

UNC Performance Assurance Committee Minutes

Tuesday 14 March 2023

via Microsoft Teams

Attendees

Kate Elleman (Chair)	(KE)	Joint Office
Mike Berrisford (Secretary)	(MiB)	Joint Office

Shipper Members (Voting)

Alison Wiggett	(AW)	Corona Energy
Andy Knowles	(AK)	Utilita Energy
Anthony Diccio	(AD)	ESB Generation & Trading
Claire Louise Roberts	(CLR)	ScottishPower
Graeme Cunningham	(GC)	Centrica
Louise Hellyer	(LH)	Totalenergies Gas & Power
Sallyann Blackett	(SB)	E.ON
Steve Mulinganie	(SM)	SEFE Energy Ltd

Transporter Members (Voting)

Ben Mulcahy	(BM)	Northern Gas Networks (Alternate)
Jenny Rawlinson	(JR)	BU UK (Alternate)
Sally Hardman	(SH)	SGN

Observers (Non-Voting)

Alex Nunnington	(AN)	CDSP
Anne Jackson	(AJ)	PAFA/Gemserv
Chloe O'Shea	(CO)	CDSP
Ellie Rogers	(ER)	CDSP
Fiona Cottam	(FC)	CDSP
Helen Bevan	(HB)	PAFA/Gemserv
Jennie Goode	(JG)	CDSP
Martin Attwood	(MA)	CDSP
Peter Ratledge	(PR)	PAFA/Gemserv

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.

Copies of the non-confidential papers are available at: <https://www.gasgovernance.co.uk/PAC/140323>

1. Introduction

Kate Elleman (KE) welcomed all parties to the meeting before providing a brief overview of the agenda and rationale for the content.

1.1 Apologies for absence

Alex Travell, Transporter Member
Tracey Saunders, Transporter Member

1.2 Note of Alternates

Ben Mulcahy for Tracey Saunders
Jenny Rawlinson for Alex Travell

1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.

1.4 Approval of Minutes (14 February 2023)

The minutes from the previous meetings (PAC + Confidential Escalation) were approved.

1.5 Approval of Late Papers

When KE advised that there were two (2) late papers (both relating to agenda item 5.2) provided ahead of the meeting, PAC Members in attendance agreed to consider these at short notice.

1.6 Review of Actions

PAC1207: PAFA (PR) to request DNs to review and update data in the Measurement Error Register for a minimum 5 years, to enable PAC to have an accurate risk calculation.

Update: When Peter Ratledge (PR) advised this is still a work in progress, PAC Members in attendance agreed to carry forward the action with a report due at the April 2023 PAC meeting. **Carried Forward**

PAC0101: *Reference Performance Data Provision and Meeting Timing Interactions* – PAFA (AJ) and Joint Office (KE) to look to refine the Reporting Provision (reporting by exception in most cases) and consider whether it would be viable to adjust PAC meeting dates for the remainder of 2023.

Update: When KE advised that having considered the matter, she had come to the conclusion that moving PAC meetings would potentially cause conflicts with other industry meetings, and Anne Jackson also pointed out that the PAFA is working towards introducing efficiency gains associated with the provision of meeting materials, PAC Members in attendance agreed the action could now be closed. **Closed**

PAC (0674V) 0201: Joint Office and CDSP (FC) to review all PAC Documentation and agree a suitable PAC web page structure.

Update: In undertaking an onscreen review of the documentation currently presented on the main PAC website meeting page (<https://www.gasgovernance.co.uk/PAC>), KE referred parties to agenda item 4.1 to be discussed later in the meeting. KE also pointed out that her colleague Rebecca Hailes (the former Chair of PAC) had previously presented the PAC Membership and Terms of Reference requirements at a recent Uniform Network Code Committee (UNCC) meeting.

AJ then explained how the PAC Risk Register contains not only details of the risk itself but also any pertinent UNC references along with potential mitigation requirements. Pointing out that the risk evaluation is undertaken monthly, even if the published Risk Register is not necessarily updated, AJ reminded parties that the various UNC Modification 0674V template aspects had been discussed at the November 2022 PAC meeting.

AJ confirmed that she is of the opinion that the Risk Register remains valid, even though it has remained largely 'static' from a Settlement perspective, as new risks are and have been added as required – it was agreed to review the Risk Register when the new templates are being utilised.

In considering the value of retaining the 'Annual Workplan & Budget 2019' and the 'Performance Assurance Framework Administrator (PAFA) – Introduction presentation' documents, AJ undertook a new action to consider how best to migrate the Workplan & Budget to the new 0674V cycle and to also review the value of retaining the PAFA Introduction presentation.

New Action PAC0301: *Reference PAC Published documentation* – PAFA (AJ) to consider how best to migrate the Workplan & Budget to the new 0674V cycle and to also review the value of retaining the PAFA Introduction presentation.

Summarising the discussions, KE assigned a new action on all PAC Members to review the current set of published documentation (especially the Workplan and Budget) on the main PAC web page and provide views at the April 2023 meeting.

New Action PAC0302: *Reference PAC Published documentation* – All PAC Members to review the current set of published documentation (especially the Workplan and Budget) on the main PAC web page and provide views at the April 2023 meeting.

When asked, PAC Members agreed that action 0201 could now be closed. **Closed**

PAC0202: *Transporter Performance Monitoring – Measurement Errors* - PAFA (AJ) to draft a letter to Transporter indicating what it is they will need to do to resolve the issue with timescale for review at March 2023 PAC.

Update: KE confirmed agenda item 3.3 would consider this matter in more detail later in the meeting, PAC Members agreed that the action could now be closed. **Closed**

PAC0203: *Transporter Performance Monitoring – Measurement Errors* – CDSP (FC) to provide pseudonyms for Transporters and IGTs.

Update: Neil Cole (NC) confirmed the information required had been provided (inc. clarification from the Transporters) to the PAFA, PAC Members agreed that the action could now be closed. **Closed**

2. PAC Performance Escalation Update Meetings 11:00 – 11:30 – Confidential Sessions

Notes taken separately for the Confidential Session discussion and made available to PAC Members only. Please contact: enquiries@gasgovernance.co.uk for more information.

3. Monthly Performance Assurance Review Items

3.1 PARR Report Review – Dashboard update (PAFA)

PR provided a brief overview of the ‘*Shipper Performance Analysis*’ presentation explaining that the content being provided was more focused in nature.

PAFA supplied the following observations for this section:

SHIPPER PERFORMANCE ANALYSIS

- The Performance Assurance Framework Administrator (PAFA) presented formal recommendations in respect of the targeting approach to be taken relating to the issuing of Performance Improvement Plans (PIPs) for each Product Class going forward and were seeking approval from the Performance Assurance Committee (PAC) in respect of these recommendations.
- **PC1/PC2** - The PAFA recommended utilising an agreed score value of 15 points, to target Shippers that were underperforming, which represents 60% of the available score for PC1/PC2 of 25 within the Holistic Performance Matrix. On using the agreed score of 15, 1 Shipper would then be targeted from PC1 and 1 Shipper from PC2. Each would subsequently be issued with a plan which would detail key areas identified within the Holistic Performance Matrix that were major factors in the low score generated. PAC Members voted to approve that 1 Shipper from both classes, PC1

and PC2 would therefore be issued with a plan based on the agreed score of 15 points.

Voting Outcome: Unanimous to issue plan to 1x Shipper in PC1		
Shipper Representatives	Voting Count	For/Against
Alison Wiggett	1	For
Andy Knowles	1	For
Anthony Diccico	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	1	For
Sallyann Blackett	1	For
Steve Mulinganie	1	For
Total	8	For
Transporters Representatives	Voting Count	For/Against
Ben Mulcahy	1	For
Jenny Rawlinson	1	For
Sally Hardman	1	For
Total	3	For

Voting Outcome: Majority to issue plan to 1x Shipper in PC2		
Shipper Representatives	Voting Count	For/Against
Alison Wiggett	1	For
Andy Knowles	1	For
Anthony Diccico	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	No Vote	-
Sallyann Blackett	1	For
Steve Mulinganie	1	For
Total	7	For
Transporters Representatives	Voting Count	For/Against
Ben Mulcahy	1	For
Jenny Rawlinson	1	For
Sally Hardman	1	For
Total	3	For

- PC3** – The PAFA recommended utilising an agreed score value of 15 points, to target Shippers that were underperforming, which represents 60% of the available score for PC3 of 25 in the Holistic Matrix. On using the agreed score of 15, 4 Shippers would then be targeted. Each would subsequently be issued with a plan which would detail key areas identified within the Holistic Performance Matrix that were major factors in the low score generated. PAC Members voted to approve that 4 Shippers would therefore be issued with a plan based on the agreed score of 15 points.

Additionally, as agreed in February’s PAC meeting, a Request for Information (RFI) would still be sent to any Shippers within PC3 Bracket 2 (scores between 16 – 19) due to a general concern with performance within this market.

Voting Outcome: Majority to issue plans to 4 Shippers in PC3		
Shipper Representatives	Voting Count	For/Against
Alison Wiggett	1	For
Andy Knowles	1	For
Anthony Diccico	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	1	For
Sallyann Blackett	1	For
Steve Mulinganie	No Vote	-
Total	7	For
Transporters Representatives	Voting Count	For/Against
Ben Mulcahy	1	For
Jenny Rawlinson	1	For
Sally Hardman	1	For
Total	3	For

- **PC4** - The PAFA recommended utilising an agreed score value of 25 points, to target Shippers that were underperforming, which represents 45% of the available score for PC4 of 55 within the Holistic Performance Matrix. On using the agreed score of 25, 1 Shipper would then be targeted and subsequently issued with a plan detailing key areas identified within the Holistic Performance Matrix that were major factors in the low score generated. PAC members voted to approve that 1 Shipper would therefore be issued with a plan based on the discussions.

Voting Outcome: Majority to issue plan to 1x Shipper in PC4		
Shipper Representatives	Voting Count	For/Against
Alison Wiggett	1	For
Andy Knowles	No Vote	-
Anthony Diccico	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	1	For
Sallyann Blackett	1	For
Steve Mulinganie	1	For
Total	8	For
Transporters Representatives	Voting Count	For/Against
Ben Mulcahy	1	For
Jenny Rawlinson	1	For
Sally Hardman	1	For
Total	3	For

Also, as agreed in February’s PAC meeting, an RFI would still be sent to any Shippers within PC4 Bracket 2 (scores between 26 – 39) due to a general concern with performance within this market.

- PAFA presented draft RFI letters for both PC3 and PC4 to be issued to any Shippers within Bracket 2 of these respective markets. PAC Members made some suggestions to amend the letters to add a request for how Shippers believe each issue affects them and to highlight that responding to the RFI letters is to be mandatory. A suggestion was also made in regard to adding a template along with the letter so that all Shippers will complete the template and provide the same information in the same format. It was agreed that the letters would request information to be returned by 28th April 2023 with findings and next steps to start to be reviewed in the May 2023 PAC meeting. PAC voted to approve the letters to be issued on the back of the required changes discussed.

Voting Outcome: Unanimous to issue RFI letters to Shippers		
Shipper Representatives	Voting Count	For/Against
Alison Wiggett	1	For
Andy Knowles	1	For
Anthony Diccico	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	1	For
Sallyann Blackett	1	For
Steve Mulinganie	1	For
Total	8	For
Transporters Representatives	Voting Count	For/Against
Ben Mulcahy	1	For
Jenny Rawlinson	1	For
Sally Hardman	1	For
Total	3	For

- There were discussions between PAC Members about the possibility of being able to monitor any Shippers that had been down trending for a 3-month duration and to issue them with a letter after this period to highlight to them the need to improve performance before a plan is issued. PAC members recommended the letter try and draw out the specific circumstances that are causing the Shippers' issues and highlight that both PAFA and Central Data Service Provider (CDSP) are available to help them.

New Action PAC0303: *Reference Shippers Down Trending for 3 Months or more – PAFA (AJ/PR) to draft a letter for consideration at the April 2023 PAC meeting.*

- PAC Members discussed if different weighting levels should apply to each of the different Product Class factors in the Matrix and why the PC4 targeting score was set at 45% of the available score and not higher than this. PAFA will review the 45% and if there is a different way to weight the factors or to tackle performance for PC4, with further discussions on these topics to take place at April 2023 PAC Meeting.

3.1.1. Review of Open Performance Plans

PAFA presented an update in regard to the current open Performance Improvement Plans for PC3 and PC4 read performance. There are 28 open plans that were issued prior to the implementation of UNC Modification 0674V – Performance Assurance Techniques and Controls. PAFA recommended to close these plans and issue new ones to underperformers using the Holistic Performance Matrix to identify appropriate Parties. PAC were concerned that a risk with closing these plans was that Shippers would believe that their performance was now acceptable. However, they believed that this could be mitigated by the content within the letter used to write to Shippers to inform them of the closed plans. A suggestion was also made to possibly contact Shippers which were achieving high performance levels to understand what they are doing differently and what they do to overcome any known issues. This area is to be discussed in May 2023 PAC meeting following the findings from the RFI letters. PAC members voted to close the current open read performance plans.

Voting Outcome: Unanimous to close current open read performance plans		
Shipper Representatives	Voting Count	For/Against
Alison Wiggett	1	For
Andy Knowles	1	For
Anthony Diccico	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	1	For
Sallyann Blackett	1	For
Steve Mulinganie	1	For
Total	8	For
Transporters Representatives	Voting Count	For/Against
Ben Mulcahy	1	For
Jenny Rawlinson	1	For
Sally Hardman	1	For
Total	3	For

New Action PAC0304: Reference PIP Closure Letters for Shippers – PAFA (AJ/PR) to draft a PIP closure letter for consideration at the April 2023 PAC meeting.

3.2 Risk & Issues Register Update

Peter Ratledge (PR) provided a brief overview of the ‘March 2023 Risk update’ presentation explaining that the content being provided was more focused in nature.

PAFA supplied the following observations for this section:

- Performance Assurance Committee (PAC) Members were presented with an update in respect of 3 risks relating to Line in the Sand, Transfer Reads and Replaced Reads. The Performance Assurance Framework Administrator (PAFA) presented the following, for their attention:

- **Line in the Sand:** PR reported a decrease in Value at Risk (VAR) by 6% across 2021-22. This difference is primarily impacted by a 0.02% decrease in the volume of sites with 'no reads' at 4 years across PC3 and PC4 markets in the past 12 months. The risk rating remains 5 (highest priority). PAFA will continue to monitor Holistic Line in the Sand performance with Performance Improvement Plans (PIPs) for two shippers also currently being monitored against milestones provided by these parties.
- **Transfer Reads:** PR reported a decrease in VAR by 56% across 2022-23. This difference is primarily impacted by the decrease in transfers occurring across the past 12 months by 47% and an increase in transfer reads submitted by 33%. The combined net effect is reflected in the decrease in energy impact of the risk. The risk rating remains 2 (lower priority). PAFA recommended no immediate actions required at this stage due to substantial reduction in VAR. Review at next refresh point in June 2023.
- **Replaced Reads:** PR reported a decrease in VAR by 11% across 2022-23. The average use of replacement readings has decreased by 4% from February 2022 to February 2023 which is reflected in the decrease in energy impact of the risk. Risk rating remains at 1 (lowest priority). PAFA recommended no actions required at this stage due to the decrease in respect of the VAR. Review at next refresh point in June 2023.
- PAFA also presented PAC Members with a review of the Risk Update Report Schedule with proposed amendments to the frequency of review of the below 7 risks:
 - **AQ Corrections & No Meter Recorded:** To be amended from Annual to Quarterly given the subject matter.
 - **Incorrect Read Factor/NDM Sites at DM Threshold/Smart Meter Exchanges & WAR Bands:** To be amended from Annual to Bi-Annual (6 monthly) to provide greater granularity.
 - **Isolated Supply Points with Reads:** As a new risk, to confirm the frequency to be Bi-Annual starting from April.

Any questions/feedback on the content of the slides presented please email PAFA@gemserv.com.

3.2.1. Risk Review Frequencies

In conjunction with the discussions on item 3.2 above, PR provided a brief overview of the 'Risk Update Report Schedule' presentation during which the following point were noted (by exception):

Risk Update Report Schedule Review - slide 3

When asked whether the proposals are already covered under the current PAFA contract provisions, AJ responded by advising that from the PAFA's perspective, there are no concerns and this simply seeks to deliver more 'value' to PAC.

When asked what the justification for the proposed WAR Band schedule is based upon, PR responded by advising that the proposed change relate to both the reads that drive the WAR Bands (i.e. in order to assess how Shippers have performed more accurately) and also aligns better with the two (2) WAR Band windows – in short, it aligns with Code winter consumption related provisions.

Voting Outcome: Majority to approve the amended WAR Band schedule dates		
Shipper Representatives	Voting Count	For/Against
Alison Wiggett	1	For
Andy Knowles	No vote	-
Anthony Diccio	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	1	For
Sallyann Blackett	1	For
Steve Mulinganie	1	For
Total	7	For
Transporters Representatives	Voting Count	For/Against
Ben Mulcahy	1	For
Jenny Rawlinson	No vote	-
Sally Hardman	1	For
Total	2	For

3.3 Transporter Performance Monitoring

Anne Jackson (AJ) reminded PAC Members in attendance that at the February 2023 PAC meeting, Members agreed that a Transporter should be placed on an improvement plan, due in the main to the number of (measurement) errors recorded over the previous 3 to 5 year period.

3.3.1. Measurement Errors – Review Draft Letter (request for Resolution Plan)

In noting that seeking a report from the Transporter at the April 2023 PAC meeting might be ambitious, AJ enquired what thoughts Members might have on suitable reporting timescales. When KE pointed out that the Transporter regularly proactively read PAC meeting minutes, the consensus amongst PAC Members in attendance was that April is a realistic target and that a representative of the Transporter should be invited to the meeting to present their view. However, it was noted that should the Transporter struggle to either complete their report, or find a suitable representative, the target reporting date could be amended.

Voting Outcome: Majority to issue Performance Letter to Transporter		
Shipper Representatives	Voting Count	For/Against
Alison Wiggett	1	For
Andy Knowles	No vote	-
Anthony Diccico	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	1	For
Sallyann Blackett	1	For
Steve Mulinganie	1	For
Total	7	For
Transporters Representatives	Voting Count	For/Against
Ben Mulcahy	1	For
Jenny Rawlinson	No vote	-
Sally Hardman	1	For
Total	2	For

Any questions/feedback on the content of the slides presented please email PAFA@gemserv.com

4. Matters for Committee Attention

4.1 PAC Terms of Reference

KE shared an updated version of the PAC Terms of Reference which included the 2-year rolling membership changes that were approved by the UNCC in October 2022; and also reflected the changes Modification 0674 introduced. Approval of the revised Terms of Reference will take place at the April 2023 PAC Meeting.

4.2 Performance Assurance Techniques (how do we implement them / put them into practice)

KE presented a list of the Performance Assurance Techniques (PATs) providing a brief overview of each one and a view on whether the PAT was already in use, or whether further work would be required before it could be put into practice. It was agreed that this would continue to be an agenda item for the medium term.

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

5.1 Review List of New Modifications

KE confirmed that PAC would review Modifications, where a Performance Assurance Reporting requirement had been identified, at the point the Workgroup report was close to being finalised.

5.2 Consider Requirements for 0811, 0812R & 0819

5.2.1. UNC Modification 0811

PAC discussed the process that would be introduced as a result of Modification 0811 being implemented and also noted that any new reports needed to ensure that there was no double counting of reads. E Rogers (ER) agreed to review the reporting requirements.

New Action PAC0305: *Reference Consider Requirements for 0811* – CDSP (ER) agreed to review reporting requirements and provide an update at the April 2023 PAC meeting.

5.2.2. UNC Request 0812R

KE shared a list of questions, provided by the Distribution Workgroup (DWG), that they wanted PAC to consider regarding the Must Read process incl. benefits, impact on settlement risk, and ownership.

A discussion around how much of a deterrent the current Must Read process was took place, however, it was recognised that it would be difficult to quantify. It was also acknowledged that current read performance is poor and any reduction in reads, of any type, would increase the risk to settlement.

Discussions around ownership of the Must Read process took place, acknowledging that ownership of the process needed to sit with a party who had a vested interest.

New Action PAC0306: *Reference Consider Requirements for 0812R* – JO (KE) to provide a response to the DWG Chair ahead of the next DWG meeting.

5.2.3. UNC Modification 0819

Prior to the PAC meeting KE and F Cottam (FC) had discussed the reporting requirements for Modification 0819 with FC confirming that reporting requirements had been drafted and would be presented to PAC at the April 2023 meeting. This was confirmed by ER during the meeting.

6. Any Other Business

6.1 PAC Membership Renewal

KE reminded PAC members that the User Representative Appointment process commences in the Summer and that some memberships will be up for renewal.

7. Next Steps

7.1 Key Messages

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

8. Diary Planning

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

Time/Date	Paper Publication Deadline	Venue	Programme
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10:00, Tuesday 18 April 2023	17:00 Monday 10 April 2023	Teleconference	Standard Agenda
10:00, Tuesday 16 May 2023	17:00 Friday (BH) 05 May 2023	Teleconference	Standard Agenda
10:00, Tuesday 13 June 2023	17:00 Monday 05 June 2023	Radcliffe House Solihull	Standard Agenda
10:00, Tuesday 18 July 2023	17:00 Monday 10 July 2023	Teleconference	Standard Agenda
10:00, Tuesday 15 August 2023	17:00 Monday 07 August 2023	Teleconference	Standard Agenda
10:00, Tuesday 12 September 2023	17:00 Monday 04 September 2023	Teleconference	Standard Agenda
10:00, Tuesday 17 October 2023	17:00 Monday 09 October 2023	Teleconference	Standard Agenda
10:00, Tuesday 14 November 2023	17:00 Monday 06 November 2023	Teleconference	Standard Agenda
10:00, Tuesday 12 December 2023	17:00 Monday 04 December 2023	Teleconference	Standard Agenda

PAC Action Table (as of 14 March 2023)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC1207	13/12/22	2.5	PAFA (PR) to request DNs to review and update data in the Measurement Error Register for a minimum 5 years, to enable PAC to have an accurate risk calculation.	PAFA (PR)	Carried Forward Update April 23
PAC0101	17/01/23	1.6	<i>Reference Performance Data Provision and Meeting Timing Interactions</i> – PAFA (AJ) and Joint Office (KE) to look to refine the Reporting Provision (reporting by exception in most cases) and consider whether it would be viable to adjust PAC meeting dates for the remainder of 2023.	PAFA (AJ) & Joint Office (KE)	Update provided. Closed
PAC (0674V) 0201	14/02/23	1.5	Joint Office and CDSP (FC) to review all PAC Documentation and agree a suitable PAC web page structure.	Joint Office (KE) & CDSP (FC)	Update provided. Closed

PAC0202	14/02/23	3.5	<i>Transporter Performance Monitoring – Measurement Errors</i> – PAFA (AJ) to draft a letter to Transporter indicating what it is they will need to do to resolve the issue with a timescale for review at March 2023 PAC.	PAFA (AJ)	Update provided. Closed
PAC0203	14/02/23	3.5	<i>Transporter Performance Monitoring – Measurement Errors</i> – CDSP (FC) to provide pseudonyms for Transporters and IGTs.	CDSP (FC)	Update provided. Closed
PAC0301	14/03/23	1.4	<i>Reference PAC Published documentation</i> – PAFA (AJ) to consider how best to migrate the Workplan & Budget to the new 0674V cycle and to also review the value of retaining the PAFA Introduction presentation.	PAFA (AJ)	Pending
PAC0302	14/03/23	1.4	<i>Reference PAC Published documentation</i> – All PAC Members to review the current set of published documentation (especially the Workplan and Budget) on the main PAC web page and provide views at the April 2023 meeting.	All	Pending
PAC0303	14/03/23	3.1	<i>Reference Shippers Down Trending for 3 Months or more</i> – PAFA (AJ/PR) to draft a letter for consideration at the April 2023 PAC meeting.	PAFA (AJ/PR)	Pending
PAC0304	14/03/23	3.1.1	<i>Reference PIP Closure Letters for Shippers</i> – PAFA (AJ/PR) to draft a PIP closure letter for consideration at the April 2023 PAC meeting	PAFA (AJ/PR)	Pending
PAC0305	14/03/23	5.2.1	<i>Reference Consider Requirements for 0811</i> – CDSP (ER) agreed to review reporting requirements and provide an update at the April 2023 PAC meeting.	CDSP (ER)	Pending
PAC0306	14/03/23	5.2.2	<i>Reference Consider Requirements for 0812R</i> – Joint Office (KE) to provide a response to the Distribution Workgroup (DWG) Chair ahead of the next DWG meeting.	Joint Office (KE)	Pending