

**UNC Performance Assurance Committee Minutes**  
**Tuesday 09 June 2020**  
**Via Microsoft Teams**

**Attendees**

Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office

**Shipper Members (Voting)**

Alison Wiggett	(AW)	Corona Energy
Carl Whitehouse	(CW)	Shell
Karen Kennedy	(KK)	British Gas
Lisa Saycell	(LS)	Gazprom
Louise Hellyer	(LH)	Total Gas
Mark Bellman	(MB)	Scottish Power
Mark Jones	(MJ)	SSE
Sallyann Blackett	(SB)	E.ON
Sean Cooper	(SC)	Npower

**Transporter Members (Voting)**

Alex Travell	(MB)	BU UK
Leteria Beccano	(LB)	Wales & West Utilities
Sally Hardman	(SH)	SGN

**Observers/Presenters (Non-Voting)**

Amelia Gallini	(AG)	Xoserve/CDSP
Fiona Cottam	(FC)	Xoserve/CDSP
James Rigby	(JR)	Xoserve/CDSP
Max Pemberton	(MP)	Xoserve/CDSP
Neil Cole	(NC)	Xoserve/CDSP
Sara Usmani	(SU)	PAFA
Shelley Rouse	(SR)	PAFA

**Apologies**

None

Copies of non-confidential papers are available at: [www.gasgovernance.co.uk/pac/090620](http://www.gasgovernance.co.uk/pac/090620)

**1. Introduction and Status Review**

Rebecca Hailes (RH) welcomed all parties to the meeting.

**1.1 Apologies for absence**

None advised.

**1.2 Note of Alternates**

None required, all members present.

**1.3 Quoracy Status**

The Committee meeting was confirmed quorate.

#### **1.4 Approval of Minutes (12 May 2020)**

The minutes from the previous meeting were approved.

James Rigby (JR) sought clarification if there should be a standard agenda item for monthly Open Meter Bypass Updates following the update provided last month. Mark Bellman (MB) confirmed this should be a standard agenda item for the CDSP to provide monthly reports. MB believed PAC should continue to monitor the activity of Open Meter Bypass flags which have been added and reads advancing for existing flagged sites. MB expressed concern about spending time re-considering agreements made at previous meetings when PAC request to track performance concerns.

JR queried, in light of the need to monitor Open Meter Bypass activities, if a standard PARR Report should be developed. MB suggested at that this stage PAC needed better awareness of the activity to determine if this is an issue and if further action is required but at this stage it was not necessary to build a standard PARR Report. Karen Kennedy (KK) reminded PAC of the discussions held last month and that it was agreed this needed further consideration. However recognising site visits would be needed to validate what is on site against UK Link records, it would be difficult in the current climate to request action is taken. It was agreed this was not an essential activity at this time, but PAC would log a standing agenda item to monitor activity. JR confirmed that monthly reports can be provided however there was no change from the reported figures from last month.

#### **1.5 Approval of Later Papers**

RH advised of the late papers, noting an additional information paper provided on the morning of the meeting for item 4.3. All late papers were accepted.

### **2. Monthly Performance Assurance Review Items**

#### **2.1 Risk & Issues Register Review (PAFA)**

Shelley Rouse (SR) confirmed that an updated Risk Register had been provided to members which included the new risks relating to Covid-19. It was agreed the updated Risk Register should be formally published.

MB enquired if the Risk Register could include an additional page to provide some further narrative on the risks. SR confirmed that some refinements had been considered and updates had been made to capture the risk measurements, however SR explained that in some cases the value of the risk is difficult to determine.

MB noted within the risk log a RAG status for the 28 risks had been provided, one with a Green status, 7 with a Red status and the remaining with an Amber status. MB was keen for the Risk Register to capture more information in particular what actions have been taken and how PAC can measure success. MB was keen for the register to demonstrate to the industry it is achieving success. Alex Travell (AT) suggested an additional field would assist in recording what actions have been undertaken and what measures are in place to mitigate the risk.

Sean Cooper (SC) believed that the existing grouping needed a further level of detail. AT suggested that the grouping should be changed against the estimated impact/value of the risk, and focus should be given to the areas having greater impact, rather than a topic grouping. SR explained that not all risks have a value. It was agreed that estimated values needed to be considered and provided for all risks. Fiona Cottam (FC) confirmed further collaboration would be required to achieve this. It was agreed that PAFA and CDSP would work together to consider the assumptions and estimated value for each risk and provide an update for review next month.

The Committee also considered if the some of the items recorded needed to be split into issues and risks.

FC believed in some cases it will be difficult to estimate the risk value and suggested dividing the risks/issues into blocks of significance depending on a high, medium or low value rating. It was agreed that PAFA and CDSP would split them both into risks/issues and further into rating values H/M/L and PAC will explore the Risk Register in more detail next month.

**New Action 0601:** Joint Office (HC) to publish the updated Risk Register (once received from PAFA) on the main PAC webpage: <https://www.gasgovernance.co.uk/pac>

**New Action 0602:** PAFA / CDSP to update the Risk Register, by classifying entries into a risk or issues, and add an appropriate value of significance, for review next month.

## 2.2 PARR Report Review - Dashboard update (PAFA)

Sara Usmani (SU) provided the Shipper Performance Analysis 'PARR Dashboards' update. PAFA supplied the following observations for this section:

### June Industry Performance Observations:

#### • Shipper Case Studies

- The Performance Assurance Framework Administrator (PAFA) presented analysis to Committee members on three Shippers: Bern, Luxembourg and Gaborone. The PAFA reminded the Performance Assurance Committee (PAC) that these Shippers were selected based on the lack of NDM sample data submission in two windows, which could potentially be highlighting issues in managing their portfolio.
  - PAC members were happy with no significant issues in each Shippers portfolio. However, in the PC4 monthly market, Bern do not appear to be complying with the requirements which PAC members discussed action for.

**Action PARR June 01:** PAFA to liaise with Bern through the Xoserve Customer Advocate Managers (CAMs) relating to PC4 monthly read submission and bring feedback to the PAC.

#### • Shipper Letter Responses

- Following the May PAC meeting, the PAFA were requested to contact three Shippers on improvement plans provided to gather further information. Shippers contacted were Berlin, Manama and Roseau
  - PAC members were satisfied with the further detail requested and are happy for the PAFA to monitor Shippers against their plan.
  - Due to the ongoing pandemic, it has been difficult for Shippers to provide timeframes. As lockdown restrictions begin to ease, the PAFA have been requested to contact Shippers on providing timeframes on progress in the coming months.

#### • COVID-19 Modification: Parr Reporting Implications

- The PAFA informed PAC members that out of the four urgent modifications raised, two modifications – use of estimate reads as actuals (0722) and use of Isolation flag (0723) – would have a direct impact on the PARR reports. Committee members were informed the modification raised which would enable Shippers to use the AQ correction process (0721) was rejected by Ofgem on the 2<sup>nd</sup> June 2020. Modification 0724 (Ratchet charges) has no impact on the work of the PAC.
  - **Modification 0722:** Committee members were informed that as per the legal text of the modification, the impact would be limited to PC3 and PC4. PAFA highlighted that if used, this would impact the read performance report, with read submission expected to increase within these markets whilst the Annual Quantity (AQ) is expected to drop as lockdown measures are in place. Post lockdown, this is then expected to reverse as the abilities granted within the modification would be removed and any Shipper still submitting derived actual reads would be in breach

of code. An example of the reporting was presented to the PAC for PC3 & PC4 which illustrated the market prior to the modification being implemented – a story that will develop as more data becomes available in the coming months.

- PAC members discussed the impact on PC3 and whether there would be any as most meters would be fitted with remote communications. PAFA informed members that whilst the majority of PC3 should be fitted with SMART meters, from their communication with Shippers, there appear to be some meters that are still manually read. Consequently, there could be an impact but it is not clear how many Shippers are manually reading PC3 sites.
- An overview of the impact of lockdown restrictions were provided to the PAC, whereby PC1 had seen a -40% m/m decrease between February and March 2020 whilst PC2 had seen a more modest decrease of -2% m/m for the same period. Though, PC2 has continued to see a decline of -4% m/m between March and April 2020 whilst there was no movement for the same period in PC1.
  - The PAFA will continue to provide an overview on the PC1 and PC2 market to PAC members in the coming months.
- **Modification 0723:** The PAFA presented the potential impacts of the use of isolation flag during COVID-19, whereby a supply point is no longer consuming gas as well as those with de minimis consumption (<2.5% of usual). PAC members were informed that at present, there is no PARR report to measure the use of isolations and they are working on a report to be developed to monitor this. However, based on the supporting files currently received, the PAFA are able to monitor the number of sites as well as the corresponding AQs which are both, should UNC723 be used, expected to decline. An example of the reporting was presented to the PAC.
  - The PAFA informed committee members that following communications from CAMs, there doesn't appear to be much appetite from Shippers to use this modification. However, the PAFA will continue monitoring in this area and bring monthly updates to the PAC on its usage.

### 2.3 Review of Outstanding PARR Actions

**Action PARR May 01a:** Xoserve/CDSP to continue investigating the discrepancies between the existing legacy reporting and the DDP.

**Update:** JR confirmed a slide deck was provided last month which compared the old and new style reporting available. He confirmed improvements had been made to what is now given via DDP to address the issues that were in legacy reporting, explaining that the legacy PARR reports will have some differences, however the Data Discovery Platform (DDP) was in line with the UNC. Although the discrepancies had been addressed, JR encouraged use of the DDP reporting as these were more accurate whereas the legacy reports exclude site transfers. **Closed**

**Action PARR May 01b:** Xoserve/CDSP to examine the changing read performance statistics on the DDP with a fix to be deployed immediately.

**Update:** JR confirmed a data fix has been undertaken on 10 May and the statistics had been run again. SU enquired about non-standard sites being included in the statistics (e.g. twin stream and shared supply points), JR confirmed the only sites excluded are NTS sites. JR confirmed an explanation will be provided in a set of slides. **Carried Forward**

**Action PARR May 02:** Xoserve/CDSP to investigate MPRN level data for those Shippers exhibiting large variances in read performance, which may be due to migration turbulence.

**Update:** SU confirmed this was in relation to PC3 and following the update for Action PARR May01a/b (see above), this action could be closed. **Closed**

**Action PARR May 03:** PAFA to contact Berlin, Manama and Roseau to get relevant information as per the request of the PAC.

**Update:** See item 2.2 update. **Closed**

**Action PARR May 04:** PAFA to produce case study analysis on Bern, Luxembourg and Gaborone for the June PAC meeting.

**Update:** See item 2.2 update. **Closed**

**Action PARR May 05:** CAMs to liaise with the nine Shippers who have not submitted their NDM Sample data to encourage submission and assist where necessary.

**Update:** SU confirmed that the 9 shippers had been contacted, some of whom were unaware of the need to submit NDM Sample data. SU confirmed that the Customer Account Managers (CAMs) are working with Shipper to obtain submissions. Sallyann Blackett (SB) enquired where the provision of NDM Sample data is going to be monitored. KK also asked if there is a requirement to remind parties of their obligations, however it was questioned if it was necessary to remind parties of their UNC obligations.

Neil Cole (NC) explained that a lot of pre-work had been undertaken to educate Shippers to ensure they were aware of the need to submit data. MB suggested CDSP should provide a breakdown of the pre-notification work and post activities for PAC to determine if any further action is required.

RH asked if a Dashboard could be provided. SU explained that all 9 Shippers are working on their submissions. MB however was still keen to remind parties of their obligations. The Committee considered how this needed to be publicised.

AT enquired how much of a problem the lack of sample data creates, what the sanction would be. FC explained the socialised impact on incorrect/in appropriate NDM demand profiles. AT asked about what the alternative would be and what the appropriate enforcement actions would be. The Committee considered the impacts to the DESC processes and the need to undertake educational exercises with the utilisation of newsletters.

It was agreed that the CDSP would provide some additional information on the steps taken to encourage the submission of data for PAC to consider if further action is required. The consensus was that action should be taken early in the year (July/August) for submission to the October window. **Carried Forward.**

#### **2.4 Covid-19 Reporting Update (short notice papers)**

FC provided the high-level Dashboard reporting for the COVID-19 Modifications, this included an overview of the Urgent Modifications and details of the settlement impacts:

##### **Use of the Isolation Flag during COVID-19 period – Modification 0723:**

FC reported that the number of transactions were well below what the system can cope with. Numbers of isolations per day has varied between 0-100; the take up is very low, with more than 50% of these cases referring to pre-lockdown physical isolations. FC explained there can be delays with physical isolation notification reaching the CDSP. FC believed there was very little concern for PAC, FC provided the count of isolated Sites for April 18,265 and June 15,247, confirming that 699 isolations have been processed since the implementation of Modification 0723.

There was some dismay that Modification 0723 had come a little too late to really make a difference with some commenting that if it had been available in March it would have been used more.

Lisa Saycell (LS) believed that the Modification would note/flag Covid-19 isolations. FC explained there is no free text field to do this, so an assumption will be made from a reporting perspective that any sites isolated after 23 March could be a Covid-19 isolation. FC clarified that this will be a reporting view only and that no isolations will be removed under this assumption.

FC confirmed that snapshots will be provided each month.

##### **Submit Estimated Meter Readings as Actuals during COVID-19 period - Modification 0722:**

Further to the information provided within section 2.2 PAFA Update, FC reported that volumes are low, with little use at the moment and CDSP are not expecting the system to be overwhelmed.

FC confirmed the CDSP will be engaging with Shippers for sites that have not had reads since Project Nexus to encourage the provision of actual reads.

LS enquired if there was any feedback on parties using this process and the impact on AQs. FC explained CDSP are not overly concerned about over allocation with limited use of the service seen so far.

### **Amendment to Ratchet charges during COVID-19 period – Modification 0724**

FC confirmed there were no settlement impacts envisaged from this Modification.

#### **Other Urgent COVID-19 Modifications:**

0721 Use of AQ Correction – Modification Rejected by the Authority.

0725 Reflect the Correct Customer Network Use and SOQ – Modification Rejected by the Authority.

0726 Liquidity Relief Scheme – Modification issued to Consultation.

### **2.5 AQ at Risk Update (FC)**

FC confirmed that the AQ at risk reports are produced on the 10th day of each month. FC agreed to provide a copy of the June report as soon as it was available (i.e. without waiting for the next meeting) and a further report for July as a late paper for the next meeting.

### **2.6 EUC09 Count by Class Update (FC)**

FC provided a recap of the Obligations under UNC TPD Section G1.6.15 and provided an overview of the EUC09 statistics and the changes since March.

FC confirmed that the statistics include Class 2, 3 and 4 sites as at 1 June that should be converted to Class 1 once the qualifying criteria is met; there was a total of 12 Class 3 and 4 sites, with a total AQ of 0.8 TWh (an increase of 6 sites); 11 Class 2 sites, with a total AQ of 1.3 TWh (an increase of 1 site); plus 2 sites which were over the threshold and close to the qualifying criteria (total 0.2 TWh); and 19 sites over the threshold, not close to the qualifying criteria (total 1.4 TWh).

FC provided an overview of the observations, confirming there are now 8 Shippers with Red sites (G1.6.15 criteria met) this month, an increase of 1 Shipper since March. 16 of the Red sites had a meter reading loaded in May, which was good news for reconciliation and AQ accuracy, but 7 sites had not had an AQ calculation in the last three months. Of the 22 Red sites this month, 14 were present in the last update, 8 are new.

### **2.7 Open Meter by-pass Update**

Further to discussions held under item 1.4, JR confirmed this will be a standard agenda item each month. Since the last report there has not been an increase in MPRNs, the last increase was in March which increased by 1 MPRN. Conversations are being held with 8 organisations. Max Pemberton (MP) explained a large number of the affected sites have been inherited by suppliers through the supply transfer process.

KK re-iterated as the verification work requires site visits, the investigation work needs to be put on hold.

MB re-iterated the need for regular reporting of the statistics and asked the CDSP to commit to providing monthly reports going forward.

**New Action 0603:** CDSP (JR) to provide PAC Members with a up to date Open Meter by-pass report as soon as possible.

## **3. Matters for Committee Attention**

### **3.1 PAC Document 1 Performance Assurance Reports Register (PARR)**

FC provided clean and marked up versions of the proposed changes to the Performance Assurance Report Register (PARR), clarifying that the next steps following PAC approval will be to provide the document to the UNCC for approval.

PAC members unanimously approved the provided version of the PAC Document 1 Performance Assurance Reports Register (PARR), for submission to the UNCC in June.

**New Action 0604:** Joint Office (RH) to submit the PAC Document 1 Performance Assurance Reports Register (PARR) to June's UNCC meeting for approval.

### **3.2 PAC Document 4 PAFA Scope Definition**

SR confirmed a PAFA Service Schedule Review was held on 26 May 2020 and a summary of outcomes of this meeting had provided to showing the elements recommended to be added to the subsequent version of the PAC Document 4 for the PAFA 2020 service extension and the subsequent procurement process for the year after.

MB believed further clarity maybe required to the summary to ensure there would be enough detail added the PAFA Scope Definition, SR confirmed the summary provided was a high level capture of the elements required rather than the specific wording for inclusion within Document 4.

The Committee considered PAC's requirements for the framework document, the timelines, the performance tracking, the performance indicators, the procurement process/exercise, and the criteria needed for making a new appointment, to ensure all these elements were captured.

The Committee also considered the required tender documentation.

PAC considered all the additional requirements that needed to be captured within the Document 4.

PAC members unanimously approved the provided version of the PAC Document 4 PAFA Scope Document, for publication at: <https://www.gasgovernance.co.uk/PAC>, recognising also that further updates would be required. Some of these would relate in future to Modification 0674 which is still at Workgroup.

PAC briefly discussed the potential for the PAFA to have a role in supporting PAC related Modifications which had been proposed by a PAC member's company but where the PAC member could not support each Workgroup meeting. It was felt that this would be a potential role for the PAFA to undertake.

Several aspects of the tender process were discussed including the extent and stages of involvement of PAC in agreeing, amongst other items, the proposal/bid evaluation criteria.

### **3.3 PAC Budget Spend Update**

James Rigby (JR) provided a brief re-cap on the budget allocation process for ring-fenced -PAC-related budget spending and confirmed that for example PARR requirements contained in UNC Modifications would draw on the DSC Change budget.

It was understood that the ring-fenced PAC budget (currently £75k) could be extended if additional funds are required.

### **3.4 Standards of Service Liabilities Report (information only)**

The Standards of Service Liabilities report was provided for information.

FC confirmed in relation to Action 0208 the Sub-cap information within the Standards of Service Liabilities Report had been checked and aligned to the UNC.

## **4. Update on Potential Changes to Performance Assurance Reporting and PARR**

### **4.1 Theft of Gas Statistics**

FC confirmed that the Theft of Gas Statistics are published on a monthly basis, and questioned whether PAC still required this as a standard agenda item.

SC suggested this may be a candidate for a sub-group to consider if there is an issue. AT believed there were a number of recommendations and an output to review the TRAS and Xoserve Reporting and a comparison of data. FC confirmed Xoserve/CDSP are working with Electralink, with the intention of engaging other parties. SR confirmed there are a number of issues/risks on the PAC Risk register which need to be reviewed.

Carl Whitehouse (CW) recognised that resources in the industry at the moment may restrict progression but believed a sub-group would prove useful.

It was agreed PAC should receive a monthly update on the work being undertaken and this should remain a standing item.

**New Action 0605:** CDSP (FC) to provide monthly progress update on the Theft of Gas work being undertaken.

#### **4.2 Modification 0664 - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4.**

Mark Jones (MJ) provided a brief update on progress, reporting that a few actions remain outstanding, with a view to finalising the Supplemental Workgroup Report for the July UNC Panel Meeting.

MJ explained that the Modification had been sent back to Workgroup to consider a number of issues raised in the consultation on the performance target, and the potential to penalise Suppliers where there has been a change of Supplier but not a change of Shipper. There was also some concern around the costs of implementation.

MJ confirmed that the Workgroup have been discussing feedback on the current performance standards, which is 25% of read performance for 90% of a Shippers Portfolio over a 3-month period. MJ explained the sites that fail this target would need to be moved to Class 4 to ensure Shippers that are not meeting the Class 2 or 3 requirements and not avoiding UIG.

PAC confirmed it agreed a 25% target for read performance for 90% of a Shippers Portfolio was suitable as an initial value, recognising this can be reviewed and amended on an annual basis by the PAC. MJ agreed to capture this in the Workgroup Report.

#### **4.3 Modification 0674 - Performance Assurance Techniques and Controls (MB)**

Mark Bellman (MB) provided a 3 slide presentation with an overview of the considerations being undertaken by the 0674 Workgroup.

MB explained the proposed changes to UNC TPD Section V16 to include a Performance Assurance Objective and new terms for the PAC constitution; the reforms to UNC GT Section B4 and the proposal to carve out PAC to prevent the UNCC winding down the Committee. MB clarified that the intent of 0674 is to make PAC an autonomous group so it would be labelled as a UNCC sub-committee in name only. The result would be to ensure that the UNCC cannot overturn PAC decisions, however there would be an appeals process.

RH noted that the terms relating to the DSC within UNC GT Section D4 was in respect of a contract with separate provisions. MB confirmed that the DSC constitution would be a model for how PAC could be constituted as an autonomous UNCC sub-committee. MB further explained how the CDSP would fall under PAC's jurisdiction for performance failures.

MB confirmed that there will be an obligation on Parties to respond to information requests for PAC purposes, explaining the peer comparison techniques and that PAC will be able to establish its own Sub-Committee(s), if it is deemed necessary.

MB clarified the intention will also be for PAC, as a group, to be allowed to act as a proposer for UNC Modifications, which would also require a change in the UNC Modification rules.

Following MB's overview of the changes proposed, MB asked if PAC supported the Modification and if this could be recorded within the Workgroup Report. A number of members provided positive support for the Modification and ~~no other member expressed concern about supporting the proposed changes~~ no other members provided comments in support of the Modification.



AT wished to understand the impacts on PAFA in relation to the Modification. FC explained as the tender process will need to commence late summer it would be too late to include the elements of this Modification within the tender process. FC confirmed that Xoserve would need to consider a scope change to the contract as the arrangements will not exist in time. The Committee considered how elements could be included within the proposal to ensure potential parties have the capability to provide changes in service.

RH encouraged PAC members to attend future 0674 Workgroup Meetings to ensure PAC member views are well represented.

#### **4.4 Modification 0691S - CDSP to convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met**

RH confirmed that the Workgroup Report is due to be presented to the July UNC Modification Panel. FC confirmed the PAC reporting requirements have been considered.

#### **4.5 Any Other changes**

FC confirmed there was a change to be tabled for the next meeting in relation to Modification 0690S - Reduce qualifying period for Class 1.

### **5. Review of PAC Outstanding Actions**

**0208:** Xoserve/CDSP (FC) to query Sub-cap information within the Standards of Service Liabilities Report and check alignment with UNC.

**Update:** See item 3.4. FC re-iterated that there was a minor discrepancy which required further consideration. This had been reviewed and the sub-cap information had been re-aligned. **Closed.**

**0302:** PAFA (SR) to arrange a workshop to review the 'User Stories' and establish next steps

**Update:** SR confirmed a workshop was being planned for August. **Carried Forward.**

**0304:** Xoserve/CDSP (JR) to provide PAC with some additional industry performance read rejection analysis from the Shipper Performance Packs

**Update:** Requirements are being developed to better understand industry activity for AQ corrections. **Carried Forward.**

**0501:** 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.

**Update:** See item 3.1. **Closed.**

**0502:** 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.

**Update:** See item 3.2. **Closed.**

**0503:** New PAC Budget Spend Report to be provided by Xoserve/CDSP (JR).

**Update:** See item 3.3. **Closed.**

**0504:** 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.

**Update:** See item 2.4. **Closed.**

**0505:** PAC members to provide SSE (MJ) with a view on the Supplier / Shipper performance level requirements for Modification 0664.

**Update:** See item 4.2. **Closed.**

### **6. Any Other Business**

### **6.1 Volume of Market Breaking Reads – Shipper Performance Packs**

See Action 0304 update. SC reiterated he was keen to see further analysis to ensure an equivalent number of AQ corrections were being undertaken.

### **6.2 AQ Calculation Errors**

Referring to the PARR AQ Movements and AQ Calculation Errors, SC requested an agenda item for next month and requested a view from PAFA on the information available and if there needs to be more focus.

### **6.3 Membership Letters**

RH confirmed that a small number of members had not signed the new style letters which were amended in January 2017 but that the Joint Office had on file signed letters of the previous style. RH suggested that all members would be asked to re-sign the letters each year following the UNC User Appointment process beginning in October 2020.

## **7. Next Steps**

### **7.1 Key Messages**

Published at: <http://www.gasgovernance.co.uk/pac/summarykeymessages>

## **8. 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)*

The Committee considered the change of meeting dates in July.

SR expressed concern about moving the 14<sup>th</sup> July meeting to 21<sup>st</sup> July and the compression of weeks for the following meeting in August. Other Committee members also expressed concern about moving the meeting and wished to understand why established meeting dates needed to be moved. RH explained with the number of Urgent Modifications, the proximity of the UNC Panel meeting and availability of resources the Joint Office wished to move the meeting to a later date. Although it was recognised this may be a one-off, members expressed concern about moving the meeting and suggested alternative arrangements are made to resource the 14<sup>th</sup> July meeting, with PAFA offering their support. MB supported the suggestion of PAFA providing secretarial support.

The Committee considered the availability of all members and requested the Joint Office review resources to support a meeting on 14<sup>th</sup> July. RH concluded that after discussion at the Joint office, she would write out to members confirming the actual July meeting date.

Shipper Member	Availability	
	14th	21st
Alison Wiggett	Y	Y
Carl Whitehouse	Y	Y
Karen Kennedy	N	N
Lisa Saycell	Y	Y
Louise Hellyer	Y	Y
Mark Bellman	Y	N
Mark Jones	Y	Y
Sallyann Blackett	Y	N
Sean Cooper	Y	Y
<b>Transporter Member</b>		
Alex Travell	Y	Y
Leteria Beccano	Y	Y
Sally Hardman	Y	Y
<b>Other</b>		
Xoserve	Y	Y
Sara Usmani	Y	Y
Shelley Rouse	Y	Y

Time/Date	Paper Publication Deadline	Venue	Programme
10:00, Tuesday 14 July 2020	5pm Monday 06 July 2020	Teleconference	Standard Agenda
10:00, Tuesday 11 August 2020	5pm Monday 03 August 2020	Teleconference	Standard Agenda
10:30, Monday 14 September 2020 <i>(moved from 8th)</i>	5pm Friday 04 September 2020	Solihull venue to be confirmed	Standard Agenda
10:30, Tuesday 13 October 2020	5pm Monday 05 October 2020	Elexon, 350 Euston Road, London, NW1 3AW	Standard Agenda
10:30, Tuesday 10 November 2020	5pm Monday 02 November 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull, B91 2AA	Standard Agenda
10:30, Tuesday 08 December 2020 <i>*Provisional Date change to 15 December 2020</i>	5pm Monday 30 November 2020 <i>Short notice for papers agreed if meeting cannot be moved to 15<sup>th</sup>.</i>	Elexon, 350 Euston Road, London, NW1 3AW	Standard Agenda

**PAC Action Table (as at 09 June 2020)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PARR Report Actions:</b>					
PARR May 01a	12/05/20	2.2	<b>01a:</b> Xoserve/CDSP to continue investigating the discrepancies between the existing legacy reporting and the DDP.	Xoserve/CDSP	<b>Closed</b>
PARR May 01b	12/05/20	2.2	<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>Carried Forward</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.	Xoserve/CDSP	<b>Closed</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>Closed</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>Closed</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.	CDSP (CAMs)	<b>Carried Forward</b>
PARR June 01	09/06/20	2.2	PAFA to liaise with Bern through the Xoserve Customer Advocate Managers (CAMs) relating to PC4 monthly read submission and bring feedback to the PAC.	PAFA (SU)	<b>Pending</b>
<b>PAC Actions 2020:</b>					
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>Closed</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	PAC	<b>Closed</b>

			June meeting and subsequent submission to the UNCC no later than 10 June.		
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>Closed</b>
PAC 0503	12/05/20	3.4	New PAC Budget Spend Report to be provided by Xoserve/CDSP (JR)	Xoserve/CDSP (JR)	<b>Closed</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>Closed</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>Closed</b>
PAC 0601	09/06/20	2.1	Joint Office (HC) to re-publish the updated Risk Register (once received from PAFA) on the main PAC webpage: <a href="https://www.gasgovernance.co.uk/pac">https://www.gasgovernance.co.uk/pac</a>	Joint Office (HC)	<b>Pending</b>
PAC 0602	09/06/20	2.1	PAFA / CDSP to update the Risk Register, by classifying entries into a risk or issues, and add an appropriate value of significance, for review next month.	PAFA / CDSP	<b>Pending</b>
PAC 0603	09/06/20	2.7	CDSP (JR) to provide PAC Members with a up to date Open Meter by-pass report as soon as possible.	CDSP (JR)	<b>Pending</b>
PAC 0604	09/06/20	3.1	Joint Office (RH) to submit the PAC Document 1 Performance Assurance Reports Register (PARR) to June's UNCC meeting for approval.	Joint Office (RH)	<b>Pending</b>
PAC 0605	09/06/20	4.1	CDSP (FC) to provide monthly progress update on the Theft of Gas work being undertaken.	CDSP (FC)	<b>Pending</b>