

UNC Offtake Arrangements Workgroup Minutes
Monday 22 April 2013
Consort House, 6 Homer Road, Solihull B91 3QQ

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Andy Hine	(AH)	National Grid NTS
Alice Etheridge	(AE)	National Grid NTS
Alison Chamberlain	(AC)	National Grid Distribution
Alison Drumond*	(AD)	EDF Energy
Bethan Winter	(BW)	Wales & West Utilities
Chris Shanley	(CS)	National Grid NTS
Colette Baldwin*	(CB)	E.ON UK
David Corby	(DC)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Helga Clarke	(HC)	National Grid NTS
Julie Cox*	(FC)	Energy UK
Mark Amos	(MA)	National Grid NTS
Mark Jones*	(MJ)	SSE
Mark Freeman	(MF)	National Grid Distribution
Tom Connolly	(TC)	Scottish Power

*via teleconference

Copies of all papers are available at: www.gasgovernance.co.uk/OA/220413

1. Introduction and Status Review

1.1 Review of minutes

The minutes of the previous meeting were accepted.

1.2 Review of actions

OF0301: DNs to consider the recommended testing frequency for turbine meters, to ensure they are reasonable and followed. Update to be provided in May.

Update: Item deferred until May. **Carried Forward**

2. Significant Measurement Error Update

2.1 SC006 Aberdeen MTA

DM anticipated that a further interim update would be provided in May or June.

2.2 WM014 – Atherstone MRA

BF confirmed that at last months meeting the Workgroup agreed not to appoint an ITE. AC reported that National Grid Distribution were in the process of producing a Measurement Error Report which will be provided to National Grid NTS to process.

3. Measurement Error Update

3.1 SC012 - Kinknockie MRA MRB

DM confirmed an update would be provided in due course. See action OF0301.

4. Workgroups

The following individual Workgroup meetings took place:

4.1 0407 - Standardisation of notice periods for offtake rate changes for all National Grid NTS Exit Users

(Report to Panel 16 May 2013) – papers are available at:

www.gasgovernance.co.uk/0407

4.2 0433 - Inclusion of the Transmission to Distribution “System Operator Agreement Guidelines” within the Offtake Arrangements Document

(Report to Panel on 16 May 2013) – papers are available at:

www.gasgovernance.co.uk/0433

4.3 0443 - Arranging Flow Swaps between NTS/LDZ Offtakes with increased lead times or for prolonged periods

(Report to Panel 15 August 2013) – papers available at:

www.gasgovernance.co.uk/0443

5. Issues

5.1 ISS 0040 - Review of Measurement Error Register and Notification Guidelines

AC acknowledged the need to review the Guidelines following the conclusion of the Aberdeen and Atherstone errors and to consider if any refinements can be made to the guidelines.

The DNs acknowledged the need to undertake a review of all current errors on the register to ensure the current reported status for each error is correct. AC understood that this was an ongoing requirement, however the DNs agreed to undertake a bi-yearly assessment.

It was agreed to place the item on hold until August/September 2013.

5.2 ISS 0047 - Assured Offtake Pressures

It was agreed to close the action on the basis a modification would be raised.

5.3 ISS 0051 - Annual Validations

AC confirmed that alternative wording was under review with a view of maintaining an annual validation date. It was agreed to close the action on the basis a modification would be raised.

5.4 New Issues

None raised.

6 Any Other Business

None raised.

7 Diary Planning for Workgroup

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Offtake Arrangements Workgroup meeting will take on:

Tuesday 21 May 2013, at 10:30, Consort House, 6 Homer Road, Solihull, B91 3QQ

Tuesday 18 June 2013, at 10:30, Consort House, 6 Homer Road, Solihull, B91 3QQ

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0301	26/03/13	1.2	DNs to consider the recommended testing frequency for turbine meters, to ensure they are reasonable and followed. Update to be provided in May.	DNs	Carried Forward