

UNC Performance Assurance Committee Minutes
Tuesday 14 June 2022
via Microsoft Teams

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office

Shipper Members (Voting)

Andy Knowles	(AK)	Utilita Energy
Anthony Diccio	(AD)	ESB Generation & Trading
Carl Whitehouse	(CW)	Shell Energy Retail Ltd
Claire Louise Roberts	(CLR)	ScottishPower (Alternate)
Graeme Cunningham	(GC)	Centrica
Louise Hellyer	(LH)	Totalenergies Gas & Power
Sallyann Blackett	(SB)	E.ON
Steve Mulinganie	(SM)	Gazprom Energy (Alternate)

Transporter Members (Voting)

Jenny Rawlinson	(JR)	BUUK (Alternate)
Shiv Singh	(SS)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks (Alternate)

Observers (Non-Voting)

Anne Jackson	(ER)	PAFA/Gemserv
Fiona Cottam	(FC)	Correla on behalf of Xoserve
Helen Field	(HF)	Correla on behalf of Xoserve
Kate Lancaster	(KL)	Xoserve
Lee Greenwood	(LG)	Centrica
Martin Attwood	(MA)	Correla on behalf of Xoserve
Neil Cole	(NC)	Correla on behalf of Xoserve
Sara Usmani	(SU)	PAFA/Gemserv

Copies of non-confidential papers are available at: <https://www.gasgovernance.co.uk/pac/140622>

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.

1. Introduction

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

1.1 Apologies for absence

Alex Travell, Transporter Member
Alison Wiggitt, Shipper Member
Lisa Saycell, Shipper Member
Mark Bellman, Shipper Member
Rachel Clarke, PAFA
Tracey Saunders, Transporter Member

1.2 Note of Alternates

Steve Mulinganie for Lisa Saycell
Claire Louise Roberts for Mark Bellman

Jenny Rawlinson for Alex Travell
Ben Mulcahy for Tracey Saunders

Anne Jackson confirmed she would be presenting instead of Rachel Clarke for this meeting.

1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.

1.4 Approval of Minutes (17 May 2022 & 24 May 2022)

RHa noted amendments to the 24 May 2022 Strategic Workshop minutes from Michele Downes.

Kate Lancaster (KL) also wished to clarify for Action **PAC0303: Reference the Proposed PARR Report Amendments – Xoserve (KL) to provide an updated version of the PARR Report for consideration at the April 2022 PAC meeting**, which was closed at the 17 May meeting.

The closure of the action was due to there being no further updates to the PARR Report to be made, as the concern around the IGT aspect of this has now been discussed offline and the plan is going towards a mirror IGT Modification being raised, which will resolve the issues raised.

The PARR report itself is still required, which will be alongside the implementation of Modification 0734S - Reporting Valid Confirmed Theft of Gas into Central Systems and Reporting Suspected Theft to Suppliers. This will still need approval at UNCC the month prior to Modification 0734S implementation (expected in Q4 2022) and therefore the PARR Report will need to run through PAC again the month prior to it going to UNCC.

The minutes from both 17 May and 24 May meetings were approved.

1.5 Approval of Later Papers (06 June)

It was noted that there were four (4) late papers, relating to agenda items 2.1 PARR Dashboard, 2.2 Outstanding PARR Actions, 2.3 Risk Update and 4.1 Isolation with Progressive Reads, submitted ahead of the meeting. PAC Members accepted the information documents.

1.6 User Representative Appointment Process Update

RHa reminded delegates of the key stages and dates associated with the process:

Key Stages	Commencing:	Respond by:
Single Point of Contact (SPoC) to submit nominations for Membership	by 06 June 2022	by 24 June 2022
Membership Election (<i>if nominations received exceed the required representative's positions</i>)	by 11 July 2022	by 29 July 2022
Notification of Membership	01 September 2022	
Membership Commences	01 October 2022	

The current registered SPoCs and related documents are published at:
<https://www.gasgovernance.co.uk/elections>

It was noted that two PAC nominations had been received from two existing members.

RHa noted there may be a requirement for a mid-year appointment due to a current member retiring. Anthony Diccico (AD) also enquired about the process for establishing a replacement member and himself becoming an Alternate.

RHa confirmed appointed members can nominate an Alternate to represent the member as an interim measure, perhaps until the end of the Gas Year.

2. Monthly Performance Assurance Review Items

2.1 PARR Report Review – Dashboard update (PAFA)

Sara Usmani (SU) provided the Shipper Performance Analysis PARR Dashboard update. PAFA supplied the following June industry performance observations for this section:

June Industry Performance Observations

- **Shipper Performance Improvement Plans**
 - Performance Assurance Committee (PAC) members were informed that updates on all Shippers on improvement plans were available for view on the Gas Performance Assurance Portal (GPAP). There were five Shippers on performance improvement plans (not including those on Product Class 4 (PC4) monthly plans) and the Performance Assurance Framework Administrator (PAFA) presented updates on two Shippers.
 - Shipper “Praia” was presented to the PAC, who are on a performance improvement plan for PC2, PC3 and PC4. A revised performance improvement plan was submitted to the PAFA in March 2022. The Shipper had undertaken a review of the portfolio and reclassified the sites in the PC2 market into PC3 as it met the requirements. Within the PC3 market, the Shipper continued to perform higher than they had forecast and move closer to UNC target. PC4 performance declined in March in both the monthly and annual markets as the Shipper obtained sites through the SoLR process. The measures to improve meter read performance were implemented at the end of March so therefore, the PAFA expect this to materialise through the data next month once the April statistics are made available.
 - Updates on Shipper “Manama” were provided to the PAC. The Shipper had been on a performance improvement plan for PC3 and PC4 Monthly since March 2020. Though performance had seen a sharp increase in PC3 and almost reached UNC target, there had been a downward decline in performance whilst sites had been increasing. The Shipper submitted a revised performance improvement plan in May 2022 so the first full month of performance against the latest plan will be available for PC3 only.
- **NDM Sample Data: April 2022 Window**
 - Committee members were provided with an update on the NDM sample data submission window in April 2022.
 - Shippers continue to improve their performance within this area, with the successful submission rate increasing to 76% in April 2022 from 70% in October 2021. There has been a significant improvement from the first window (22% successful submission), which has been primarily driven by the Demand Estimation Team at Correla who have been working closely with Shippers to ensure data is submitted correctly.
 - There remain four Shippers who did not submit any files in this window: Avarua, Caracas, Kingstown and Skopje.
 - Kingstown has exited the market but sites remain on their portfolio but these are not expected to be there by the next window
 - The remaining three Shippers are new entrants into the market and are currently working with the Demand Estimation team.

2.2 Review of Outstanding PARR Actions

PARR0402: CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.

Update: Referring to the [‘CDSP and PAFA responses to June’s PAC meeting on outstanding actions’](#) document, Fiona Cottam (FC) provided, further to last months’ update, another month’s worth of comparison data for Smart and Standard meter read performance.

The Committee considered the overall performance and DCC performance. Anne Jackson (AJ) provided feedback from the Technical Experts, on a known smart firmware update issue, which has impacted Central and Southern Regions wiping communication hub data, with a growing number of 14k meters impacted. AJ confirmed a solution needs to be identified which may involve the replacement of equipment.

The Committee considered the benchmark of electricity meter read performance and the different incentive regimes. It was noted that the incentives in the gas market are not incentivising performance which may be affecting behaviours. It was considered whether the poor performance related to technology, DCC, Service providers, or having no driver to submit reads. Referring to the Strategy Workshop Meetings and what needs to be addressed, the Committee considered what work can be undertaken with DCC to better understand what information is available from DCC on connected devices, that are active and transacting information. **Carried Forward**

PARR0501: *Reference Shipper Performance Improvement Plans* – CDSP (FC) to draft a strawman on further guidance for new Shippers to consider when embarking on a Performance Improvement Plan.

Update: Fiona Cottam (FC) advised that CDSP (Correla) are drafting the guidance, requesting this action is carried forward to July’s meeting. **Carried Forward.**

PARR0502: *Reference ‘Maputo’ Performance Review meeting* – Joint Office (RH/MB) to look to invite suitable company representatives to attend the 14 June 2022 PAC (nested) meeting to undergo a Performance Review exercise.

Update: Confidential Session Organised. **Closed.**

2.3 Risk & Issues Register Update (PAFA)

Anne Jackson (AJ) provided a presentation on the risks, noting 7 risks to review this month, 4 risks increased in energy value risk and 4 areas for PAC consideration. For full details of the risks and PAFA’s Recommendations for: Unregistered Sites, Shipperless Sites, Meter ByPass, Drift, Line in the Sand, Transfer Reads and Replaced Reads, please refer to the presentation published.

PAFA supplied the following observations for this section:

Risk & Issues Register Update

- Performance Assurance Committee (PAC) members were presented with an update on seven risks this month. The PAFA (Performance Assurance Framework Administrator) noted that there were four areas for PAC attention.
- The PAFA presented the following risk updates:
 - **Unregistered sites:** There was a 1% decrease in the Value at Risk (VaR) over the last twelve months. This has been driven by a decrease in the average AQ, though the number of unregistered sites increased by 1%. The risk rating remains a 3 and no additional mitigations were recommended for the risk until the next refresh.
 - **Shipperless:** The risk saw a significant increase of 25% over the past 12 months, though the risk rating remains at a level of two (lower risk). The increase was primarily driven by an increase in the number of Shipperless sites, which saw a rise of c. 24%. PAC members discussed the potential reasons for an increase in the number of Shipperless sites and have requested the PAFA and Central Data Services Provider (CDSP) to investigate the increase.

New PARR Action PARR0601: CDSP and PAFA to investigate the underlying information for the increase in Shipperless sites

- **Meter Bypass:** The risk has decreased by 18% over the past 12 months, following a significant reduction in the number of issues and size of open bypasses. This is following the work conducted over the course of the year by the CDSP. Though there has been a decline in the risk, the risk rating in the register remains a 3 (Medium priority). The PAFA recommend that the CDSP continue to monitor this area as the risk is still medium. PAC agreed that the CDSP continue to review and to report to PAC at annual intervals.

New PARR Action PARR0602: CDSP to continue to review open meter bypass and report to PAC at annual intervals.

- **Meter Measurement Drift:** The risk within this area has seen a decrease of 13%, which has primarily been impacted by the number and size of issues identified over the past 12 months. Check reads not submitted increased by 17% for Class 1 and 2, the average AQ decreased by 27%. Similarly, Class 3 and 4 saw an increase in the check reads not submitted by 14%, though average AQ remained relatively unchanged. The net effect of all the classes saw a decrease in the energy impact of the risk, causing a decrease in the value of the risk. The risk rating remains at 2 (low priority). The CDSP suggested that the Customer Advocate Managers (CAMs) highlight this area to customers, which the Committee agreed with.
- **Line in the Sand:** The risk in this market increased by 63% over the past 12 months with the risk rating remaining at five (high risk). An increase in the percentage of no reads submitted by 4 years across class 3 and 4 was the primary driver behind the increase in the risk. The PAFA reminded the Committee that the line in the sand strategy had been agreed and Shippers would be issued with a letter encouraging submission of reads for those MPRNs which have not had a read for at least 3 years. The letter has been agreed and will be issued imminently. The deployment of the agreed strategy is hoped to mitigate this risk.
- **Transfer Reads:** The risk increased by 1% across the last 12 months, primarily due to a decrease in the number of transfer reads submitted, which has declined by 8%. The risk rating remains at 2 (low priority). The PAC discussed impact on the risk of missing transfer readings for sites where daily readings are being obtained (Classes 1 and 2) and concluded that where daily reads were actually being obtained the absence of a transfer reading would have no impact on settlement accuracy. It was also recognised that for monthly and annually read sites this would not be true.
- **Replaced Reads:** The Value at Risk increased by 75% over the last year, as the number of read replacements which were submitted and accepted increased by 111% between April 2021 and April 2022. Consequently, this increased the energy impact of the risk. Despite the increase in the risk, the risk rating remains at 1 (lowest priority). PAC members questioned the increase in the replacement read activity and whether the increase in replacement reads was driven by a particular Shipper.

New PARR Action PARR0603: PAFA to investigate the underlying information for the increase in replaced reads.

2.4 Measurement Error (EM009 – Alrewas EM MTD) Update

RHa advised that the report from the 2nd ITE had been received by Cadent and the matter discussed at the 25 May 2022 Offtake Arrangements Workgroup and there were potential differences in the findings between the 1st and 2nd ITEs. A combined ITE Report, based on the 1st and 2nd ITE's findings, will be presented by both of the ITEs to Transporters for further review.

It was anticipated that the associated billing for the Measurement Error will not take place during June/July 2022, as there could be a potential 6 to 8 week process delay post publication of the combined ITE Report.

As consequential issue, RHa and FC noted that the Offtake Arrangement Workgroup had asked PAC to consider whether the current 50GWh threshold for Significant Measurement Error (in the Measurement Error Guidelines) should be reduced, perhaps down to 25GWh.

PAC considered the costs associated with employing ITEs to investigate Significant Measurement Errors, it was noted if there was an appetite to amend the 50GWh Threshold this could be instigated through a requested change to the Measurement Error Guidelines. It was suggested the Offtake Workgroup could ascertain the costs associated with ITE appointments and at what point it would be worthwhile appointing ITEs to investigate errors.

PAC Members discussed the option to change the threshold but concluded there was little appetite to do so.

New Action PAC 0601: Reference 50GWh Threshold Change – Joint Office (RH) to formally write to Offtake Arrangements Workgroup with PAC's conclusions of the discussion around potential change to the 50GWh threshold for a Significant Meter Error.

3. PAC Performance Escalation Meeting – Confidential Session

Notes taken separately and available for PAC Members.

Contacting Parties

During the discussions within the Confidential Escalation Meeting Anthony Diccico (AD) wished to note there can be some difficulty successfully contacting the right person within organisations, suggesting a review is undertaken to ensure appropriate DSC Contract Managers contacts are recorded and kept up to date with Xoserve/CDSP.

New Action PAC 0602: Correla (FC) to consider a review of the DSC Contract Managers contact list.

Steve Mulinganie (SM) expressed caution with regularly contacting companies to check the contacts are valid, noting the DSC Contract Managers should be responsible for notifying CDSP of required changes.

4. Matters for Committee Attention

4.1 Isolated Sites with Progressive Reads

Neil Cole (NC) provided a brief overview of the Isolated sites with progressive reads.

Following contact with Shippers there is now a total of 2267 Meter Points References (MPRs) in the Isolated / Progressive Reads pot. A decrease of 373 MPRs (16.45%) since the last update in April. There are 876 MPRs (38.6% of remaining MPRs) of Isolated Meters assets now being removed. This will leave 1391 MPRs Isolated with meters still attached.

Correla will be arranging a meeting with the highest contributing Shipper (25%) to ascertain if any further assistance can be provided.

NC further reported of the 876 MPRs flagged with a Meter removal there are 307 (35%) where read rejections have been received and need further investigation with the associated Shippers.

4.2 Data Discovery Platform (DDP) Update

Deferred to July.

4.3 PAC Budget and Spend Update

Deferred to July.

4.4 Strategic Workshop Update

Deferred to July.

4.5 Annual Review

Due 16 August 2022.

4.6 Line in the Sand Strategy

Anne Jackson (AJ) confirmed that the letter had been drafted, the plan had been agreed and will be initiated this month with the letter being issued before the end of June.

4.7 AUGE Risk Items

Deferred to Strategic Workgroup 3.

5. Strategic Workshop – Training

Referring to Action PACSW0505 and the Joint Office liaising with Mike Orsler: **PACSW 0505: Performance Assurance Matrix - CDSP/Xoserve (Mike Orsler) to review the Market Entry Process for onboarding market participants to ensure they understand the importance of meeting performance standards. (RH to contact Mike Orsler directly).**

FC provided an overview of the training material available on the Xoserve website via the Help Centre and training material with the Learning Hub and training days available.

FC also noted that within the News & Updates there is more information on Unidentified Gas.

It was agreed to carry the action forward pending an update from Mike Orsler.

6. Strategic Workshop – Longer Term Impacts of Code Reform

Jonathan Dixon (JD) from the Retail Energy Code (RECCo) provided a presentation on the reform and its aims to make the energy industry governance more responsive. For full details of the presentation please refer to the slides published.

JD provided an overview of the Role of the Performance Assurance Board (PAB) under REC explaining the responsibilities of the RECCo Board and the PAB. JD explained the PAB membership consisting of REC parties including Gas Transporters, Distribution Network Operators, Meter Equipment Managers, Suppliers, voting members and non-voting members.

RHa enquired about the three independent performance management experts and how these are appointed and compensated. JD confirmed the selection and remuneration of experts.

JD explained the role of the Code Manager who will be monitoring performance of market participants and service providers to help drive improvements to existing code processes and identify wider market improvements.

JD provided details of the 17 Performance Assurance Techniques and the risk management determination process. This included preventive, incentive, risk monitoring, assessment, remediation and escalation tools. JD explained the Performance Assurance Framework and the risk-based / data-driven approach.

JD explained the aims of closer collaboration in the shorter and longer term.

The Committee considered the powers of the Deed of Undertaking, the role of Ofgem, the obligations and having sufficient leverage to apply assurance techniques to limit the growth of debt when in default.

The Code Reform proposed to appoint one or more Code Managers to oversee standards. The timetable for the proposed Code Reforms is unclear and will likely be prolonged and subject to competing parliamentary priorities. It was expected that there would continue to be a role for bodies such as UNC PAC, Service Providers being brought into scope of performance assurance, and Code Management.

Anne Jackson (AJ) enquired when it would be best for PAC to have a debate and the possible future need for a further Strategic Workshop.

The Committee considered the joined-up assurance activities, supplier relationships and involvement of Shippers in terms of managing issues for example the provision of meter reads.

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

Please refer to the Joint Office Website for the Modifications/Requests listed below (link provided to main Modification page where approved or the next Workgroup meeting page where the Modification is still in development):

- [Request 0763R](#) – Review of Gas Meter By-Pass Arrangements
- [Modification 0674V](#) - Performance Assurance Techniques and Controls (recommended for implementation at June Panel, now awaiting Ofgem decision)
- [Modification 0734S](#) – Reporting Valid Confirmed Theft of Gas into Central Systems (approved, awaiting implementation) (and related [Modification 0810](#))
- [Request 0778R](#) – Gas Vacant Sites Process review
- [Request 0781R](#) – Review of Unidentified Gas process (closed at June Panel)
- [Request 0783R](#) – Review of AQ Correction Processes

8. Review of Outstanding Actions

8.1 PAC Actions

PAC0104: CDSP (DN) to breakdown the Backlog User stories from a costing, timeline, development, and potential other barriers perspective.

Update: Fiona Cottam (FC) noted this is still being worked on. Deferred to July. **Carried Forward**

PAC0202: *Reference Meter By-Passes with an 'Open' flag status* – CDSP (MA) to engage with the Meter Owners and their respective CAMs for the remaining 37 sites where there is an 'Open' status flag in order to ascertain whether these can be resolved.

Update: FC confirmed the By-Pass status correction for one further meter being completed during the past month. As of 10 June 2022, 16 of these meters remain flagged as having an 'Open' By-Pass. Engagement continues. **Carried Forward**

PAC0302: *Reference the Annual Review Awareness Day* - Joint Office (RH/MiB) to look to schedule a meeting for either 20 or 21 September 2022.

Update: 21 September is likely date, TBC. **Carried Forward**

PAC0501: *Reference PC3 Read Performance* - PAFA (RC) to consult with Smart Energy Code Manager to obtain contact details of relevant persons in DCC to investigate any issues around non-communicating Smart Meters

Update: Pending Update, see also related Action PARR0502. **Carried Forward.**

PAC0502: *Reference DDP Update – 9 Backlog User Stories BER Development* – Correlá (FC/DN) to look to provide an update on the potential BER development aspects including initial cost benefit analysis and a potential ranking order

Update: Pending Update in July. **Carried Forward.**

PAC0503: *Reference Line in the Sand Letter* – PAFA (RC) to update the draft letter to incorporate feedback from the various PAC Members via ex-Committee means in order that an updated letter could be agreed at the 24 May 2022 PAC Strategic Workshop 2 meeting.

Update: See item 4.6. RHa confirmed that the Line in the Sand pre-notification letter had been discussed at the PAC Strategic Workshop and the intention is for PAFA to issue the letter by the end of June 2022, to all DSC Contract Managers. **Closed.**

PAC0504: *Reference Settlement Risk* – Joint Office (RH/MB) to add a new item to the 14 June 2022 PAC agenda to cover the consideration of risk to Settlement arising from the topics identified by the AUGÉ in its presentation.

Update: To be considered at a further Strategic Workshop. **Carried Forward.**

PACSW 0501: *Performance Assurance Matrix* - PAC to consider if PC3 Read Performance is worth considering as an additional performance monitor.

Update: Pending Update. **Carried Forward.**

PACSW 0502: *Performance Assurance Matrix* - CDSP/PAFA to consider the Shipper Transfer Read Performance for PC2-PC4 sites and provide a view on what should be incorporated into the reporting.

Update: See item 2.3. FC confirmed that Transfer readings can be the first read for many months or years and help to close-off the position for the outgoing Shipper. Obtaining and submitting a read within the window can be more efficient than trying to agree a read between parties later. It was recommended that this measure is part of the 'balanced scorecard' or 'Shipper Performance Matrix'. **Carried Forward.**

PACSW 0503: *Performance Assurance Matrix* - CDSP/PAFA to provide a view on Shipper Transfer Read performance in terms of being a Transporter responsibility for PC1 sites.

Update: See item 2.3. The Committee considered the Transporter obligation and Shipper involvement. PAC to decide whether this measure forms part of the balanced scorecard or 'Shipper Performance Matrix'. **Carried Forward.**

PACSW 0504: *Performance Assurance Matrix* - Joint Office (RHa) / PAFA (RC) to review the Market Entry Process for any *potential* improvements/recommendations.

Update: Deferred. **Carried Forward.**

PACSW 0505: *Performance Assurance Matrix* - CDSP/Xoserve (Mike Orsler) to review the Market Entry Process for onboarding market participants to ensure they understand the importance of meeting performance standards. (RHa to contact Mike Orsler directly. Linked to action PACSW0504 above).

Update: See item 5.0. Pending Update. **Carried Forward.**

PACSW 0506: *Anonymity of Shippers in PAC discussions only.* Joint Office (RHa) to seek views of all Members not present at 24 May meeting.

Update: Pending Update. **Carried Forward.**

PACSW 0507: *Provision of real time data* - Correlá (NC) to confirm if PC4 Meter Read Performance Reports can be run later (closer to PAC meeting dates) to allow consideration of more recent data.

Update: See item 2.3. FC confirmed data is not currently sent across to DDP from UK Link until the read window has closed. FC explained this would need changes to the data transfer files and to the user interfaces, so would need a clear User Story and general industry support. It was agreed to close this action. **Closed.**

PACSW 0508: PAFA (AJ) to discuss with Xoserve (FC) regarding offline work to assess suitability of PARR reports

Update: FC explained that a comprehensive review of the PARR definitions is not within PAFA's current scope. CDSP Recommendation is that PAC agrees the objectives, scope and timescales for this review so PAFA can spec out the review and quote for additional tasks. **Closed.**

<p>New Action PAC 0603: Correlá (FC) to provide a draft/strawman on PARR fit for purpose review for PAC to consider.</p>

PACSW 0509: *Membership Appointment* - Joint Office (RH) to establish which documents (including the [PAC Terms of Reference](#) and the [Guidelines for the User Representative Appointment Process](#)) would need to be amended to establish a 2 Year Appointment Period and when this could take effect.

Update: Pending Update. **Carried Forward**

PACSW 0510: PAC to consider establishing a Decision/Action Log for recording key decisions.

Update: Pending Update. **Carried Forward**

9. Any Other Business

None raised.

10. Next Steps

10.1 Key Messages

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

11. Diary Planning

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 12 July 2022	17:00 Monday 04 July 2022	Teleconference	Standard Agenda (Including Confidential Shipper Escalation review)
10:00, Tuesday 16 August 2022	17:00 Monday 08 August 2022	Teleconference	Standard Agenda
10:00, Tuesday 13 September 2022	17:00 Monday 05 September 2022	Teleconference	Standard Agenda
10:00, Tuesday 11 October 2022	17:00 Monday 03 October 2022	Teleconference	Standard Agenda
10:00, Tuesday 15 November 2022	17:00 Monday 07 November 2022	Teleconference	Standard Agenda
10:00, Tuesday 13 December 2022	17:00 Monday 05 December 2022	Teleconference	Standard Agenda

PAC Action Table (as at 14 June 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions 2022:					
PARR 0402	12/04/22	2.2	CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.	CDSP (FC)	Carried Forward

					Pending Update
PARR 0501	17/05/22	2.1	<i>Reference Shipper Performance Improvement Plans</i> - CDSP (FC) to draft a strawman on further guidance for new Shippers to consider when embarking on a Performance Improvement Plan.	CDSP (FC)	Carried Forward Pending Update
PARR 0502	17/05/22	2.2	<i>Reference 'Maputo' Performance Review meeting</i> – Joint Office (RH/MB) to look to invite suitable company representatives to attend the 14 June 2022 PAC (nested) meeting to undergo a Performance Review exercise.	Joint Office (RH/MB)	Closed
PARR 0601	14/06/22	2.3	CDSP and PAFA to investigate the underlying information for the increase in Shipperless sites	PAFA (AJ) / CDSP (FC)	Pending
PARR 0602	14/06/22	2.3	CDSP to continue to review open meter bypass and report to PAC at annual intervals.	CDSP (FC)	Pending
PARR 0603	14/06/22	2.3	PAFA to investigate the underlying information for the increase in replaced reads.	PAFA (AJ)	Pending
PAC Actions 2022:					
PAC0104	18/01/22	3.2	To breakdown the Backlog User stories from a costing, timeline, development, and potential other barriers perspective.	CDSP (DN)	Carried Forward Pending Update
PAC0202	15/02/22	2.5	<i>Reference Meter By-Passes with an 'Open' flag status</i> – CDSP (MA) to engage with the Meter Owners and their respective CAMs for the remaining 37 sites where there is an 'Open' status flag in order to ascertain whether these can be resolved.	CDSP (MA)	Carried Forward Pending Update
PAC0302	15/03/22	3.6	<i>Reference the Annual Review Awareness Day</i> – Joint Office (RH/MiB) to look to schedule a meeting for either 20 or 21 September 2022.	Joint Office (RH/MiB)	Carried Forward
PAC0501	17/05/22	2.3	<i>Reference PC3 Read Performance</i> - PAFA (RC) to consult with Smart Energy Code Manager to obtain contact details of relevant persons in DCC to investigate any issues around non-communicating Smart Meters.	PAFA (RC)	Carried Forward Pending Update

PAC0502	17/05/22	3.2	<i>Reference DDP Update – 9 Backlog User Stories BER Development – Correla (FC/DN) to look to provide an update on the potential BER development aspects including initial cost benefit analysis and a potential ranking order.</i>	Correla (FC/DN)	Carried Forward Pending Update
PAC0503	17/05/22	3.7.1	<i>Reference Line in the Sand Letter – PAFA (RC) to update the draft letter to incorporate feedback from the various PAC Members via ex-Committee means in order that an updated letter could be agreed at the 24 May 2022 PAC Strategic Workshop 2 meeting.</i>	PAFA (RC)	Closed
PAC0504	17/05/22	6.1.1	<i>Reference Settlement Risk – Joint Office (RH/MB) to add a new item to the 14 June 2022 PAC agenda to cover the consideration of risk to Settlement arising from the topics identified by the AUGE in its presentation.</i>	Joint Office (RH/MB)	Carried Forward Pending Update
PAC0601	14/06/22	2.4	<i>Reference 50GWh Threshold Change – Joint Office (RH) to formally write to Offtake Arrangements Workgroup with PAC’s conclusions of the discussion around potential change to the 50GWh threshold for a Significant Meter error.</i>	Joint Office (RH)	Carried Forward Pending Update
PAC0602	14/06/22	3.0	Correla (FC) to consider a review of the DSC Contract Managers contact list.	Correla (FC)	Pending
PAC0603	14/06/22	8.1	Correla (FC) to provide a draft/strawman on PARR fit for purpose review for PAC to consider.	Correla (FC)	Pending

PAC Strategic Workshop Action Table (as of 24 May 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PACSW 0501	24/05/22	3.0	<i>Performance Assurance Matrix - PAC to consider if PC3 Read Performance is worth considering as an additional performance monitor.</i>	PAC (All)	Carried Forward
PACSW 0502	24/05/22	3.0	<i>Performance Assurance Matrix - CDSP/PAFA to consider the Shipper Transfer Read Performance for PC2-PC4 sites and provide a view on what should be incorporated into the reporting.</i>	CDSP/PAFA	Carried Forward
PACSW 0503	24/05/22	3.0	<i>Performance Assurance Matrix - CDSP/PAFA to provide a view on Shipper Transfer Read performance in terms of</i>	CDSP/PAFA	Carried Forward

			being a Transporter responsibility for PC1 sites.		
PACSW 0504	24/05/22	3.0	<i>Performance Assurance Matrix</i> - Joint Office (RHa) / PAFA (RC) to review the Market Entry Process for any potential improvements/recommendations.	Joint Office (RHa) / PAFA (RC)	Carried Forward Pending Update
PACSW 0505	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/Xoserve/Correla (Mike Orsler) to review the Market Entry Process for onboarding market participants to ensure they understand the importance of meeting performance standards. (RHa to contact Mike Orsler directly. Linked to action 0504 above).	Correla (MO)	Carried Forward Pending Update
PACSW 0506	24/05/22	4.0	<i>Anonymity of Shippers in PAC discussions only.</i> Joint Office (RHa) to seek views of all Members not present at 24 May meeting.	Joint Office (RHa)	Carried Forward
PACSW 0507	24/05/22	5.0	<i>Provision of real time data</i> - Correla (NC) to confirm if PC4 Meter Read Performance Reports can be run later (closer to PAC meeting dates) to allow consideration of more recent data.	Correla (NC)	Closed
PACSW 0508	24/05/22	6.0	PAFA (AJ) to speak to discuss with Xoserve (FC) regarding offline work to assess suitability of PARR reports	PAFA (AJ)	Closed
PACSW 0509	24/05/22	8.0	<i>Membership Appointment</i> - Joint Office (RHa) to establish which documents (including the PAC Terms of Reference and the Guidelines for the User Representative Appointment Process) would need to be amended to establish a 2 Year Appointment Period and when this could take effect.	Joint Office (RHa)	Carried Forward
PACSW 0510	24/05/22	8.0	PAC to consider establishing a Decision/Action Log for recording key decisions.	PAC (All)	Carried Forward