

**Offtake Arrangements Workstream Minutes**  
**Thursday 10 June 2010**  
**Renewal Conference Centre, Lode Lane, Solihull**

**Attendees**

Tim Davis (Chair)	(TD) Joint Office
Helen Cuin (Secretary)	(HC) Joint Office
Alison Chamberlain	(AC) National Grid Distribution
Barry Purl	(BP) Scotia Gas Networks
Ben Tuson	(BT) Scotia Gas Networks
Bethan Winter	(BW) Wales & West Utilities
Brian Stoneman	(BS) Northern Gas Networks
Callum Hardy	(CHa) TUV NEL
Chris Hill	(CH) First Utility
Chris Shanley	(CS) National Grid NTS
Dr Michael Reader-Harris	(MRH) Independent Technical Expert (ITE)
Graham Wood	(GW) British Gas
Joanna Ferguson	(JF) Northern Gas Networks
Joel Martin	(JM) Scotia Gas Networks
Jonathan Wisdom	(JW) RWE npower
Mark Freeman	(MF) National Grid Distribution
Mark Jones	(MJ) SSE
Richard Wilson	(RW) National Grid NTS
Rob Cameron-Higgs	(RCH) Wales & West Utilities
Simon Trivella	(ST) Wales & West Utilities
Stefan Leedham (Teleconference)	(SL) EDF Energy
Steven Skip	(SS) Scotia Gas Networks
Stuart Gibbons	(SG) National Grid Distribution
Tracey Walker	(TW) E.ON UK

**1. Introduction**

TD welcomed attendees.

**2. Status Review**

**2.1 Minutes from previous meeting**

The minutes of the previous meeting were approved.

**2.2 Review of Actions from previous meetings**

**Action OF1031:** NG UKD to formally propose a UNC Modification Proposal amending UNC OAD Section F as agreed.

**Action Update:** AC recognised number of sections needed amendment, and these would be progressed. **Carried forward**

**Action OF1051:** DNs to confirm that consistent validation was carried out at Offtakes and independently witnessed.

**Action Update:** Wales & West Utilities, who were not present at the previous meeting, confirmed that consistent validation was carried out at their offtakes and independently witnessed. **Complete**

**Action OF0301:** SG to source, and provide to the ITE, copies of the orifice plate certificates, and where possible any relevant flow computer data for validation and inclusion in the SMER.

**Action Update: Complete**

**Action OF0302:** SG will look at the configuration to see if it is relevant and will provide flow computer configurations where obtainable.

**Action Update: Complete**

**Action OF0303:** The ITE to review the SMER to include an appendix containing additional data, and further details as discussed and agreed.

**Action Update: Complete**

**Action OF0304:** The ITE to produce/issue the revised draft SMER for review and comment, following which JO to consider convening a Workstream meeting not less than 10 Business Days following issue of draft SMER.

**Action Update: Complete.**

**Action OF0305:** Produce a draft timeline to cover process.

**Action Update: Complete.**

### 3. Measurement Error Notifications

#### 3.1 Measurement Error SO001 (Braishfield B MTB)

JM gave a brief description of the error notified on 14 May 2010, providing the estimated quantities of error. He confirmed that SGN is expecting, due to the level of the error, the need to appoint an independent expert, and a vote will therefore need to be taken.

SS provided a presentation including the background to the site damage caused by a lightning strike. He confirmed that there was a need to replace equipment on site and that the ME2 validation procedure was completed on 21 Jan 2010. SS provided an evaluation of the meter error and the next steps. GW asked about the requirement for inspection visits, which detected the error, and SS explained that the visit was undertaken as monitoring was taking place subsequent to the lightning strike.

CW challenged why, given the under-recording was over 40%, it had taken so long to detect and report. SS confirmed that routine monitoring needed for system operation had not revealed an issue. The lightning strike had caused extensive damage and it took some time to fully investigate the impacts. The error had been reported promptly once identified.

MJ also expressed concern about taking over three to identify that a meter was reading less than 41% of the true throughput. SS explained this is one of five sites feeding into the LDZ and that from a system operation aspect the scale of input should be seen in the context of LDZ wide demand, such that the error was not immediately obvious.

JW asked if following an incident on site additional monitoring could be undertaken to pick up errors. GW asked if SGN's investigation findings could be provided to the wider industry, particularly if process improvements are identified which could be employed across all networks. SGN accepted that it would be important to learn lessons from the incident and would be happy to share recommendations with the other Transporters.

The Guidelines for appointing an Independent Expert were then followed. Each of the upstream Transporter, downstream Transporter and Shippers proceeded to consider their proposed experts for appointment. Following these submissions, the Workstream proceeded to prioritise the choice of experts from the six identified. The top three votes were for Keith Vugler 15, Ben Kirkham 14, and Stephen Simmons 11. It was therefore established that SGN should seek to appoint Keith Vugler.

The Terms of reference was briefly considered and it was agreed that SGN would produce Terms of Reference for publication alongside these minutes.

### **3.2 National Grid Meter Error Update**

Dr MRH provided a presentation updating the National Grid Meter Error. He confirmed that calibration sets, data reports and corrections have been added to the Excel spreadsheet to enable the results to be checked.

RW questioned if it was possible to add extracts from the data to the Report, but AC preferred that all the data be available on request. TD asked and there was consensus that the data should be made available from National Grid on request.

GW asked what the conclusion from the investigations was and how the final figures compared to the original estimate. SG explained that National Grid Distribution had produced a worst case estimated of 0.25% error for every meter. Dr MRH's work had established that the error was less than that, with individual meter errors in the range of 0.2 and 0.3%. Dr MRH confirmed that the report would now be completed to cover all the impacted meters.

GW asked how long the remainder of the work would take. Dr MRH confirmed that he required Gemini data to move forward, and anticipated it would take about a month from the receipt of the Gemini data to complete the work. RW confirmed that the data is being compiled. Dr MRH would welcome receipt of some of the data now to start work, as the errors would be estimated on a site-by-site basis.

AC highlighted that, once the data is available, discussions can start on invoicing. She confirmed that if xoserve get the data towards the end of a month it is possible to get the invoice out in the following mid month. It was foreseeable that the invoice could be produced in August if there were no unforeseen delays.

GW requested that if, for any reason the invoice was going to be later than August if National Grid could provide notice to this effect.

## **4. Review of Guidelines**

TD requested feedback on the guidelines.

AC suggested that, to do this justice, it would be ideal to go through them line by line. GW suggested that these should be considered in line with recent errors. CS suggested a smarter process could be considered and suggested that repeated errors may also be a consideration. It was agreed that any suggested changes should be considered in a subsequent meeting.

It was agreed that, initially, JM and AC would review the guidelines from a Transporter perspective and bring any suggested changes to the next meeting. It was also agreed that GW would facilitate a similar review from a Shipper perspective.

## **5. Draft Review Proposal – Review of NTS Operational Flows (WWU)**

ST briefly explained OAD Section I, general communications. BW provided a presentation as to why WWU are proposing to raise a modification. It was anticipated that the modification would be raised in June. CS asked if additional details could be included following feedback during the presentation. CS also asked if earlier debates on this subject would be reopened. BW suggested a complete review should be considered. CS asked about system changes and the ability for Transporters to facilitate

changes. BS was broadly in support of a review but asked for clarity on what was required. ST confirmed a review modification along with a work plan and terms of reference would be produced.

## **6. Any Other Business**

### **4.1 Metering Performance Reporting (E.ON UK)**

TW explained that Brian Durber had enquired about the visibility of audits and checks on Offtake meters. It was asked if performance of inspections, audits, date of audits can be reported in the Standards of Service Meetings.

ST confirmed that the Offtake Committee is hoping to provide a substantial view on this issue at the next Offtake Workstream. ST confirmed that this does not appear to sit within the remit of the UNC Standards of Service Committee but would be better placed within the Offtake Workstream Meetings. However, he believed there would be better opportunity to consider this item if there were more frequent Workstream Meetings.

GW asked about the existing obligations. ST confirmed that there is no current obligation to share any validation results outside of their organisation. However, consideration will be given to what more information could be provided.

GW asked is Transporters could provide a summary of what the Transporter obligations are and what current reporting is taking place.

**Action OF0601:** Transporters to provide a presentation on current Meter Performance Reporting obligations at the next Offtake Arrangements Workstream meeting.

## **5. Diary Planning for Workstream**

The next meeting of the Offtake Arrangements Workstream will be convened on Friday 09 July 2010 in Solihull. Details of the meeting arrangements will be communicated when finalised.

The main focus of the meeting will be:

- Commence a review of the 'Measurement Error Notification Guidelines for NTS to LDZ and LDZ to LDZ Measurement Installations'.
- Commence OAD Section I review
- Update on Meter Errors

**ACTION LOG – Offtake Arrangements Workstream**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
OF1031	04/07/07	2.1 Topic 007OF	NG UKD to formally propose a UNC Modification Proposal amending UNC OAD Section F as agreed.	NG UKD (AR)	<b>Carried forward</b>
OF1051	16/10/09	3.3	DNs to confirm that consistent validation was carried out at Offakes and independently witnessed.	WWU (ST)	<b>Complete</b>
OF0301	24/03/10	3.3	Source and provide to the ITE, copies of the orifice plate certificates, and where possible any relevant flow computer data, for validation and inclusion in the SMER.	National Grid UKD (SG)	<b>Complete</b>
OF0302	24/03/10	3.3	SG will look at the configuration to see if it is relevant and will provide flow computer configurations where obtainable.	National Grid Distribution (SG)	<b>Complete</b>
OF0303	24/03/10	3.3	The ITE to review the SMER to include an appendix, additional data, and further details as discussed and agreed.	ITE (MRH)	<b>Complete</b>
OF0304	24/03/10	3.6	The ITE to produce/issue the revised draft SMER for review and comment, following which JO to consider convening a Workstream meeting not less than 10 Business Days following issue of draft SMER.	ITE (MRH) and JO (JB)	<b>Complete</b>
OF0305	24/03/10	3.6	Produce a draft timeline to cover process.	National Grid Distribution (AC)	<b>Complete</b>
OF0601	10/06/10	4.1	Transporters to provide a presentation on current Meter Performance Reporting obligations at the next Offtake Arrangements Workstream meeting.	Transporters	<b>Pending</b>