

## Agenda

**UNC Offtake Arrangements Workgroup**  
**10:00 Wednesday 29 September 2021**  
**via Teams: 0203 443 9666, Conference ID 460 484 005#**

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Item	Topic	Lead	Category
<b>1. Introduction and Status Review</b>		Chair	Approval
1.1.	Approval of Minutes (01 September 2021)		
1.2.	Approval of Late Papers	Chair	Discussion
1.3.	Review of Outstanding Actions	Chair	Discussion
<b>2. Second ITE Selection</b>		Shippers Only	Approval
<b>3. Any Other Business</b>		Chair	Discussion
<b>4. Next Steps</b>		Chair	Discussion
<b>5. Diary Planning</b>		Chair	Information

### Action Table (as of 01 September 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0706	08/07/21	3.0	Transporter Metering Forum to share knowledge of the SE007 – Isle of Grain Measurement Error to ensure awareness and consider mitigating actions.	All Transporters	26 July 2021	Carried forward
0708	08/07/21	3.0	Transporters and National Grid to consider how to ensure all Offtake Measurement Errors are captured and covered by a documented adjustment process.	All Transporters	04 August 2021	Carried forward
0801	04/08/21	1.0	Cadent (BO) to provide more detailed information regarding the schedule for the replacement of the Orifice Plates.	Cadent (BO)	29 September 2021	Carried forward
0901	01/09/21	1.3	Correla (RM) to produce a new timeline showing the impacts to the reconciliation process by the appointment of a second ITE.	Correla (RM)	29 September 2021	Pending
0902	01/09/21	1.3	All Shipper Workgroup participants to make the decision regarding the appointment of the second Independent Technical Expert (ITE) if the error overall amount exceeds 500 GWh – a decision to be made on 29 September 2021.	All Shippers	29 September 2021	Pending

**Action Table (as of 01 September 2021)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Target Date</b>	<b>Status Update</b>
<b>0903</b>	01/09/21	1.3	Joint Office (AR) to ensure a new agenda item is to be added to the September meetings of the UNCC, Distribution and Transmission Workgroups and the PAC, in relation to if the Measurement Error Report produced by TÜV SÜD if it exceeds 500GWh, then a decision is to be made 29 September 2021 regarding the second ITE appointment.	Joint Office (AR)	29 September 2021	<b>Pending</b>
<b>0904</b>	01/09/21	1.3	Offtake Arrangements Workgroup to review the Offtake guidelines to ensure they are fit for purpose.	All Transporters	October 2021	<b>Pending</b>