

UNC Offtake Arrangements Workgroup Minutes

Monday 16 January 2023

via Microsoft Teams

Attendees

Eric Fowler (Chair)	(EF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Ben Hanley	(BH)	Northern Gas Networks
Ben Oldham	(BO)	Cadent
Christopher Syrett	(CS)	E.ON Energy
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	SGN
Fiona Cottam	(FC)	Xoserve
Guv Dosanjh	(GD)	Cadent
Kirsty Dudley	(KD)	E.ON
Leteria Beccano	(LB)	Wales & West Utilities
Mark Field	(MF)	Sembcorp
Mark Jones	(MJ)	SSE
Phil Lucas	(PL)	National Grid
Shiv Singh	(SS)	Cadent
Simon Howard	(SH)	Cadent
Stephen Ruane	(SR)	National Grid
Steve Mulinganie	(SM)	SEFE Energy Ltd

This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.

Please note these minutes do not replicate the detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of papers are available at: www.gasgovernance.co.uk/0829/160123

The Workgroup Report is currently due to be presented at the UNC Modification Panel by 16 February 2023, however an extension request to May 2023 is pending.

1. Introduction and Status Review

Eric Fowler (EF) welcomed all parties to the meeting and noted the rearrangement of the Agenda so that any business related to Offtakes and Meter Errors are considered first, and then any Modification items in the second part of the meeting.

1.1 Approval of Minutes (08 December 2022)

EF noted that a comment had been submitted relating to the actions and that this would be picked up during that agenda item. The minutes from the previous meeting were approved.

1.2 Approval of Later Papers

EF confirmed there was one late paper in relation to the pre-Modification discussion. All agreed to accept this.

1.3 Review of Outstanding Actions

Action 1001 (c): Workgroup Participants to review and consider the outcome of the external audit (when available) and take forward any recommendations for changes to the Reporting Guidelines.

Update: Ben Oldham (BO) confirmed the audit findings are not yet available. Target date will be confirmed as and when they are available. **Carried Forward**

1002: Joint Office (EF) to add agenda item for January Meeting 'Update of actions to identify Meter Errors' due – Jan. '23

Update: As this action is closely linked to Action 1001, the agenda item will be added to the agenda once the audit findings are available. **Carried Forward**

1003 (b): Cadent (DR) to provide a date for the meeting when the Cadent Audit process will be shared and communicated with all the Networks.

Update: Ben Hanley (BH) confirmed this will be an extra-ordinary meeting where the process will be shared with all Networks and will sit outside of the regular Technical Metering meetings. The meeting will be arranged in-line with outstanding action 1005. BH will provide an update at the February meeting. The wording for the Action has been slightly altered. **Carried Forward**

1004: All Networks to conduct an audit of the meter point process and share findings.

Update: BH advised the intention for this action was to look for best practice throughout the process and share each other's insight on how to complete the exercise. Note: this action is linked with 1003 (b). It was agreed to report back to the next meeting to be held on 09 February 2023. **Carried Forward**

1005 (a): Cadent (DR) to provide the scope for the auditing exercise to be discussed with the Networks.

Update: BO explained the scope for the auditing exercise would be supplied for the 09 February 2023 meeting. The action was carried forward. **Carried Forward**

1201: Cadent (SS) to discuss the Measurement Error Notification Guidelines Document internally with Cadent colleagues, specifically Section 7 Table on Page 13.

Update: Simon Howard (SH) advised the document will need some work to make it flow a little better, he will review the document and provide suggestions of amendments.

Darren Dunkley (DD) noted he thought this action was to amend the guidance document specifically where there are two technical experts that don't agree with their findings.

It was agreed to close this action (1201) and open a new action for collaborative work between GDNs to be undertaken and to come forwards with their findings. Cadent are to coordinate a review of the Measurement Error Notification Guidelines Document and provide suggestions of updates to this Workgroup.

David Mitchell (DM) asked if Cadent were waiting to close out the SME's that are open at the moment and complete the review from the Lessons Learned.

Workgroup considered when the review should be completed by and agreed their preference is to wait until the two open Significant Meter Errors (SME) are closed and wait for the outcome of the audit which BO clarified that it will be several months, at least, before the audit is completed.

It was confirmed that the replication of the flow conditions for the Thornton Curtis error was planned by the ITEs but the need to maintain resilience within the Network through the winter weather has delayed this.

Workgroup agreed an initial target for the completion of the review as the end of May 2023.

Action 1201 Closed

New Action 0101: Cadent to coordinate a full review, with all GDNs, of the Measurement Error Notification Guidelines Document and provide suggestions of updates to this Workgroup.

1202: Joint Office (EF) to reorder the agenda for the 2023 meeting; Meter stream and then operators' material

Update: EF confirmed this action is complete. **Closed**

2. Significant Measurement Error Update EM011 – Thornton Curtis MTA

2.1 Update on significant Measurement Errors ITE Report(s)

BO provided an update and advised that at the last Workgroup it was confirmed that both Independent Technical Experts had submitted their methodology and were looking at the viability of the siteworks. The current Network requirements to maintain flows to support supplies do not allow the flexibility needed for the ITE tests, so they are now waiting for the cold weather to clear up.

BO noted that with approximately 6 weeks to complete the analysis after on-site tests it will be at least the end of March before the report will be ready of course providing there are no other Network constraints and security of supply is maintained.

It was confirmed that if the ITE's independent findings do not match, they will then review together and agree on the reconciliation.

Steve Mulinganie (SM) sought clarification when the charge will be made to the invoice, Fiona Cottam (FC) suggested with the necessary approvals following agreement of the report this would not be on an invoice before June 2023.

3. Significant Measurement Error Update EA018 -Royston Measurement Error

3.1 Update on significant Measurement Errors

BO advised the recalculation of the figures should be with CDSP quite soon. FC confirmed the Amendment Invoice team have received the amendment request and are on target to add it to the Amendment Invoice which will be issued on 26 January 2023. FC further confirmed this will be a credit to all Shippers that use the EA LDZ.

The MER Significant Error Report is published on the Joint Office website here: www.gasgovernance.co.uk/MER/EA018.

4. Measurement Error Notification Guidelines Review (UNCC Request)

This agenda item has been addressed by the action updates.

5. Network Initiatives (periodic updates)

EF advised this agenda item is an opportunity for DNs to report back periodically on anything that comes up from the DN meetings or any Network initiatives to share with the Workgroup.

DD noted that the Metering Arrangements that sit within the Offtake Arrangements Document (OAD) Appendix D of the Supplemental Agreement needs a review.

BH advised that 18 months ago National Grid confirmed the content needs to stay as-is as the process has not changed.

When Leteria Beccano (LB) asked, DD confirmed that when Review 0646R - Review of the Offtake Arrangements Document, was raised, it was identified there were a number of areas that required a review wanted to look at, but the review of metering was out of scope as it was recognised that technical input would be required.

EF advised it would be beneficial to see if the National Grid statement could be found.

BH also noted he would like to know what the specific driver is for any such review to save reviewing the document for the sake of it if the process has not changed in a number of years.

KD suggested it would be good governance to review the document if it has not been reviewed for a number of years, even if the conclusion is that it requires no amendments.

6. Pre-Modification Discussions

6.1 Shared Site Drawings

Phil Lucas (PL) introduced the Modification, *0834 - Inclusion of the "Process for the Update and Retention of Shared Site Drawings" as a Subsidiary Document within the Offtake Arrangements Document*, which has already been raised in order for it to be presented to the January 2023 UNC Modification Panel.

Stephen Ruane (SR) introduced a presentation which covered why the change is needed; what needs to change; the options; the proposed solution and the recommended next steps.

The secretary for the meeting would like to note, that these minutes do not include the content within the slides presented per se, but do make reference to the material, therefore, it is recommended that the reader uses the presentation material in conjunction with these minutes.

SR confirmed that Request 0646R recommended establishment of a new OAD Subsidiary Document setting out a uniform change process for Shared Site drawings.

Solution - Slide 4

SR noted a new OAD Subsidiary Document “*Process for the Update and Retention of Shared Site Drawings*” will be added to the list of Subsidiary Documents set out in OAD Section N1.2.

The new Subsidiary Document has already been designed in collaboration with all Operators across a series of workshops and supporting amendments will be made to OAD sections B1.6.1.b (iii) and N1.2.1 (h).

SR concluded his presentation by confirming the intention is to present the proposal to the January 2023 UNC Modification Panel meeting and recommend that self-governance procedures are followed with a 3-month Workgroup assessment.

SR highlighted that, as a result of the Workshops the subsidiary document was shared across attendees, in principle all operators should already be working to the guidelines.

DD expressed his expectation that Shared Hazard Zones, where Network Operators share a Hazard Zone, the calculation would be in line with SR25 accordingly, however, when there is a Site User, there should be a caveat that the Site User is not responsible.

In response, SR commented that he is looking to implement the solution in the Modification and would not be including a caveat, he suggested that what DD is suggesting sounds more like an individual project.

DD noted that if the caveat is not recorded then Cadent will oppose the Modification.

When DD explained that the Modification currently implies the Site Owner is fully responsible for assessing all the Hazard Zones and drawings, especially when it is a Hazard Zone specifically for the Site User, SR pointed out that many of the responsibilities are already set out and noted the suggestion from DD feels like a separate piece of work to the Modification raised.

DD said that the current way the Modification is drafted, the responsibility lies solely with the Site Owner and Cadent would not be happy with that.

LB took the opportunity to refer Workgroup to several questions that Richard Pomroy noted when he reviewed the Modification, specifically he asked where the Legal Text says the Site Owner is responsible for site drawings. EF highlighted on screen the draft legal text contained in the Modification proposal.

DD clarified that Cadent will provide a site drawing where they are the Site Owner, it is where they are the Site User that the issue lies.

PL suggested this discussion should be held within Workgroup . EF noted the questions posed regarding Hazard Zones asked National Grid to consider if 3-months in Workgroup is going to be enough.

PL stated that he will provide a change marked version of the legal text within the Modification to highlight the Legal Text changes.

7. Workgroups

7.1 Modification 0829S - Updates to the Supplemental Agreement Amendments Process

(Report to Panel 16 February 2023)

<https://www.gasgovernance.co.uk/0829>

8. Any Other Business

8.1 Metering Arrangements Supplemental Agreement review

Referring to the discussion held in agenda item 5, DD suggested deferring this review for now, and he will see if the relevant appendix needs to be updated.

9. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Time/Date	Paper Publication Deadline	Venue	Programme
10:00 Thursday 09 February 2023	17.00hrs 01 February 2023	Microsoft Team	TBC

Action Table (as of 16 January 2023)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
1001(c)	26/10/22	1.3	Workgroup Participants to review and consider the outcome of the external audit (when available) and take forward any recommendations for changes to the Reporting Guidelines.	Workgroup Participants	TBC	Carried forward
1002	26/10/22	1.3	(linked with action 1001) Joint Office (EF) to add agenda item for January Meeting 'Update of actions to identify Meter Errors' due – Jan. '23	Joint Office (EF)	TBC	Carried forward
1003 (b)	26/10/22	5.1	Cadent (DR) to provide feedback on how the Cadent Audit process will be shared and communicated between all the Networks.	Cadent (DR)	February 2023	Carried forward
1004	26/10/22	5.1	(linked with action 1003 (b)) All Networks to conduct an audit of the meter point process and share findings.	All Networks	February 2023	Carried forward
1005 (a)	26/10/22	5.1	Cadent (DR) to provide the scope for the auditing exercise to OAW.	Cadent (DR)	February 2023	Carried forward
1201	08/12/22	5.0	Cadent (SS) to discuss the Measurement Error Notification Guidelines Document internally with Cadent colleagues, specifically Section 7 Table on Page 13.	Cadent (SS)	January 2023	Closed
1202	08/12/22	6.2	Joint Office (EF) to reorder the agenda for the 2023 meeting; Meter stream and then operators' material.	Joint Office (EF)	January 2023	Closed
0101	16/01/23		Cadent to coordinate a full review, with all GDNs, of the Measurement Error Notification Guidelines Document and provide suggestions of updates to this Workgroup.	Cadent (SS)	May 2023	Pending