

---

**Offtake Committee Minutes**  
**Tuesday 05 November 2013**  
**via Teleconference**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(LD)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution (Alternate)
Dave Mitchell	(DM)	Scotia Gas Networks (Alternate)
John Passey	(JP)	National Grid NTS (Alternate)

Transporter Members: Andrew Musgrave (Scotia Gas Networks), Chris Warner (National Grid Distribution), Joanna Ferguson (Northern Gas Networks), Ritchard Hewitt (National Grid NTS), Steve Edwards (Wales & West Utilities),

Copies of all papers are available at: [www.gasgovernance.co.uk/oc/051113](http://www.gasgovernance.co.uk/oc/051113)

**1. Introduction and Status Review**

**1.1 Apologies for absence**

None.

**1.2 Note of Alternates**

AC for Chris Warner, DM for Andy Musgrave, PG for Ritchard Hewitt.

**1.3 Minutes**

Minutes of the previous meeting were approved.

**1.4 Actions**

**1001:** Committee Members not present to provide formal approval of the [Register of Independent Technical Experts](#).

**Update:** BF confirmed approval reached on 11 October 2013. **Complete.**

**2. Approve Significant Measurement Error Summary Report SC006 - Aberdeen**

BF confirmed that the Significant Measurement Error Summary Report had been published and that the Offtake Arrangement Workgroup had not raised any concerns regarding the accuracy of the report.

The committee members present did not express any reason why the report could not to proceed.

The Joint Office agreed to seek confirmation from Northern Gas Networks and Wales & West Utilities that they do not wish to raise any concerns with the summary report provided by the ITEs.

**1101:** Committee Members not present to provide confirmation that they do not wish to raise any concerns against the [Significant Measurement Error Summary Report SC006 - Aberdeen](#).

**Post Meeting Update:** Both JF and SE confirmed that they did not wish to raise any concerns regarding Significant Measurement Error Summary and Individual Reports for SC006 - Aberdeen

**3. Any Other Business**

None Raised.

**4. Diary Planning for Workstream**

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

No meetings planned.

### Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1001	07/10/13	2.0	Committee Members not present to provide formal approval of the <a href="#">Register of Independent Technical Experts</a> .	Members	<b>Complete</b>
1101	05/11/13	2.0	Committee Members not present to provide confirmation that they do not wish to raise any concerns against the <a href="#">Significant Measurement Error Summary Report SC006 - Aberdeen</a> .	Northern Gas Networks and Wales & West Utilities	<b>Post Meeting Update Complete</b>