

Minutes of the UNC Offtake Committee
Wednesday 21 November 2007
held at
31 Homer Road, Solihull B91 3LT

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
Beverley Grubb	(BG)	Scotia Gas Networks
Liz Spierling	(LS)	Wales and West Utilities
Peter Mills-Baker	(PMB)	National Grid NTS
Richard Wilson	(RW)	National Grid NTS
Robert Cameron-Higgs	(RCH)	Northern Gas Networks
Simon Trivella	(ST)	Wales and West Utilities

Apologies

Chris Warner	National Grid Distribution
Mark Freeman	National Grid Distribution
Ritchard Hewitt	National Grid NTS

1 Note of any alternates attending the meeting

Alan Raper attended as the alternate for Chris Warner, and Peter Mills-Baker attended as the alternate for Ritchard Hewitt.

2 Review of Minutes and Action(s) from Committee Meeting 08 August 2007

The minutes were accepted. See (3) below for outstanding actions and updates.

3 Offtake Subsidiary Documents – matters for review

Updates were provided to the following actions:

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

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

Update: No update available; RCH to check on progress. **Action carried forward to next meeting.**

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

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

Update: JB advised that this had been raised at the Collaboration Forum by Chris Gorman. Jeremy Bending was to contact Ian Smith (IGEM) and request an update on the position. PG commented that the existing GM/4 was a process very similar to ME2. However it was observed that GM/4 was too prescriptive and was not what was

required now; National Grid NTS were looking at incorporation but consideration may need to be given as to what should be under IGEM and what should be covered within the DNs' internal procedures. **Action carried forward: PG to provide update to next meeting.**

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

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

Update: LS believed this to have gone to IGEM and then returned to the Collaboration Forum. **Action carried forward: RCH to ascertain progress and provide update to next meeting.**

3.4 The Offtake Communications Document

PMB presented a revised document to the Offtake Committee, and the proposed changes were explained (see marked up version available on the website of the Joint Office of Gas Transporters). LS pointed out that any changes initiated by 0166, 0090 and 0131 may require further revisions to be made.

JB advised the Committee that the revised document would also require a Document Revision History inserted at the front, and a copyright caveat added to the footer.

Approval of the revised document was now sought and any further comments should be provided to the Joint Office of Gas Transporters as soon as possible.

Action 1009OC: All to review document and email their approval to the Joint Office of Gas Transporters by Wednesday 29 November 2007.

LS asked whether the document(s) referred to in the third column from the right, headed "Industry Operating Procedure", had been made available to the DNs as part of the Network Sales process. PG thought that they were all quite small documents and were available under Blackwater.

Action 1010OC: PG to either disclose location of "Industry Operating Procedure" documents if already made available to DNs under Blackwater, or to make current versions available via the Joint Office of Gas Transporters.

4 Any Other Business

4.1 Supplemental Agreements

PMB advised that any changes to Offtakes should be approved/signed off before the Offtakes are used. There were engineering and ground level changes taking place, and an internal process was being worked on; any suggestions for improvements would be welcomed. A brief discussion ensued and it was recognised that at various levels communications were not working as well they should. It was suggested that the channels of communication should be identified together with any appropriate links. LS commented that Offtake Capacity Statements gave rise to a number of difficulties, with different responses to those expected. Formal requests and formal responses should both go through the same gateway.

Action 1011OC: PMB and PG to define routes of communication together with any links and return to the Committee with an update.

5 Date of Next Meeting

The next UNC Offtake Committee meeting will follow the UNC Offtake Arrangements Workstream meeting (date and venue to be confirmed).