

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

Thursday 10 October 2019

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

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Alan Raper	(AR)	Joint Office
Arran Poad *	(AP)	Northern Gas Networks
David Mitchell *	(DM)	SGN
Leteria Beccano *	(LB)	Wales & West Utilities
Louise McGoldrick	(LM)	National Grid NTS
Shiv Singh	(SS)	Cadent
Stephen Ruane	(SR)	National Grid NTS

Copies of all papers are available at: www.gasgovernance.co.uk/0646/101019

The Workgroup Report is due to be presented at the UNC Modification Panel by 19 December 2019.

1. Introduction and Status Review

BF welcomed everyone to the meeting.

1.1. Approval of Minutes (31 July 2019)

The minutes from the previous meeting were approved.

1.2. 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: This was considered to be business as usual, therefore it was agreed that the action could be closed. **Closed**

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 the December 2019 meeting. **Carried Forward**

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

Update: Deferred to the December 2019 meeting. **Carried Forward**

2. Pre-Modification Discussion (Issues Log)

Deferred until the provision of a draft Modification for phase 2 topics. It was anticipated that the next required draft Modification would be available either for the November or December meeting.

3. Consideration of SCO review

SR advised that further consideration has been given within National Grid and they are currently reviewing if a Modification is required. He confirmed a pre-modification discussion would be brought to the Workgroup if a Modification is deemed required.

It was agreed this was no longer required as a standard agenda item.

4. Development of Request Workgroup Report

Deferred until the next meeting.

The Workgroup acknowledged there was still a considerable amount of work to be undertaken and further Modifications required. It was agreed that the Workgroup Report deadline would benefit from an extension until April 2020.

5. Next Steps

BF summarised the anticipated next steps as follows:

- Pre-Modification Discussions / Issues Log (November / December)
- Modification Assessment (January / February)
- Development of Request Workgroup Report (March)
- Finalise the Request Workgroup Report (April)

6. Any Other Business

SS wished to highlight to the Workgroup that Distribution Networks (DNOs) have received notification from National Grid that the service used to determine the Flow Weighted Average Calorific Value will cease in the future. SS advised a meeting has been held to understand the obligations and as a result he believed a modification maybe required to OAD Section F 1.1.1 C which currently states that National Grid will determine daily CVs on behalf of each DNO.

It was noted that within OAD Section F 4.1.2 National Grid have the ability to terminate the arrangements subject to 6 months notice. It was agreed that further consideration was required on whether the two sections in OAD needed to be amended to remove any ambiguity.

7. 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 06 November 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Availability of essential meeting papers to be confirmed before confirmation of next meeting. Expected Agenda: Pre-Modification Discussions / Issues Log

10:00 Wednesday 04 December 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Pre-Modification Discussions / Issues Log
10:00 Monday 06 January 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Modification Assessment
10:00 Wednesday 05 February 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Modification Assessment
10:00 Wednesday 04 March 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Development of Request Workgroup Report
10:00 Wednesday 01 April 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Finalise the Request Workgroup Report

Action Table (as at 10 October 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)	Closed
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 until December
0701	03/07/19	4.0	Cadent to draft a Modification with the 11 items from the Issues Log.	Cadent (DD)	Carried Forward until December