

Offtake Arrangements Workstream Minutes

Wednesday 30 July 2008

31 Homer Road, Solihull B91 3LT

Attendees

John Bradley (Chair)	(JB) Joint Office of Gas Transporters
Lorna Dupont	(LD) Joint Office of Gas Transporters
Joel Martin	(JM) Scotia Gas Networks
John Costa	(JC) EDF Energy
Richard Wilson	(RW) National Grid NTS
Simon Trivella	(ST) Wales & West Utilities
Stuart Gibbons	(SG) National Grid Distribution
Trevor Roberts	(TR) Scotia Gas Networks

Apologies

Alison Chamberlain	(AC) National Grid Distribution
Robert Cameron-Higgs	(RCH) Northern Gas Networks

1. Introduction

JB welcomed attendees and explained the purpose of the meeting.

2. Review of Minutes and Actions from previous meetings

2.1 Minutes from previous meetings

JB advised members that there were three sets of minutes for their approval, one set for the meeting of 28 January 2008, one set for the meeting of 14 February 2008, and one set for the meeting of 10 March 2008. The minutes of all three previous meetings were approved.

2.2 Review of Actions from the meeting of 28 January 2008

Action OF1030: Establish the provision of information under OAD Section H2.1.1(i).

Update: None available. **Action carried forward**

Action OF1031: NG UKD to formally propose a UNC Modification Proposal amending UNC OAD Section F as agreed.

Update: None available. **Action carried forward**

Action OF1035: RWE Npower (SR) to redraft modification 0195 to incorporate the views of this group in time for it to be presented at the 07 February 08 Transmission Workstream meeting.

Update: Completed. **Action closed.**

Action OF1036: WWU (LS) to update the 'marked up' text in-line with comments received and table for further consideration at the next meeting.

Update: Completed. **Action closed**

3. Modification 0185VV: Meter Error Notification Process – practical implementation

3.1 Nominations received

JB reported that 14 nominations had been received to date, and asked whether any additional information should be sought from nominees before proceeding.

The CVs were individually reviewed and briefly discussed. JB pointed out that it was important to note that Technical Experts would be appointed as individuals and not as companies. RW asked what other technologies could the nominees be considered for, and it was felt that this was best discovered through individual contacts with each nominee.

The fact that Jacek Krawaczynski was employed by Centrica Energy was commented on. JB had discussed this with Centrica and had been assured that Centrica Energy was a totally separate concern. There was a brief discussion on impartiality and it was concluded that this nominee would remain on the list for the present.

RW said that he intended to nominate three further nominees from TUV NEL: Neil Barton, Alick MacGilvray, and Jeff Gibson; CVs would follow.

SG raised the question of Professional Membership. In his view nominees should be of Chartered status. JB confirmed that this was not specified in the Business Rules, but this may of course be taken into account when the votes are held and it was agreed that this question should be included on the proforma.

Action OF1037: All to send suggestions for inclusion in the proforma by the end of the week so that National Grid NTS (RW) can produce a proforma and circulate.

Action OF1038: National Grid NTS (RW) to produce a proforma which the nominators can send to their nominees to establish whether all relevant technologies are covered.

Action OF1039: By use of the proforma, all nominators to make sure what each nominated Technical Expert can cover.

JB reminded the meeting that a report will need to be made to the September UNC Committee to provide assurance that all is in place and the industry is prepared.

3.2 Suggested amendments to the draft document

The document was discussed. It was requested that the draft document be made available on the JO website.

Action OF1040: JO to make the draft error guidelines document available on the website.

3.3 Other implementation issues

JB presented some templates for review and comment, and described and demonstrated how the fields might be completed and the information captured.

Action OF1041: JO to circulate the Measurement Error Report spreadsheet for asset owners to check data.

TR asked if JO unique reference number would supersede the current process and RW responded that this may need further discussion on current conventions and what might need to change, and if appropriate will liaise with the JO on the best way forward.

Members were comfortable with the suggested reference convention although it was noted that it didn't reference the site.

TR asked if it was intended to populate the new medium with existing but unresolved errors; this was agreed to be good practice.

JB then pointed out that there were no templates as yet for the different types of Logs.

Action OF1042: JO to produce draft templates for Logs and circulate.

There was a short discussion on the publication of MERs and SMERs. ST suggested that these might be incorporated through a link in the Summary Reports.

Action OF1043: National Grid NTS (RW) to produce draft templates for MERs and SMERs and circulate.

JC suggested that a 'dry run' might be a useful exercise and after a short discussion this was agreed. It was suggested that all 'dry run' communications be circulated to the UNC Modification Panel members, the Transporter representatives, and the following Shippers: Brian Durber (E.ON), Stefan Leedham (EDF) and Chris Wright (Centrica).

Action OF1044: JO and Transporters to liaise to organise a 'dry run' of the process.

In response to a question from JC RW confirmed that any significant errors triggered between now and 01 September 2008 would be taken to the Offtake Arrangements Workstream and discussed; it would then go to the Offtake Committee for sanction/approval.

No other issues were identified.

4. AOB

None.

5. Diary Planning for Workstream

The next Offtake Arrangements Workstream meeting will take place at 10:00 on Friday 12 September 2008, at 31 Homer Road, Solihull B91 3LT, and will be followed by the meeting of the Offtake Committee.

ACTION LOG – UNC Offtake Arrangements Workstream 30 July 2008

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF1030	16/05/07	3.2 Topic 007OF	Establish the provision of information under OAD Section H2.1.1(i).	NG NTS (SP/RH/CT)	Carried Forward
OF1031	04/07/07	2.1 Topic 007OF	NG UKD to formally propose a UNC Modification Proposal amending UNC OAD Section F as agreed.	NG UKD (AR/PS)	Carried Forward
OF1035	28/01/08	2.1.3	RWE Npower (SR) to redraft modification 0195 to incorporate the views of this group in time for it to be presented at the 07 February 08 Transmission Workstream meeting.	RWE Npower (SR)	Closed
OF1036	28/01/08	3.1.2	WWU (LS) to update the 'marked up' text in-line with comments received and table for further consideration at the next meeting.	WWU (LS)	Closed
OF1037	30/07/08	3.1	Send suggestions for inclusion in the proforma by the end of the week so that National Grid NTS (RW) can produce a proforma and circulate	All attendees	
OF1038	30/07/08	3.1	Produce a proforma which the nominators can send to their nominees to establish whether all relevant technologies are covered	National Grid NTS (RW)	
OF1039	30/07/08	3.1	By use of the proforma make sure what each nominated Technical Expert can cover	All Nominators	
OF1040	30/07/08	3.1	Make the draft error guidelines document available on the website.	JO (JB/LD)	
OF1041	30/07/08	3.2	Circulate the Measurement Error Report spreadsheet for asset owners to check data	JO (JB)	

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF1042	30/07/08	3.3	Produce draft templates for Logs and circulate.	JO (JB)	
OF1043	30/07/08	3.3	Produce draft templates for MERs and SMERs and circulate.	National Grid NTS (RW)	
OF1044	30/07/08	3.3	Liaise to organise a 'dry run' of the process.	JO (JB) and Transporters	