

**UNC Performance Assurance Committee Minutes**  
**Tuesday 18 April 2023**  
**via Microsoft Teams**

**Attendees**

Kate Elleman (Chair)	(KE)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office

**Shipper Members (Voting)**

Alison Wiggett	(AW)	Corona Energy
Andy Knowles	(AK)	Utilita Energy
Paul Murphy	(PM)	ESB Generation & Trading (Alternate)
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)**

Sally Hardman	(SH)	SGN
Tom Stuart ( <i>left at 13:30</i> )	(TS)	WWU (Alternate)
Jenny Rawlinson	(JR)	BU UK (Alternate)

**Observers (Non-Voting)**

Alex Nunnington	(AN)	CDSP
Anne Jackson	(AJ)	PAFA/Gemserv
Ellie Rogers	(ER)	CDSP
Fiona Cottam	(FC)	CDSP
Helen Bevan	(HB)	PAFA/Gemserv
Martin Attwood	(MA)	CDSP
Michelle Downes	(MD)	CDSP
Neil Cole	(NC)	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.*

*Please note these minutes do not replicate detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of papers are available at: <https://www.gasgovernance.co.uk/PAC/180423>*

**1. Introduction**

Kate Elleman (KE) welcomed all parties to the meeting.

**1.1 Apologies for absence**

Anthony Diccico, Shipper Member  
Alex Travell, Transporter Member  
Tracey Saunders, Transporter Member

**1.2 Note of Alternates**

Jenny Rawlinson for Alex Travell  
Paul Murphy for Anthony Diccico  
Tom Stuart for Tracey Saunders

### 1.3 Quoracy Status

The Committee meeting was confirmed as being quorate.

### 1.4 Approval of Minutes (14 March 2023)

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

### 1.5 Approval of Late Papers

KE advised of several late papers relating to agenda items 4.1, 4.2 and 5.2 because of the Easter Bank Holidays. PAC Members in attendance agreed to consider these at short notice.

### 1.6 Review of Outstanding Actions

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

**Update:** See items 4.3 and 4.3.1. **Carried Forward.**

**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.

**Update:** Anne Jackson (AJ) confirmed the published documentation requires updating. **Closed.**

**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.

**Update:** See items 3.2 and 3.3. **Closed.**

**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.

**Update:** Item 4.1.1. **Closed.**

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

**Update:** See 4.1.2. **Closed.**

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

**Update:** See 5.3. **Closed.**

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

**Update:** KE confirmed a response had been provided to the Distribution Workgroup. **Closed.**

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

Notes for the Confidential Session are available for PAC Members only.

## 3. Matters for Committee Attention

### 3.1 Consider Proposals for Additional PAFA Services

Fiona Cottam (FC) provided an update on the two additional PAFA services, to undertake:

- A one-off review of the current Performance Assurance Reports
- Attending up to two UNC Workgroups Topics commencing with UNC Modification 0812R

FC provided an overview of the associated cost and explained how the costs of these additional services would be funded.

The Committee members considered the additional services, unanimously approving PAFA attending Workgroups and undertaking a PARR Review as follows:

<b>Voting Outcome: Attendance at Workgroups</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Alison Wiggett	1	For
Andy Knowles	1	For
Paul Murphy (Alternate)	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	0	Not Present
Sallyann Blackett	1	For
Steve Mulinganie	1	For
<b>Total</b>	<b>7</b>	<b>For</b>
<b>Transporters Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Jenny Rawlinson (Alternate)	1	For
Sally Hardman	1	For
Tom Stuart (Alternate)	1	For
<b>Total</b>	<b>3</b>	<b>For</b>

<b>Voting Outcome: PARR Review</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Alison Wiggett	1	For
Andy Knowles	1	For
Paul Murphy (Alternate)	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	0	Not Present
Sallyann Blackett	1	For
Steve Mulinganie	1	For
<b>Total</b>	<b>7</b>	<b>For</b>
<b>Transporters Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Jenny Rawlinson (Alternate)	1	For
Sally Hardman	1	For
Tom Stuart (Alternate)	1	For
<b>Total</b>	<b>3</b>	<b>For</b>

### 3.2 Confidentiality Letters

KE reported no feedback had been received on the amended confidentiality letters. Members approved the revised letters for publication.

### 3.3 PAC Terms of Reference / Membership

KE summarised the changes made to the PAC Terms of Reference (TOR) noting some feedback had been provided. Members approved the revised TOR.

### **3.4 PAC Membership Renewal**

KE reminded PAC members of the need to transition to a two-year rotating membership renewal involving a random selection of 4 members who will be eligible for re-election after serving 1 year from 01 October 2023 (ending in September 2024). The remaining 5 positions will serve 2 years until September 2025.

The following positions/members were randomly selected for a 1-year appointment if re-elected from 01 October 2023:

- Alison Wiggett
- Graeme Cunningham
- Louise Hellyer
- Steve Mulinganie

### **3.5 Performance Assurance Techniques (PAT)**

KE presented 6 techniques for discussion and PAC agreement on how to use these in practice.

#### Relevant Third-Party Engagement:

KE outlined the intent of this technique. It was agreed this technique required an ad-hoc approach based on the individual scenario. For example, a meter read agency failing to send meter reads into the system or a third-party billing system failure, due to compatibility with systems or the formatting of files.

The approach would need to involve understanding the issue and identifying the third party. The technique allows PAC to approach the third party which may involve the use of another technique such as training to address the underlying cause of the issue.

It was agreed there would be no pre-work for this technique, consideration will be on a case-by-case basis, with a need to consider confidentiality, appropriate engagement, and protection against reputational damage.

#### Training:

KE outlined the intent of training. PAC considered having a library of training packages and the use of free resources available on the Xoserve e-learning page at:

<https://www.xoserve.com/learning-hub/training-and-e-learning/e-learning-materials>

The use of bespoke training was considered, if material was not readily available. The inherent delays, costs and charges associated with this were considered. Fiona Cottam (FC) explained the process for the Xoserve Training Team to provide coaching, as a third-party service. This would involve Xoserve establishing specific training needs and a quote for the provision of this as an extra billable service. PAC considered the subsequent actions if identified training needs are not procured and performance does not improve. PAC agreed further consideration would be required on the outcome with a view to utilising other techniques including a referral to the Authority.

PAC considered the establishment/onboarding of new users to ensure parties have sufficient knowledge of the processes involved. The Market Entry process was considered and whether parties should be able to enter the market without demonstrating the ability to adhere to the fundamental obligations in the UNC. System changes and re-training was also considered along with the availability of supportive e-learning.

#### Publication:

KE outlined the intent of this technique using the publication of performance reports to provide all Performance Assurance Parties with an awareness/holistic view of the scale of underperformance.

Members considered the potential for reputational damage publicising under-performance and the availability of this information. It was envisaged the non-confidential area of GPAP would be used which requires user access controls and is not available to the general public.

There was some uncertainty on whether organisations can be identified as having poor performance under the scope of the UNC. It was agreed to consider the ability to identify organisations further to add clarity to this technique.

It was suggested that there needs to be a clear purpose for reporting. It was clarified this would be a factual report of Performance against the UNC requirements. The expectation was that the current anonymous performance reporting would not be anonymised.

PAFA believed this tool/technique was to provide focus to an issue identified by PAC for reporting. The Committee considered the scope of the reporting and whether only poor performers are captured, or all parties (i.e., a league table). It was suggested further clarity is added to the technique to consider the key points raised.

#### Audit:

KE outlined the intent of Audits for a structured and independent view and for progress assurance.

PAC considered the value and potential costs of audits, whether this was an initiator tool or a process to understand the rigour of an approach, at the end of the process. PAC agreed further consideration was required regarding the need for Audits. More thought was required with a clear framework, and what the process/trigger would be for instigating an audit.

It was understood that when initially drafting the PAFD this was considered as a bespoke compliance investigation to better understand process failures for example why meter readings are being rejected, each one being specific to support performance improvements.

#### Referral to Authority:

KE outlined the intent of reporting under-performance to the Authority and ensuring all reasonable steps have been taken before formal escalation.

The Committee considered the creation of a pack, a draft letter to the authority and a checklist to ensure appropriate steps have been taken. Notification of a breach was considered and whether this would be PACs role or a UNCC role.

Record-keeping and diligence were considered, along with the rigour potentially required by Ofgem and whether Ofgem would want to undertake its own information gathering and investigation.

It was agreed to seek a view from Ofgem on how a referral would be managed, and the expectations before escalation.

#### Disputes:

KE outlined the intent of Performance Assurance Plans (PAPs) failing to meet UNC requirements which could have a serious financial impact. The Committee considered the potential levels of disputes.

The right to be able to dispute and having a dispute process was considered. It was believed parties should be provided with an opportunity to disagree or dispute a claim against them where they disagree with the level of reported performance.

Some Committee members considered this to be a process to allow a dispute to be raised where the fault of the problem is not in the control of the Shipper/Supplier and there are financial consequences of the failure of another party. Contractual issues, system issues, and third-party issues were briefly considered.

It was agreed that PAC should consider the scope of disputes and the UNC Disputes process.

**New Action 0401:** Performance Assurance Techniques (PAT) - Joint Office (KE) to update the document following Committee discussions.

Requests for Information:

PAFA suggested adding a further technique to include the ability to request information, for addition to the PAFD. The Committee considered the right to request information and whether this was a formal/mandatory RFI.

KE suggested that thought should be given to whether the content of documents should be captured within the PAFD or a Guidance document. The requirement to consult on changes to the PAFD was briefly considered if there was a material effect.

#### 4. Monthly Performance Assurance Review Items

##### 4.1 PARR Report Review – Shipper Performance Analysis

Pete Ratledge (PR) provided the PAFA Dashboard and an overview of the ‘*Shipper Performance Analysis*’ presentation. PAFA supplied the following observations for this section:

##### April Industry Performance Observations

- **Shipper Performance Analysis**

- The Performance Assurance Framework Administrator (PAFA) presented general observations with regards to Industry Performance based upon the output of the latest PARR activity round:
  - MOD520A\_\_PAF\_Reports\_MAR23\_Anonymised
  - MOD520A\_\_PAF\_Reports\_MAR23\_Non-Anonymised
  - PARR Dashboard 20230418

These documents can be found on the GPAP website.

- **2A.1/2B.1 Estimated & Check Reads for Class 1 & 2 SPs:**

The CDSP will take responsibility for the provision of Class 1 meter readings from the 1<sup>st</sup> of April 2023 when UNC Modification 0710S – CDSP Provision of Class 1 Read Service, is implemented.

Class 2 estimated meter reading performance across all Shippers has been around 25% in the last three calendar months. PAFA recommended a Request for Information (RFI) to be sent to underperforming Shipper parties within the PC2 market.

Performance Assurance Committee (PAC) members voted by a majority in favour of issuing an RFI. A draft letter will be provided in May.

**New Action 0402:** PAFA to draft an RFI letter ahead of May 2023 PAC meeting.

<b>Voting Outcome: To issue a RFI letter for PC2 Market</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Alison Wiggett	1	For
Andy Knowles	1	For
Paul Murphy (Alternate)	1	For
Claire Louise Roberts	0	Not Present
Graeme Cunningham	1	For
Louise Hellyer	1	For
Sallyann Blackett	1	For
Steve Mulinganie	1	For
<b>Total</b>	<b>7</b>	<b>For</b>
<b>Transporters Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Jenny Rawlinson (Alternate)	1	For
Sally Hardman	1	For
Tom Stuart (Alternate)	0	Not Present
<b>Total</b>	<b>2</b>	<b>For</b>

○ **2A.3/2B.3 No Meter Recorded and data flows received:**

The volume of instances whereby no meter is recorded on CDSP systems yet subsequent Shipper file submissions are received, continues to rise (primarily within the PC4 category). In February 2022, the overall market figure was 6,612 SPs versus 19,941 SPs in February 2023. PAFA recommended an RFI to be sent to Shipper parties RE this issue. The PAC discussed whether an RFI would be the correct way forward in this instance, as there is a clear solution to this issue. CDSP are to speak with their Customer Experience team regarding proactively engaging with customers and will feedback to PAC.

**New Action 0403:** CDSP (FC/MD) to feedback on the approach for proactively engaging with customers for No Meter Recorded and provide PAC feedback (June 2023).

○ **2A.4/2B.4 Shipper Transfer Read Performance:**

The PAFA highlighted for awareness that Shipper Transfer Read Performance (measured across all PC categories) has remained under 30% for the reporting period (March 2022 – February 2023). Certain Shipper parties appear to have processes in place to obtain and submit opening meter reading data whilst it is apparent that other Shipper parties either do not have processes in place or are not submitting readings to the CDSP within the required UNC timescales.

○ **2A.5/2B.5 Read Performance:**

The PAFA highlighted for awareness that Read Performance across all PC categories is below UNC requirements, Class 2 and Class 3 performance is also below expected levels given that the SPs within these sectors should have some form of advanced metering in situ (either datalogger/AMR or smart meter). The implementation of UNC Modification 0664VVS (Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4) has provided PAFA with a suite of DDP reports to enable reporting going forward with data expected to ‘flow through’ in June 2023.



○ **Holistic Performance Assurance Matrix (HPM):**

PAFA provided an update in terms of the output of the HPM in the four Product Class categories and also provided an update in respect of Performance Improvement Plans (PIPs).

- **PC4 Performance Improvement Plans** – 28 plans (from December 2020/January 2021) to be closed following PAC agreement (14/03/2023).
- **Line in the Sand 2022-23** – 2 plans remain open (from October 2022) these relating to Shippers Rome and Wellington. PAC already voted to approve to close monitoring of the plan for Rome and took another majority vote in favour to close the monitoring of the plan for Wellington also.
- PAFA highlighted that Shipper Maputo will no longer be under active PAC scrutiny as their PC4 Read Performance plan is to be closed and they do not fall under the new HPM. PAC in agreement that plan to be closed and they will no longer be under scrutiny.
- **PC1 Read Performance** – One plan was to be issued to Shipper Valetta however, latest HPM statistics indicate No Read (1yr/2yr/3yr/4+yr) volumes have now cleared resulting in a new overall score of 18 (previously 15). PAFA recommended that on this basis no plan to be issued of which PAC agreed with.
- **PC2 Read Performance** – One plan issued to Shipper Rome (April 2023).
- **PC3 Read Performance** – Four plans issued to Shippers Nuuk, Gitega, Roseau and Brazzaville (April 2023).
- **PC4 Read Performance** – One plan to be issued to Shipper Brazzaville (April 2023).

Based upon the output of the latest HPM data no further plans are due to be issued in any of the four Product Class categories.

- The Committee considered the need for suspension letters for Product Class 3 Performance due to a potential system issue identified by a Shipper. A potential system issue had been identified around multiple read submissions, the treatment of subsequent reads and files received recorded as empty. PAC considered whether all parties should be given a suspension letter for the PIP, to put plans on hold whilst this is further investigated. PAFA recommended that letters to be issued to all four parties. PAC agreed with the suggested way forward as provided by the PAFA in conjunction with the CDSP.
- PAFA presented draft letters for both Down Trending Performance and Performance Improvement Plans Closure letter. No feedback was received from PAC on either letter and both were approved.

<b>Voting Outcome: To remove Wellington from the PIP</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Alison Wiggett	0	Not Present
Andy Knowles	1	For
Paul Murphy (Alternate)	1	For
Claire Louise Roberts	1	For
Graeme Cunningham	1	For
Louise Hellyer	1	For
Sallyann Blackett	1	For



Steve Mulinganie	1	For
<b>Total</b>	<b>7</b>	<b>For</b>
<b>Transporters Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Jenny Rawlinson (Alternate)	1	For
Sally Hardman	1	For
Tom Stuart (Alternate)	0	Not Present
<b>Total</b>	<b>2</b>	<b>For</b>

#### 4.1.1. Down Trending Performance

PAFA presented an update on the performance letter, confirming no feedback had been received. The letter was approved.

#### 4.1.2. Performance Improvement Plans Letter

PAFA presented an update on the letter, confirming no feedback had been received. The PIP letter was approved.

### 4.2 Risk & Issues Register Update

Peter Ratledge (PR) provided a brief overview of the March 2023 Risk update.

PAFA supplied the following observations for this section:

- Performance Assurance Committee (PAC) members were presented with an update in respect of six risks relating to PC1 and PC2 Reads, Correction Factors, Isolated Sites and AQ Corrections. The Performance Assurance Framework Administrator (PAFA) presented the following, for their attention:
  - **PC1 Reads:** PR reported a decrease in Value at Risk (VAR) by 35% across 2022-23. Read Performance across the year has increased about 2% (92% to 94%), however the number of sites has increased by 3% (530 to 545) yet the average AQ has decreased by 14% (126TWh to 108TWh) which is reflected in the decrease in energy impact of the risk. The risk rating remains 5 (highest priority). PAFA recommends no further action at this juncture due to substantial % decrease in VAR value. Review at next refresh point (July 2023).
  - **PC2 Reads:** PR reported a decrease in Value at Risk (VAR) by 11% across 2022-23. Read Performance across the year has remained static (81%), however the number of sites has increased by 18% (586 to 696) yet the average AQ has decreased by 21% (16TWh to 12TWh) which is reflected in the decrease in energy impact of the risk. The risk rating remains 4 (high priority). PAFA recommends no further action at this juncture due to decrease in VAR value. Review at next refresh point (July 2023).
  - **Correction Factor > 732,000:** PR reported a decrease in VAR by 7% across 2022-23. There has been a decrease in the volume of SPs with a Standard Correction Factor over the reporting period (2158 to 2017) which is reflected in the decrease in energy impact of the risk. Risk rating remains at 2 (low priority). PAFA recommended no actions required at this juncture due to the decrease in VAR value. Review at next refresh point (October 2023).
  - **Correction Factor < 732,000:** PR reported an increase in VAR by 30% across 2022-23. There has been a decrease of 40% (126,294 to 78,391 kWh) in the

average AQ of sites that have a non-standard correction factor however, this is offset by an increase in the number of sites with a non-standard correction factor without a convertor fitter (4387 to 9200) which is reflected in the increase of energy impact of the risk. Risk rating remains at 1 (lowest priority). PAFA recommended no actions required at this juncture due to low-risk rating. Review at next refresh point (October 2023).

- **Isolated Sites with Progressive Reads:** PR reported a decrease in VAR by 52% across 2022-23. Over the period February 2022 – March 2023 there has been a steady decline in the volume of isolated SPs (3238 February 2023 to 659 March 2023) whereby the registered Shipper is attempting to provide meter reading data (therefore suggesting that the SP is not isolated and is consuming gas). The CDSP continues to proactively work with Shipper parties to remedy these instances. Risk rating is set to 1 (lowest priority). PAFA recommended no actions required at this juncture due to falling isolated SP volumes. Review at next refresh point (October 2023).
- **AQ Corrections -** PR reported an increase in VAR by 23.07% across 2022-23. Over the period February 2022 – February 2023 there has been a steady rise in AQ Correction submissions with a Reason Code of 'Change in Consumers Plant' (02) peaking at 3,835 submissions in October 2022. In the last two calendar months (January and February 2023) 656 and 223 AQ Correction submissions with a Reason Code of 'Commencement of New Business Activity' (03) were observed, these are the highest monthly values since June 2020. Spikes were also seen in relation to large reductions in AQ values for Reason Code 03 in the months of April and September 2022. Risk rating remains at 3 (medium priority). PAFA AQ Correction monitoring continues on a monthly basis. Review at next refresh point (July 2023).

Any questions/feedback on the content of the slides presented please email [PAFA@gemserv.com](mailto:PAFA@gemserv.com).

### 4.3 Transporter Performance Monitoring

PAC was reminded of the recommendation for a Transporter to be placed on an improvement plan, due to the number of Measurement Errors recorded over a period of 3-5 years.

PR noted some challenges had been made regarding the administration of the process, which will be shared with PAC in May.

#### 4.3.1. Measurement Errors

Consideration of Transporter performance deferred until May 2023 escalation meeting at 11:00.

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

### 5.1 Review of New Modifications

Ellie Rogers (ER) provided a view of the proposed PARR for the following UNC Modifications:

#### **Modification 0734S – Reporting Valid Confirmed Theft of Gas into Central Systems and Reporting Suspected Theft to**

Any questions/feedback on the content of the slides presented please email [PAFA@gemserv.com](mailto:PAFA@gemserv.com).

## 5.2 Transporter Performance Monitoring

PAC was reminded of the recommendation for a Transporter to be placed on an improvement plan, due to the number of Measurement Errors recorded over a period of 3-5 years.

PR noted some challenges had been made regarding the administration of the process, which will be shared with PAC in May.

### 5.2.1. Measurement Errors

Consideration of Transporter performance deferred until May 2023 escalation meeting at 11:00.

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

### 6.1 Review of New Modifications

Ellie Rogers (ER) provided a view of the proposed PARR for the following UNC Modifications:

### 6.2 Modification 0734S – Reporting Valid Confirmed Theft of Gas into Central Systems and Reporting Suspected Theft to Suppliers

Implemented 01 April 2023, RECCo file to be sent to the CDSP, this is anticipated May/June.

ER provided examples of the reports and confirmed a marked-up version of the PARR would be provided to enable sign-off. The updated PARR is expected next month for formal approval.

### 6.3 Modification 0811 – Shipper Agreed Read (SAR) exceptions process

Deferred discussions to May. Awaiting implementation.

### 6.4 Modification 0816S – Update to AQ Correction Processes

ER reported that this Modification is still in development with the Workgroup Report due in May 2023. It was anticipated that the Existing PARR Report will be updated to include two new reason codes. No new reporting was required.

### 6.5 Modification 0819 – Establishing/Amending a Gas Vacant Site Process

ER reported that this Modification is still in development with the Workgroup Report due in May 2023. ER presented the reporting requirements which had been drafted.

## 7. Any Other Business

### 7.1 CDSP Contract Manager Attendance at May’s PAC Meeting

KE informed the committee that the CDSP Contract Manager would be attending the May meeting, confirming the new confidentiality letters will be signed before the meeting.

## 8. Key Messages

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

## 9. Diary Planning

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
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 18 April 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 of 5 years, to enable PAC to have an accurate risk calculation.	PAFA (PR)	<b>Carried Forward</b>
PAC0301	14/03/23	1.4	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.	PAFA (AJ)	<b>Closed</b>
PAC0302	14/03/23	1.4	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.	All	<b>Closed</b>
PAC0303	14/03/23	3.1	Reference Shippers Down Trending for 3 Months or more – PAFA (AJ/PR) to draft a letter for consideration at the April 2023 PAC meeting.	PAFA (AJ/PR)	<b>Closed</b>
PAC0304	14/03/23	3.1.1	Reference PIP Closure Letters for Shippers – PAFA (AJ/PR) to draft a PIP closure letter for consideration at the April 2023 PAC meeting	PAFA (AJ/PR)	<b>Closed</b>
PAC0305	14/03/23	5.2.1	Reference Consider Requirements for 0811 – CDSP (ER) agreed to review reporting	CDSP (ER)	<b>Closed</b>

			requirements and provide an update at the April 2023 PAC meeting.		
PAC0306	14/03/23	5.2.2	Reference Consider Requirements for 0812R – Joint Office (KE) to provide a response to the Distribution Workgroup (DWG) Chair ahead of the next DWG meeting.	Joint Office (KE)	<b>Closed</b>
PAC0401	18/04/23	3.5	Performance Assurance Techniques (PAT) - Joint Office (KE) to update the document following Committee discussions.	Joint Office (KE)	<b>Pending</b>
PAC0402	18/04/23	4.1	PAFA to draft an RFI letter ahead of May 2023 PAC meeting.	PAFA	<b>Pending</b>
PAC0403	18/04/23	4.1	CDSP (FC/MD) to feedback on the approach for proactively engaging with customers for No Meter Recorded and provide PAC feedback (June 2023).	CDSP (FC/MD)	<b>Pending</b>