

**UNC Offtake Arrangements Workgroup Minutes**  
**Monday 19 March 2012**  
**at 31 Homer Road, Solihull B91 3LT**

**Attendees**

Bob Fletcher (Chair)	(TD)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alan Raper	(AR)	National Grid Distribution
Alison Chamberlain	(AC)	National Grid Distribution
Andrew Finch	(AF)	National Grid Distribution
Bethan Winter	(BW)	Wales & West Utilities
Dave Adlam	(DA)	National Grid Distribution
Dave Mitchell	(DM)	Scotia Gas Networks
Graham Wood*	(GW)	British Gas
Helga Clarke	(HC)	National Grid NTS
Jakob Forman*	(JF)	DONG Energy
James Thomson*	(JT)	Ofgem
Katherine Porter*	(KP)	EDF Energy
Lewis Hodgart*	(LH)	Ofgem
Phil Hobbins	(PH)	National Grid NTS
Ritchard Hewitt	(RH)	National Grid NTS
Rob Cameron-Higgs	(RCH)	Wales & West Utilities
Tom Connolly*	(TC)	Scottish Power

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/OA/190312>

**1. Introduction and Status Review**

**1.1 Review of minutes**

The minutes of the previous meeting were accepted.

**1.2 Review of actions**

**Action OF0201:** Scotia Gas Networks to request Independent Expert methodology for Significant Measurement Error SC006 – Aberdeen MTA

**Update:** DM confirmed a request been made with the ITE, any update will be provided to the Joint Office. **Carried Forward.**

**2. Significant Measurement Error Updates**

**2.1. NT008: - Horndon B MTA**

AC confirmed following last meeting that further comments had been provided by British Gas for the ITE to consider. Communications with expert have ascertained that the Significant Measurement Error Report is unlikely to change despite the comments and therefore National Grid Distribution are keen to move forward with the error. AC confirmed that the guidelines suggest that once the expert has produced the report it is considered to be final and the invoice will be forward for production. No objections were expressed about the production of the invoice. GW believed that it would be worth reviewing the process to iron out any discrepancies for future error reports. He suggested the guidelines need to be

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reviewed particularly around technical questions and comments to the ITE and the timing of these. It was agreed to table a review of the guidelines in the future by raising an issue for future discussion.

### 3. Workgroups

- 3.1. 0407 - Standardisation of notice periods for offtake rate changes for all National Grid NTS Exit Users  
(Report to Panel 21 June 2012)  
Papers at: [www.gasgovernance.co.uk/0407](http://www.gasgovernance.co.uk/0407)

### 4. Issues

#### 4.1. ISS 0039 - Transmission System Operator to Distribution System Operator Agreement Guidelines

AC confirmed that National Grid were working on a draft modification to include the guidelines within the OAD. They are currently looking at the references to SOMSA and what the appropriate way forward would be to either correct or remove the references.

#### 4.2. New Issues

No additional issues raised.

### 5. Any Other Business

#### 5.1. Measurement Error Reporting Mechanism

AF explained the need to report certain items to Ofgem. He provided an amended Notification Template and explained each of changes, this included the removal of the system bias question as this seemed superfluous, he had corrected some of the offtake references and created a joint system reference to include MTA and MTB system errors, his proposal also included an update to items included on the Measurement Error Register.

AF suggested that the Meter Validation Report should not duplicate the data already provided on the Measurement Error Register and proposed these columns are removed from the report.

GW explained that when Shippers receive an update to Measurement Errors it is sometimes difficult to establish what has changed in the update. It was agreed for Transporters to include a brief explanation to the update i.e. a change in volumes and that the Joint Office would pass on this information in the notification update email.

TC enquired about the quantity estimation of errors and whether this included an estimated of the CV. AF explained that the DN is obligated to provide the volume, which is converted for the invoice production. TC welcomed the proposed changes and asked if the DNs could consider the timeliness of the notifications from the point they are first notified and the updates between. He asked if it was possible for the DNs to have a more consistent approach. AF explained some errors have a high level of complexity and sometimes it is not possible to provide meaningful updates until more information is available. AC acknowledged that this has been discussed before, she referred to the guidelines and that a change had previously been made to ensure notifications are provided at the earliest opportunity and with meaningful information. It was recognised that regular updates may not be possible due to differing complexities.

No objections were expressed on the proposed changes however RCH wished to consider the changes with a view to approving the changes at the next Workgroup Meeting.

AF suggested that the DNs review and provide an update to the Offtake data listed within the Notification Template similar to that undertaken by National Grid Distribution.

**Action 0301: All DNs to review and provide an update to the Notifications Template Offtake data and consider the proposed amendments to the template providing any feedback on other required changes with a view to approving the format in April.**

**5.2. Flow swaps**

BW asked if Flow Swaps could be considered.

**Action 0302: DNs to re-engage Flow swaps consideration.**

**6. Diary Planning for Workgroup**

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

The next meetings of the Workgroup will take place on:

10:00, 23 April 2012, 31 Homer Road, Solihull, B91 3LT

10:00, 21 May 2012, 31 Homer Road, Solihull, B91 3LT

**Offtake Arrangement Workgroup Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0201	21/02/12	2.1	Scotia Gas Networks to request Independent Expert methodology for Significant Measurement Error SC006 – Aberdeen MTA	Scotia Gas Networks (DM)	Carried Forward
OF0301	19/03/12	5.1	All DNs to review and provide an update to the Notifications Template Offtake data and consider the proposed amendments to the template providing any feedback on other required changes with a view to approving the format in April.	All DNs	Pending
OF0302	19/03/12	5.2	DNs to re-engage Flow swaps consideration.	All DNs	Pending