

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

**Tuesday 26 February 2013  
31 Homer Road, Solihull B91 3LT**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Bethan Winter*	(BW)	Wales & West Utilities
Chris Shanley	(CS)	National Grid NTS
Colette Baldwin	(CB)	E.ON UK
David Corby	(DC)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Eddie Blackburn	(EB)	National Grid NTS
Emma Buckton*	(EBu)	Northern Gas Networks
Helga Clarke	(HC)	National Grid NTS
Keith Owen*	(KO)	Northern Gas Networks
Rob Cameron-Higgs*	(RCH)	Wales & West Utilities

*\*via teleconference*

*Copies of all papers are available at: [www.gasgovernance.co.uk/0433/260213](http://www.gasgovernance.co.uk/0433/260213)*

*The Workgroup Report is due to the UNC Modification Panel by 18 April 2013.*

**1.0 Review of Minutes and Actions**

**1.1 Minutes**

The minutes of the previous meeting were accepted.

**1.2 Actions**

No outstanding actions to review.

**2.0 Discussion**

AC suggested the Workgroup discussion is deferred until the guidelines were ready for review. AC understood that the JGAC would need to approve the guidelines prior to their submission to UNCC for approval and that UNC legal text was required to the guidelines.

**3.0 Workgroup Report**

The Workgroup deferred consideration of the Workgroup Report.

**4.0 Any Other Business**

None raised.

**5.0 Diary Planning for Review Group**

*Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)*

The next meeting will take place within the business proceedings of the Offtake Arrangements Workgroup on:

Tuesday 26 March 2013, at 10:30, 31 Homer Road, Solihull, B91 3LT

**Action Table**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>