

**Offtake Arrangements Workstream
Friday 09 July 2010
31 Homer Road, Solihull B91 3LT**

Attendees

Tim Davis (Chair)	(TD) Joint Office
Lorna Dupont (Secretary)	(LD) Joint Office
Bali Dohel*	(BD) Scotia Gas Networks
Bethan Winter	(BW) Wales & West Utilities
Chris Shanley	(CS) National Grid NTS
Joanna Ferguson	(JF) Northern Gas Networks
Keith Owen*	(KO) Northern Gas Networks
Mark Freeman	(MF) National Grid Distribution
Paul Gallagher	(PG) National Grid Transmission
Rob Cameron-Higgs	(RCH) Wales & West Utilities
Roger Crane*	(RC) Scotia Gas Networks
Simon Trivella	(ST) Wales & West Utilities
Steve Catling*	(SC) Scotia Gas Networks

**via teleconference*

1. Introduction

TD welcomed attendees.

2. Status Review

2.1 Minutes from previous meeting

The minutes of the previous meeting were approved.

2.2 Review of Actions from previous meetings

Action OF1031: NG UKD to formally propose a UNC Modification Proposal amending UNC OAD Section F as agreed.

Update: No further update. **Carried forward**

Action OF0601: Transporters to provide a presentation on current Meter Performance Reporting obligations at the next Offtake Arrangements Workstream meeting.

Update: Update to be provided at August Workstream. **Carried forward**

3. Measurement Error Notifications

3.1 Measurement Error SO001 (Braishfield B MTB)

It was confirmed that Scotia Gas Networks had formally appointed an Independent Technical Expert.

3.2 National Grid Meter Error Update

National Grid Distribution had provided a written update, and this was available to view on the Joint Office of Gas Transporters' website: www.gasgovernance.co.uk/OA/090710.

4. Offtake Arrangements Document (OAD): Review of Section I – NTS Operational Flows

4.1 Review Proposal 0316: “Review of Section I of the Offtake Arrangements Document (OAD): NTS Operational Flows”

RCH gave a presentation outlining the background to the Review Proposal, suggested Terms of Reference (ToR) including primary areas for consideration, and a provisional timeline for completion of the proposed review. In recognising that OAD Section I was no longer fit for purpose, RCH also pointed out that WWU did not have a solution for all issues so far identified.

It was believed that the first area that should be subjected to review and analysis was Offtake Profile Notices (OPNs). Other areas also required consideration (pressure requirements, low demand days, Offtake tolerances, and the group would need to be mindful of any consequential impacts to areas covered in the Transportation Principal Document (TPD). A weather eye may also be needed in the direction of Exit Reform in 2012.

The provisional timeline and the order in which the initial subjects should be reviewed were then discussed. RCH stated that it was important to bear in mind any existing deadlines, eg for system changes, to minimise the risk of being ‘timed out’. To maintain progression of the work involved he also suggested that it would be prudent to organise interim meetings (either teleconference or face-to-face) between the NTS and the DNs so that meaningful contributions could be made to the more formal Offtake Arrangements Workstream meetings.

Action OF0701: RCH to propose a selection of interim meeting dates and circulate to NTS and the DNs.

Action OF0702: NTS and the DNs to confirm that they are able to field at least one person with appropriate expertise to attend the next formal OAW on 06 August 2010.

The expertise of potential meeting participants was discussed. PG agreed that it was right to involve operational personnel, but warned that, as was in the nature of their work, it may be found that they may have a restricted focus on the present and the immediate, rather than taking a broader view and looking towards any future implications. Most operational staff work shifts and this may pose problems when looking to arrange meetings at mutually acceptable dates/times. It was noted that August was a particularly poor month for trying to arrange meetings at short notice, due to holidays, etc. It was also suggested that there were commercial drivers to consider as well as operational ones. A logical order of approach to the areas to be reviewed may be more beneficial to make best use of the time.

It was noted that Modification 0316 would be presented to the UNC Panel next week. CS would like to see the ToR updated, to include relationship/references to other sections of UNC, and also to any related documents that may be affected and that may therefore need to be considered in parallel, eg the Offtake Communications Document. It was also suggested that RCH could reference, for example the OPNs, as well as OAD Section I so it was very clear what was being looked at.

CS observed that OPNs was a very complex area, and that it may be more prudent and useful to plan this for later in the work plan schedule, and review areas that may not be so reliant on expertise being present earlier in the process. MF requested that any

pertinent information be circulated well in advance so that both the subgroups and the Workstream could focus their efforts and use the time available efficiently and to good purpose. PG indicated a preference for a September date to cover OPNs, to allow time for analysis to be carried out and the provision of the right participants to answer any questions, and add value to the discussions. RCH acknowledged the resourcing issue and asked if there were any other areas that needed reordering in the provisional work plan, pointing out that some areas could be reviewed in isolation while others clearly could not.

BW pointed out that clarity of language used would be very important. Different terminology may be used for similar terms and it was paramount that a common understanding/interpretation be developed across the subgroups/Workstream to avoid confusion and lessen the opportunities for misinterpretation.

RCH noted the comments made and, following further discussion, a provisional work plan was agreed (to be covered at the formal OAW meetings) and which may be subject to change as the work progresses:

OAW Meeting	Topic(s)	Venue/Time	Comments
Friday 06 August 2010	<ol style="list-style-type: none"> 1 Low Demand Days 2 Exit Zone versus LDZ Measures 3 Tolerances 	10:00 at 31 Homer Road, Solihull B91 3LT	
September 08 2010	<ol style="list-style-type: none"> 1 OPNs 2 Pressure Commitments 	Date/time/venue to be confirmed	Previously scheduled as 03 September, but change to date requested
Friday 08 October 2010	<ol style="list-style-type: none"> 1 Impact of 0195AV (where not already covered) 2 General sweep up 3 Report compilation 4 Draft Modification Proposal(s) 	Date/time/venue to be confirmed	

TD amended the ToR to reflect the revised programme of work.

PG pointed out that Exit Reform was due to be delivered in October 2012, with an IGMS release in summer 2012; any changes for this release would need to be signed off in Spring 2011 and the output/outcome of the group therefore needed to be ready this winter. It was believed that the latest date for signing off the requirements for change might be around March/April 2011.

Action OF0703: PG to confirm the latest date for signing off the requirements for IGMS change.

RCH then asked if there were any further suggestions for changes to be made to the Proposal. CS suggested adding links to the TPD and any other sections/documents. PG believed more clarity was required in the section on pressures, so that it was clearly understood what was being considered and reviewed. RCH noted these comments.

4.2 OAD Section I: NTS Operational Flows – review

RCH had previously circulated a marked up version of OAD Section I to the DNs and NTS. This contained a number of initial comments, which may be expanded in subsequent meetings. In response to a question from RCH, Scotia Gas Networks confirmed it had nothing further to add at this point.

RCH then asked if those present were aware of any other appropriate forums where this review might usefully be included for wider consideration and discussion. PG responded that an SO forum met every 6 months to discuss Exit, but no firm date had been set for the next meeting.

RCH would welcome any other suggestions, and then asked if there were any other issues.

Referring to the link to the OCD, PG pointed out that effects on the Industry Operating Procedures (IOPs) might also need consideration. ST agreed that the IOPs needed reviewing, and that some may no longer be relevant. PG thought that IOPs were due to end with SOMSA? The OCD actively points to the IOPs, and it makes sense to maintain an awareness of any interactions/links.

Responding to a question from TD, CS said that it would be a separate exercise to review the OCD and the IOPs.

5. Any Other Business

None raised.

6. Diary Planning for Workstream

The next meeting of the Offtake Arrangements Workstream is due to be convened at 10:00 on Friday 06 August 2010 at 31 Homer Road, Solihull B91 3LT.

ACTION LOG – Offtake Arrangements Workstream

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF1031	04/07/07	2.1 Topic 007OF	NG UKD to formally propose a UNC Modification Proposal amending UNC OAD Section F as agreed.	NG UKD (AR)	Carried forward
OF0601	10/06/10	4.1	Transporters to provide a presentation on current Meter Performance Reporting obligations at the next Offtake Arrangements Workstream meeting.	Transporters	Update due at August Workstream. Pending
OF0701	09/07/10	4.1	RCH to propose a selection of interim meeting dates and circulate to NTS and the DNs.	WWU (RCH)	Pending
OF0702	09/07/10	4.1	NTS and the DNs to confirm that they are able to field at least one person with appropriate expertise to attend the next formal OAW on 06 August 2010.	All Transporters	Pending
OF0703	09/07/10	4.1	Confirm the latest date for signing off the requirements for IGMS change.	National Grid NTS (PG)	Pending