

**UNC Offtake Committee Minutes**  
**Thursday 10 June 2010**  
**Renewal Conference Centre, Lode Lane, Solihull**

**Attendees**

Tim Davis (Chair)	(TD) Joint Office of Gas Transporters
Helen Cuin (Secretary)	(HC) Joint Office of Gas Transporters
Alison Chamberlain	(AC) National Grid Distribution
Alan Raper (Alternate)	(AR) National Grid Distribution
Chris Shanley (Alternate)	(CS) National Grid NTS
Joanna Ferguson (Member)	(JF) Northern Gas Networks
Joel Martin (Alternate)	(JM) Scotia Gas Networks
Richard Wilson	(RW) National Grid NTS
Simon Trivella (Member)	(ST) Wales & West Utilities
Stuart Gibbons	(SG) National Grid Distribution

**Apologies**

Andrew Gibson (Member)	(AG) Scotia Gas Networks
Chris Warner (Member)	(CW) National Grid Distribution
Ritchard Hewitt (Member)	(RH) National Grid NTS

**1. Note of any alternates attending the meeting**

Chris Warner had appointed Alan Raper as alternate for National Grid Distribution; Ritchard Hewitt had appointed Chris Shanley as alternate for National Grid NTS; Andrew Gibson had appointed Joel Martin as alternate for Scotia Gas Networks

Simon Trivella and Joanna Ferguson were Members of the Committee, and the meeting was therefore quorate.

**2. Status Review**

**2.1. Minutes from the previous meeting**

The minutes of the previous meetings were approved.

**2.2. Review of actions from previous meeting**

**Action 1008OC:** WWU to liaise with the Collaboration Forum to initiate amendments to E2.

**Action Update:** ST confirmed that WWU are waiting feedback from the Collaboration Forum. As there is an ongoing development process, it was agreed to close this action. **Closed.**

**Action 1009OC:** All to review the Offtake Communications document and either approve, or provide feedback.

**Action Update:** RW confirmed National Grid NTS are reviewing Section H and I as amended by 0195Av and CO31 as part of a wider Programme. It was agreed to close this action. **Closed.**

**Action 1014OC:** OAD Section I5 (various) including I5.1.3(a), I5.1.3(b), I5.1.3(c), I5.1.3(d), I5.1.4, I5.2.1, I5.2.2, I5.2.3, I5.2.4, and I5.3.3(b) - ST to make the appropriate changes to the OCD and provide a revised copy to the Joint Office for circulation/approval by email.

**Action Update:** ST believed that this action had been complete, but agreed to double check and confirm. **Carried Forward.**

**Action 1015OC:** AF and JO to review T/PR/ME/2 Parts 1 and 2 and issue revised documents for wider review/comment/approval.

**Action Update:** See item 3.2. **Complete**

**Amended Action 1021OC:** DNs to review the IOPs.

**Action Update:** ST confirmed the DNs plan to review the IOPs. **Carried Forward**

**Action 1022OC:** ST to provide SCOIP version 9.3 to the JO for circulation and formal approval.

**Action Update:** Transporters have reviewed and approved SCOIP, however it required some further review. ST agreed to circulate a revised version of 9.3 for formal approval.

**Complete**

**Action 1023OC:** DNs to discuss at the next DN Forum the suggestion that Shippers be permitted to have sight of GMR00022 and also a schedule of which audits are expected to take place.

**Action Update:** JF confirmed that this has been discussed. It was agreed to consider this along with the request from E.ON for further information provision on metering performance discussed at today's Offtake Arrangements Workstream. **Closed**

**Action 1024OC:** DNs to prepare and deliver a presentation for the next Offtake Arrangements Workstream, to cover eg the basic governance of audits, the audit schedule and how determined, what is currently in place, the level of Ofgem engagement, the procedure itself, the validation process/schedules, etc.

**Action Update:** It was agreed to consider this along with the request from E.ON for further information provision on metering performance discussed at today's Offtake Arrangements Workstream. **Closed**

### **3. Offtake Subsidiary Documents - matters for review**

#### **3.1. Offtake Communications Documents (OCD)**

ST confirmed he would circulate a final document for approval by email.

#### **3.2. The Validation Procedures (T/PR/ME/2 Parts 1 to 3 and T/PR/GQ/3)**

AC confirmed that no issues have been raised with the published documents in the revised format.

ST highlighted one typo on page 29 ME2 part 2. It was noted that the first bullet point under Preparations/precautions within Turbine Meter Inspection should not be a bullet.

All ME2 documents (including the above amendment) were unanimously approved.

#### **3.3. The Emergency Procedure E2 (DN/PM/E/2/E)**

ST confirmed some further work may be required on E2, There was no change to be approved at this time.

#### **3.4 Safe Control of Operations Interface Procedures (SCOIP)**

It was agreed that the SCOIP document be circulated and approved by email.

**4. SOMSA Industry Operating Procures**

See action update 1021OC.

**5. Measurement Errors**

**5.1 Appointment of Independent Technical Expert**

The committee endorsed the appointment of Keith Vugler for Meter Error SO001 (Braishfield B MTB).

**6. Any Other Business**

None.

**7. Diary Planning**

Arrangements for the next meeting of the Offtake Committee will be made and notified as appropriate.

**ACTION LOG – UNC Offtake Committee**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>1008OC</b>	28/01/08	2.0	a) WWU to liaise with the Collaboration Forum to initiate amendments to E2. b) NG NTS to clarify NTS' perception of what the problems were.	WWU (ST) & NG NTS (CS)	<b>Closed</b>
<b>1009OC</b>	28/01/08	2.0	a) All to review the Offtake Communications document and either approve, or provide feedback; b) RW to review Section H, Section I as amended by Modification Proposal 0195AV and Consent to Modify CO31 and update the document.	All  National Grid NTS (RW)	<b>Closed</b>
<b>1014OC</b>	07/09/09	3.1	Offtake Communications Document: Make the appropriate changes to the OCD and provide a revised copy to the Joint Office for circulation/approval by email.	Wales & West Utilities (ST)	<b>Carried forward</b>
<b>1015OC</b>	07/09/09	3.2	AF and JO to review T/PR/ME/2 Parts 1 and 2 and issue revised documents for wider review/comment/approval.	NG UKD (AF) and JO (JB)	<b>Complete</b>
<b>1021OC</b>	27/11/09	3.	DNs to review the IOPs and AY to liaise with the DNs and Diane Ritchie's team to convene a teleconference to decide what should be retained and what should be removed.	DNS and AY	<b>Carried forward</b>
<b>1022OC</b>	27/11/09	3.4	ST to provide SCOIP version 9.3 to the JO for circulation and formal approval.	Wales & West Utilities (ST)	<b>Complete</b>
<b>1023OC</b>	27/11/09	5.1	DNs to discuss at the next DN Forum the suggestion that Shippers be permitted to have sight of GMR00022 and also a schedule of which audits are expected to take place.	DNs	<b>Closed</b>

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<b>1024OC</b>	27/11/09	5.1	DNs to prepare and deliver a presentation for the next Offtake Arrangements Workstream, to cover eg the basic governance of audits, the audit schedule and how determined, what is currently in place, the level of Ofgem engagement, the procedure itself, the validation process/schedules, etc.	DNs	<b>Closed</b>