

Minutes of the UNC Offtake Committee
Wednesday 04 July 2007
held at the Renewal Conference Centre, Solihull

Attendees

John Bradley (Chair)	(JB)	Joint Office of Gas Transporters
Lorna Dupont (Secretary)	(LD)	Joint Office of Gas Transporters
Alan Raper	(AR)	National Grid Distribution
Brian Durber	(BD)	E.ON UK
Claire Thorneywork	(CW)	National Grid NTS
Julian Majdanski	(JM)	Chair of Review Group 0131
Liz Spierling	(LS)	Wales and West Utilities
Mark Freeman	(MF)	National Grid Distribution
Paramjit Sihre	(PS)	National Grid Distribution
Robert Cameron-Higgs	(RCH)	Northern Gas Networks
Ritchard Hewitt	(RH)	National Grid NTS
Richard Wilson	(RW)	National Grid NTS
Stuart Gibbons	(SG)	National Grid Distribution
Simon Howe	(SH)	RWE Npower
Steven Sherwood	(SS)	Scotia Gas Networks

Apologies

Alison Jennings	National Grid Distribution
Beverley Grubb	Scotia Gas Networks
Joel Martin	Scotia Gas Networks
Steve Pownall	National Grid Transmission
Steve Skipp	Scotia Gas Networks

1 Note of any alternates attending the meeting

Steven Sherwood attended as the alternate for Beverley Grubb.

Alan Raper attended as the alternate for Chris Warner.

2 Review of Minutes and Action(s) from Committee Meeting 16 May 2006

1.0 The minutes were accepted.

1.0 Action 1005OC: JB to write to Committee requesting formal sign off of E2, to be received by the Joint Office by 06 June 2007. JB had written and had received sign off from all the DNs but not National Grid NTS **Action closed.**

3 Offtake Subsidiary Documents – matters for review

JB advised that he had attended the Networks Collaboration Forum, and gave an update on its business as it affected the Offtake Committee. This forum is chaired by Chris Gorman of Northern Gas Networks and attended by one director from each DN. National Grid NTS are not represented. One of the approaches being taken by the Forum was to request the Institution of Gas Engineers and Managers (IGEM) to adopt some of the relevant

procedures. This would allow the industry experts to review and develop the documents in accordance with best practice.

The Forum also identified that much of the work in review and update would be carried out by expert committees. Whilst these may be constituted as sub committees of the Forum, the participation of National Grid NTS would be sought.

3.1 The SCO Interface Procedures (T/PM/SCO/1 – T/PM/SCO/4)

The Forum believed that the SCO Interface Procedure had diverged and agreed that references to this in the UNC OAD should be removed. However, it was noted that the DNs had yet to consult internally on this.

Action 1006OC: RCH to liaise with DNs on the potential withdrawal of references to the SCO Interface Procedure from the UNC OAD.

3.2 Validation Procedures (T/PR.ME2 Parts 1 to 3 and T/PR.GQ/3)

These had not been sent to IGEM but the view was that they should be under IGEM's ownership. As the current procedures reflected identities prior to Network Sales, change is required. National Grid NTS did not express an interest in these Procedures, but it was thought to be beneficial if National Grid NTS would sign on to them, thereby reducing one source of contention, if a metering dispute arose.

Action 1007OC: SG to investigate further the need for review and update of the Validation Procedures.

3.3 Emergency Procedure E2 (DN/PM/E/2/E)

The Forum had written to IGEM, requesting the adoption of this document. National Grid NTS pointed out that these procedures do not conform with the NEC Safety Case and so would not sign them off. The NEC representative had put forward initial comments and considerations but had received no response from the DNs to this communication.

It was agreed that review and amendment of this document should be pursued. This was one area where participation of either or both of National Grid NTS and the NEC would be helpful.

Action 1008OC: LS to liaise with the Forum to initiate amendments to E2.

3.4 The Offtake Communications Document

JB advised the Committee that Debra Hawkin (National Grid NTS) continued to work on this document and was expecting to table amendments to the committee.

4 Any Other Business

None raised.

5 Date of Next Meeting

The next UNC Offtake Committee meeting will take place on Wednesday 08 August 2007, in Conference Rooms 5/6 at 31 Homer Road, Solihull B91 3LT, and will follow the UNC Offtake Arrangements Workstream meeting.