

Minutes of the Offtake Committee Minutes
Monday 19 March 2012
at 31 Homer Road, Solihull B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(LD)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Dave Mitchell	(DM)	Scotia Gas Networks
Joanna Ferguson*	(JF)	Northern Gas Networks
Rob Cameron-Higgs	(RCH)	Wales & West Utilities

* via teleconference

1. Introduction and Status Review

1.1 Minutes from previous meetings

Minutes of the previous meeting held on 29 March 2011 were approved.

1.2 Review of Actions from previous meeting(s)

Action OC0101: T/PR/ME/2 Part 3 - JO to contact absent Committee Members to seek formal approval of the change to the document, then amend and publish the revised version on the website and notify the community.

Update: Item complete. **Complete.**

2. Approve Independent Technical Experts

BF confirmed that three additional names had been provided which require approval by the committee to add to the register. The committee approved the addition of:

Ali Niazi
 Paul Daniel
 Charlie Johnson

3. Any Other Business

None Raised.

4. Diary Planning for Workstream

Arrangements for the next meeting of the Offtake Committee will be made and notified as appropriate.

ACTION LOG – UNC Offtake Committee

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OC0101	25/01/11	3.2	T/PR/ME/2 Part 3 - Contact absent Committee Members to seek formal approval of the change to the document, then amend and publish the revised version on the website and notify the community.	Joint Office	Complete