

Offtake Committee Minutes
Wednesday 2nd November 2005
West Midlands Bridge Club, Solihull

Attendees

John Bradley (Chair)	(JB)	Joint Office
Dennis Rachwal (Secretary)	(DRa)	Joint Office
Steve Featherstone (Alternate)	(SF)	Scotia Gas Networks
Mark Freeman (Alternate)	(MF)	National Grid UKD
Liz Spierling (Member)	(LS)	Wales and West Utilities
Peter Close	(PC)	National Grid UKD
Robert Cameron-Higgs (Member)	(RCH)	Northern Gas Networks
Dave Mitchell	(DM)	National Grid GNCC
Anne Young	(AY)	National Grid DNCC
Andrew Fox (Alternate)	(AF)	National Grid NTS
Diane Ritchie	(DRi)	National Grid DNCC

1. Introduction

The Offtake Committee was established as a sub committee of the UNC Committee as part of the implementation of the UNC. Specific provisions are set out in the Offtake Arrangements Document (OAD) Section N8. These were informally reviewed by the Offtake Arrangements Workstream on 2-Nov-05 and were gauged to be satisfactory. Members and alternates requested that representatives of xoserve and both the national and distribution gas control centres attend future Offtake Committee meetings.

2. Matters for Review in Offtake Subsidiary Documents

a) SCO Interface Procedures (referred to in OAD Section C3);

In discussion it was identified that there may be a need to update this document.

Action OC1000 Draft updated of SCO Interface Procedure to be produced by LS, assisted by AF as necessary.

b) Offtake Communications Document (referred to in OAD Section M);

AF identified that in the event of implementation of Mod Proposal 045 the Offtake Communications Document should be amended to reflect the additional information flow.

Action OC1001 Draft update of Offtake Communications Document to be produced by AF.

c) Validation Procedures (referred to in OAD Section D3);

No review matters identified.

d) Emergency Procedures E2 (referred to in OAD Section C2.3);

No review matters identified.

- e) document TD76 (Temperature Demand Methodology) (referred to in OAD Section H1.3.1);

In discussion it was identified that there may be a need to update this document. The Committee asked that the Offtake Arrangements Workstream considers this when it addresses Topic 007OF on “gas transporter cooperation on planning and investment in networks”.

3. Schedule of Future Meetings

Date: Wednesday 30 November 2005

Venue: Solihull – detail to be confirmed

Date: Wednesday 4 January 2006

Venue: Solihull – detail to be confirmed