

**UNC Request Workgroup 0646R Minutes  
Review of the Offtake Arrangements Document  
Wednesday 30 September 2020  
Via Teleconference**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	SGN
Leteria Beccano	(LB)	Wales & West Utilities
Louise McGoldrick	(LM)	National Grid NTS
Shiv Singh	(SS)	Cadent
Stephen Ruane	(SR)	National Grid NTS
Stevie Docherty	(SD)	Northern Gas Networks

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0646/300920>

The Workgroup Report is due to be presented at the UNC Modification Panel by 15 April 2021.

**1. Introduction and Status Review**

Bob Fletcher (BF) welcomed everyone to the meeting.

**1.1. Approval of Minutes (02 September 2020)**

Darren Dunkley (DD) said he wished to note the following comments on the previous meeting minutes:

- **Action 0903:** DD believed this action was for operators to review the telephone and contact details in the Appendices and provide amendments where necessary. He asked if no changes were necessary, he would appreciate for this to be confirmed. Louise McGoldrick (LM) agreed some updates were required in with regards to contact numbers which were being addressed.
- **Section 4 (page 7):** DD wished to clarify this dialogue around “Shared Earthing Systems” and that is was not “Shared Electrical Systems”, as shared electrical arrangements were already covered by the existing SA template.

The minutes from the previous meeting were then approved.

**1.2. Review of Outstanding Actions**

**0801:** Joint Office (AR) to consider UNC references to disputes to assess any potential differences.

**Update:** Bob Fletcher (BF) drew attention to the previous minutes on the matter and he said he would check these in line with 3.2 Disputes UNC GTA / OAD N1.1.1

Leteria Beccano (LB) said that reference to the disputes area should be included in the new Modification, regarding the differences between Shipper Users and Distribution Network Users and Shiv Singh (SS) agreed to review UNC GTA and amend the Modification if required, and this would then amend UNC GTA.

A lengthy general discussion took place on this topic and David Mitchell (DM) said that this was a complex area, even though a situation of a dispute had not arisen to date, he said that the area of the 'experts' should be defined. BF agreed and said that it would be not the responsibility of the Joint Office to mediate any disputes, as this was a specialised area of expertise, hence the UNCC had confirmed that they would not be nominating standing experts for any subject, as it would be up to the parties in dispute, to source the required experts. The Workgroup then agreed the action could be closed. **Closed**

**0802:** DNOs to consider the Cadent interpretation of the Offtake Site Definition presented for Action 0501 and respond back to Workgroup at the next meeting in September 2020.

**Update:** Darren Dunkley (DD) said he was still awaiting comments from Northern Gas Networks, and he thanked other parties for their input, who had agreed with the definition. A brief general discussion took place in relation to the Offtake sites referred to the land parcel and the fact the gas installation and boundary fence were included within the site drawings. DD requested this action was carried forward awaiting the Northern Gas Networks response and Stevie Docherty (SD) said he would follow this up with the Ben Hanley (BH) who was investigating this area.

**Carried Forward**

**0803:** DNOs to consider references to cost recovery and reimbursement as set out in OAD and respond back to Workgroup at the next meeting in September 2020, for further discussion and debate.

**Update:** DD confirmed he had received feedback from National Grid and the Workgroup agreed this action could now be closed as all understood the references to cost recovery and reimbursement as set out in OAD. **Closed**

**0804:** DNOs to review and provide feedback on the Decommissioning Offtake definition and respond back to Workgroup at the next meeting in September 2020, to agree consensus.

**Update:** Stephen Ruane (SR) said he believed this action had been raised due to a discussion in a previous meeting and this was the reason why DD had raised this point and he confirmed it was detailed within Section B2.3. and B2.3.2 decommissioning section. Louise McGoldrick (LM) said she was not sure what the original issue was. BF said he believed originally it had been in relation to L2.3.1. DD said he would sense check this area and asked for the action to be carried forward.

**Carried Forward**

**0901:** All to review the Site Access Restrictions proposal presented by Cadent and agree upon the conditions that impact "restriction" at a given site and when OAD notices must be raised.

**Update:** DD said he was not intending to update OAD in relation to the Site Access Restrictions. DM said that this matter was presently being discussed internally within SGN and that he would provide an update at the next meeting.

LM sought clarity in connection with the OAD Notice with regards to ordering or replacing connection facilities, and DD agreed it was regarding heavy lifting gear and any telemetry requirements and these areas would be mentioned on the maintenance plan. LM said that the coordination of these areas was important, as was the pig trap, as these were costly to maintain especially if a temporary one was needed prior to the ili run. DD said that this action should be carried forward awaiting comments from SGN and Northern Gas Networks. **Carried Forward**

**0902:** All to review Section 4 of the proposal for Updating Supplemental Agreements highlight any potential issues/changes prior to the next meeting.

**Update:** DD said this action could be closed as it had now been superseded and had been encompassed within section 2.2 below. **Closed**

**0903:** All to review the Transmission System Operator to Distribution System Operator Agreement Guidelines document and provide required changes to Cadent for change marking the document for approval <https://www.gasgovernance.co.uk/OADDocs>

**Update:** LM said that she had circulated the document internally prior to the meeting and that she was awaiting confirmation of telephone number changes before she was able to confirm. BF suggested that if all parties could send any amendments to the Joint Office directly, then these could be coordinated prior to being sent to the Offtake Committee for approval. It was agreed the action could then be closed. **Closed**

**0904:** All to review the UNC references where Cost Recovery is used along with Cadent's interpretation and provide comments/feedback to Cadent for the 30 September meeting.

**Update:** DD said this action could be closed as this area had already been discussed and confirmed. **Closed**

## 2. Development of Second OAD Modification(s)

### 2.1. Site Drawings

SR confirmed a meeting is being planned for October 2020, and that an update would be provided to this Workgroup on the outcome from the Site Drawing session at a future meeting.

### 2.2. Proposal for Updating Supplemental Agreements

As per Action: 0902 above. DD provided an overview the of the Updating Supplemental Agreements process flow diagram which had been updated following the previous meeting. SR question the Operator A and Operator B, from an execution perspective, as he said it was his understanding that National Grid always undertook the execution aspect. DD said this was a valid point and all were in agreed that it made sense for National Grid to continue to undertake the execution element. DD said he would update the process flow diagram and Business Rules and divide the process flow into two, so that the execution section was separate.

**New Action 0905:** Cadent (DD) to revise the Updating Supplemental Agreements process flow diagram and list the National Grid execution element separately, producing two process flows

A general discussion took place concerning the lead time and it was felt that perhaps 10 days was not sufficient and this needed to be reviewed, especially in relation to assigning the data appendices and the time for the data owners to update, capture and approve the changes.

LM said that the Supplemental Agreement would need to be updated prior to 'operational go live' and DD said that this was not practical as it might need to be updated at various times, as the assets being decommissioned might not be fully confirmed until the final project delivery, and so this was why he said the draft version would be agreed and then formally confirmed after any specific project completion date.

### 2.3. OAD Appendix References

DD provided an overview of the table of the OAD Appendix References highlighting the clauses where there was a recommendation for a change in the phrase or wording.

A brief general discussion took place in relation to B1.3 c) Connection Facilities and LM said that she required more dialogue regarding this matter as she needed to know what would be included from an asset/operational perspective after any site went live.

DD said he would further investigate this area, however he added that not with-standing this issue, was LM still comfortable as the clause encompassed connection failures; appendices A – F. LM said that she was not sure if clause B2.1.1 was needed and DD said the consensus was that it was required. DD provided an overview of the document and drew attention to the associated amendments. It was agreed the document would subsequently be 'parked' for the time being and DD would be revaluated in relation to the Legal Text and the phase 2 Modification.

### 2.4. Items to progress from Issues log

DD gave an overview of the items being progressed in the updated v12.0 and he noted there were now 11 items live on the Issues Log:

**B1.5.2 (b) Cost Recovery.** The Workgroup considered the impact to OAD Notices

DD said he would update the order and line numbering to align with the agenda would create v13.0.

**B2.2.4 OAD Notices.** SR said he would update the template detailing the proposed changes to the other operators in readiness for the next meeting.

**New Action 0906:** National Grid (SR) to update the OAD Notice template for discussion at the next meeting on 04 November 2020.

**B6.0 Site Restriction Proposal.** DD said he was still waiting feedback from the operators on this area.

**L2.3.1 Cost Recovery.** There were no comments on this section.

**N2.1.2 (c) Tri-partite.** It was agreed this issue could now be closed as the shared aspect was encompassed in OAD.

**N9.1.1. Transmission System Operator to Distribution System Operator Agreement Guidelines.** It was agreed that this issue could now be closed as there were no changes to review.

**B1.5.3. Definition of an Offtake Site/Process.**

DD said this was in relation to a timing issue of updating the Supplemental Agreement when all the assets had gone live and he would update this accordingly.

**Additional Items: -**

**B1.2 Site Offtake definition proposal. (Definition Amendment)**

DD said this was still outstanding and that he would now add this to main listing within the Issues Log.

**1.6.0. Clarity on Disputes Process**

DD said he would amend the general terms in relation to disputes through Network Operators and add it to the main Issues Log.

**TSO/DSO Document.**

DD said this could be moved closed and provided an overview of the Lessons Learnt document.

**New Action 0907:** Cadent (DD) to update the Issues Log and re-issue by 26 October 2020 in readiness for the 04 November 2020 meeting.

### 3. Clarification, Application & Understanding of OAD

#### 3.1. Site Access

DD confirmed the Issues Log would be updated and that this area had already been addressed with the Cost Recovery Action area.

#### 3.2. Disputes UNC GTA / OAD N1.1.1

Please refer to Action: 0801 above where this area was discussed.

#### 3.3. Offtake Site Definitions

Please refer to Action: 0802 above where this area was discussed.

#### 3.4. Cost Recovery / Reimbursement

Please refer to Actions: 0803 and 0904 where these areas were discussed.

### 4. Removal of Redundant Assets

Shiv Singh (SS) provided an overview of the new draft Modification and he said that to date, he had not received any further comments.

LB said that she had discussed the Modification internally with Richard Pomroy (RP) and their thoughts were that this Modification was between National Grid and Cadent only, as the other DNO's all had a lease in place, and he did not feel it was appropriate to include the other DNO's.

David Mitchell (DM) said that internally they may have a different view in relation to the redundant assets on the sites and he agreed to provide feedback on the thoughts of SGN.

**New Action 0908:** SGN (DM) to provide feedback on views in relation to redundant assets options within the proposed draft Modification.

A brief general discussion took place regarding the redundant assets and the consensus was that this area might cause an issue. DM said that this area was unknown in the respect of a UNC Modification potentially excluding 3 of the 4 DNO's. BF said there had been times where a Modification did not apply to certain parties, and this was stated within the Modification itself, however this did not usually separate the same types of parties. DD said that the lease agreement section could be reworded to provide clarity. LB was curious that this had not been addressed in the initial stages of the Cadent/National Grid sale in relation to the land between Offtake sites. DD responded that at the time of the sale, it was agreed that individual leases for each site were not required as there was sufficient latitude in UNC OAD. LM concurred with this comment and added that access rights had been given regarding the land and so leases had not been required during the sale.

SS drew attention to the two options included in the Modification, which were:

#### **Option A**

• Receiver to engage with requesting operator to seek a way forward that is acceptable to both parties: for the avoidance of doubt, if a lease agreement is in place OAD will not apply – New

#### **Option B**

• Receiver to engage with requesting operator to seek a way forward that is acceptable to both parties: for the avoidance of doubt, if a lease agreement is in place OAD will not apply, unless there is agreement between all parties that it does – New.

SS requested feedback on which option was felt to be applicable and the Workgroup said they would discuss this internally. SD confirmed he would discuss the options with Tracey Saunders (TS) as he knew she had in the past had some specific views and thoughts on this matter.

**New Action 0909:** All to provide feedback on preferences set out in the proposed draft Modification solution between Option A and Option B

LM said she had previously sent a meeting request to Cadent to discuss the redundant assets area in more depth and this had not yet been confirmed.

BF said that he presumed from a governance perspective that this Modification would have an Authority Direction status, and SS said that at the present time, he personally felt that a Self-Governance status was more applicable. LM said that she felt that there was a material impact in relation to redistributing costs from one Transporter to another and this was the reason she had initially requested a joint meeting on this topic.

### **5. Identification of any new OAD items or issues.**

It was agreed there were no new OAD items to be raised or discussed.

### **6. Next Steps**

BF said that his aspirations for the next meeting on 04 November 2020 were to:

- Review the Issues Log
- Review the outstanding actions
- Review the draft Modification

### **7. Any Other Business**

None raised.

## 8. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Time / Date	Venue	Workgroup Programme
10:00 Wednesday 04 November 2020	Teleconference	Modification Assessments Consideration of outstanding Issues from Issues Log
10:00 Wednesday 02 December 2020	Teleconference	Modification Assessments Consideration of outstanding Issues from Issues Log
10:00 Wednesday 06 January 2020	Teleconference	Modification Assessments Consideration of outstanding Issues from Issues Log
10:00 Wednesday 03 February 2020	Teleconference	Modification Assessments Consideration of outstanding Issues from Issues Log Development of Request Workgroup Report
10:00 Wednesday 03 March 2020	Teleconference	Finalise Request Workgroup Report

**Action Table (as at 30 September 2020)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0801	05/08/20	1.1	Joint Office (AR) to consider UNC references to disputes to assess any potential differences.	Joint Office (AR)	<b>Closed</b>
0802	05/08/20	1.2	DNOs to consider the Cadent interpretation of the Offtake Site Definition presented for Action 0501 and respond back to Workgroup at the next meeting in September 2020.	All DNOs	<b>Carried Forward</b>
0803	05/08/20	3.0	DNOs to consider references to cost recovery and reimbursement as set out in OAD and respond back to Workgroup at the next meeting in September 2020, for further discussion and debate.	All DNOs	<b>Closed</b>
0804	05/08/20	3.0	DNOs to review and provide feedback on the Decommissioning Offtake definition and respond back to Workgroup at the next meeting in September 2020, to agree consensus.	All DNOs	<b>Carried Forward</b>



0901	02/09/20	1.1	All to review the Site Access Restrictions proposal presented by Cadent and agree upon the conditions that impact “restriction” at a given site and when OAD notices must be raised.	All	<b>Carried Forward</b>
0902	02/09/20	2.3	All to review Section 4 of the proposal for Updating Supplemental Agreements highlight any potential issues/changes prior to the next meeting.	All	<b>Closed</b>
0903	02/09/20	2.5	All to review the Transmission System Operator to Distribution System Operator Agreement Guidelines document and provide required changes to Cadent for change marking the document for approval. <a href="https://www.gasgovernance.co.uk/OADDocs">https://www.gasgovernance.co.uk/OADDocs</a>	All	<b>Closed</b>
0904	02/09/20	3.4	All to review the UNC references where Cost Recovery is used along with Cadent’s interpretation and provide comments/feedback to Cadent for the 30 September meeting.	All	<b>Closed</b>
0905	30/09/20	2.2	Cadent (DD) to revise the Updating Supplemental Agreements process flow diagram and list the National Grid execution element separately, producing two process flows	Cadent (DD)	<b>Pending</b>
0906	30/09/20	2.0	National Grid (SR) to update the OAD Notice template for discussion at the next meeting on 04 November 2020.	National Grid (SR)	<b>Pending</b>
0907	30/09/20	2.0	Cadent (DD) to update the Issues Log and re-issue by 26 October 2020 in readiness for the 04 November 2020 meeting.	Cadent (DD)	<b>Pending</b>
0908	30/09/20	4.0	SGN (DM) to provide feedback on views in relation to redundant assets options within the proposed draft Modification.	SGN (DM)	<b>Pending</b>
0909	30/09/20	4.0	All to provide feedback on preferences set out in the proposed draft Modification solution between Option A and Option B	ALL	<b>Pending</b>