

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

**Tuesday 29 January 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
Chris Shanley	(CS)	National Grid NTS
Colette Baldwin	(CB)	E.ON UK
David Corby	(DC)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Helga Clark	(HC)	National Grid NTS
James Whiteford	(JW)	National Grid NTS
John Bolland*	(JB)	Scottish Power
Robert Cameron-Higgs*	(RCH)	Wales & West Utilities
Tim Davis*	(TD)	Joint Office
Tom Connolly*	(TC)	ScottishPower

**via teleconference*

Copies of all papers are available at: www.gasgovernance.co.uk/0433/290113

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 provided a brief update on the intent of the modification and confirmed some minor amendments to the guidelines would be necessary prior to incorporation in the UNC. A meeting had been held with the Transporters to discuss how this can be progressed. It was recognised that further changes to the guidelines may be required in the future.

The Workgroup considered the appropriate governance and document control for the guidelines, which need to be incorporated into the document and approved by JGAC and the UNCC. AC acknowledged that text would be required for inclusion in UNC to reference the guidelines. It was envisaged the governance would be similar to the Measurement Error Notification 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

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

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

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

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update