

Minutes of the Offtake Committee
Wednesday 16 May 2007
held at the Renewal Conference Centre, Solihull

Attendees

John Bradley (Chair)	(JB)	Joint Office of Gas Transporters
Lorna Dupont (Secretary)	(LD)	Joint Office of Gas Transporters
Alan Raper	(AR)	National Grid Distribution
Alison Jennings	(AJ)	National Grid Distribution
Beverley Grubb	(BG)	Scotia Gas Networks
Liz Spierling	(LS)	Wales and West Utilities
Mark Freeman	(MF)	National Grid Distribution
Mark Sutton	(MS)	TPA Solutions (for Wales and West Utilities)
Martin Davies	(MD)	Wales and West Utilities
Paul Gallagher	(PG)	National Grid Transmission
Paul Remer	(PR)	National Grid Distribution
Richard Wilson	(RW)	National Grid Transmission
Robert Cameron-Higgs	(RCH)	Northern Gas Networks
Steve Pownall	(SP)	National Grid Transmission
Steve Sherwood	(SS)	Scotia Gas Networks
Stuart Gibbons	(SG)	National Grid Distribution

1. Note of any alternates attending the meeting

Steve Pownall attended as the alternate for Ritchard Hewitt.

Alan Raper attended as the alternate for Chris Warner.

2. Review of Minutes and Actions from Committee Meeting 28 February 2006

2.1 The minutes were accepted.

2.2 Action 1004OC was closed.

3. Offtake Subsidiary Documents – matters for review

The SCO Interface Procedures (T/PM/SCO/1 – T/PM/SCO/4), the Validation Procedures (T/PR.ME2 Parts 1 to 3 and T/PR.GQ/3), and the Emergency Procedure E2 (DN/PM/E/2/E)

Attempts had been made to attend the Gas Networks Collaboration Forum, in order to discuss E2 and other documents, but the meetings had been cancelled or conflicted with other commitments and attendance so far had not been possible. There was also a concern that, as National Grid NTS were not represented at this particular forum, it could not simply be delegated rights of sign-off. JB asked whether, in the light of this, the Committee was happy to delegate sign off to the Forum of certain Offtake Subsidiary Documents. The general view was that NTS attendance at any technical sub-groups set-up by the Forum would allow delegation of sign-off – at least at a technical level.

LS, however, had concerns that although the Forum may review documents from a technical standpoint, it was not necessarily interested in any impacts under the UNC, and felt that the

Offtake Committee would still need to input to any documents before being passed to the Collaboration Forum for formal sign off. This was acknowledged by the meeting.

RW stated that, in respect of T/PR/ME/2, which was known as the meter validation procedures, he was involved in looking at the impacts under the Transporter 'umbrella' and would then meet to discuss with the DN's.

Both LS and PG were of the opinion that there needed to be some sort of meter assurance subgroup under the Forum, with the potential to cover this sort of document. PG commented that meter assurance seemed to be fragmented and should be looked at with a view as to how improvements could be fed back into the UNC and appropriate processes.

JB advised the Committee that its sign off for E2 was still required, and that he would formally write to the Committee to request this.

Action 1005OC: JB to write to Committee requesting formal sign off of E2, to be received by the Joint Office by 06 June 2007.

The Offtake Communications Document

JB advised the Committee that this document was currently being reviewed and developed by Debra Hawkin (National Grid Transmission).

British Gas Document TD76

Duncan Rimmer (National Grid Transmission) had reviewed this. It was deemed to be fit for purpose and there was no immediate intention to modify it.

4. Any Other Business

At the Offtake Arrangements Workstream that immediately preceded this Committee meeting it had been agreed that this Committee would be an appropriate forum for notifying the industry of metering errors. The Committee was in agreement with this.

5. Date of Next Meeting

The next Offtake Committee meeting will take place on Wednesday 04 July 2007, at the Renewal Conference Centre, Lode Lane, Solihull B91 2JR and will follow the Offtake Arrangements Workstream meeting.