

**UNC Offtake Arrangements Workgroup Minutes**  
**Tuesday 21 May 2013**  
**Consort House, 6 Homer Road, Solihull B91 3QQ**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alison Drummond*	(AD)	EDF Energy
Bethan Winter	(BW)	Wales & West Utilities
Colette Baldwin*	(CB)	E.ON UK
David Corby*	(DC)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Helga Clarke	(HC)	National Grid NTS
John Bolland*	(JB)	Scottish Power
Keith Owen*	(KO)	Northern Gas Networks
Lewis Hodgart*	(LH)	Ofgem
Mark Freeman	(MF)	National Grid Distribution
Martin Connor	(MC)	National Grid NTS
Phil Hobbins	(PH)	National Grid NTS
Rob Cameron-Higgs	(RCH)	Wales & West Utilities
Tom Connolly*	(TC)	Scottish Power

\*via teleconference

Copies of all papers are available at: [www.gasgovernance.co.uk/OA/210513](http://www.gasgovernance.co.uk/OA/210513)

**1. Introduction and Status Review****1.1 Review of minutes**

The minutes of the previous meeting were accepted.

**1.2 Review of actions**

**OF0301:** DNs to consider the recommended testing frequency for turbine meters, to ensure they are reasonable and followed. Update to be provided in May.

**Update:** National Grid Distribution provided an update on the test frequency for turbine meters, Scotia Gas Networks believed they were aligned with National Grid. Wales & West Utilities advised that they only have three turbine meters and that they follow the same procedures for maintenance. The DNs agreed to work collectively to ensure a standardisation of the process. MF advised that he would seek views from within National Grid Distribution to ask if there was a common policy document relating to turbine meter maintenance for all Transporters. **Carried Forward**

**2. Significant Measurement Error Update****2.1 SC006 Aberdeen MTA**

DM provided a brief update on the error explaining ITEs have recently met with the fluid mechanics expert who is reviewing the analysis and data to set out a recommendation. DM proposed the following timetable of events to close the Aberdeen Meter Error:

- Each expert to publish independently their respective SMER methodology to the industry for comment - By the end of June 2013

- One month provided to the industry to raise technical issue for consideration by the experts - By the end of July 2013
- During July 2013 the experts to convene a meeting to discuss the findings from their individual reports and agree on a single methodology.
- During July 2013 both experts to respond to all technical issues raised by the industry and consider the relevance of including any resulting amendments to the methodology.
- The experts to produce a summary report of the two individual SMERs and publish this report alongside the two final individual SMERs - By week commencing 19 August 2013
- Further industry consultation on the summary report and individual SMERs for one month - ends 13 September 2013.
- Offtake Workstream / Committee to endorse the final SMER – 27 September 2013.
- Provide methodology to NTS to calculate daily volumes across the error period – 27 September 2013.
- NTS complete calculation of the daily volumes - By end of November 2013.
- Provide Xoserve with daily volumes to allow invoicing - By end of December 2013.

## **2.2 WM014 – Atherstone MRA**

National Grid Distribution confirmed a Meter Error Report has been passed to National Grid NTS for processing. They will provide confirmation once the MER has been passed to Xoserve for invoicing.

## **3. Measurement Error Update**

### **3.1 SC012 - Kinknockie MRA MRB**

DM confirmed a report is being compiled with NEL and an update should be available in due course through the normal Measurement Error Notification process.

## **4. Workgroups**

The following individual Workgroup meeting took place:

### **4.1 0407 - Standardisation of notice periods for offtake rate changes for all National Grid NTS Exit Users**

(Report to Panel 18 July 2013) – papers are available at:

[www.gasgovernance.co.uk/0407](http://www.gasgovernance.co.uk/0407)

## **5. Issues**

### **5.1 ISS 0040 - Review of Measurement Error Register and Notification Guidelines**

Topic on hold until August/September 2013.

### **5.2 New Issues**

None raised.

## **6 Any Other Business**

None raised.

## **7 Diary Planning for Workgroup**

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

Offtake Arrangements Workgroup meeting will take on:

Monday 01 July 2013, at 10:30, Consort House, 6 Homer Road, Solihull, B91 3QQ

Tuesday 23 July 2013, at 10:30, Consort House, 6 Homer Road, Solihull, B91 3QQ

Tuesday 20 August 2013, at 10:30, Consort House, 6 Homer Road, Solihull, B91 3QQ

Tuesday 24 September 2013, at 10:30, Consort House, 6 Homer Road, Solihull, B91 3QQ

Tuesday 22 October 2013, at 10:30, Consort House, 6 Homer Road, Solihull, B91 3QQ

Tuesday 26 November 2013, at 10:30, Consort House, 6 Homer Road, Solihull, B91 3QQ

**Action Table**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
OF0301	26/03/13	1.2	<p>a) DNs to consider the recommended testing frequency for turbine meters, to ensure they are reasonable and followed. Update to be provided in May.</p> <p>b) MF advised that he would seek views from within National Grid Distribution to ask if there was a common policy document relating to turbine meter maintenance for all Transporters.</p>	DNs	<b>Carried Forward</b>