endeavoured throughout the process to reassure individual Shippers that the PAC would not take action based on a single month's perceived performance dip, and would always look to identify a sustained drop in performance trend before undertaking any action.

It was agreed that this action could now be closed. **Closed**

## 5.2 DDP Sprint Actions

During a brief onscreen review of the '*PAC DDP Actions Table from 13 April 2021*', RH asked, and KK agreed, to provide a summary presentation outlining the specific outstanding actions and their associated detailed progress updates for consideration at the 15 June 2021 meeting, in order the PAC Members are better placed to make informed decisions on whether to close a specific action or not.

It was suggested that outstanding actions DDP 0306, 0307, 0308 and 0309 are possibly no longer required.

Concluding discussions, KK pointed out that currently there are NO additional DDP Sprint meetings planned in the pipeline.

## 6. Any Other Business

### 6.1 UNC Modification 0760 Progress Update

RH explained that work on UNC Modification 0760 '*Introducing the concept of derogation for Net Zero innovation into Uniform Network Code (UNC)*' remains ongoing.

## 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](http://www.gasgovernance.co.uk/events-calendar/month)

Time/Date	Paper Publication Deadline	Venue	Programme
09:30, Tuesday 15 June 2021	17:00 Monday 07 June 2021	Teleconference	Standard Agenda
09:30, Tuesday 13 July 2021	17:00 Monday 05 July 2021	Teleconference	Standard Agenda
09:30, 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](mailto:PAFA@gemserv.com)

PAC Action Table (as at 11 May 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PARR Report Actions:</b>					
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	<b>Pending</b>
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 obligations.	PAFA	<b>Pending</b>
<b>PAC Actions 2020/21:</b>					
PAC 0401	13/04/21	2.3	<i>Reference the Risk &amp; Issues Register on Huddle</i> – All PAC Member to consider and provide views / comments (inc. any potentially new issues) ahead of the 11 May 2021 PAC meeting.	PAC Members	Update provided. <b>Closed</b>
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.	Correla (MA)	Update due at the 15 June 2021 meeting. <b>Carried Forward</b>
PAC 0403	13/04/21	6.2	<i>Reference Market Outgoing File Flow Issues</i> - Correla (FC) to provide an update on what issues have been identified and any resolution actions to be undertaken / recommended.	Correla (FC)	Update provided. <b>Closed</b>
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)	<b>Pending</b>
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)	<b>Pending</b>

PAC 0503	11/05/21	2.7	<i>Reference By-Pass Consumption Adjustments</i> – Correla (MA) to provide additional information around the 32 Consumption Adjustments that are currently showing as not required	Correla (MA)	<b>Pending</b>
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)	<b>Pending</b>
PAC 0505	11/05/21	3.1.1	<i>Reference PAC Additional Budget Requirements</i> – Joint Office (RH) to draw up a 'Strawman' of the wording for a further budget request for consideration at the 15 June 2021 meeting	Joint Office (RH)	<b>Pending</b>
<b>PAC DDP Sprint Actions 2020/21:</b>					
PAC DDP 0301	03/03/21	2.3	<i>Reference DDP-399</i> – Xoserve (KK) to look to develop a 'User Story' for the 2 <sup>nd</sup> phase.	Xoserve (KK)	<b>Pending</b>
PAC DDP 0302	03/03/21	2.3	<i>Reference DDP-198</i> - PAFA (SU) to look to provide a list of which reports require additional filters adding for consistency purposes.	PAFA (SU)	<b>Pending</b>
PAC DDP 0303	03/03/21	2.3	<i>Reference DDP-193</i> - Xoserve (KK) to look to expand DDP-193 to include DDPs 166 and 192 elements, especially aspects of the Meter Read Validity Report requirements.	Xoserve (KK)	<b>Pending</b>
PAC DDP 0304	03/03/21	2.3	<i>Reference DDP-177</i> - Xoserve (KK) to look to expand DDP-382 to include AMR aspects.	Xoserve (KK)	<b>Pending</b>
PAC DDP 0305	03/03/21	2.3	<i>Reference DDP-191</i> - Xoserve (KK) and PAFA (SU/JW) to undertake offline discussions around the possible combining of DDPs 190 and 191.	Xoserve (KK) & PAFA (SU/JW)	<b>Pending</b>
PAC DDP 0306	03/03/21	2.3	<i>Reference DDP Review Requirements</i> - Joint Office (RH) to look to set up and additional Sprint meeting for April 2021.	Joint Office (RH)	<b>Pending</b>
PAC DDP 0307	09/03/21	2.	<i>Reference DDP-163</i> – 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.	Correla (KK)	<b>Pending</b>

PAC DDP 0308	09/03/21	2.	<i>Reference DDP-168</i> – Correlá (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.	Correlá (KK)	<b>Pending</b>
PAC DDP 0309	09/03/21	2.	<i>Reference DDP-185</i> – Correlá (KK) and (AH) to consider how best to tweak the wording for this issue to better reflect requirements.	Correlá (KK)	<b>Pending</b>
PAC DDP 0310	09/03/21	2.1	<i>Reference Change of Supplier / Replacement Reads</i> - Correlá (KK) & Centrica (OC) to consider the actual requirements and how these might impact upon the budgetary requirements that fall outside of XRN4876.	Correlá (KK) & Centrica (OC)	<b>Pending</b>