

**Minutes of the Offtake Committee**  
**Tuesday 01 March 2011**  
**via teleconference**

**Attendees**

|                          |                                 |
|--------------------------|---------------------------------|
| Tim Davis (Chair)        | (BF) Joint Office               |
| Lorna Dupont (Secretary) | (LD) Joint Office               |
| Alan Raper               | (AR) National Grid Distribution |
| Alison Chamberlain       | (AC) National Grid Distribution |
| Chris Shanley            | (CS) National Grid NTS          |
| Joel Martin              | (JM) Scotia Gas Networks        |
| Simon Trivella           | (ST) Wales & West Utilities     |

**1. Introduction and Status Review**

TD explained the purpose of the meeting.

**1.1 Minutes from previous meeting**

The minutes of the previous meeting (25 January 2011) will be approved at the next Offtake Committee meeting.

**1.2 Review of Actions from previous meeting(s)**

**Action OC0101:** T/PR/ME/2 Part 3 - JO to contact absent Committee Members to seek formal approval of the change to the document, then amend and publish the revised version on the website and notify the community.

**Update:** Item deferred. **Carried forward**

**2. Measurement Error SC006 (Aberdeen MTA)**

**2.1 Appointment of Additional Independent Technical Expert**

TD drew attention to the preferred nominee identified during the preceding Offtake Arrangements Workstream. Following a brief discussion of the recommendation made by the Offtake Arrangements Workgroup, JM agreed to approach the preferred nominee with a view to seeking confirmation before his appointment that he would be willing to agree appropriate terms and does not hold any interest or duty which would, or potentially would, conflict with the performance of his duties under his contract with the Downstream Party.

**2.2 Consideration of Terms of Reference**

The Committee supported the Downstream Transporter incorporating the changes put forward by the Offtake Arrangements Workstream.

### **3. Any Other Business**

None raised.

### **4. Diary Planning for Workstream**

Arrangements for the next meeting of the Offtake Committee will be made and notified as appropriate, and it was agreed that this would take place by teleconference where necessary.

**ACTION LOG – UNC Offtake Committee**

| <b>Action Ref</b> | <b>Meeting Date</b> | <b>Minute Ref</b> | <b>Action</b>   | <b>Owner</b> | <b>Status Update</b> |
|-------------------|---------------------|-------------------|---|--------------|----------------------|
| <b>OC0101</b>     | 25/01/11            | 3.2               | <b>T/PR/ME/2 Part 3</b> - Contact absent Committee Members to seek formal approval of the change to the document, then amend and publish the revised version on the website and notify the community. | Joint Office |                      |