

## Agenda

### UNC Performance Assurance Committee (PAC)

**10:00 Tuesday 09 June 2020**

**via Microsoft Teams**

(Please refer to your email invite for the Microsoft Team details for this meeting)

Please provide all agenda items and any related meeting papers in time to allow publication by  
**5pm on Monday 01 June 2020.**

*Short notice items are in italics*

*\* indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
<b>1. Introduction</b>			
1.1.	Apologies for absence	Chair	Information
1.2.	Note of Alternates		
1.3.	Quoracy Status		
1.4.	Approval of Minutes (12 May 2020)		
1.5.	Approval of Late Papers		
<b>2. Monthly Performance Assurance Review Items</b>			
2.1.	Risk & Issues Register Review	PAFA (SR)	Discussion
2.2.	PARR Report Review - Dashboard update	CDSP (SU)	Discussion
2.3.	Review of Outstanding PARR Actions	CDSP (SR)	Information
2.4.	Covid-19 Reporting Requirements	CDSP (FC)	Discussion
2.5.	AQ at Risk Update *	CDSP (FC)	Discussion
2.6.	EUC09 Count by Class Update *	CDSP (FC)	Discussion
2.7.	Open Meter by-pass Update	CDSP (JR)	Discussion
<b>3. Matters for Committee Attention</b>			
3.1.	PAC Document 1 Performance Assurance Reports Register (PARR) (v2.0)	CDSP (FC)	Approval
3.2.	PAC Document 4 PAFA Scope Definition (v1.3)	CDSP (FC)	Approval
3.3.	PAC Budget Spend Update	CDSP (JR)	Information
3.4.	Standards of Service Liabilities Report (information only)	Chair	Information
<b>4. Update on Potential Changes to Performance Assurance Reporting and PARR</b>			
4.1.	Theft of Gas Statistics	CDSP (FC)	Information
4.2.	Modification 0664 - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4.	Chair/MJ	Information

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4.3. Modification 0674 - Performance Assurance Techniques and Controls (Review of v10.0) incl. PAC Document 4 PAFA Scope Definition	Chair/MB	Information
4.4. Modification 0691S - CDSP to convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met	Chair	Information
4.5. Any Other changes	Chair	Information
<b>5. Review of Outstanding Actions</b>	Chair	Information
<b>6. Any Other Business</b>		
6.1. Membership Letters	Chair	Discussion
<b>7. Next Steps</b>	Chair	Information
7.1. Key Messages	PAFA (SR)	Information
<b>8. Diary Planning</b>	Chair	Information

**PAC Action Table (as at 12 May 2020)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PARR Report Actions:</b>					
PARR May 01	12/05/20	2.2	<b>01a:</b> Xoserve/CDSP to continue investigating the discrepancies between the existing legacy reporting and the DDP. <b>01b:</b> Xoserve/CDSP to examine the changing read performance statistics on the DDP with a fix to be deployed immediately	Xoserve/CDSP	<b>Pending</b>
PARR May 02	12/05/20	2.2	Xoserve/CDSP to investigate MPRN level data for those Shippers exhibiting large variances in read performance, which may be due to migration turbulence.		<b>Pending</b>
PARR May 03	12/05/20	2.2	PAFA to contact Berlin, Manama and Roseau to get relevant information as per the request of the PAC.	PAFA (SU)	<b>Pending</b>
PARR May 04	12/05/20	2.2	PAFA to produce case study analysis on Bern, Luxembourg and Gaborone for the June PAC meeting.	PAFA (SU)	<b>Pending</b>
PARR May 05	12/05/20	2.2	CAMs to liaise with the nine Shippers who have not submitted their NDM Sample data to encourage submission and assist where necessary.	PAFA (SU)	<b>Pending</b>
<b>PAC Actions 2020:</b>					

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PAC 0208	11/02/20	5.4	Xoserve/CDSP (FC) to query Sub-cap information within the Standards of Service Liabilities Report and check alignment with UNC.	Xoserve/CDSP (FC)	<b>Carried Forward</b>
PAC 0302	16/03/20	5.1	PAFA (SR) to arrange a workshop to review the 'User Stories' and establish next steps	PAFA (SR)	<b>Carried Forward</b>
PAC 0304	16/03/20	6.5	Xoserve/CDSP (JR) to provide PAC with some additional industry performance read rejection analysis from the Shipper Performance Packs	Xoserve/CDSP (JR)	<b>Carried Forward</b>
PAC 0501	12/05/20	3.1	PAC Members to review the proposed changes to the Performance Assurance Reports Register (PARR) by Friday 22 May to allow for the timely publication of the final document for PAC approval at the 09 June meeting and subsequent submission to the UNCC no later than 10 June.	PAC	<b>Pending</b>
PAC 0502	12/05/20	3.2	PAC Members to review the proposed changes to PAC Document 4 PAFA Scope Definition by Friday 22 May to allow for the timely publication of the final document for PAC approval at the 09 June PAC for approval.	PAC	<b>Pending</b>
PAC 0503	12/05/20	3.4	New PAC Budget Spend Report to be provided by Xoserve/CDSP (JR)	Xoserve/CDSP (JR)	<b>Pending</b>
PAC 0504	12/05/20	4.1	Xoserve/CDSP (FC) to provide COVID-19 Report designs and available market metrics in the form of a simple dashboard to be assessed by PAC in June	Xoserve/CDSP (FC)	<b>Pending</b>
PAC 0505	12/05/20	4.4	PAC members to provide SSE (MJ) with a view on the Supplier / Shipper performance level requirements for Modification 0664.	PAC	<b>Pending</b>

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