

UNC Offtake Arrangements Workgroup Minutes Tuesday 25 February 2014 via Teleconference

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Catherine Lister	(CL)	Wales & West Utilities
Colette Baldwin	(CB)	E.ON UK
David Mitchell	(DM)	Scotia Gas Networks
John Bolland	(JB)	Scottish Power
Louise McGoldrick	(LM)	National Grid NTS
Jan Mather	(JM)	National Grid NTS
Mark Jones	(MJ)	SSE
Quentin Mabbutt	(QM)	National Grid NTS

Copies of all papers are available at: www.gasgovernance.co.uk/OA/250214

1. Introduction and Stats Review

1.1. Review of minutes

The minutes of the previous meeting were accepted.

1.2. Review of actions

0101: National Grid to produce a strawman to capture the suggested guideline amendments to review at the next meeting.

Update: AC provided an initial draft for consideration and feedback. See item 2.0. AC agreed to make further enhancements for review and feedback prior to the next meeting. An amended version is to be published for consideration and discussion. **Complete**

0102: National Grid NTS to summarise how they calculate the value of an error for provision to Xoserve.

Update: See item 2.0. **Complete**

0103: Workgroup to reconsider how the calculation methodology and early indication could be incorporated into the guidelines.

Update: See item 2.0. **Complete**

0104: Transporters (DNs) to review all live errors and close any that do not require reconciliation.

Update: The Workgroup considered the live errors on the register. See item 2.0. **Complete**

0105: National Grid NTS to provide a list of errors currently working on to assist the reconciliation of live errors.

Update: JM confirmed which errors National Grid NTS are currently validating. NTS agreed to reconcile their list of errors against the live errors and provide an update. See item 3.0. **Complete**

2. Measurement Error Guideline Amendments

AC provided a draft update to the Measurement Error Guidelines. The Workgroup considered the comments.

It was agreed to:

Update the Development of Rules to refer to Section V12 and remove the copied section of V12.

Update Section 3 Measurement Equipment Validation to refer to Section D of the Offtake Arrangement Document (OAD) and remove data that is already provided within UNC OAD. AC explained that this particular area of OAD is currently being reviewed to preserve the validation anniversary date and provide some leeway as to when the validation visit would take place. The current drafting brings the validating date forward each year and eventually this will fall on a date, which is unacceptable due to demand on the system. She anticipated raising a modification in due course.

Update Section 6 to; refer to errors over 500GWhs and consider the frequency of updates for significant errors; merge sections, which duplicate the same text for the Upstream Party and User.

Remove the requirement for two parties to agree Workgroup agenda items.

Consider that the Downstream party should propose the ITE's Terms of Reference as this defines the scope of work / contract and take views from the Workgroup for consideration.

Consider what needs to be included in the ITE contracts and that the Downstream Party will ensure the ITE operates in accordance with that contract.

Consider the Conflict of Interest statement.

Introduce the concept that low valued errors will follow the process however any error can be considered at Workgroup.

Incorporate a list and explanation of the different status'.

Incorporate the invoicing aspect of the process.

Consider the incorporation of the calculation methodology.

It was agreed that interested parties would review the draft Guidelines and provide comments offline. The intention will be to provide a further enhanced document for further consideration on 26 March.

3. Review of Live Measurement Errors

QM explained the process undertaken by National Grid NTS for reconciling Measurement Errors. He explained there are typically two types of error, a data error or an error due to equipment failure / equipment out of tolerance. NTS review the Measurement Error Report and validate the methodology used. If there any differences in opinion these are questioned with the Downstream Transporter. QM confirmed that National Grid NTS follow the guidelines outlined in OAD and all work undergoes a checking process before sign-off/processing. He confirmed any error that falls below 1% of the total volume would not be reconciled.

CB asked if National Grid NTS could provide a brief summary document to capture the process.

Action 0201: National Grid NTS to summarise the reconciliation process and provide a document for reference.

JM confirmed that National Grid NTS are currently looking at the end-to-end process with a view to identifying possible improvements. QM confirmed the communication/hand-offs between National Grid NTS and the DNS will be considered.

NTS agreed to reconcile their list of errors against the list of live errors and provide an update. This would enable DNs to consider and review any required action.

Post Meeting Summary of live errors:

Status	DN	Error Reference
Awaiting next invoice	National Grid	EA012
Measurement Error Report Published (null reconciliation)	SGN	SC009, SO002, SO010
Measurement Error Report Published (reconciliation)	SGN	SO004, SO005, SO006, SO007, SO011
	WWU	SW026, WS002
Measurement Error Report in compilation	NGN	NO009
Errors Notified (requiring further updates)	NGN	NO010
	SGN	SC005, SC010, SC011, SC013, SE004, SO008
	WWU	SW028
Measurement Error Register at: www.gasgovernance.co.uk/MER .		

4. Any Other Business

None raised.

5. Diary Planning for Workgroup

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Offtake Arrangements Workgroup meeting will take on:

26 March 2014, at 10:00, 31 Homer Road, Solihull, B91 3LT

29 April 2014, at 10:00, 31 Homer Road, Solihull, B91 3LT

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	14/01/14	2.1	National Grid to produce a strawman to capture the suggested guideline amendments to review at the next meeting.	National Grid (AC)	Complete

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0102	14/01/14	2.1	National Grid NTS to summarise how they calculate the value of an error for provision to Xoserve.	National Grid NTS (JM)	Complete
0103	14/01/14	2.1	Workgroup to reconsider how the calculation methodology and early indication could be incorporated into the guidelines.	Workgroup	Complete
0104	14/01/14	2.1	Transporters (DNs) to review all live errors and close any that do not require reconciliation.	All DN's	Complete
0105	14/01/14	2.1	National Grid NTS to provide a list of errors currently working on to assist the reconciliation of live errors.	National Grid NTS (JM)	Complete
0201	25/02/14	3.0	National Grid NTS to summarise the reconciliation process and provide a document for reference.	National Grid NTS (QM)	Pending