

UNC Performance Assurance Committee DDP Sprint3 Minutes
Wednesday 09 March 2021
via Microsoft Teams

Attendees

Penny Garner (Chair)	(PG)	Joint Office (before 11:30 only)
Rebecca Hailes (Chair)	(RH)	Joint Office (after 11:30 only)
Mike Berrisford (Secretary)	(MiB)	Joint Office

Shipper Members (Voting)

Andy Knowles	(AK)	Utilita
Carl Whitehouse	(CW)	Shell
Louise Hellyer	(LH)	Total Gas & Power
Lisa Saycell	(LS)	Gazprom
Oorlagh Chapman	(OC)	Centrica (Alternate for A Knowles after midday)
Sallyann Blackett	(SB)	E.ON

Transporter Members (Voting)

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

Observers/Presenters (Non-Voting)

Ahmed Harfan	(AH)	Correla on behalf of Xoserve
Fiona Cottam	(FC)	Correla on behalf of Xoserve
John Welch	(JW)	Gemserv/PAFA
Karen Kennedy	(KK)	Correla on behalf of Xoserve
Martin Attwood	(MA)	Correla on behalf of Xoserve
Murali Shaga	(MS)	Correla on behalf of Xoserve
Nikki Lindsell	(NL)	Correla on behalf of Xoserve
Sara Usmani	(SU)	Gemserv/PAFA

Apologies

Rebecca Hailes	(RH)	Joint Office (until 11:30 only)
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Copies of non-confidential papers are available at: <https://www.gasgovernance.co.uk/PAC/090321>

1. Introduction

Penny Garner (PG) welcomed all parties to the meeting and explained that she would Chair the meeting in the first instance before handing over to Rebecca Hailes (RH) thereafter.

1.1 Apologies for absence

Rebecca Hailes, Joint Office.

1.2 Note of Alternates

Oorlagh Chapman, for Andy Knowles from midday only.

1.3 Quoracy Status

PG noted that until Leteria Beccano (LB) joins the meeting, any approval decisions would have to be deferred.

Thereafter, the Committee meeting was confirmed as being quorate.¹

1.4 Approval of Later Papers

PG advised there was one late paper, in the form of an amended 'PAC DDP Review' presentation from Xoserve, for consideration.

2. Data Discovery Platform (DDP) Dedicated PAC Sprint3

Opening discussions, K Kennedy (KK) explained the proposed approach and outlined the need to quickly revisit four clarification issues missed from the meeting on 03 March 2021, in order to establish more detail.

During an onscreen review of the 'PAC DDP Review' spreadsheet, the following key points were noted:²

Clarifications Tab

- **DDP-163** – in questioning whether this issue is still needed, J Welch (JW) noted that the PAFA are already able to access a 12 month snapshot but did wonder whether there would be benefit in including Meter Read provisions.

When asked, KK suggested that this matter relates to performance trends – it was noted that Meter Read and No Reads data is already available.

New Action PAC DDP0307: Reference DDP-163 – Correla (KK) to clarify what information is already available within the PARR suite and then provide a recommendation as to whether this issue can be removed.

- **DDP-168** – related to delivery of UNC Modification 0681S 'Improvements to the quality of the Conversion Factor values held on the Supply Point Register' which was implemented as of 05:00 on 25 March 2020 and is the subject of DSC Change Management Committee consideration and approval of system changes aimed at introducing a degree of automatic updating of values which should potentially reduce the numbers involved, in which case, is the issue still needed.

When S Blackett (SB) enquired whether it is known how many MPRNs are likely to be adjusted, KK agreed to investigate further including any potential time stamp aspects.

New Action PAC DDP0308: Reference DDP-168 – Correla (KK) to expand requirement to include the auto change of Conversion Factors in addition to monitoring those that require manual calculation & updating - this will require reassessment of development scope.

- **DDP-185** – in looking to assess what measure is actually required, KK enquired whether what is actually required is a different way of presenting existing information.

JW explained from the PAFA perspective, the only missing information is related to the time stamp aspects - a nice to have item.

A Harfan (AH) explained that it is feasible to extract the equivalent elapsed calendar days from the existing information (i.e. the difference between the confirmation effective date and the meter removal date).

New Action PAC DDP0309: Reference DDP-185 – Correla (KK) and (AH) to consider how best to tweak the wording for this issue to better reflect requirements.

- **DDP-189** – KK advised that this issue would be delivered under DDP-388 rather than as suggested, DDP-389.

¹ 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.

² Please note: that during the course of discussions, PAC Members were asked to vote and/or provide a view on various matters, the form of the vote often being to provide no adverse comments (silence) which has been deemed to be a positive vote for the purposes of these minutes.

Following a brief discussion PAC Members present voted **unanimously to that DDP-189 could be removed** from the listing.

2.1 XRN4876 User Stories³

N Lindsell (NL) introduced the onscreen *Miro based 'User Stories'* presentation drawing attention to the slides with the green tabs before handing over to her colleague KK to run through both the Groupings and Priority Orders.

When asked, KK advised that the main aim of this exercise is to prioritise the requirements and that subject to NO adverse comments, this would form the basis of the 'Initial Development Position'.

PAC Members present then undertook discussions on the grouping and prioritisation aspects which are summarised as follows:

Sprint3 Groupings

PC1-2/Meter Attributes & Rejections

- **DDP-380** – brief outline of the statement, no additional information;
- **DDP-382** – it is noted that these should all relate to AMR regardless of where they reside;
- **DDP-392** - brief outline of the statement, no additional information;
- **DDP-393** - brief outline of the statement, no additional information;

Metering

- **DDP-384** - brief outline of the statement, no additional information;
- **DDP-385** - brief outline of the statement, no additional information;
- **DDP-386** - brief outline of the statement, no additional information;
- **DDP-398** – not necessarily that closely aligned to metering, as the other three items;

Change of Supplier / Replacement Reads

- **DDP-388** - brief outline of the statement, no additional information;
- **DDP-389** - brief outline of the statement, no additional information;
- **DDP-400** – relates to an action assigned to KK in relation to DDP-399 at the 03 March 2021 Sprint2 meeting;

Some parties requested that this area is expanded to also take into account Faster Switching related aspects and to provide a better understanding of where registrations might be failing, although it was noted that there are existing 'Transfer Reads' reporting mechanisms in place.

Some parties believe that 'Faster Switching' aspects do not fall under the remit of PAC Performance Assurance requirements at this time, whilst others believe that whilst it does not directly align, where there are settlement related impacts involved, it does fall under PACs remit – *a new agenda item 4.2 has been added to the 16 March 2021 PAC meeting in order to consider the potential performance related impacts of Faster Switching in more detail.*

When KK explained that this item report would provide a view on sites that are failing during transfer (i.e. failed opening reads for registered sites etc.), a new action was assigned for KK and O Chapman (OC) to consider requirements in more detail.

New Action PAC DDP0310: Reference Change of Supplier / Replacement Reads - Correlá (KK) & Centrica (OC) to consider the actual requirements and how these might impact upon the budgetary requirements that fall outside of XRN4876.

³ Correlá introduced a new Miro based User Stories presentation during the course of the meeting which was then provided separately after the meeting had finished and is published alongside these minutes.

By-Pass / Isolations

- **DDP-401** - brief outline of the statement, no additional information;
- **DDP-402** - brief outline of the statement, no additional information;

When A Knowles (AK) enquired what was trying to be achieved by running through the presentation (i.e. what are the expected outputs / deliveries), KK responded by advising that this looks to draw together aspects of previous discussions on XRN4876 with the aim being provision of a series of performance reports with appropriate levels of granular detail within – in short, it is about providing visibility around potential risk areas and how best to report these back to the Performance Assurance Committee going forward.

KK went on to explain that the 'User Stories' outline the actual requirements whilst the groupings aim to 'match' requirements and align with system development delivery – the groupings and requirements are looking to ensure that Correla (Xoserve) are delivering what PAC requires.

PAC Members present then **voted by majority to accept the proposed groupings**, with the following recorded votes:

Shipper Members - AK, CW, LS, LH (approval) and SB (caveated approval subject to whether Faster Switching has any direct impacts), and OC (non approval).

Transporter Members – LB & SS (approval).

Sprint3 Priority Order

KK explained that having established the above grouping requirements, the PAC Members no need to consider the prioritisation order. Currently the priority order runs from top to bottom.

During a brief discussion JW observed that the By-Pass aspects are looking at missing energy and the Change of Supplier (CoS) relates to misplaced energy which is a subtle, but important, difference – it was noted that Faster Switching may change peoples perceptions and opinions, especially relating to the prioritisation order.

PAC Members present then **voted unanimously to accept the proposed grouping priority orders**.

Shipper Members - AK, OC and SB (approval) CW & LH (caveated approval, subject to CoS being before By-Pass) and LS (caveated, subject to addressing the Faster Switching questions).

Transporter Members – LB & SS (approval).

At this point AK advised that unfortunately he would need to exit the meeting and requested that OC acts as his alternate for any subsequent voting.

2021 – 2022 Requirements (outside of XRN4876)

KK explained that once again the approach would be to look to agree both the grouping and prioritisation aspects.

When asked, OC confirmed that she would be happy to act as A Knowles alternate in his absence.

AQ

- **DDP-195** - brief outline of the statement, no additional information;
- **DDP-198** - relates to an action assigned to KK at the 03 March 2021 Sprint2 meeting with a view expected at the 16 March 2021 PAC meeting;
- **DDP-22** - brief outline of the statement, no additional information;
- **DDP-336** – takes the form of a more general requirement;

Read Performance

- **DDP-163** - brief outline of the statement, no additional information;
- **DDP-170** – related to the new action assigned earlier in the meeting;
- **DDP-190** - related to the new action assigned earlier in the meeting;
- **DDP-191** - related to the new action assigned earlier in the meeting;
- **DDP-193** – focusing in the main on the PARR Meter Read Validity report, this was transferred over from the ‘Other’ category and is also the subject of additional tweaking;

No Meter

- **DDP-164** – closely related to DDP-165;
- **DDP-165** – closely related to DDP-164;
- **DDP-178** - brief outline of the statement, no additional information;
- **DDP-185** - brief outline of the statement, no additional information;
- **DDP-168** - transferred over from the ‘Other’ category and potentially impacted by consideration of automatic changes features;

Other

- **DDP-254** – more of a timing issue.

DSC Change Management Committee expected to approve XRN5038 (in support of UNC Modification 0691S delivery) at the March meeting.

When asked why the apparent Delivery issue is included in the User Story lines, F Cottam (FC) responded by suggesting that this is about providing the PAFA with additional online access to information, rather than simply via the PARR route.

It was decided to leave this item under the ‘Other’ category even though that would mean it sits low on the priority listing.

PAC Members present then **voted by majority to accept the proposed groupings**, with the following recorded votes:

In looking to undertake a vote on the priority order, KK confirmed that the order was roughly based on previous PAC discussions, although she would be happy to reconsider the order should anyone have a strong view otherwise.

It was agreed that the order should remain as AQ, Read Performance, No Meter and finally Other.

PAC Members present then **voted unanimously to accept the proposed grouping priority orders**.

3. Any Other Business

3.1 PAC 16 March 2021 Running Order

KK advised that she would be responding to RH’s email in due course.

3.2 PAC 16 March 2021 Timings

During a brief discussion led by RH, it was agreed to extend the meeting start and finish times to 09:00 to 16:00 on account of the extensive agenda.

JW confirmed that in order to assist progression of the meeting they (the PAFA) would look to provide a condensed version of their information pack(s).

3.3 Provision of PAC Meeting Papers / Materials

RH reminded everyone in attendance that early provision of meeting papers / materials assists the Members to fully assimilate the information ahead of the meeting.

3.4 Significant Metering Measurement Error Update

RH explained that an additional Offtake Arrangements Workgroup meeting has been arranged for Monday 15 March 2021, in order to consider a new significant metering measurement error raised by Cadent – PAC Members are encouraged to attend the meeting.

When asked whether the error had already been added to Metering Error Register, RH responded by advising that it had not.

When it was noted that it is still unclear what value PAC Member participation in the meeting might have, SB noted that it is not the first time an orifice plate had been installed the wrong way around, which is disappointing.

4. Diary Planning

4.1 2021 meeting dates

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 09 March 2021	5pm Monday 26 February 2021	Teleconference	DDP3 Agenda
10:00, Tuesday 16 March 2021	5pm Monday 08 March 2021	Teleconference	Standard Agenda
10:00, Tuesday 30 March 2021	To be confirmed	Teleconference	DDP Agenda
10:00, Tuesday 13 April 2021	5pm Monday 05 April 2021	Teleconference	Standard Agenda
10:00, Tuesday 11 May 2021	5pm Monday 03 May 2021	Teleconference	Standard Agenda
10:00, Tuesday 15 June 2021	5pm Monday 07 June 2021	Teleconference	Standard Agenda

For details of the informal sub-group meetings and topics please contact the PAFA directly.
PAFA@gemserv.com

PAC Action Table (as at 09 March 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC DDP 0301	03/03/21	2.3	Reference DDP-399 – Xoserve (KK) to look to develop a ‘User Story’ for the 2 nd phase.	Xoserve (KK)	Pending
PAC DDP 0302	03/03/21	2.3	Reference DDP-198 - PAFA (SU) to look to provide a list of which reports require additional filters adding for consistency purposes.	PAFA (SU)	Pending
PAC DDP 0303	03/03/21	2.3	Reference DDP-193 - Xoserve (KK) to look to expand DDP-193 to include DDPs 166 and 192 elements, especially aspects of the Meter Read Validity Report requirements.	Xoserve (KK)	Pending
PAC DDP 0304	03/03/21	2.3	Reference DDP-177 - Xoserve (KK) to look to expand DDP-382 to include AMR aspects.	Xoserve (KK)	Pending
PAC DDP 0305	03/03/21	2.3	Reference DDP-191 - Xoserve (KK) and PAFA (SU/JW) to undertake offline discussions around the possible combining of DDPs 190 and 191.	Xoserve (KK) & PAFA (SU/JW)	Pending
PAC DDP 0306	03/03/21	2.3	Reference DDP Review Requirements - Joint Office (RH) to look to set up and additional Sprint meeting for April 2021.	Joint Office (RH)	Pending
PAC DDP 0307	09/03/21	2.	Reference DDP-163 – Correla (KK) to clarify what information is already available within the PARR suite and then provide a recommendation as to whether this issue can be removed.	Correla (KK)	Pending
PAC DDP 0308	09/03/21	2.	Reference DDP-168 – Correla (KK) to expand requirement to include the auto change of Conversion Factors in addition to monitoring those that require manual calculation & updating - this will require reassessment of development scope.	Correla (KK)	Pending
PAC DDP 0309	09/03/21	2.	Reference DDP-185 – Correla (KK) and (AH) to consider how best to tweak the wording for this issue to better reflect requirements.	Correla (KK)	Pending
PAC DDP 0310	09/03/21	2.1	Reference Change of Supplier / Replacement Reads - Correla (KK) & Centrica (OC) to consider the actual requirements and how these might impact	Correla (KK) & Centrica (OC)	Pending

			upon the budgetary requirements that fall outside of XRN4876.		
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