

UNC Offtake Arrangements Workgroup Minutes
Monday 23 April 2012
at 31 Homer Road, Solihull B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Bethan Winter	(BW)	Wales & West Utilities
Dave Adlam	(DA)	National Grid Distribution
Dave Mitchell	(DM)	Scotia Gas Networks
Fergus Healy	(FH)	National Grid NTS
Graham Wood*	(GW)	British Gas
Helga Clarke	(HC)	National Grid NTS
Jakob Forman*	(JF)	DONG Energy
Katherine Porter*	(KP)	EDF Energy
Lewis Hodgart*	(LH)	Ofgem
Mark Lyndon	(ML)	National Grid NTS
Phil Hobbins	(PH)	National Grid NTS
Rob Cameron-Higgs*	(RCH)	Wales & West Utilities
Tim Davis*	(TD)	Joint Office
Tom Connolly*	(TC)	Scottish Power

* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/OA/230412>

1. Introduction and Status Review

1.1 Review of minutes

The minutes of the previous meeting were accepted.

1.2 Review of actions

OF0201: ~~Scotia Gas Networks~~ Scotia Gas Networks Offtake Arrangement Workgroup to request the methodology from the Independent Experts methodology for Significant Measurement Error SC006 – Aberdeen MTA

Update: DM confirmed that the independent experts undertook tests last week despite there being an initial problem getting the inlet pressure from NTS. SGN are now waiting for a report from the experts. The Workgroup asked SGN to request that the Independent Experts present their methodologies before the report is produced. However, DM expressed that SGN do not want to influence the expert by asking for the methodology. AC explained that within the Guidelines the Independent Expert would normally provide the methodology and that this should be within the expert's Terms of Reference. The Workgroup collectively agreed that they wished the experts to provide their methodologies and that Scotia Gas Networks would only be making a request to the appointed experts on behalf of the Workgroup. It was agreed to amend the action to reflect that the methodology was being requested on behalf of the Offtake Arrangements Workgroup. **Carried Forward.**

OF0301: All DNs to review and provide an update to the Notifications Template Offtake data and consider the proposed amendments to the template providing

any feedback on other required changes with a view to approving the format in April.

Update: It was agreed to accept the proposed amendments to the Measurement Error Notification Proforma, the Offtake Metering Validation Record proposed by Andrew Finch from National Grid Distribution at last months meeting and to reflect the changes in the Measurement Error Register. It was agreed that if any Offtake data needed to be updated or any other changes required these would be communicated. **Complete.**

OF0302: DNs to re-engage Flow swaps consideration.

Update: See item 5.1. **Complete.**

2. Significant Measurement Error Updates

2.1. SC006 Aberdeen MTA

No further update see Action OF0201

3. Workgroups

- 3.1. 0407 - Standardisation of notice periods for offtake rate changes for all National Grid NTS Exit Users
(Report to Panel 21 June 2012)
Papers at: www.gasgovernance.co.uk/0407

4. Issues

4.1. ISS 0036, OCS/OPS process

FH confirmed a Transmission Issues meeting is planned for 01 May 2012. He clarified that NTS have to look at the OCS/OPS end to end process due to system complexities they have come up against whilst considering a simple change. It was agreed to keep this issue on hold until the July meeting.

4.2. ISS 0039 - Transmission System Operator to Distribution System Operator Agreement Guidelines

AC confirmed that National Grid Distribution have provided a document on the [Transmission System Operator to Distribution System Operator Agreement Guidelines - suggestions](#). The next step will be for them to draft a modification for submission to Panel. The Workgroup agreed to close this issue.

4.3. ISS 0040 - Review of Measurement Error Notification Guidelines

TC provided a presentation on the issues that Scottish Power was experiencing with the Measurement Error notification process. He believed that improved and timely reporting would improve the process.

TC provided analysis of the process. He reported that more than a third of errors take over three months for the downstream Transporter to notify the Joint Office. He wished to understand the reasons for such delays. AC explained that a degree of analysis needs to be undertaken on perceived errors to ensure any uncertainty found is in fact an error; some perceived problems were found not to be errors following investigation. RCH explained that there is a legitimate reluctance to report findings without suitable information to support findings. AC suggested the DNs review the errors and provide a more detailed response to the concerns.

Action OF0401: DNs to review delayed notification of errors and explain why these errors have taken time to report and consider if a suitable timeline can be agreed for future reporting of identified errors.

TC provided details of a number of errors where a Measurement Report appeared to have been compiled before the notification of the error. He also raised concern that they are unable to track invoice production.

Action OF0402: TC to provide examples of Measurement Reports provided before notification to the Joint Office to ensure check an administration error has not occurred before the DNs investigate such instances.

AC explained the invoicing process has been considered before and recognised that once a DNs asks for the production of an invoice it is not always apparent when the invoice has been produced.

Action OF0403: DNs to review the reporting of invoice production.

TC provided analysis of the compilation and publication of Measurement Error Reports and the closing of errors following invoice production. He believed that some of the invoices produced by Xoserve are not always inline with the Measurement Error Report although these are minimal it is still concerning that the value issued in the report differs to the actual invoice.

He also highlighted a number of errors that appear to remain outstanding some time after they were raised, should they be closed? He believed that some of these might have actually been closed down but that the DNs have inadvertently not reported closure.

Action OF0404: All DNs to review all outstanding errors to ensure that any errors that are still outstanding are live.

Action OF0405: DNs to produce a chain of events to examine where the process could be improved.

4.4. New Issues

No additional issues raised.

5. Any Other Business

5.1. Flow swaps

BW provided a presentation on Flow Swaps raising an issue with the current flow swap process. BW believed a simple modification should be able to overcome the issue. BW confirmed the intention of raising a modification to address the issue.

5.2. Modification 0397

PH confirmed that Modification 0397 - Amendments to Section I of the OAD to reflect Offtake Profile Notice rules & recognition of different NTS/LDZ Offtake sensitivities will be implemented on 14 May 2012, and that new agreements need to be revised by 14 May 2012. He reported that revised agreements would be sent out in the next few weeks.

6. Diary Planning for Workgroup

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

The next meetings of the Workgroup will take place at:

10:00, 21 May 2012, 31 Homer Road, Solihull, B91 3LT

Offtake Arrangement Workgroup Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0201	21/02/12	2.1	Offtake Arrangement Workgroup to request the methodology from the Independent Experts or Significant Measurement Error SC006 – Aberdeen MTA	Offtake Arrangement Workgroup (Scotia Gas Networks - DM)	Carried Forward
OF0301	19/03/12	5.1	All DNs to review and provide an update to the Notifications Template Offtake data and consider the proposed amendments to the template providing any feedback on other required changes with a view to approving the format in April.	All DNs	Complete
OF0302	19/03/12	5.2	DNs to re-engage Flow swaps consideration.	All DNs	Complete
OF0401	23/04/12	4.3	DNs to review delayed notification of errors and explain why these errors have taken time to report and consider if a suitable timeline can be agreed for future reporting of identified errors.	All DNs	Pending
OF0402	23/04/12	4.3	TC to provide examples of Measurement Reports provided before notification to the Joint Office to ensure check an administration error has not occurred before the DNs investigate such instances.	Joint Office (HC) and All DNs	Pending
OF0403	23/04/12	4.3	DNs to review the reporting of invoice production.	All DNs	Pending
OF0404	23/04/12	4.3	DNs to review all outstanding errors to ensure that any errors that are still outstanding are live.	All DNs	Pending

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
OF0405	23/04/12	4.3	DNs to produce a chain of events to examine where the process could be improved.	All DNs	Pending