

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

Monday 06 January 2020

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

### Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Arran Poad *	(AP)	Northern Gas Networks
Darren Dunkley	(DD)	Cadent
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: <http://www.gasgovernance.co.uk/0646/060120>

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 April 2020.

### 1. Introduction and Status Review.

Bob Fletcher (BF) welcomed everyone to the meeting.

#### 1.1. Approval of Minutes (10 October 2019 and 04 December 2019)

The meetings of the previous meeting were approved.

#### 1.2. Review of Outstanding Actions

**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:** Darren Dunkley (DD) confirmed this has been undertaken. **Closed**

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

**Update:** Shiv Singh (SS) confirmed this is currently on hold until further progress is made with Modification 0683S. The intention will be to discuss the issues log in February/March, including the next phase draft modification. See next steps. **Closed**

### 2. Pre-Modification Discussion (Issues Log)

It was agreed to defer discussions until February/March 2020 and prioritise the assessment of Modification 0683S.

Before closing the meeting DD referred to an action update he had provided for discussion at the December meeting and the [proposal for updating the OAD Security Provisions](#).

DD briefly summarised the Roles and Responsibilities and explained that a workshop would be required to determine what needs to be incorporated into OAD and what process / principals might be required to support the arrangements. He confirmed that this review is being led by National Grid and the intention will be to use a process similar to the existing suite of emergency documents rather than creating a new standalone process.

The Workgroup briefly discussed the current Access Rights process, the context for engagement and potential amendments. DD reported that a meeting is planned with SGN to look at the principals and vetting requirements needed to support the process.

The Workgroup considered whether some of the listed Access Right changes were operational requirements rather than changes required to OAD. DD suggested some clauses may be required within OAD to point parties to the appropriate supporting documentation. He anticipated some engagement may be required to assist the development of OAD and relevant documents.

DD asked parties to consider the published document provisions for security arrangements and provide topic areas for discussion at the next meeting. This will assist establishing what topics need to be taken forward, to consider sponsors and the work required.

**New Action 0101:** All to provide comments to Cadent (DD) on the proposed OAD security provisions by the end of January.

### 3. Next Steps

Pre-Modification Discussions / Issues Log (February)  
 Modification Assessment (February/March)  
 Redundant Asset Process Review (March - 0683 Action 1206)  
 Offtake sites and Connection Site definitions (March - 0683 Actions 1204 and 1208)  
 Development of Request Workgroup Report (March)  
 Finalise the Request Workgroup Report (April)

### 4. Any Other Business

None raised.

### 5. 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 05 February 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Pre-Modification Discussions / Issues Log Modification Assessment
10:00 Wednesday 04 March 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Modification Assessment Redundant Asset Process Review (March - 0683 Action 1206) Offtake sites and Connection Site definitions (March - 0683 Actions 1204 and 1208) 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

10:00 Wednesday 06 May 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Finalise the Request Workgroup Report
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**Action Table (as at 06 January 2020)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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)	<b>Carried Forward Closed</b>
0701	03/07/19	4.0	Cadent to draft a Modification with the 11 items from the Issues Log.	Cadent (DD)	<b>Closed</b>
0101	06/01/20	2.0	All to provide comments to Cadent (DD) on the proposed OAD security provisions by the end of January.	All	<b>Pending</b>