
UNC Offtake Committee Minutes
Tuesday 28 April 2009
31 Homer Road, Solihull B91 3LT

Attendees

John Bradley (Chair)	(JB)	Joint Office of Gas Transporters
Helen Cuin (Secretary)	(HC)	Joint Office of Gas Transporters
Alison Chamberlain (Alternate)	(AC)	National Grid Distribution
Andrew Finch	(AF)	National Grid Distribution
Brian Stoneman (Alternate)	(BS)	Northern Gas Networks
Leyon Joseph (Alternate)	(LJ)	Scotia Gas Networks
Richard Wilson (Alternate)	(RW)	National Grid NTS
Simon Trivella (Member)	(ST)	Wales and West Utilities

1. Note of any alternates attending the meeting

JB advised members that: Chris Warner had appointed Alison Chamberlain as alternate for National Grid Distribution; Joanna Ferguson had appointed Brian Stoneman as alternate for Northern Gas Networks; Andrew Gibson had appointed Leyon Joseph as alternate for Scotia Gas Networks; Ritchard Hewitt had appointed Richard Wilson as alternate for National Grid NTS; and that Simon Trivella is a member of the Committee.

The meeting was therefore determined to be quorate.

2. Review of Minutes and Actions of Previous Meeting (12 September 2008)

2.1. Review of Minutes

The minutes of the previous meeting were accepted.

2.2. Review of Outstanding Actions

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

Update: See item 3.3.

Action carried forward.

Action 1009OC: All to review the Offtake Communications document and either approve, or provide feedback.

Update: All members had approved the version circulated and the Joint Office placed this version on its website at the close of the meeting; RW to review UNC OAD Section H, Section I as amended by Modification Proposal 0195AV and Consent to Modify CO31 and update the document.

Action carried forward.

Action 1010OC: NG NTS to ascertain the location of the Industry Operating Procedures and make available for publication.

Update: These are extensively referenced in the Offtake Communications Documents. RW will ascertain the location of the document(s).

Action carried forward.

3. Offtake Subsidiary Documents - matter for review

3.1. Offtake Communications Documents

See Action 1009OC, above.

3.2. The Validation Procedures (T/PR/ME/2 Parts 1 to 3 and T/PR/GQ/3)

AJ confirmed that National Grid Distribution had initially looked at T/PR/ME/2 Part 3 and wanted to make changes. However in doing so, National Grid Distribution had identified a discrepancy with version control. The version available on the Joint Office website referred to version October 2004, however National Grid Distribution has a version dated October 2006.

AJ asked the committee which document they wished to review. It was agreed that National Grid Distribution's version October 2006 would be considered, as all references to Transco had been replaced. AJ provided a marked up version illustrating the changes from October 2004 to October 2006.

The committee reviewed the document and agreed to make amendments to the document to make it more generic. In addition to this, National Grid Distribution suggested amendments to Section 12 Index of Test Procedures, CP6a and CP9.

Section 12 Index of Test Procedures: AF introduced National Grid Distribution's proposed additional paragraph following the Index of Test Procedures. All accepted the proposed additional paragraph.

CP6a: AF introduced National Grid Distribution's proposed change to the accept/reject criteria. He explained that the 0.01% tolerance was not achievable with the test instruments available. He proposed to change this to 0.1%. All accepted the change from 0.01% to 0.10%.

CP9: AF introduced National Grid's proposal to amend CP9, providing a marked up version of the section. All accepted the change to CP9.

The committee approved the principle changes to T/PR/ME/2 Part 3 and JB agreed to issue the revised version with the mark up for email approval.

Action 1011OC: Joint Office to provide a marked up version of T/PR/ME/2 Part 3 to the Offtake Committee members/alternates for final approval via email.

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

JB provided an update highlighting a discrepancy that had been found within the E/2/E document. This was an external version of the E/2 document.

ST questioned the concept of the E/2/E document as it had no concept under the UNC.

RW confirmed that he had contacted Paul Youngman and that Paul Youngman believed that the governance of the E/2/E document should be by the Safety Case Committee. Paul Youngman had suggested that the Offtake Committee had no powers to amend this document.

ST highlighted that the governance arrangements within the documents reside under the UNC Committee. It was agreed that if the governance arrangements were not controlled by the UNC Committee then the Offtake Arrangements Document would need to be amended and approved to reflect this. However, the Offtake Committee was reluctant to change the governance of the document unless the governance had been accepted by an alternative forum containing all Transporters, such as the Safety Case Committee. It was noted that the Collaboration Forum does not include National Grid NTS and would not be suitable unless supplemented by reference to National Grid NTS.

LJ highlighted that the E/2 document was for local procedures and therefore did not need the participation of National Grid NTS. It was, however, pointed out that whilst E/2 was an Offtake Subsidiary Document it was under the governance of the Offtake Committee. Therefore, National Grid NTS were able to make comments and in the case of E/2/E it had noticed a discrepancy with the NEC Safety Case. It was agreed that E/2 needed to

be considered and, where necessary, updated. This would then lead to any required amendments for E/2/E. BS highlighted some differences between E2 and E/2/E and gave an example on critical points which may not be appropriate for an external audience.

It was agreed to liaise with Paul Youngman and Chris Clark, as chairman of the Collaboration Forum, to ensure the documents were updated. ST had an existing action on this (see Action 1008OC).

Action 1012OC: National Grid NTS to contact Paul Youngman to consider E/2 from a National Grid NTS perspective and confirm what elements need to be amended.

3.4. Determination of Daily CVs

Following a request from ST, JB introduced two documents:

- Methodology for Determining or Estimating CV Data at Unmetered LDZ/LDZ Offtakes
- Determination of Daily CVs.

These are referenced in OAD D1.5.4 (b) and F4.2.2 respectively.

ST asked if these were Offtake Subsidiary documents and challenged the publication of these on the Joint Office website. It was agreed that whilst there is an obligation to circulate these documents amongst the relevant Transporters, they were not Offtake Subsidiary Documents and there was no obligation to publish these on the Joint Office website. The Joint Office therefore removed both from the website at the close of the meeting.

4. Measurement Error Notification Process

JB highlighted that a number of reports have been made, one which has been completed, some of which are still pending. He observed that there may be a slight discrepancy in the reporting values that have been filled out on the Meter Report Summary Proforma in relation to Estimated Quantity (GWh) line 28. The intention was for this to be an estimated quantity of the error not of the quantity flowing through the Offtake.

It was suggested that line 28 needs to be more explicit. Amendments were suggested to the form particularly lines 26, 27 and 28 for clarification. JB made the amendments to the form. These were agreed by the committee and published on the Joint Office website at the close of the meeting.

5. Any Other Business

5.1. Safe Control of Operations Interface Procedures

JB confirmed that Adam Sims will be taking into account National Grid Distribution's and Northern Gas Network's feedback and will provide a revised version for final sign off.

ST requested that the documents provided would be changed marked documents to enable easy identification of the amendments.

5.2. Calculation of Flow Weighted CVs

JB highlighted that a member of National Grid Distribution had provided some proposed changes to the calculation of flow weighted CVs. He confirmed that these had been

documented under the Offtake Arrangements Workstream for 04 July 2007 and they may wish to be considered for the purpose of raising a Modification Proposal.

6. Diary Planning

It was agreed that there was no immediate requirement to arrange a further Offtake Committee meeting as the documents discussed could all be signed off via email.

However the Committee agreed to schedule a meeting for July 2009, to discuss any relevant business.

ACTION LOG – UNC Offtake Committee: 28 April 2009

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1008OC	28/01/08	2.0	WWU to liaise with the Collaboration Forum to initiate amendments to E2.	WWU (ST) & SGN (JM)	Carried forward
1009OC	28/01/08	2.0	All to review the Offtake Communications document and either approve, or provide feedback; RW to review Section H, Section I as amended by Modification Proposal 0195AV and Consent to Modify CO31 and update the document.	National Grid NTS (RW)	Current version approved for publication. National Grid NTS to amend to reflect 0195AV. Carried forward
1010OC	28/01/08	2.0	NG NTS to ascertain the location of the Industry Operating Procedures and make available for publication; RW to ascertain location of the document(s).	NG NTS (RW)	Carried forward
1011OC	28/04/09	3.2	Joint Office to provide a marked up version of T/PR/ME/2 Part 3 to the Offtake Committee members/alternates for final approval via email.	Joint Office (JB)	Pending
1012OC	28/04/09	3.3	National Grid NTS to contact Paul Youngman to consider E/2 from an NTS perspective and confirm what elements need to be amended.	National Grid NTS (RW)	Pending