

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

**Tuesday 30 October 2012
31 Homer Road, Solihull, B91 3LT**

Attendees

Tim Davis (Chair)	(TD)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Bethan Winter	(BW)	Wales & West Utilities
Darren Lond	(DL)	National Grid NTS
Dave Corby*	(DC)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Eddie Blackburn	(EB)	National Grid NTS
Helga Clarke	(HC)	National Grid NTS
James Whiteford	(JW)	National Grid NTS
Leyon Joseph	(LJ)	Scotia Gas Networks
Rhys Ashman	(RA)	National Grid NTS
Rob Cameron-Higgs	(RCH)	Wales & West Utilities

*via teleconference

Copies of all papers are available at: www.gasgovernance.co.uk/0433/301012

The Workgroup Report is due to the Modification Panel by 17 January 2013.

1.0 Outline of Modification

Each DN owner now operates its own control centre, and this modification looks to recognise this by codifying the arrangements regarding how system operators will interact with each other. It seeks to create the Transmission System Operator (NTS) to Distribution System Operator (DNOs) Agreement Guidelines as an Offtake Arrangements Document (OAD) Subsidiary Document, and to ensure that any references to SOMSA are removed from the UNC.

2.0 Initial Discussion

AC sought views on whether to adopt the guidelines document as it is presently drafted, or whether the potential changes identified were of sufficient magnitude to warrant review and change before adoption - either approach was acceptable as far as the Proposer was concerned.

DC asked for clarification on the proposed governance process for the document. TD observed that this modification will create a new document and that any subsequent changes would have to be approved through the Offtake Committee (which is composed of the Transporters). It was suggested to AC that the

modification be revised to propose and include a ‘first version’ of the document to create a starting point; changes can then be agreed and implemented, with the Modification Panel vote governing the initial published version.

Assuming the modification to be approved, TD then explained that a dual governance process would be in place, whereby the Joint Governance Arrangements Committee (JGAC) must unanimously approve any change(s) to the document, before it passes to the Offtake Committee for approval. For OAD related documents, at one stage JGAC agreed to give delegated authority to the Offtake Committee such that changes to documents did not have to be approved by the JGAC representatives. This delegated responsibility may be renewed if a significant number of OAD document changes are forthcoming. For the benefit of the meeting TD identified the JGAC members.

Following a brief discussion, it was agreed that it would be better to make any changes first and then adopt the document. Any comments or suggestions should be sent to AC and, if necessary, she will arrange a meeting to consider any points that might require further discussion. The modification will then be revised as appropriate.

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

3.0 Consider Terms of Reference

No comments were received.

4.0 Any Other Business

None.

5.0 Diary Planning for Review Group

The next Workgroup meeting will be accommodated within the Offtake Arrangements Workgroup, taking place on Wednesday 12 December 2012, with a requirement to complete the Workgroup Report in order to meet the timetable set by the Modification Panel.

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	Pending