

**Extraordinary UNC Performance Assurance Committee Minutes**  
**Tuesday 25 October 2022**  
**via Microsoft Teams**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office

**Shipper Members (Voting)**

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

**Transporter Members (Voting)**

Ben Mulcahy	(BM)	Northern Gas Networks (Alternate)
Brandon Rodrigues	(BR)	BU UK (Alternate)
Shiv Singh	(SH)	Cadent (Alternate)

**Observers (Non-Voting)**

Anne Jackson	(AJ)	PAFA/Gemserv
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(ER)	Xoserve
Lee Greenwood	(LG)	British Gas
Michael Robertson	(MR)	ScottishPower
Michele Downes	(MD)	Xoserve
Neil Cole	(NC)	Xoserve
Talia Lattimore	(TL)	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/include 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 all non-confidential papers are available at: <https://www.gasgovernance.co.uk/pac/251022>.*

*The actions noted within these minutes relate to the references labelling tasks within the 0674 Implementation Plan.*

**1. Introduction**

Bob Fletcher (BF) welcomed all parties to the meeting.

**1.1 Apologies for absence**

Alex Travell, Transporter Member  
Sally Hardman, Transporter Member  
Tracey Saunders, Transporter Member

**1.2 Note of Alternates**

Ben Mulcahy for Tracey Saunders  
Brandon Rodrigues for Alex Travell  
Shiv Singh for Sally Hardman

**1.3 Quoracy Status**

The meeting was confirmed as being quorate.

#### 1.4 Approval of Late Papers

There were no late papers.

### 2. Consideration of 0674V Implementation – Plans / Tasks Document

Anne Jackson (AJ) was invited to provide an update on the status of the Performance Assurance Framework Document (PAFD) v4.6 and advised she had hoped that the sanitizing of the document would be completed ahead of this meeting, but this has not happened. AJ confirmed the PAFD v4.6 will be published on 26 October 2022 for members to review ahead of approval being sought at the next extraordinary meeting on 01 November 2022.

AJ noted that only superficial amendments have been made to the PAFD ahead of the implementation of Modification 0674V - Performance Assurance Techniques and Controls.

It was confirmed that if approved, PAFD will be published on 01 November 2022 which will constitute the beginning of the 3-month grace period for parties to review the PAFD and prepare for the new arrangements. As of 01 February 2023 the Performance Assurance Techniques will become live, and the Performance Assurance Committee (PAC) can utilise them should they wish to.

Fiona Cottam (FC) confirmed that CDSP have been reviewing the Performance Assurance Reporting Register (PARR) with the PAFA ensuring it is up to date with current reporting, this will be published at the same time as the PAFD on 26 October 2022.

AJ apologised to the Committee for the short timeframe to review the PAFD ahead of the approval meeting on 01 November 2022 and confirmed she will inform members when it is published.

AJ noted that as the Performance Assurance Framework Administrator (PAFA), they will have to update their templates to align with the template examples in Modification 0674V and highlighted that some of them may bring benefits and some may take some information away, this will be reviewed in the next 3-months.

AJ advised the committee, following feedback from the recent Industry Engagement Event held, an opportunity for the industry to discuss Modification 0674V and what it means for them will be scheduled for some time in January 2023. AJ advised that some of the feedback received was that parties are unsure of the impacts of Modification 0674V implementation and there is a clear lack of understanding of the subject matter. In general the event was received very well.

Steve Mulinganie (SM) noted there is a clear need for engagement considering some parties have fed back that they do not understand the subject matter from the previously held event.

Members considered the current scope of the PAFA where it was suggested that, going forward, PAFA should advise the Committee what their plan or aim is and then PAC can support or reject based on the evidence provided. Members agreed that PAFA should be given a clear mandate, access to the data they need and agreed to consider the role and scope of the PAFA, (which is specified in the PAFD).

FC clarified that the scope of the PAFA is an Administrator, Modification 0674V does not include the PAFA representing PAC at a meeting for example. PAFA is an administrator that produces reports and contacts some customers when PAC requests them to do so. If the requirement is to put PAFA more in a management role, a revised PAFD and PAFA scope would be required.

<p><b>New Action PAC 1008:</b> Committee Members to consider the role of the PAFA, (which is specified in the PAFD), going forward with a view to understanding what needs to change and what the downstream impacts could be should the PAFA to change its role to a Performance Assurance Framework Manager (PAFM).</p>
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### 3. Review of Outstanding Actions

**Action 0674Imp15:** PAFA to send CDSP a change marked and clean version of the PARR section of the v4.6 PAFD for JO to publish on 11 October page.

**Update:** This has been completed. **Closed**

**Action 0674Imp16:** CDSP to update the PARR section of the PAFD and send back to PAFA in time for approval as part of the PAFD v4.6 on 11 October.

**Update:** This has been completed. **Closed**

**4. Any Other Business**

None.

**5. Key Messages**

FC suggested a bulletin type communication could be issued to improve awareness of Modification 0674V implementation signposting what is coming with the implementation. It was agreed to consider the bulletin content and target audience at the next meeting.

No key communications were needed following this meeting as PAFD v4.6 was not available for approval.

**6. 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
<b>14:00 – 16:00</b> <b>01 November 2022</b>	<b>(as appropriate)</b>	<b>Teleconference</b>	<b>Approval of new PAFD and revision of 0674V implementation tasks</b>
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