

Agenda

UNC Performance Assurance Committee (PAC)

10:00 Tuesday 12 May 2020

via Teleconference

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

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

Short notice items are in italics

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

Item	Topic	Lead	Category
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Note of Alternates		
1.3.	Quoracy Status		
1.4.	Approval of Minutes (20 April 2020)		
1.5.	Approval of Late Papers		
2. Monthly Performance Assurance Review Items			
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.	AQ at Risk Update *	CDSP (FC)	Discussion
2.5.	EUC09 Count by Class Update *	CDSP (FC)	Discussion
3. Matters for Committee Attention			
3.1.	Performance Assurance Reports Register	CDSP (FC)	Approval
3.2.	PAC Document 4 PAFA Scope Definition	CDSP (FC)	Approval
3.3.	'PAC Sponsor' role	CDSP / PAFA	Approval
3.4.	PAC Budget Spend Update	CDSP (JR)	Information
3.5.	Standards of Service Liabilities Report (information only)	Chair	Information
4. Update on Potential Changes to Performance Assurance Reporting and PARR			
4.1.	Potential Covid-19 Reporting Requirements	CDSP (FC)	Discussion
4.2.	Theft of Gas Statistics	CDSP / PAFA	Discussion
4.3.	Modification 0654S - Mandating the provision of NDM sample data	CDSP (NC)	Discussion
4.4.	Modification 0664 - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4.	Chair	Information
4.5.	Modification 0672 – Target, Measure & Report Product Class 4 Read Performance	Chair	Information

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4.6. Modification 0674 - Performance Assurance Techniques and Controls	Chair	Information
4.7. Modification 0691S - CDSP to convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met	Chair	Information
4.8. Any Other changes	Chair	Information
5. Review of Outstanding Actions	Chair	Information
6. Any Other Business		
6.1. Volume of Market Breaking Reads – Shipper Performance Packs	CDSP (JR/FC)	Information
6.2. User Representatives Appointment Process	Chair	Information
7. Next Steps	Chair	Information
7.1. Key Messages	PAFA (SR)	Information
8. Diary Planning	Chair	Information

PAC Action Table (as at 20 April 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions:					
PARR Mar 01	16/03/20	2.2	PAFA to write to Shippers Berlin, Tallinn, Manama, Brazzaville, Monaco, Roseau and Praia requesting the provision of improvement plans, and assurance of their ability to operate within each respective market	PAFA (SU)	Carried Forward
PARR Mar 03	16/03/20	2.2	PAFA to write to Warsaw and Papeete requesting additional detail around meeting plan milestones	PAFA (SU)	Carried Forward
PARR Apr 01	20/04/20	2.2	PAFA to analyse the changes in meter read performance and number of MPRNs between both data sources.	PAFA (SU)	Pending
PARR Apr 02	20/04/20	2.2	PAFA to contact Valetta to escalate the continued poor performance being exhibited.	PAFA (SU)	Pending
PARR Apr 03	20/04/20	4.0	WAR Bands – Xoserve Customer Advocate Managers to provide a communication in July to remind Shippers to provide read submissions / consumption adjustments to ensure correct EUC band placement.	CAMs	Pending

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PAC Actions 2020:					
PAC 0201	11/02/20	2.2	Xoserve (JR) to provide additional analysis on Open Meter by-pass.	Xoserve (JR)	Carried Forward
PAC 0208	11/02/20	5.4	Xoserve (FC) to query Sub-cap information within the Standards of Service Liabilities Report and check alignment with UNC.	Xoserve (FC)	Carried Forward
PAC 0302	16/03/20	5.1	PAFA (SR) to arrange a workshop to review the 'User Stories' and establish next steps	PAFA (SR)	Carried Forward
PAC 0304	16/03/20	6.5	Xoserve (JR) to provide PAC with some additional industry performance read rejection analysis from the Shipper Performance Packs	Xoserve (JR)	Carried Forward
PAC 0401	24/03/20	3.1	Xoserve (FC) to review what reporting is likely to be needed and available for the Modifications being processed as a result of COVID-19.	Xoserve (FC)	Pending
PAC 0402	24/03/20	3.2	All PAC members to review the Performance Assurance Report Register (PARR) document and feedback comments to Xoserve (FC) by 07 May 2020.	PAC	Pending
PAC 0403	24/03/20	3.3	All PAC Members to review the PAC Document 4 PAFA Scope Document and feedback comments to Xoserve (FC) by 28 April to allow approval at the 12 May PAC meeting.	PAC	Pending
PAC 0404	24/03/20	3.4	PAC members to consider being a PAC sponsor/advocate to attend various industry meetings and provide Xoserve feedback on the inclusion of this role into the Document 4 PAFA Scope Document by 28 April (see action 0403).	PAC	Pending
PAC 0405	24/03/20	3.5	Xoserve (NC) to provide more context on the Theft of Gas statistics, including the total number of cases and corresponding AQ corrections.	Xoserve (NC)	Pending

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PAC 0406	24/03/20	3.5	Xoserve to provide an overview of Theft Gas Reporting at the May meeting	Xoserve	Pending
PAC 0407	24/03/20	3.7	Xoserve (JR) to provide PAC with an end of Year Budget Spend and overview of monthly budget spend to keep a track of spending.	Xoserve (JR)	Pending

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