

**UNC Workgroup 0433S Minutes
Inclusion of the Transmission to Distribution “System Operator
Agreement Guidelines” within the Offtake Arrangements
Document**

**Wednesday 12 December 2012
31 Homer Road, Solihull B91 3LT**

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Andrew Finch	(AF)	National Grid Distribution
Bethan Winter	(BW)	Wales & West Utilities
Brian Kruger	(BK)	GL Noble Denton
Chris Shanley	(CS)	National Grid NTS
Colette Baldwin	(CB)	E.ON UK
David Mitchell	(DM)	Scotia Gas Networks
Eddie Blackburn	(EB)	National Grid NTS
Emma Buckton*	(EB1)	Northern Gas Networks
Graham Wood	(GW)	British Gas
Jakob Forman*	(JF)	DONG Energy
James Whiteford	(JW)	National Grid NTS
Keith Owen*	(KO)	Northern Gas Networks
Lewis Hodgart	(LH)	Ofgem
Lorna Millington	(LM)	National Grid Distribution
Mark Jones*	(MJ)	SSE
Ritchard Hewitt	(RH)	National Grid NTS
Robert Cameron-Higgs	(RCH)	Wales & West Utilities
Tom Connolly	(TC)	ScottishPower
Tony Perchard	(TP)	GL Noble Denton

**via teleconference*

Copies of all papers are available at: www.gasgovernance.co.uk/0433/121212

1.0 Review of Minutes and Actions

1.1 Minutes

The minutes of the previous meeting (30 October 2012) were accepted.

1.2 Actions

1101: *Transmission to Distribution “System Operator Agreement Guidelines”* – All to provide comments to AC for consideration and review.

Update: A number of comments had been received. **Closed**

2.0 Discussion

AC reported that she had received indications of support for the modification and the proposal to get the guidelines adopted. A number of comments had been received and this had enabled her to establish which parties had an interest in taking part in an initial review of the guidelines document.

It had been previously discussed that it would be beneficial to get the document into a ready state prior to adoption. AC therefore intended facilitating a meeting in the New Year to discuss appropriate changes and to produce a revised document for presentation at the next Workgroup meeting.

3.0 Workgroup Report

Noting that the Workgroup Report is due for submission to the Modification Panel by 17 January 2013 it was agreed that an extension to the reporting date would be requested.

The Workgroup will consider its report at the next meeting.

4.0 Any Other Business

None raised.

5.0 Diary Planning for Review Group

The next Workgroup meeting will be accommodated within the Offtake Arrangements Workgroup on: Tuesday 29 January 2013 at 31 Homer Road, Solihull B91 3LT.

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1101	30/10/12	2.0	<i>Transmission to Distribution "System Operator Agreement Guidelines"</i> – All to provide comments to AC for consideration and review.	ALL	Closed