

**UNC Offtake Arrangements Workgroup Minutes**  
**Tuesday 21 February 2012**  
**at 31 Homer Road, Solihull B91 3LT**

**Attendees**

Bob Fletcher (Chair)	(TD)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Bethan Winter	(BW)	Wales & West Utilities
Charles Ruffell*	(CR)	RWE npower
Dave Adlam	(DA)	National Grid Distribution
Dave Mitchell	(DM)	Scotia Gas Networks
Dennis Rachwal	(DR)	National Grid NTS
Graham Wood*	(GW)	British Gas
Helga Clarke	(HC)	National Grid NTS
Jakob Forman	(JF)	DONG Energy
James Thomson*	(JT)	Ofgem
Keith Dixon	(KD)	Northern Gas Networks
Lewis Hodgart*	(LH)	Ofgem
Mark Jones*	(MJ)	SSE
Mike Wassell	(MW)	National Grid NTS
Phil Hobbins	(PH)	National Grid NTS
Ritchard Hewitt	(RH)	National Grid NTS
Rob Cameron-Higgs	(RCH)	Wales & West Utilities
Stuart Gibbons	(SB)	National Grid Distribution
Tim Davis*	(TD)	Joint Office
Tom Connolly*	(TC)	Scottish Power

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/OA/210212>

**1. Introduction and Status Review**

**1.1 Review of minutes**

The minutes of the previous meeting were accepted.

**1.2 Review of actions**

**OF0702:** Scotia Gas Networks to review the Six Point Plan to identify if a similar error to Horndon would be picked up in the future.

**Update:** DM confirmed that the Six Point Plan has been provided it was agreed to add the information at [www.gasgovernance.co.uk/mer](http://www.gasgovernance.co.uk/mer). **Complete**

**OF0101:** Transporters to consider publication of the Six Point Plan and advise the meeting accordingly.

**Update:** See action update OF0702. **Complete.**

## 2. Significant Measurement Error Updates

### 2.1. SC006: Aberdeen MTA

DM confirmed tests had been started, however the compressor went down on site so the tests had to be abandoned. Assessments have been re-planned for April 2012. TD questioned if the experts were able to provide the methodology for the error.

**Action OF0201:** Scotia Gas Networks to request Independent Expert methodology for Significant Measurement Error SC006 – Aberdeen MTA

### 2.2. NT008: - Horndon B MTA

AC confirmed all technical issues have now been responded to and a final Measurement Error Report has been provided. AC proposed that the Offtake Committee consider approving the Error Report and the invoice production. GW wished to consider the final report and responses to ensure their questions had been addressed. However, AC was keen to keep the process running. It was agreed to convene an Offtake Committee meeting on 06 March 2012 to approve the production of the invoice.

## 3. Workgroups

3.1. 0407 - Standardisation of notice periods for offtake rate changes for all National Grid NTS Exit Users  
(Report to Panel 21 June 2012)  
Papers at: [www.gasgovernance.co.uk/0407](http://www.gasgovernance.co.uk/0407)

3.2. 0413S - DN Adjustment of notices for the reduction of Enduring Annual NTS Exit (Flat) Capacity  
(Report to Panel 17 May 2012)  
Papers at: [www.gasgovernance.co.uk/0413](http://www.gasgovernance.co.uk/0413)

## 4. Issues

### 4.1. ISS 0036, OCS/OPS process *(on hold until April)*

MW confirmed that a Network Flex Workshop was held on 31 January 2012 (details at [www.gasgovernance.co.uk/tx/310112](http://www.gasgovernance.co.uk/tx/310112)), a further meeting is planned in April. It was anticipated an update would be provided at future Offtake Arrangement Workgroup Meetings.

### 4.2. Transmission System Operator to Distribution System Operator Agreement Guidelines

AC wished to raise a new issue relating to the Transmission System Operator to Distribution System Operator Agreement Guidelines. She explained that the guidelines came into existence from SOMSA and EDNA and that the DNs have signed onto the guidelines. AC confirmed that National Grid is working on a draft modification to include the guidelines within the OAD. The intention will also be to tidy up the references to SOMSA where appropriate.

### 4.3. New Issues

No additional issues raised.

## 5. Any Other Business

None raised.

## 6. Diary Planning for Workgroup

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

The next meetings of the Workgroup will take place on:

10:00, 19 March 2012, 31 Homer Road, Solihull, B91 3LT

10:00, 23 April 2012, 31 Homer Road, Solihull, B91 3LT

**Offtake Arrangement Workgroup Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0702	11/07/11	2.1	Review the Six Point Plan to identify if a similar error to Horndon would be picked up in the future.	Scotia Gas Networks (JM)	Complete
OF0101	18/01/12	1.2	Transporters to consider publication of the Six Point Plan and advise the meeting accordingly.	Scotia Gas Networks (EM)	Complete
OF0201	21/02/12	2.1	Scotia Gas Networks to request Independent Expert methodology for Significant Measurement Error SC006 – Aberdeen MTA		Pending