

**UNC Offtake Arrangements Workgroup Minutes**  
**Monday 21 May 2012**  
**31 Homer Road, Solihull B91 3LT**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Lorna Dupont (Secretary)	(LD)	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
David Mitchell	(DM)	Scotia Gas Networks
Graham Wood*	(GW)	British Gas
Helga Clarke	(HC)	National Grid NTS
Jakob Forman*	(JF)	DONG Energy
Katherine Porter*	(KP)	EDF Energy
Mark Jones*	(MJ)	SSE
Ritchard Hewitt	(RH)	National Grid NTS
Rob Cameron-Higgs	(RCH)	Wales & West Utilities
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/210512>

**1. Introduction and Status Review**

**1.1 Review of minutes**

The minutes of the previous meeting were accepted.

**1.2 Review of actions**

**OF0201:** Offtake Arrangement Workgroup to request the methodology from the Independent Experts for Significant Measurement Error SC006 – Aberdeen MTA.

**Update:** The methodology from one ITE had been received and the other was awaited. It was suggested that following receipt of the second methodology the ITEs should be invited to attend the next meeting (25 June 2012) to individually present their methodologies to the Workgroup. DM agreed to invite the ITEs to attend. **Carried Forward.**

**OF0401:** DNs to review delayed notification of errors and explain why these errors have taken time to report and consider if a suitable timeline can be agreed for future reporting of identified errors.

**Update:** The Joint Office had liaised with the DNs to review delays in notifications. AC reported that National Grid Distribution had reviewed the position of various errors and confirmed that 90% were registered within one month, 4% were registered within 1 – 3 months, and 6% had taken longer. There were various reasons for the delays associated with the 6%, one of which was the inability to positively confirm at the time of first identification whether or not something was an

actual error; there was an understandable reluctance to alert Shippers to a error/situation which on further investigation may not actually exist, and then have to remove the notification. AC had looked at the most recent one notified which contained very little information and carried the status 'to be confirmed'. She asked Shippers for their views on this status.

Acknowledging it was often difficult at the outset, GW observed that he would rather know an estimate of magnitude (high or low), with a caveat, to set up an awareness/expectation. TC echoed this view and agreed that knowing something might exist was to be welcomed; it was understood that it was sometimes very difficult to actually quantify at the outset. GW reiterated that Shippers would like to know about a potential error even if it turned out not to be one in reality; TC added that it gave visibility.

AC confirmed that as soon as National Grid Distribution was in a position to provide a rough order of magnitude for an error it would do so. RCH (for Wales & West Utilities) and DM (for Scotia Gas Networks) supported AC's position, and pointed out that it was incumbent on the DNs to update the position of any error as soon as possible.

It was agreed to review the position/status at the next meeting. **Carried Forward.**

**OF0402:** TC to provide examples of Measurement Reports provided before notification to the Joint Office to ensure/check an administration error has not occurred before the DNs investigate such instances.

**Update:** BF confirmed receipt of the examples and confirmed that the details of the errors had been forwarded to the respective DNs for response.

**Carried Forward.**

**OF0403:** DNs to review the reporting of invoice production.

**Update:** AC confirmed that she had discussed the process with National Grid NTS and Xoserve; there was room for improvements and these would be followed up with the appropriate parties. AC will report back at the next meeting. **Carried Forward.**

**OF0404:** All DNs to review all outstanding errors to ensure that any errors that are still outstanding are 'live'.

**Update:** Under review; AC reported that Xoserve was happy to review/reconcile what was up-to-date/outstanding. **Carried Forward.**

**OF0405:** DNs to produce a 'chain of events' to examine where the process could be improved.

**Update:** Under review. **Carried Forward.**

## 2. Significant Measurement Error Updates

### 2.1. SC006 Aberdeen MTA

No further update; see Action OF0201 above.

**3. Workgroups**

- 3.1.** 0407 - Standardisation of notice periods for offtake rate changes for all National Grid NTS Exit Users

The minutes for this meeting are available at:  
[www.gasgovernance.co.uk/0407/210512](http://www.gasgovernance.co.uk/0407/210512)

**4. Issues**

- 4.1. ISS 0040 - Review of Measurement Error Notification Guidelines**

Under review by the DNs.

- 4.2. New Issues**

No additional issues were 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 meeting of the Offtake Arrangements Workgroup will take place at:  
 10:00 on Monday 25 June 2012 at 31 Homer Road, Solihull B91 3LT.

**UNC Offtake Arrangement Workgroup - Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0201	21/02/12	2.1	Offtake Arrangement Workgroup to request the methodology from the Independent Experts in respect of Significant Measurement Error SC006 – Aberdeen MTA.	Offtake Arrangement Workgroup (Scotia Gas Networks - DM)	Carried Forward
OF0401	23/04/12	4.3	DNs to review delayed notification of errors and explain why these errors have taken time to report, and consider if a suitable timeline can be agreed for future reporting of identified errors.	All DNs	Carried Forward

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0402	23/04/12	4.3	TC to provide examples of Measurement Reports provided before notification to the Joint Office to ensure /check an administration error has not occurred before the DNs investigate such instances.	Joint Office (HC) and All DNs	Carried Forward
OF0403	23/04/12	4.3	DNs to review the reporting of invoice production.	All DNs	Carried Forward
OF0404	23/04/12	4.3	DNs to review all outstanding errors to ensure that any errors that are still outstanding are 'live'.	All DNs	Carried Forward
OF0405	23/04/12	4.3	DNs to produce a 'chain of events' to examine where the process could be improved.	All DNs	Carried Forward