

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

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

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Andrew Finch	(AF)	National Grid Distribution
Andy Hine	(AH)	National Grid NTS
Alice Etheridge	(AE)	National Grid NTS
Bethan Winter	(BW)	Wales & West Utilities
Chris Shanley	(CS)	National Grid NTS
David Corby	(DC)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Emma Buckton*	(EBu)	Northern Gas Networks
Fergus Healy	(FH)	National Grid NTS
Helga Clarke	(HC)	National Grid NTS
Mark Freeman	(MF)	National Grid Distribution
Rob Cameron-Higgs	(RCH)	Wales & West Utilities
Steve Skipp	(SK)	Scotia Gas Networks

**via teleconference*

Copies of all papers are available at: www.gasgovernance.co.uk/0433/260313

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

BF confirmed some changes had been suggested to the modification.

The Workgroup agreed to request an extension and to provide an interim report to the Panel.

3.0 Workgroup Report

Deferred.

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

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

Monday 22 April 2013 at 10:30, Consort House, 6 Homer Road, Solihull, B91 3QQ

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update