

Function category	PAFA	CDSP	PAC	Joint Office
General	Management of the PAF Risk Register; maintenance of the Gas Settlement Risk Model; collation, publication and interpretation of the suite of reports specified in the PARR. Provide expert advice on Gas Settlement, and provide support as needed to the PAC. Ongoing maintenance of project plan.	Provide settlement data to PAFA and PAC, and provide proactive expert industry insight and analysis to issues influencing settlement risk.	Provide clear direction and guidance to the PAFA and CDSP to ensure information is presented to explore settlement risk. Ensure effective and consistent decision making, and progression of issues. Ensure risks and issues are appropriately prioritised for the needs of the industry, and guided by core principles of accurate, fair and equitable settlement. Decisions taken and prioritisations highlighted for the good of industry, not along party or sector lines. Potential conflicts of interest highlighted and managed (such as those arising from issues in relation to members' employer). Ensure PAFA function is undertaken effectively and efficiently.	Provide efficient and proactive chairing of the PAC forum. When needed, interventions taken to ensure actions are recorded and assigned. Support definition of actions and help manage debates when arguments become circular. Ensure voting is visible and recorded on specific decision points.
Meetings, agendas & papers	Responsible for ensuring core material and data is present at each meeting for PAC review. Analysis and recommendations should be proposed to PAC for decision and/or further guidance. Direction of travel and management of 'landscape' of issues and risks should be managed across meetings.	Proposers of agenda items should ideally provide supporting material and that material is to be flagged with PAC requirements (decision, approval, information etc.) [I would suggest this needs to be clarified in the rules, Panel and other decision committees have set decision criteria at different stages so it is straight forward for the JO to identify this – PAC is very open ended!]. Items requiring a decisions need to be provided for the agenda at least 5 days ahead of the meeting unless agreed otherwise at the previous meeting or within the timescales agreed for an extraordinary meeting		Agenda to be managed efficiently with an initial draft 10 days ahead of ordinary meetings and final version published 5 days ahead of ordinary meetings.

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Risks and Issues Register	Risks are regularly updated with refreshed data. Where data is not available, additional research should be considered. Data should be requested regularly, and alternatives explored when data not available. Issues Register: Issues are regularly updated with refreshed data, taking into account action plans and steps taken by PAC and wider industry. Closed issues to be analysed to identify if a PAC Risk should be amended or revaluated.	Provide timely and regular data updates, and provide industry expertise and insight to the issues discussed.	Ensuring the risk register is regularly reviewed and actions taken and met to address settlement risk. Issues Register: as above, including escalation to UNC parties and or Industry Regulator as required.	Publish as appropriate on Joint Office pages following consultation with PAC and PAFA.
PARR Reports	Ensure reports are published, and key issues interpreted and highlighted to PAC. Proactive requests for additional data should take place as reports are analysed. Actions for PAC to be recommended	Data is provided that is accurate and timely, and the appropriate insight and understanding is provided to the PAFA and PAC.	Clear actions are decided upon and taken to address risks and issues affecting settlement performance. Ensure reporting is adequate and comprehensive.	
Communications	Communication should be delivered to industry that is timely and relevant based on consultation with PAC.		Confirm the specifics of communications, and decide on the strategy for doing so.	When relevant, communication should be delivered to industry that is timely and relevant based on consultation with PAC.

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Modifications	Provide support to PAC members in delivering industry modifications where appropriate.	Provide insight and expertise to support the progress of any PAC related modifications.	Issues requiring modifications should be fully understood and evidenced prior to a modification being raised on behalf of PAC. PAC should support the development of modifications as appropriate.	No change to business as usual UNC modification procedures.
Data	Highlight data issues to CDSP if identified.	Where data is not available, provide proactive insight into alternative sources of data, as well as suggest on a proactive adhoc basis suggestions for reports and data that could fulfil requirements.		

Responsible, Accountable, Consulted, Informed

Party	Meeting Administration	Meeting Material	Risk Register	Data	Industry Communications	Modifications
PAFA	C	R	R	R	R	C
CDSP	C	R	R	A	RC	C
PAC	A	RA	A	C	A	RA
Joint Office	R	C	I	I	C	C