

UNC Offtake Committee Minutes

Monday 28 January 2008

Elxon, 350 Euston Road, London NW1 3AW

Attendees

John Bradley (Chair)	(JB)	Joint Office of Gas Transporters
Mike Berrisford	(MiB)	Joint Office of Gas Transporters
Alison Chamberlain	(AC)	National Grid Distribution
Claire Thorneywork	(CT)	National Grid NTS
Keith Dixon	(KD)	Northern Gas Networks
Liz Speirling	(LS)	Wales & West Utilities
Mark Freeman	(MF)	National Grid Distribution
Ritchard Hewitt	(RH)	National Grid NTS
Richard Wilson	(RW)	National Grid NTS
Stefan Leedham	(SL)	EDF Energy
Stephen Rose	(SR)	RWE Npower
Steve Sherwood	(SS)	Scotia Gas Networks

Apologies

Joel Martin	(JM)	Scotia Gas Networks
John Costa	(JC)	EDF Energy
Robert Cameron-Higgs	(RCH)	Northern Gas Networks
Simon Trivella	(ST)	Wales & West Utilities

1. Note of any alternates attending the meeting

Chair (JB) advised members that Robert Cameron-Higgs had appointed Keith Dixon as his alternate. No other alternates had been appointed. LS and RH are members of the Committee.

2. Review of Minutes and Actions of Previous Meeting

The minutes of the previous meeting were accepted.

Action 1006OC: In the absence of RCH, KD was unable to provide an update.

Chair (JB) asked, and members agreed, to carry forward the action.

Action: Carried Forward

Action 1007OC: Members were unaware of progress on reviewing and updating the validation procedures. Chair (JB) suggested, and NTS agreed, to keep a watching brief and update the committee as and when required.

Chair (JB) asked, and members agreed, to carry forward the action.

Action: Carried Forward

Action 1008OC: In the absence of RCH, KD was unable to provide an update. Chair (JB) reminded members that this relates to NTS's concern surrounding the NEC Safety Case and E2 issues.

Chair (JB) asked, and members agreed, to carry forward the action.

Action: Carried Forward

Action 1009OC: Chair (JB) informed members that to date, he had received no emails relating to this matter and asked members to please review the Offtake Communications document and either approve it, or provide comments.

Chair (JB) asked, and members agreed, to carry forward the action.

Action: Carried Forward

Action 1010OC: RW advised members that P Gallagher had found the 'Industry Operating Procedure' documentation and a notification will be issued in due course.

Chair (JB) asked, and members agreed, to carry forward the action.

Action: Carried Forward

Action 1011OC: RW advised members that P Mills-Baker had moved on to another post and the new NTS contact is Adam Richards. Development work is still ongoing, but AR is scheduled to provide an update at the next committee meeting.

Chair (JB) asked, and members agreed, to carry forward the action.

Action: Carried Forward

3. Offtake Subsidiary Documents – matters for review

Members agreed that this matter had already been sufficiently covered under item 2 above.

4. AOB

None.

5. Diary Planning

Members believed a short meeting to close any/all outstanding action items would be beneficial.

Members then agreed to schedule the next Offtake Committee meeting to take place immediately following the 21 February 08 Governance Workstream meeting.

APPENDIX A.**ACTION LOG – UNC Offtake Committee 28 January 2008**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1006OC	28/01/08	2.0	NGN (RCH) to liaise with DNs on the potential withdrawal of references to the SCO Interface Procedures from the UNC OAD.	NGN (RCH)	Update due at February meeting.
1007OC	28/01/08	2.0	All to investigate further the need for review and update of the Validation Procedures.	Committee members.	Update due at February meeting.
1008OC	28/01/08	2.0	WWU (LS) to liaise with the Collaboration Forum to initiate amendments to E2.	WWU (LS) & NGN (RCH)	Update due at February meeting.
1009OC	28/01/08	2.0	All to review the Offtake Communications document and either approve, or provide feedback.	Committee members.	Update due at February meeting.
1010OC	28/01/08	2.0	NTS (PG) to ascertain the location of the Industry Operating Procedures and make available for publication.	NTS (PG)	Update due at February meeting.
1011OC	28/01/08	2.0	NTS (PMB & PG) to define routes of communication together with any links and provide an update at the next meeting.	NTS (PG & AR)	Update due at February meeting.

*** Key to abbreviations of action owners:**

LS – Liz Speirling, RCH – Robert Cameron-Higgs, PG – Paul Gallagher, AR – Adam Richards.