

## Agenda

### UNC Performance Assurance Committee (PAC)

**10:00 Tuesday 12 January 2021**

**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 04 January 2021.**

*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		
1.2.	Note of Alternates		Information
1.3.	Quoracy Status	Chair	
1.4.	Approval of Minutes (14 December 2020 and 06 January 2021)		Approval
1.5.	Approval of Late Papers		Approval
<b>2. Monthly Performance Assurance Review Items</b>			
2.1.	PARR Report Review - Dashboard update	PAFA (SU)	Discussion
2.2.	Review of Outstanding PARR Actions	PAFA (SR/SU)	Information
2.3.	PAC Escalation Process (Performance and Anonymity)	PAFA (SU)	Discussion
2.4.	Risk & Issues Register Update	PAFA (JW)	Discussion
2.5.	AQ at Risk Update *	CDSP (FC)	Discussion
2.6.	Market Breaker Read Analysis	CDSP (FC)	Discussion
2.7.	Open / Meter by-pass Update *	CDSP (FC)	Information
2.8.	Covid-19 Updates *	CDSP (FC)	Information
2.8.1.	Isolations Update	CDSP (FC)	Information
2.8.2.	Other Updates	CDSP (FC)	Information
<b>3. Matters for Committee Attention</b>			
3.1.	PAFA Annual Review Response Summary	PAFA (SR)	Approval
3.2.	PAC/PAFA Access to Data / Dedicated Sprint Planning Update	CDSP (DN)	Information
3.3.	Sites with No Meter Read at Line in the Sand (potential risk flagged by AUGE)	Chair	Discussion
3.4.	Theft of Gas Update	CDSP (FC)	Information
3.5.	PAC Budget Spend Update	CDSP (FC)	Information
3.6.	Standards of Service Liabilities Report (information only)	Chair	Information
<b>4. Update on Potential Changes to Performance Assurance Reporting and PARR</b>			

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4.1. PAFA Industry Meeting Update	PAFA (JW)	Information
4.2. Modification 0664V - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4.	Chair/MJ	Information
4.3. Modification 0674 - Performance Assurance Techniques and Controls	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. Modification 0730 - COVID-19 Capacity Retention Process	Chair	Information
4.6. Modification 0734S - Reporting Valid Confirmed Theft of Gas into Central Systems	Chair	Information
4.7. Any Other changes	Chair	Information
<b>5. Review of Outstanding Actions</b>	Chair	Information
<b>6. Any Other Business</b>		
6.1. Offtake Meter Performance Report Update	DN (LB)	Information
<b>7. Next Steps</b>	Chair	Information
7.1. Key Messages	Chair	Information
<b>8. Diary Planning</b>	Chair	Information

**PAC Action Table (as at 14 December 2020)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PARR Report Actions:</b>					
PARR Dec 01	14/12/20	2.1	PAFA to issue letters to the six Shippers who have failed to comply with the requirements of submitting NDM Sample data. A refreshed report should be run in February for closer monitoring of the situation.	PAFA (SR)	<b>Pending</b>
PARR Dec 02	14/12/20	2.1	CDSP/CAMs to investigate why Shippers are struggling to submit NDM Sample data and provide feedback to the PAC on the issue	Xoserve CAMs PAFA (SR)	<b>Pending</b>
<b>PAC Actions 2020:</b>					
PAC 0802	11/08/20	5.0	PAC sub-group to consider the Market Breaker Read analysis and what the next steps should be and PAFA (SR) to consider what information can be presented using Moon names.	PAC Members / PAFA (SR)	<b>Carried Forward</b>

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PAC 1002	13/10/20	2.8	Xoserve (FC/AG) to provide an Open/Meter By-Pass update including a snapshot of movements and a narrative of Shipper actions to progress.	Xoserve CAMs (FC/AG)	<b>Carried Forward</b>
PAC 1101	10/11/20	2.7	Xoserve (MA) to provide a status update on the 4 recently closed Open-By-Pass, including details of the corresponding consumption adjustment.	Xoserve (MA)	<b>Carried Forward</b>
PAC 1106	10/11/20	3.2	Xoserve (FC) to provide a view on the potential impact to settlement and allocation for isolated sites.	Xoserve (FC)	<b>Carried Forward</b>
PAC 1201	14/02/20	2.2	Joint Office (RH) to consider the ramifications of separate PAC Performance Assurance Shipper Improvement meetings, including JOs' role and assuring appropriate confidentiality.	Joint Office (RH)	<b>Pending</b>
PAC 1202	14/02/20	2.7	Xoserve (MA) confirm if Xoserve system automatically removes Meter By-Pass as a result of a shipper processing a Meter Exchange.	Xoserve (MA)	<b>Pending</b>
PAC 1203	14/02/20	2.7	Xoserve (MA) to provide confirmation that a consumption adjustment has been undertaken from closed meter by-pass.	Xoserve (MA)	<b>Pending</b>
PAC 1204	14/02/20	2.7	Xoserve (MA) / PAFA (SR) to cross reference Shippers contacted in relation to meter by-pass with other known performance issues.	Xoserve (MA) / PAFA (SR)	<b>Pending</b>
PAC 1205	14/02/20	2.7	Xoserve (MA) to look at the end-to-end process for a meter by-pass and provide an overview.	Xoserve (MA)	<b>Pending</b>
PAC 1206	14/02/20	3.7	Xoserve (FC) to provide a PAC Budget spend update and confirm how the DDP Dedicated sprint will be funded.	Xoserve (FC)	<b>Pending</b>
PAC 1207	14/02/20	5.0	Xoserve (FC) to provide an update on Isolations in January.	Xoserve (FC)	<b>Pending</b>
PAC 1208	14/02/20	6.1	DNs (LB) to confirm which month the Yearly Offtake Meter Report will be provided to PAC.	DN (LB)	<b>Pending</b>

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PAC 1209	14/02/20	6.3	PAC members to review the 2020 PAFA Annual Review Response Summary and send comments to PAFA to allow approval in January.	PAC Members	<b>Pending</b>
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