

UNC Offtake Arrangements Workgroup Minutes
Tuesday 25 September 2012
31 Homer Road, Solihull B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Bethan Winter	(BW)	Wales & West Utilities
Brian Durber*	(BD)	E.ON UK
Dave Adlam	(DA)	National Grid Distribution
David Mitchell	(DM)	Scotia Gas Networks
Graham Wood*	(GW)	British Gas
Helga Clarke	(HC)	National Grid NTS
Katherine Porter	(KP)	EDF Energy
Mark Jones*	(MJ)	SSE
Rhys Ashman	(RA)	National Grid NTS
Robert Cameron-Higgs*	(RCH)	Wales & West Utilities

* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/OA/250912>

1. Introduction and Status Review

1.1 Review of minutes

The minutes of the previous meeting were accepted.

1.2 Review of actions

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: AC reported that work is ongoing to try and manage the Measurement Error process as effectively as possible, she confirmed that meetings have taken place to review the process and look at the handoffs between parties involved to understand where delays may occur. Some enhancements have been considered and they were reviewing all the current live errors. AC offered to provide a written explanation of the process to illustrate the handoffs. See Post Meeting note in section 3.1. It was agreed to close the action on the understanding that Transporters will provide as much information as they can for each error and that a review of all live errors will take place twice a year. **Complete.**

New Action: GW enquired about error SO013 - Mappowder MTA, it was first notified in July but no further update has been provided. DM agreed to review the error and provide an update.

OF0901: SGN to provide some updated data on meter error. SO013 - Mappowder MTA

OF0403: DNs to review the reporting of invoice production.

Update: AC confirmed that as part of the process review Xoserve have agreed to provide proactive invoice notices which will be communicated via the Joint Office and published on the website. **Complete.**

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

Update: GW requested that DNs review all outstanding errors to confirm that the live errors on the register are still outstanding. AC asked for an action to be recorded for the DNs to consider undertaking a review in the spring and autumn to ensure the register is kept up to date, and consider writing this into the guidelines.

Carried Forward.

New Action OF0902: DNs to consider undertaking a review of all live errors twice a year and updating the guidelines to reflect the requirement.

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

Update: See update 0401, written explanation to be provided. **Closed.**

2. Significant Measurement Error Updates

2.1. SC006 Aberdeen MTA

DM provided a brief update on the progress of the error. He explained that the ITEs are expecting to undertake another two weeks of analysis work and hope to be in a position to share some meaningful information at the next meeting. It is anticipated that they will attend the October meeting to provide an update.

DM clarified that the terms of reference that the ITEs are working against are contained in the Measurement Error Notification Guidelines.

GW confirmed that British Gas had submitted some questions to the ITEs and have received a number of responses. However, these were not raised as Technical Issues. GW confirmed if any party wished to see the questions and responses he had no objections to these being provided on request to the Joint Office. DM agreed to clarify with the ITEs that they have no objection to their responses to British Gas being circulated.

DM enquired if the list of questions triggered new issues how these should be dealt with. BF requested that any technical issues that need to be raised are raised using the appropriate process to ensure there is an audit trail.

3. Issues

3.1. ISS 0040 - Review of Measurement Error Notification Guidelines

Following AC's Action OF0401 update it was agreed the DNs would update the guidelines to capture recent considerations and a copy would be made available for consideration at the next meeting.

Post Meeting Note:

AC provided the following process outline:

Error Notified - The DN will provide the Joint Office with a Notification pro forma. The Joint Office will publish the Notification proforma, use the data to populate the Measurement Error Register and issue an email to advise of the error.

MER/SMER in compilation - As soon as possible after the error notification, the DN will notify the Joint Office that a Measurement Error Report (MER) is being produced; upon notification the JO will update the status on the Measurement Error Register. A draft MER may be provided by the DN, clearly marked "draft", where provided the JO will publish the draft MER on the website, update the Measurement Error Register status and issue an

email. The DN must clearly state “draft” on the report and communication to the Joint Office.

Passed to NTS – When the DN issues National Grid NTS with a draft MER the DN will notify the Joint Office and the JO will update the status on the Measurement Error Register. The MER will remain draft until both NTS and the DN accept that the report is final. At this point NTS need to do a sense check before accepting responsibility. The relevant DN is responsible for the process up until the DN and NTS both accept that the report is final.

Final MER/SMER published - Once NTS agree that the draft MER can be finalised NTS will accept responsibility (i.e. NTS manage the next stage of the process applying the correction factors to the daily quantities). The DN will provide a Final Measurement Error Report clearly marked “final” to the Joint Office for publication. The JO will publish the final MER, update the Measurement Error Register status and issue an email.

Invoiced - Once NTS completes its part of the process (applying the daily factors to the daily quantities) they will pass it on to Xoserve for invoicing. When xoserve receives the information from NTS they take over responsibility. Xoserve will inform the Joint Office (on behalf of the DN) that the error will be invoiced on x date. The JO will publish a copy of the email, issue the email, update the Measurement Error Register and move the error to the closed page on the website.

Closed no rec required - Where no reconciliation is required the DN will need to advise the JO that the error is concluded and that no reconciliation is required to close the investigation. Upon such notification the JO will issue an email, update the Measurement Error Register status and move the error to the closed page on the website.

In summary:

The DN will use the Notification proforma for the initial notification. The only time the proforma will be updated is when the DN has a significant change to the initial estimate.

The Relevant DN will retain responsibility for an error until NTS has confirmed that the MER is Final.

When the MER is Final NTS will have responsibility until it is passed to Xoserve.

Xoserve will have responsibility once it has received all the correct information from NTS until it appears on an invoice and this timeframe is clear according to when in the month it is received.

DNs will audit the status of every error twice a year to ensure that the Measurement Error Register is accurate.

3.2. Assured Offtake Pressures

RA provided a [presentation](#) for increased Network Flexibility. He explained National Grid NTS were looking at the potential changes required. He wished to engage with the DNs before a modification is considered. RA confirmed that NTS want to understand each DNs requirement for high input pressures to their LDZs so that they can consider potential changes to the way AOPs are treated and invited comments via email to: Rhys.Ashman@nationalgrid.com.

AC was keen to see a draft modification as soon as possible for development before raising the modification officially. However, BF preferred the modification was raised formally rather than as a draft to be developed to ensure the development process provides sufficient time for alternatives to be considered.

It was agreed to raise a new issue with Medium priority.

4. Any Other Business

4.1. 0433 - Inclusion of the Transmission to Distribution “System Operator Agreement Guidelines” within the Offtake Arrangements Document

BW was keen to review the System Operator Agreement document before it is formally approved to capture any required changes.

4.2. 0407 - Standardisation of notice periods for offtake rate changes for all National Grid NTS Exit Users

BF explained that the Panel deferred the Draft Modification Report for further analysis and that Panel may request the Workgroup to consider the analysis and provide a report.

RCH confirmed that WWU would be formally requesting the October Panel to refer Modification 0407 to the Offtake Workgroup to share their analysis and working assumptions if the modification is not implemented and National Grid NTS to share their analysis.

5. Diary Planning for Workgroup

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

The next meeting of the Offtake Arrangements Workgroup will take place at: 10:00 on Tuesday 30 October 2012 at 31 Homer Road, Solihull B91 3LT.

UNC Offtake Arrangement Workgroup - Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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	Complete
OF0403	23/04/12	4.3	DNs to review the reporting of invoice production.	All DNs	Complete
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

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0405	23/04/12	4.3	DNs to produce a 'chain of events' to examine where the process could be improved.	All DNs	Closed
OF0901	25/09/12	1.2	SGN to provide some updated data on meter error. SO013 - Mappowder MTA	Scotia Gas Networks (DM)	Pending
OF0902	25/09/12	1.2	DNs to consider undertaking a review of all live errors twice a year and updating the guidelines to reflect the requirement.	All DNs	Pending