

**Minutes of the Offtake Arrangements Workstream
Extra-ordinary meeting Friday 14 December 2007
Elxon, 350 Euston Road, London NW1 3AW**

Attendees

John Bradley (Chair)	(JB)	Joint Office of Gas Transporters
Julian Majdanski (Secretary)	(JM)	Joint Office of Gas Transporters
Alison Chamberalin	(AC)	National Grid Distribution
Brian Durber	(BD)	E.ON UK
Joel Martin	(JMa)	Scotia Gas Networks
Liz Spierling	(LS)	Wales and West Utilities
Richard Wilson	(RW)	National Grid NTS
Stefan Leedham	(SL)	EDF Energy
Steve Pownall	(SP)	National Grid NTS

Apologies

Robert Cameron-Higgs	Northern Gas Networks
Simon Trivella	Wales and West Utilities

1 Modification Proposals

Measurement Error Notification Guidelines

JB advised that this extra-ordinary workstream meeting had been arranged to review and finalise the process document. A line by line review took place and the following amendments were agreed.

Page 5: Add new defined term "**Appointed Independent Technical Expert**" and consider whether "**fault**" should have a capital letter.

Page 9: SP to investigate with legal, "Offtake average annual flow". RW to look at better defining "systematic bias" as SL & BD wanted to better understand it and questioned what 0.1% referred to. RW clarified that it was a percentage of throughput on any day during the period. Anticipated "SMER" publication date needs to be included together with MER.

Page 10: Reword last bullet point to clarify its meaning (reverse the way it reads)

Page 15: Clarify that in the event of a tie between two experts, the Offtake Committee will decide who to choose and then remove the words "the appropriate Independent Technical Experts"

Page 17: Add words to second bullet point to state that on acceptance they are then known as "The Appointed Independent Technical Expert"

Page 19: add "eg" to area of expertise

Page 22: Add "Business" to five days

Page 26: Within SMER diagram add "his" to corrected measurements, also seek legal advice regarding exceptions to the Effect of Determination and consider ending the paragraph at "Parties".

Finally, throughout the document ensure Capitals are used for Appointed, User, Downstream and Upstream Party(ies).

2 Any Other Business

None

3 Date of Next Meeting(s)

The next UNC Offtake Arrangements Workstream meeting will take place in the new year - date, venue and location to be confirmed.