

UNC Request Workgroup 0646R Minutes Review of the Offtake Arrangements Document

Wednesday 31 July 2019

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Arran Poad*	(AP)	Northern Gas Networks
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	SGN
Leteria Beccano	(LB)	Wales & West Utilities
Shiv Singh	(SS)	Cadent
Stephen Ruane	(SR)	National Grid NTS
Stevie Docherty *	(SD)	Northern Gas Networks

Copies of all papers are available at: www.gasgovernance.co.uk/0646/310719

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 October 2019.

1. Introduction and Status Review

BF welcomed everyone to the meeting.

1.1. Approval of Minutes (03 July 2019)

The minutes from the previous meeting were approved.

2. Review of Outstanding Actions

Action 0404: Joint Office (BF) to include a recommendation in the Workgroup Report that the Offtake Committee to consider establishing a sub-committee to take forward the recommendations from this Review group.

Update: to be reviewed next meeting This will be completed once the Workgroup Report is developed further. Action. **Carried Forward**

Action 0601: Cadent (DD) to provide a one-page document setting out the aim and objectives of the CNI workshop and a broad outline of the discussion topics for the September meeting.

Update: Deferred to October meeting. **Carried Forward until October**

DD confirmed that the CNI Workshop needs to be organised following consideration of the Terms of Reference and the Roles and Responsibilities. It was anticipated that the Workshop will consider what elements need to be included in OAD, potentially resulting in a new document for network operators to comply with. **Carried Forward until October**

Action 0701: Cadent to draft a Modification with the 11 items from the Issues Log.

Update: Deferred to September meeting. **Carried Forward until September**

Action 0702: Cadent to re-circulate the actions from the Maintenance Workshop to allow WWU and NGN to respond to the outstanding actions.

Update: DD confirmed this action has been completed and will possibly require a further meeting of the Maintenance Workshop to conclude the actions, which DD agreed to arrange.

DD provided a recap advising there are no planned significant changes as the proposed amendments to OAD Section G should be minor, there is a need to articulate the Business Rules to complete the amendments which will then come to this Workgroup for agreement. A Drawings

Workshop also needs to be completed before the second Modification can be raised to develop associated Business Rules. DD is writing up a subsidiary document that will support the process.
Closed

3. Pre-Modification Discussion (Issues Log)

Deferred until the next meeting.

4. Consideration of SCO review

Deferred until the next meeting.

5. Development of Request Workgroup Report

Deferred until the next meeting.

6. Next Steps

BF summarised the anticipated next steps as follows:

- DD will arrange the Maintenance Workshop.
- Development of the draft Request Workgroup Report.

7. Any Other Business

None raised.

8. Diary Planning

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

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:00 Wednesday 04 September 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Standard Agenda
10:00 Thursday 10 October 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Standard Agenda
10:00 Wednesday 06 November 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Standard Agenda
10:00 Wednesday 04 December 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Standard Agenda

Action Table (as at 31 July 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0404	11/04/19	3.0	Joint Office (BF) to include a recommendation in the Workgroup Report that the Offtake Committee to consider establishing a sub-committee to take forward the recommendations from this Review group.	Joint Office (BF)	Carried Forward
0601	05/06/19	2.0	Cadent (DD) to provide a one-page document setting out the aim and objectives of the CNI workshop and a broad outline of the discussion topics for the September meeting.	Cadent (DD)	Carried Forward to October
0701	03/07/19	4.0	Cadent to draft a Modification with the 11 items from the Issues Log.	Cadent (DD)	Carried Forward until September
0702	03/07/19	4.0	Cadent to re-circulate the actions from the Maintenance Workshop to allow WWU and NGN to respond to the outstanding actions.	Cadent (DD) WWW (LB/RP) NGN (BH/AR)	Closed