

UNC Performance Assurance Committee Minutes
Tuesday 13 October 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)	ScottishPower
Sallyann Blackett	(SB)	E.ON

Transporter Members (Voting)

Alex Travell	(AT)	BU UK
Leteria Beccano	(LB)	Wales & West Utilities
Andy Casper	(AC)	Cadent Alternate For S Singh

Observers/Presenters (Non-Voting)

Claire Louise Roberts	(CLR)	Observer, ScottishPower
Deborah Coyle	(DC)	Xoserve/CDSP
Fiona Cottam	(FC)	Xoserve/CDSP
John Welch	(JW)	PAFA
Martin Attwood	(MA)	Xoserve/CDSP
Neil Cole	(NC)	Xoserve/CDSP
Sara Usmani	(SU)	PAFA
Shelley Rouse	(SR)	PAFA
Stephanie Clements	(SC)	Observer/Alternate Member For M Bellman, ScottishPower

Apologies

Shiv Singh	(SS)	Cadent
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Copies of non-confidential papers are available at: www.gasgovernance.co.uk/pac/131020

1. Introduction

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

1.1 Apologies for absence

Shiv Singh, Transporter Member

Mark Bellman, Shipper Representative between 10:30 and 12:45

1.2 Note of Alternates

Andy Clasper for Shiv Singh.

Stephanie Clements for Mark Bellman between 10:30 and 12:45

1.3 Quoracy Status

The Committee meeting was confirmed quorate. PAC Members approved the additional Alternates present to observe from ScottishPower.

1.4 Approval of Minutes (14 September 2020)

Fiona Cottam (FC) wished to highlight a request to add a Post Meeting Note to the previous minutes relating to transfer read performance. FC wished to clarify that the transfer read performance target is 100%.

The Committee briefly considered the performance for transfer reads. Shelley Rouse (SR) asked about the priority of transfer read performance, when the average shipper performance has been a circa 28% and previously considered as a low priority. Mark Bellman (MB) asked about the impact of poor performance. PAC recognised that the impact to gas settlement would be low. SR confirmed this is a topic tabled for discussion in the new year at the informal sub-group meeting. No further discussion was held.

The minutes from the previous meeting were approved.

1.5 Approval of Later Papers

RH advised of the late papers published in support of providing visual updates, these were accepted.

2. Monthly Performance Assurance Review Items

2.1 Risk & Issues Register Review (PAFA)

Shelley Rouse (SR) introduced John Welch (JW) who had recently joined PAFA.

JW explained that his main focus in support of his role will be to consider and improve the current risk model. JW confirmed that he is looking to provide a full update and progress report at next month's PAC meeting. He will be aiming for an intuitive, pragmatic and a straightforward way of evaluating risks with a common approach. He also wanted to consider the measurement of risks using either an Energy or an AQ evaluation. JW recognised that some items on the register are issues rather than risks and there will need to be a status review.

SR clarified that a revised register had been provided on Huddle on the 10 September, encompassing recent amendments, and that PAC would need to approve the Risk Register for wider industry publication. An email was circulated on the 06 October to advise approval would be sought. PAC members agreed to approve the Risk Register for wider publication at: <https://www.gasgovernance.co.uk/PAC>.

2.2 PARR Report Review - Dashboard update (PAFA)

SR provided the Shipper Performance Analysis 'PARR Dashboards' update. PAFA supplied the following observations for this section:

• COVID-19 MODIFICATION: PARR REPORTING

- The Performance Assurance Framework Assurance (PAFA) presented the impact of UNC Modifications 0722 and 0723 on the market.
 - Committee Members were informed that there have now been three whole months of data available since the implementation of the Modifications but there remains no evidence of utilising either Modifications in the PC3 and PC4 markets, with read performance in line with the average seen prior to the implementation of the modification.
 - As expected there continues to be no impact on read performance in PC1 and PC2. The PAFA illustrated the AQ impacts on both the PC1 and PC2 market since lockdown measures were introduced. PC1 has seen c. -40% reduction in AQ since

pre-lockdown, which appears to be the new normal level for the market. Though there was a spike in June 2020, but this was driven by one Shipper. PC2 has seen a decline in AQ since pre-lockdown but this has been a more modest decline of c. -15%.

• **SHIPPER PERFORMANCE IMPROVEMENT PLANS**

- The Performance Assurance Committee (PAC) were informed that there are currently 15 open improvement plans. Improvement plans fell into four categories this month; Shippers who have completed their plan, Shippers who are making progress against their plan, new Shipper improvement plans and those Shippers who have not responded to the PAFA with a plan. The PAFA presented updates to the Committee.
 - **Completed plans:** Only one Shipper (Valletta) fell in this category who had met the milestones set out in their plan. As at August 2020, Valletta achieved 100% read performance. The PAFA recommended that the plan was left open for monitoring for the next few months to ensure that there is consistency, and this was not a one-month blip – PAC members were in agreement.
 - **Progressing plans:** The PAFA presented six Shippers under the progressing plans. Of those that were presented, Committee Members were only concerned with one of the Shippers (Saipan). The PAC have requested the PAFA to liaise with the Shippers and their CAMs. Additionally, the PAC accepted the amended proposal to Thimphu’s plan on the basis that regular monthly updates are provided to the PAFA.
 - **New/amended plans:** Three Shipper plans were covered under this section, with PAC primarily concerned with the plan provided by Tallinn. The PAC do not have much confidence in the plan provided by the Shipper but nevertheless they have given the Shipper a chance to improve performance. Close monitoring will take place and should improvements not be seen, the PAC will take further action. Committee Members approved the plans presented for Seoul and Washington but would like the PAFA to ask Washington for timeframes on resolution.
 - **No response to improvement plans/timelines provided:** One Shipper (Bratislava) has not responded to a PAC improvement letter despite being aware of the requirements (confirmed by the CAM). The PAC have asked PAFA to escalate the issue by contacting an individual higher up in the organisation. Bishek is another Shipper who has not been providing timeframes on resolution. The PAC would like further information on the details provided in their plan as the data does not support the points being made.

New Action PARR October 01: PAFA to contact Saipan, Tallinn, Washington and Bishek to provide further information on their improvement plans as requested by the PAC. CAMs should also be made aware of the issues and work with the relevant Shippers to provide the details as soon as possible.

New Action PARR October 02: PAFA to issue a letter to Bratislava addressing an individual higher up in the organisation to provide a response to the performance improvement plan previously issued.

New Action PARR October 03: PAFA to contact Thimphu and ask for regular monthly updates to support the milestones that have been set out by the Shipper.

• **SHIPPER PERFORMANCE: READ PERFORMANCE**

- The PAFA illustrated to Committee Members the impact of the performance improvement letters on the overall market for Product Class 1 and Product Class 2. It was evident that the

steps that Shippers have taken have had a positive impact on the market and impact on settlement, with a higher percentage of reads being submitted.

- **PC1:** The lowest Shipper performance before performing improvement action was taken in February 2020 was 50% (Valletta). In August 2020, the lowest performing Shipper is now at 85% (Washington). The industry average has also shifted from c. 92% in February 2020 to c. 95% in August 2020, thus illustrating the work of the PAC, PAFA and industry.
- **PC2:** There were a number of Shippers (c. 5) performing at 0% in November 2019 which has now improved to only one Shipper performing at 0% (Praia). The Shipper is expected to resolve the issue in October 2020 which should see performance reverse. With the work of the Shippers and the PAC, the industry average has significantly increased from c. 58% in November 2019 to 75% in August 2020.
- Work is continuing in these areas and the PAFA will continue to monitor those performing below the required level.
- Over the course of 2020, there has been significant focus on the PC4 monthly market and the poor performance in this area. The PAFA illustrated to PAC members that no improvement is apparent despite performance observation letters being issued. It is for these reasons, further action is required, and the PAC should begin targeting those performing poorly, though there are a high volume of these as only two Shippers in the market are meeting the UNC obligation of 90%. The PAFA proposed two approaches to PAC Members:
 - The first approach was targeting Shippers with the worst performance but the largest AQs which would address 75% of the market (in AQ terms). This would consist of sending performance improvement letters to seven Shippers.
 - The second approach was a bottom-up approach which would send letters to all Shippers performing below 60%.
 - PAC Members weighed up both options, some concern was raised that there would be a section of the market that would not be targeted – those who were performing close to 0%. The PAFA reassured Committee Members that they would be targeted eventually but just not at the first instance.

New Action PARR October 04: PAFA to derive a schedule for targeting all Shippers performing below the UNC target of 90% for PC4 which is to be approved at the November 2020 PAC meeting.

2.3 PAC Annual Review

SR confirmed that the PAC Annual Review had been circulated via email for Members to consider and that some comments had been received and incorporated into the document.

RH confirmed the Joint Office had requested approval of the Annual Review Document via email. All PAC Members agreed to approve the PAC Annual Review for wider publication at: <https://www.gasgovernance.co.uk/PAC>.

SR explained that the next step will be to circulate the PAC Annual Review to the industry for feedback, which will inform the direction of PAC. SR asked the Joint Office for support in informing the industry of the consultation. It was agreed that PAFA would construct an industry notification detailing the consultation period, availability of the documents and an email address for responses to be sent. The Joint Office agreed to circulate this email on the behalf of PAFA.

2.4 Review of Outstanding PARR Actions

PARR September 01: PAFA to liaise with CAMs and follow up with those Shippers that have not provided timeframes with their improvement plans and/or not provided plans.

Update: See item 2.1 Action undertaken. **Closed.**

September 02: PAFA to contact Tallinn and inform them that they should not be moving sites into PC3 until equipment is installed and they are in a position to submit reads.

Update: See item 2.1 Action undertaken. **Closed.**

2.5 AQ at Risk Update

FC provided an update on the AQ at risk, from a data extract taken on 10 October, confirming the volume had increased from the previous month to 62 TWh from 56 TWh. All Classes except Class 2 had worsened since September. FC reported that a circa 12.2% of the LDZ Portfolio was overdue a meter reading.

FC confirmed that the 62 TWh is equivalent to around 5m typical domestic properties. FC went on to explain that the top 11 Shippers had 51% of the total at Risk, and in each case, there was a clear top 2 or 3 Shippers in terms of AQ.

Mark Bellman (MB) expressed concern and wished to understand what was at risk from the required amendments, understanding that the cash-out would be less accurate and it would have an impact on unidentified gas (UIG). It was recognised that an aging AQ would present a bigger movement, where this is no challenge to change the AQ there was no risk. MB enquired if it would be worth PAC looking at the AQ amendments and the reconciliations involved over a period, to understand what the AQ at Risk really means.

Karen Kennedy (KK) enquired when the reporting and alignment with Modification 0672S - Target, Measure and Report Product Class 4 Read Performance, would be undertaken. FC confirmed that Xoserve will be liaising with PAFA, to ensure the data is available within DDP and to ensure the reporting is in line with the Modification for next month.

MB was concerned this issue was not moving quickly enough. It was recognised that Modification 0674 - Performance Assurance Techniques and Controls and Modification 0664V - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4, would both cause sites to be moved from class to class and shuffle this issue around.

KK was keen to pull everything together, and not to look at the AQ at Risk in isolation, recognising that the general performance of Shippers may need more targeting and for other areas such as meter read performance. KK acknowledged that progress is moving slowly but a more rounded view is being formed.

SR presented the options for PC4 performance reporting and explained that PAFA are looking at a blended approach to targeting and writing to all Shippers with the biggest AQ at Risk and Read Performance. SR confirmed that PAFA will present the plan in November (see Action PARR Oct 04).

MB stressed that he wanted to see the worse performing Shippers being engaged, recognising the potential Covid-19 impacts, he expressed the need to ensure that parties understand the importance, cost to the industry, and the scale of the money moving around.

Lisa Saycell (LS) wished to note that parties are working towards bringing the data together, and that there are signs that the performance letters being issued by PAFA are working.

2.6 EUC09 Count by Class Update

Martin Attwood (MA) provided a table reporting a count of the relevant Supply Points, 21 Supply Points in September and 27 in October for the Class 1 Criteria not yet triggered and 20 Supply Points in September and October where the Class 1 criteria had been triggered. MA also provided the information in terms of the rolling AQ.

FC explained that PAC need agree the report format layout, with a view to approving this at the UNCC. The Committee agreed to give this further consideration with a view to agreeing the layout next month.

New Action 1001: Xoserve (FC/MA) to draft a proposed PARR (based on that for 0690S) with tracked changes to be circulated prior to the paper date for discussion and approval at the next meeting.

2.7 AQ Calculation Error Update

SR confirmed this is an item on the risk register for discussion at the informal sub-group meetings. KK clarified that the AQ calculation issue is an ongoing defect with an estimated value of £1.1m across the industry.

FC confirmed that this is a CDSP priority topic for reporting on, explaining that some AQ activities will have a settlement impact and adjustments for processing. FC clarified these are related to capacity, the adjustments will correct the allocation position, and there needs to be time for reconciliations to flow.

It was noted that there is a defect log, monitored by Xoserve. KK suggested it would be worth PAC understanding what the material defects are on the log and the impacts. It was suggested that Michelle Downes (MD) may be able present information to PAC. KK confirmed that this information is available on the Xoserve website, which reports the potential numbers of MPRNs impacted.

It was agreed it would be worthwhile considering the risk profile and having a meaningful value/evaluation of the risk, to allow further consideration. KK was keen to understand the exceptions and make an assessment on the impacts.

LS referred to the previous meeting discussions and highlighted that this issue has been referred to the informal sub-group meetings. SR clarified that the next sub-group meeting is due to be held on 27 October, and asked in light of Modification 0734S - Reporting Valid Confirmed Theft of Gas into Central Systems and the reporting requirements, if it would be worthwhile swapping topics around for discussion. SR suggested swapping the Theft of Gas topic to October and discussing AQs in November. It was agreed to keep AQ discussion in October with a short session on Theft.

It was agreed that PAFA should invite Sean Cooper, npower as a subject matter expert in the discussions at the informal sub-group meetings.

2.8 Open / Meter By-Pass Update

FC confirmed that Xoserve have engaged with the different Shipper constituencies, to address concerns. This has involved sending data sets to all Shippers, via the central customer contact team, of the number of meters with the various By-Pass statuses. It has been requested that Shippers should investigate all sites flagged with an open By-Pass, and sample check the ones that are recorded as closed to ensure the status is correct. FC confirmed that a slide pack has been put together to provide some support.

It was agreed that Xoserve would provide an update on Shipper responses next month.

New Action 1002: Xoserve (FC/AG) to provide an Open/Meter By-Pass update including a snapshot of movements and a narrative of Shipper actions to progress.

2.9 Covid-19 Reports (short notice papers)

FC confirmed there have been a low number of transactions. Noting that as transactions are not flagged there is an element of guess work involved. However to assist with gaining a better understanding, the CDSP will be contacting all Shippers that have submitted isolations, to ask for these to be reviewed and ensure the sites are either still isolated or consuming at *de minimus* and to correct the status accordingly.

FC clarified that the secured area still reports the number of isolations and the AQ, there are 13,000 isolations in total but there is not a split for Covid-19 related isolations.

2.10 Theft of Gas Update

FC confirmed that the monthly Theft of Gas Reports are provided on the Joint Office website at: <https://www.gasgovernance.co.uk/theft>.

No further discussion.

3. Matters for Committee Attention

3.1 PARR Modification 0690S – Reduce qualifying period for Class 1 (Decision)

See item 2.6 and Action update 0810. The Committee are waiting to review the further enhanced reporting format before seeking the UNCC's sign off to include the report in PARR. The aim is to approve this in December.

FC confirmed that the enhancements would be considered next month before submitting the report layout to the UNCC. FC clarified that if the enhancements are agreed, the report in support of Modification 0690S may not be required.

3.2 PAC Budget Spend Update

FC was not aware of any spending at the moment and confirmed that a more definitive update is urgently required in November.

3.3 Standards of Service Liabilities Report (information only)

The Standards of Service Liabilities report was provided for information. No questions were raised.

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

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

RH confirmed that this Modification is being considered by the UNC Modification Panel on Thursday 15 October 2020, following the provision of the Workgroup's Supplemental Report and Variation Request.

RH understood that one representation had challenged an issue not being properly addressed though noting the respondent supported the intention of the Modification overall.

SR asked if one party could prevent the progressing of a Modification. RH explained the UNC Modification Panel voting process and the breakdown of voting.

4.2 Modification 0674 - Performance Assurance Techniques and Controls (MB)

SR confirmed a Workgroup meeting had been held at the end of September. There were no significant amendments, however a further amended Modification was expected (Version 15) to capture some tidying up. It was anticipated that there will be an amended PAFD, and one further meeting on 21 October with an aim to provide a report to November UNC Modification Panel.

4.3 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 Final Modification Report was considered by the UNC Modification Panel in August and had been sent back to Workgroup as new issues had been raised in the representations received. A further Workgroup meeting had been arranged for 29 September to discuss the issues raised. The Final Modification including a Supplemental Report is being present to the UNC Modification Panel on 15 October 2020.

4.4 Modification 0730 – COVID-19 Capacity Retention Process

It was confirmed that this Modification had been referred to the Distribution Workgroup for assessment and that the Workgroup Report is due to be presented to the 15 October 2020 UNC Modification Panel, with a view to considering whether this is issued to consultation.

4.5 Any Other changes

The Committee briefly considered Modification 0734S - Reporting Valid Confirmed Theft of Gas into Central Systems and Modification 0740 (Urgent) - Amending the Formula Year AQ approach for 2021/2 Formula Year, and agreed to add these to the agenda to consider any potential performance reporting.

LS understood that Modification 0740 would be looking at moving the snapshot on by 4 months and changing the formula Year AQ to April not December, to sieve out any potential Covid-19 impacts. KK suggested that this is more a capacity issue than a volume issue, believing it won't affect the rolling AQ. FC clarified that the rolling AQ is calculated each month. PAC considered the potential impacts, the use of current reason codes, and if AQ corrections reason codes needed to be considered.

RH also wished to note Modifications 0736 and 0736A - Clarificatory change to the AQ amendment process within TPD G2.3

5. Review of PAC Outstanding Actions

0802: PAC informal 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.
Update: SR confirmed the informal sub-group meeting had been deferred until 27 October.
Carried Forward.

0810: Xoserve (FC) to confirm if an XRN is available for each DDP Story / Report change.
Update: FC understood that the agreed approach would be to update the existing XRN4876 with a full list of the PAC User Stories to allow them to be tracked. FC confirmed a revised Change Proposal (CP) was presented at the October DSC Change Management Committee for information. LS suggested that PAC needs to understand what is in the backlog for the User Stories, with a status update on the ability for PAC to have its own dedicated sprints. FC confirmed if PAC get its own PAFA led sprint in January/February these will be independent. FC reported the need for some further development work, to update DDP, and to develop what needs to be in the focussed PAC sprint. FC explained that some of the reports are linked. **Closed.**

<p>New Action: 1003: Xoserve (FC) to provide a full list of the User Stories (XRN4876), including ease, importance and proposed prioritisation.</p>
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0901: Joint Office (RH) to provide a proposed amendment to the PAC ToR to allow PAC Alternates to observe meetings.

Update: RH wished to note the intention to update the PAC ToR, having received a request to delay any changes allowing for Modification 0674. RH believed the minor amendment to allow Alternates to observe needn't be delayed. PAC members agreed to the concept and welcomed a change to the ToR for approval next month. **Carried Forward.**

0902: Joint Office (RH) to consider the ability to approve the Annual Review Document via email before the October meeting.

Update: See item 2.3. Annual Review Document approved. **Closed.**

0903: CAMs to encourage Shipper Constituencies to review/audit sites with a recorded Open Bypass and to provide a response to the CDSP.

Update: See item 2.8. **Closed.**

0904: Xoserve (FC) to consider and review how it can meet PAC/PAFA data requirements in the short and longer term.

Update: FC recognised the need for a dedicated sprint and provided the next steps:

Longer term: FC confirmed that the Xoserve Data Office will not be able to set up a dedicated PAC/PAFA sprint until January/February 2021. The next steps will be to understand the cost of the sprint and identify funding.

Shorter term: FC confirmed Xoserve have reviewed the outstanding User Stories and whether these can be provided outside of existing reporting, with most being extensions to existing reports. FC confirmed Xoserve will further investigate User Stories: 387 (Age Analysis of No Meter), 396 (Rejected AQ Corrections) and 397 (AQ Corrections direction and volumes). It was agreed to have a standing agenda item for progress updates. **Closed.**

0905: Joint Office (RH) to review all signed PAC Membership letters to ensure these are the current version, and request replacement letters for any letters that need to be replaced.

Update: RH confirmed that she had reviewed the current signed letters and deemed them all fit for purpose, as the intent of the letters were the same despite some minor wording differences. RH confirmed that further to item 6.2 the Confidentiality letters will be updated. Members would not be asked to re-sign the letters, but they will be used for new Members going forward. **Closed.**

6. Any Other Business

6.1 PAFA Access to Data

See Action updates 0810 and 0905 and new Action 1002. FC agreed to provide a full list of the User Stories (XRN4876), and PAC agreed to having standing agenda items within Section 2.0

6.2 PAC Membership Letters (Document 5 amendment)

RH wished to note that having issued the PAC Membership Letters for members to re-sign it had been highlighted to the Joint Office that a reference in Document 5 did not tie up in the UNC due to an amendment to the UNC in 2017. RH confirmed the amended documents had been provided for PAC to approve.

PAC members approved the changes and republication of the PAC Confidentiality Documents 5,6 &7 at: <https://www.gasgovernance.co.uk/PAC>.

6.3 PAC Membership Changes

KK wished to note that she may be retiring as a PAC Member, confirming a more definitive update will be provided in due course. Until a more definitive update can be provided KK confirmed that Lee Greenwood would stand in as her Alternate for the interim.

RH thanked KK for the support she had provided to PAC over the years.

6.4 Cadent Offtake Meter Validations Report

Andy Clasper (AC) understood that PAC had requested the routine provision of quarterly Offtake Meter performance reports from the Distribution Networks (DNs) in relation to a risk logged on the Risk Register. AC wanted to understand if PAC still required the performance reports, noting that Cadent is the only Network providing a report specifically for PAC whereas the other DN's are providing the standard Meter Validation Reports which are routinely published at: <https://www.gasgovernance.co.uk/MeteringValidations>.

JW noted that there are two risks on the PAC Risk Register relating to detected and undetected offtake errors.

Sallyann Blackett (SB) suggest there needs to be a consistent approach with the request. PAC therefore agreed to consider the Cadent Report and decide if PAC wanted equivalent reports from the other DN's. It was agreed to discuss this further next month.

New Action 1004: PAC members to review the Cadent Offtake Meter Performance Report and agree ongoing reporting requirement from all DN's.
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7. Next Steps

7.1 Key Messages

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

8. Diary Planning

8.1 2021 meeting dates

RH confirmed the various options for the PAC 2021 meeting dates, with a view to moving meetings. SR explained that initially PAFA had expressed a preference to move meetings to a later date in the month, however having assessed the impact, this would either constrain PAFA's preparation time to include more recent data or result in PAC considering more aged data.

It was therefore agreed to keep PAC meetings on the 2nd Tuesday of each month and move adhoc meetings to the 3rd Tuesday (before Panel) to avoid looking at aged data. It was agreed that PAC meetings would be held on the 3rd Tuesday for February, March, June, Aug, and November 2020.

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 10 November 2020	5pm Monday 02 November 2020	Teleconference	Standard Agenda
10:00, Monday 14 December 2020	5pm Friday 04 December 2020	Teleconference	Standard Agenda
10:00, Tuesday 12 January 2021	5pm Monday 04 January 2021	Teleconference	Standard Agenda
10:00, Tuesday 16 February 2021	5pm Monday 08 February 2021	Teleconference	Standard Agenda
10:00, Tuesday 16 March 2021	5pm Monday 08 March 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 13 October 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions:					
PARR Sep 01	14/09/20	2.2	PAFA to liaise with CAMs and follow up with those Shippers that have not provided timeframes with their improvement plans and/or not provided plans.	PAFA (SR)	Closed
PARR Sep 02	14/09/20	2.2	PAFA to contact Tallinn and inform them that they should not be moving sites into PC3 until equipment is installed and they are in a position to submit reads.	PAFA (SR)	Closed
PARR Oct 01	13/10/20	2.2	PAFA to contact Saipan, Tallinn, Washington and Bishek to provide further information on their improvement plans as requested by the PAC. CAMs should also be made aware of the issues and work with the relevant Shippers to provide the details as soon as possible.	PAFA (SR)	Pending
PARR Oct 02	13/10/20	2.2	PAFA to issue a letter to Bratislava addressing an individual higher up in the organisation to provide a response to the	PAFA (SR)	Pending

			performance improvement plan previously issued.		
PARR Oct 03	13/10/20	2.2	PAFA to contact Thimphu and ask for regular monthly updates to support the milestones that have been set out by the Shipper.	PAFA (SR)	Pending
PARR Oct 04	13/10/20	2.2	PAFA to derive a schedule for targeting all Shippers performing below the UNC target of 90% for PC4 which is to be approved at the November 2020 PAC meeting.	PAFA (SR)	Pending
PAC Actions 2020:					
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)	Carried Forward
PAC 0810	11/08/20	6.4	Xoserve (FC) to confirm if an XRN is available for each DDP Story / Report change.	Xoserve (FC)	Closed
PAC 0901	14/09/20	1.0	Joint Office (RH) to provide a proposed amendment to the PAC ToR to allow PAC Alternates to observe meetings.	Joint Office (RH)	Carried Forward
PAC 0902	14/09/20	2.3	Joint Office (RH) to consider the ability to approve the Annual Review Document via email before the October meeting.	Joint Office (RH)	Closed
PAC 0903	14/09/20	2.9	CAMs to encourage Shipper Constituencies to review/audit sites with a recorded Open Bypass and to provide a response to the CDSP.	Xoserve CAMs (FC/AG)	Closed
PAC 0904	14/09/20	6.1	Xoserve (FC) to consider and review how it can meet PAC/PAFA data requirements in the short and longer term.	Xoserve (FC)	Closed
PAC 0905	14/09/20	6.4	Joint Office (RH) to review all signed PAC Membership letters to ensure these are the current version, and request replacement letters for any letters that need to be replaced.	Joint Office (RH)	Closed
PAC 1001	13/10/20	2.6	Xoserve (FC/MA) to draft a proposed PARR (based on that for 0690S) with tracked changes to be circulated prior to the paper date for discussion and approval at the next meeting.	Xoserve (FC/MA)	Pending
PAC 1002	13/10/20	2.8	Xoserve (FC/AG) to provide an Open/Meter By-Pass update including a	Xoserve CAMs (FC/AG)	Pending

			snapshot of movements and a narrative of Shipper actions to progress.		
PAC 1003	13/10/20	5.0	Xoserve (FC) to provide a full list of the User Stories (XRN4876), including ease, importance and proposed prioritisation.	Xoserve (FC)	Pending
PAC 1004	13/10/20	6.5	PAC members to review the Cadent Offtake Meter Performance Report and agree ongoing reporting requirement from all DNs.	PAC	Pending