

UNC Offtake Arrangements Workgroup Minutes
Tuesday 29 January 2013
31 Homer Road, Solihull B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Alison Drummond*	(AD)	EDF Energy
Bethan Winter*	(BW)	Wales & West Utilities
Chris Shanley	(CS)	National Grid NTS
Colette Baldwin	(CB)	E.ON UK
David Corby	(DC)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Eddie Blackburn	(EB)	National Grid NTS
Emma Buckton*	(EBu)	Northern Gas Networks
Graham Wood*	(GW)	British Gas
Harvey Beck*	(HB)	Ofgem
Helga Clark	(HC)	National Grid NTS
James Whiteford	(JW)	National Grid NTS
John Bolland*	(JB)	Scottish Power
Julie Cox*	(FC)	Energy UK
Mark Jones*	(MJ)	SSE
Robert Cameron-Higgs*	(RCH)	Wales & West Utilities
Tim Davis*	(TD)	Joint Office
Tom Connolly*	(TC)	ScottishPower

*via teleconference

Copies of all papers are available at: www.gasgovernance.co.uk/OA/290113

1. Introduction and Status Review

1.1 Review of minutes

The minutes of the previous meeting were accepted.

1.2 Review of actions

OF0902: DNs to consider undertaking a review of all live errors twice a year and updating the guidelines to reflect the requirement.

Update: AC explained that this is an ongoing action, it was agreed to close the action and raise an issue with a six monthly review starting April. **Closed.**

OF1201: SC006 Aberdeen MTA - DM to circulate the key points from each ITE's update.

Update: DM clarified an update had been provided and published on the web.

Complete

OF1202: SC006 Aberdeen MTA - DM to provide a high level timeline for completion of key steps in SMER process.

Update: DM clarified an update had been provided and published on the web. See item 2.1. **Complete**

OF1203: SC012 Kinknockie MRA MRB - Prior to the next meeting (29/01/13) DM to circulate further details relating to this error to enable reassessment of its potential level of significance.

Update: DM confirmed an update had been provided see item 3.1. **Complete**

OF1204: SC012 Kinknockie MRA MRB - Prior to the next meeting (29/01/13) all parties to review nominees on the current Register of Independent Technical Experts (at www.gasgovernance.co.uk/MER) in anticipation of a potential decision to appoint ITEs to investigate this error.

Update: Undertaken. **Complete.**

OF1205: ISS 0051 Annual Validations - AF and AC to produce some alternative wording for review and approval.

Update: AC confirmed the intention to adjusting the wording for the validation timetable and will be considered under the review of the issue. **Closed.**

2. Significant Measurement Error Update

2.1 SC006 Aberdeen MTA

BF confirmed that an update had been provided on progress to date. DM confirmed that he had asked for a high level timeline to represent the process, and the response from ITEs had been updated.

GW was keen for reassurance that the ITEs have and will continue to work independently on the SMERs and will not discuss the results until the independent SMERs are produced and presented to the Workgroup.

GW asked for further assurance from the ITEs that the guidelines are being adhered to and in particular the independence of the two ITEs.

It was anticipated the ITEs would provide a draft SMER for consideration at the February Offtake Workgroup.

AC made an observation that since the dual ITE process was introduced to the guidelines, SGN are the first to trial the process. She enquired how British Gas felt the process has worked so far, had it met their requirements. Were they confident the two ITE findings would be managed going forward and how they anticipated the Workgroup being able to determine the appropriate way forward if significant differences are presented. AC was keen for the experts to share their results to allow a comparison and move forward with a resolution.

It was anticipated the ITEs would be attending the next meeting on 26 February meeting to share the results.

3. Measurement Error Update

3.1 SC012 - Kinknockie MRA MRB

DM provided an update and advised that T/PR/ME/2 process had been followed for the validation of the systems. He confirmed that some movement had been detected in the calibration and as a result SGN have invested in a modern new meter, which has been installed on site, as the old meter has to be physically removed to be calibrated.

TC looked for assurances that the entirety of the error would be investigated.

AC enquired when the last good read was taken and whether it was safe to assume that the last good read may have been when the site was last calibrated i.e. when the meter was installed. TC was keen for the error to be investigated back to the last calibration.

DM was concerned about the ability to go back 5 years for the energy side of the error. TC believed that the rate of the error needs to be considered before deciding how the 5-year window creates a restriction.

DM believed he would need to establish the installation date, which may not be possible considering network sales. CB suggested it may be possible to trace the purchase date of the meter and that the previous network would have stored information on sites in their ownership at the point of time. Both AC and HC offered to examine what records National Grid may have on past validations.

Action 0101: SGN to investigate and obtain evidence to test accuracy of meter and the potential duration of the error.

Action 0102: AC and HC to investigate if National Grid NTS and Distribution can provide any information.

4. Workgroups

The following individual Workgroup meetings took place:

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

(Report to Panel 21 February 2013) – Minutes are available at:
www.gasgovernance.co.uk/0407

4.2 0433 - Inclusion of the Transmission to Distribution “System Operator Agreement Guidelines” within the Offtake Arrangements Document

(Report to Panel on 17 January 2013) – Minutes are available at:
www.gasgovernance.co.uk/0433

5. Issues

5.1 ISS 0040 - Review of Measurement Error Notification Guidelines

5.1.1 Review of Process

AC reported that the review process was continuing and anticipated the Workgroup would want to review the guidelines following the completion of the Aberdeen Significant Measurement Error.

5.1.2 Review of Register

Transporters agreed to review all live errors to ensure any outstanding closures are made.

5.2 ISS 0047 - Assured Offtake Pressures

Discussions were continuing. It was agreed that National Grid NTS would review progress of the issue and advise if the issue should be closed.

5.3 ISS 0051 - Annual Validations

AC confirmed that alternative wording was under review with a view of maintaining an annual validation date but provide a window to give some flexibility either side of the date similar to a MOT but this would prevent the annual date slipping year on year.

5.4 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

Offtake Arrangements Workgroup meeting will take on :

Tuesday 26 February 2013, at 10:30, 31 Homer Road, Solihull, B91 3LT

Tuesday 26 March 2013, at 10:30, 31 Homer Road, Solihull, B91 3LT

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0902	25/09/12	1.2	The DNs to consider undertaking a review of all live errors twice a year and updating the guidelines to reflect the requirement.	All DNs	Closed
OF1201	12/12/12	2.1	<i>SC006 Aberdeen MTA</i> - DM to circulate the key points from each ITE's update (given at the meeting on 30/10/12).	SGN (DM)	Complete
OF1202	12/12/12	2.1	<i>SC006 Aberdeen MTA</i> - DM to provide a high level timeline for completion of key steps in SMER process.	SGN (DM)	Complete
OF1203	12/12/12	2.2	<i>SC012 Kinknockie MRA MRB</i> – Prior to the next meeting (29/01/13) DM to circulate further details relating to this error to enable reassessment of its potential level of significance.	SGN (DM)	Complete
OF1204	12/12/12	2.2	<i>SC012 Kinknockie MRA MRB</i> - Prior to the next meeting (29/01/13) all parties to review nominees on the current Register of Independent Technical Experts (at www.gasgovernance.co.uk/MER) in anticipation of a potential decision to appoint ITEs to investigate this error.	ALL parties	Complete
OF1205	12/12/12	5.3	<i>ISS 0051 Annual Validations</i> - AF and AC to produce some alternative wording for review and approval.	NG UKD (AF and AC)	Closed
OF0101	29/01/13	3.1	Investigate and obtain evidence to test accuracy of meter and the potential duration of the error.	Scotia Gas Networks (DM)	Pending

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0102	29/01/13	3.1	Investigate if National Grid NTS and/or Distribution can provide any additional information suggesting a calibration or installation date.	National Grid Distribution (AC) National Grid NTS (HC)	Pending