

UNC Offtake Arrangements Workgroup Minutes

Thursday 08 December 2022

via Microsoft Teams

Attendees

Eric Fowler (Chair)	(EF)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Ben Oldham	(BO)	Cadent
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	SGN
Fiona Cottam	(FC)	Xoserve
Kirsty Dudley	(KD)	E.ON
Leteria Beccano	(LB)	Wales & West Utilities
Louise McGoldrick	(LMG)	National Grid
Shiv Singh	(SS)	Cadent
Simon Howard	(SH)	Cadent
Steve Mulinganie	(SM)	SEFE Energy Ltd
Zoe Thorpe	(ZT)	National Grid

This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.

Please note these minutes do not replicate the detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of papers are available at: <https://www.gasgovernance.co.uk/OA/081222>

1. Introduction and Status Review

Eric Fowler (EF) welcomed all parties to the meeting.

1.1 Approval of Minutes (26 October 2022)

The minutes from the previous meeting were approved.

1.2 Approval of Later Papers

EF confirmed there was one late paper in relation to the EM011 – Thorton Curtis and EA018 - Royston Significant Measurement Errors (SMER). All agreed to accept this.

1.3 Review of Outstanding Actions

Action 0302: E.ON Energy (CS) to provide further analysis, if possible, on the potential impact of gas price fluctuations for Measurement Errors.

Update: Kirsty Dudley (KD) explained due to the pressures within the industry presently, she proposed to close this action and re raise it during 2023. All agreed and the action was closed. **Closed.**

Action 1001 (c): Workgroup Participants to review and consider the outcome of the external audit (when available) and take forward any recommendations for changes to the Reporting Guidelines.

Update: EF asked if Cadent had any view of the Audit. Ben Oldham (BO) noted there had been little progress presently and that Cadent were currently talking with external parties to investigate this area. KD said that even an indicative date would be helpful for next year. BO further explained that when *Action 1005 (a) - Cadent (DR) to provide the scope for the auditing exercise to be discussed with the Networks* was completed, then work would commence on this area. It was agreed that this action was carried forward. **Carried Forward**

1002: Joint Office (EF) to add agenda item for January Meeting 'Update of actions to identify Meter Errors' due – Jan. '23

Update: EF confirmed this topic will be added to the January agenda as requested. The action was then closed. **Closed**

1003 (b): Cadent (DR) to provide feedback on how the Cadent Audit process will be shared and communicated with all the Networks.

Update: BO advised that the Cadent Audit process would be shared at the meeting on 09 February 2023. **Carried Forward.**

1004: All Networks to conduct an audit of the meter point process and share findings.

Update: Simon Howard (SH) shared the latest update regarding Royston and noted all the meter points were being checked to ensure they were correct, he added that this information could be shared with the other Networks, as required. KD said the sharing of best practice was beneficial to have a consistent approach to the audits. BO stated that the audit and assurance areas were being separated, so the audit could be undertaken first and then the assurances would be addressed and he noted that there should be a generic approach.

David Mitchell (DM) stated the SGN had published two weeks ago the Offtake Metering Validation Reports and asked if KD was aware of these. KD said she had seen them but that other parties were still having issues. DM noted that after the SGN error, internal processes had been re addressed and a six-point plan had been published and that SGN were constantly monitoring this area internally.

KD suggested that any best practice processes should be shared between the Networks, to look at the wider potential issues to prevent these errors happening, and in turn, this would provide the Shippers with some assurances that areas were being closely monitored. This action was carried forward. **Carried forward.**

1005 (a): Cadent (DR) to provide the scope for the auditing exercise to be discussed with the Networks.

Update: BO explained the scope for the auditing exercise would be supplied for the 09 February 2023 meeting. The action was carried forward. **Carried Forward**

2. Pre-Modification Discussions

None.

3. Significant Measurement Error Update EM011 – Thorton Curtis

3.1 Update on appointment of ITEs

Ben Oldham (BO) stated the report would be delivered towards the end of February 2023.

BO provided the high-level overview as detailed below:

- *Individual Methodologies submitted from both ITE's*
- *As per the ToR, similarities in testing. initial discussions between ITE's undertaken*
- *Singular methodology being developed in line with control centre, taking into account requirements to ensure security of supply.*

Proposed Timeline - (site availability dependant)

- *Testing Methodology created – end of Dec 22*
- *Onsite testing – late Jan/early Feb*
- *Reconciliation reports - 6 weeks post onsite testing*
- *Updates will be provided regarding submission and invoicing*

4. Significant Measurement Error Update EA018 -Royston Measurement Error

BO confirmed that a credit would be presently in the sign off process and that this sum would be paid to the Shippers in January 2023.

BO overviewed the following areas:

4.1 New significant Measurement Error

- *Short timescale due to only dataset recalculation required*
- *Reconciliation assessment undertaken by ITE*
- *Report being finalised for submission*

Proposed Timeline

- *Measurement error report ready for submission – 09 December 2022*

Assurances and Controls

- *Standard configurable points with remote connectivity checked – No issues found*
- *Automated configuration checking system being implemented*
- *Flow computer upgrade project initiated*
- *Clamp on USM being utilised for all orifice plate ME2's – Cadent have purchased multiple units.*
- *Additional resource being employed to provide additional assurance to validations including Orifice Plate exchanges.*
- *Review and update of metering procedural suite*
- *Work underway with data analytical AI industry experts for early error identification.*
- *Implementation and validation of checks on demand/UIG data*

Audits

- *Discussions with multiple industry auditing experts. Proposals being developed.*
- *Failure Mode and Effects analysis including Human Factors being proposed. Broad brush approach.*
- *Audit and assessment to enable right first-time approach going forward.*
- *Additional technical audit covering procedural documentation and competency.*
- *Increase of site to audits and expansion of terms of reference being developed.*

5. Measurement Error Notification Guidelines Review

EF proposed the guidelines document needed some refinement as it had not been updated since October 2021. He added that consideration was needed in relation to the Determination and the Meter Error Reporting.

SS agreed to discuss this matter with his colleagues at Cadent and he felt the main area that needed updating was the Section 7 Table on Page 13. EF proposed in January this could be revisited with the Workgroup.

New Action 1201: Cadent (SS) to discuss the Measurement Error Notification Guidelines Document internally with Cadent colleagues, specifically Section 7 Table on Page 13.

6. Any Other Business

6.1 Network Initiatives

This is a standing agenda item.

There was no specific extra update on this area.

6.2 Re-ordering of the Agenda

SS proposed a re-order of the agenda for 2023, to have the meter stream material at the start of the agenda and then the operators' material next, as he said this would improve the running order. EF agreed to investigate this area and re-order as proposed.

New Action 1202: Joint Office (EF) to reorder the agenda for the 2023 meeting; Meter stream and then operators' material.

7. Diary Planning

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

Time/Date	Paper Publication Deadline	Venue	Programme
1:00pm Monday 16 January 2023	17:00hrs 06 January 2023	Microsoft Teams	Update of actions to identify Meter Errors Significant Measurement Error Update Measurement Error Notification Guidelines Review Review of Actions
10:00 Thursday 09 February 2023	17.00hrs 01 February 2023	Microsoft Team	TBC

Action Table (as of 08 December 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0302	23/03/22	3.0	E.ON Energy (CS) to provide further analysis, <u>if possible</u> , on the potential impact of gas price fluctuations for Measurement Errors.	E.ON Energy (CS)	October 2022	Closed
1001(c)	26/10/22	1.3	Workgroup Participants to review and consider the outcome of the external audit (when available) and take forward any recommendations for changes to the Reporting Guidelines.	Workgroup Participants	January 2023	Carried forward
1002	26/10/22	1.3	Joint Office (EF) to add agenda item for January Meeting 'Update of actions to identify Meter Errors' due – Jan. '23	Joint Office (EF)	January 2023	Carried forward
1003 (b)	26/10/22	5.1	Cadent (DR) to provide feedback on how the Cadent Audit process will be shared and communicated with all the Networks.	Cadent (DR)	January 2023	Carried forward
1004	26/10/22	5.1	All Networks to conduct an audit of the meter point process and share findings.	All Networks	January 2023	Carried forward

Action Table (as of 08 December 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
1005 (a)	26/10/22	5.1	Cadent (DR) to provide the scope for the auditing exercise to be discussed with the Networks.	Cadent (DR)	February 2023	Carried forward
1201	08/12/22	5.0	Cadent (SS) to discuss the Measurement Error Notification Guidelines Document internally with Cadent colleagues, specifically Section 7 Table on Page 13.	Cadent (SS)	January 2023	Pending
1202	08/12/22	6.2	Joint Office (EF) to reorder the agenda for the 2023 meeting; Meter stream and then operators' material.	Joint Office (EF)	January 2023	Pending