

**UNC Request Workgroup 0646R Minutes
Review of the Offtake Arrangements Document**

Thursday 11 April 2019

at Voco St John's Hotel, Warwick Road, Solihull B91 1AT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Kully Jones (Secretary)	(KJ)	Joint Office
Arran Poad*	(AP)	Northern Gas Networks
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	SGN
Gurvinder Dosanjh	(GD)	Cadent
Shiv Singh	(SS)	Cadent
Stevie Docherty*	(SD)	Northern Gas Networks
Stephen Ruane	(SR)	National Grid NTS

**via teleconference*

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0646/110419>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 June 2019.

1. Introduction and Status Review

Bob Fletcher (BF) welcomed everyone to the meeting.

1.1. Approval of Minutes (14 March 2019)

The minutes from the previous meeting were approved.

2. Issues Log Priorities

Darren Dunkley (DD) took the Workgroup through the updated consolidated spreadsheet containing the proposed Code changes to the UNC OAD. He focussed the discussion on the worksheet titled 'pending'. He explained that the spreadsheet contains responses from all the Distribution Network Operators (DNO) and an overall revised status is provided in column P.

The clauses/issues have been grouped into the following categories (column B):

- Critical National Infrastructure (CNI)
- Code update
- Definition update
- Maintenance
- Other
- Process
- Redundant assets
- Tri-partite SA

He added that some issues are being discussed at other Workgroups and a Modification may not be required where solutions can be identified. In relation to the CNI he indicated that there are 2 groups. The CNI Forum is considering the review of regulatory framework which is being led by Ofgem/BEIS. This group is looking at industry working practices and subsidiary work should identify what needs to go into Code. The CNI Cyber group is looking at specific issues around communications through third parties for equipment and services such as remotely operated valves (ROVs).

The key decisions and actions arising from the discussion on the spreadsheet are set out below:

Clause	Outcome
B3.7, B3.8 and B6	by the CNI Forum.
Annex G1	Under consideration by the Maintenance Workgroup. See Action 0401
B2.2	Included in Modification 0683S – moved to 0683S tab in the spreadsheet
B2.2.4 (row 9)	Discussion around the prior written notice – all DNOs and National Grid NTS (NG) to consider the impact of reducing the notice period to less than 12 months and/or if a 6-month period is manageable. See Action 0402
B2.2.4 (row 10)	In principle agreement to the inclusion of the sub-clause (f) entitled "Impact to Other Operators on Site" to OAD Notice template.
B2.6.4	SS confirmed that this has already been agreed and is included in Modification 0683S.
B3.4.2	To be addressed as part of Modification 0683S as an open issue. Query concerning gas flow test on an affected party.
B3.4.3	To be reviewed based on the potential impacts of downstream operators installing incompatible equipment.

B3.4.4	Shared asset issue in relation to separation of assets be considered further.
Workgroup then considered those clauses where the overall status was green	
B5.3.1	SS confirmed that this has already been completed and is included in Modification 0683S.
C5.1.2 (b)	SR to have discussed with Adrian Chapman to seek a final view.
N9.1.1	Under consideration. Transmission System Operator to Distribution System Operator Agreement Guidelines document reviewed particularly the inclusion of paragraph 14.
C2.8	Completed
G1.2.1	Completed
Row 46 – new clause	To be discussed and a recommendation to be provided by from the Maintenance workshop
N3.3.1 (a) + (b)	Moved to Modification 0683S tab.
N3.3.2	Completed - Moved to Modification 0683S tab.

New Action 0401: Cadent (DD) agreed to circulate the actions from the last maintenance workshop held in August 2018.

New Action 0402: DNOs and National Grid NTS to consider the impact of reducing the notice period to less than 12 months and/or if a 6-month period is manageable.

Workgroup agreed that the remaining clauses where the overall status is showing as amber or red should be reviewed and views provided at the next meeting on how the issue can be progressed.

Workgroup also discussed if there was a logical way to prioritise the remaining issues in addition to the existing categories.

New Action 0403: All to review the spreadsheet titled 'Proposed OAD Review Changes focussing on the issues where the overall status is amber and red and to confirm at the next meeting a) whether the overall position is the same b) provide views on how the issue can be progressed and c) provide views on the prioritisation of issues.

A general discussion took place on next steps in the context of taking forward the issues. BF stated that from an industry perspective Modification 0683S is being developed to address some issues and a number of other Modifications may be needed to focus on other related subjects with the next one likely to address the issues around maintenance, drawings and the UNC OAD refresh. He added that the Workgroup will conclude its work providing clarification of what Modifications will be needed to address the issues.

DD suggested that the spreadsheet will help to bundle the issues that need to be progressed.

SR asked how dialogue will be maintained once Workgroup 0646R has concluded its work. BF suggested that the Offtake Committee would be the most appropriate forum and that Workgroup 0646R Report could recommend that the Committee meet more frequently. He also suggested that the Committee could establish a more hands on working group as a Sub-Committee with the remit of reviewing existing and developing new related documents.

Workgroup highlighted that the Safe Control of Operations (SCO) Interface document also requires reviewing.

BF mentioned that the Joint Office website (<https://www.gasgovernance.co.uk/oaddocs/>) includes a range of OAD related documents some of which have not been reviewed for a number of years. He asked Workgroup to consider which documents should be available on the Joint Office website and which should be held by other relevant technical organisations such as IGEM or the ENA?

There was general support from Workgroup for the need for a technical Workgroup similar to that established for DESC. It was suggested that the Workgroup Report includes a recommendation that the Offtake Committee to consider establishing a sub-committee to take forward the recommendations from the Workgroup Report.

The Workgroup recommended a staggered approach to reviewing the OAD related documents on the Joint Office website and for links to this work to be included in the Terms of Reference of the Sub-Committee.

New Action 0404: Joint Office (BF) to include a recommendation in the Workgroup Report that the Offtake Committee to consider establishing a sub-committee to take forward the recommendations from Workgroup 0646R.

BF mentioned that Ofgem have also previously mentioned the need to review the documentation in relation to the validation of equipment associated with measurement systems. He suggested that this also needs to be addressed through an established technical group.

He indicated that he would be incorporating issues into the Workgroup Report that have been previously highlighted in Workgroup meetings and clarifying which are being addressed through Modification 0683S and which will be through other Modifications to be developed in the future.

3. OAD Related Document Review

Considered as part of the agenda items above.

4. Review of Outstanding Actions

0104: *Reference CNI Group Update* – Cadent (DD) to invite the CNI Forum Chairperson to provide an update at a future Workgroup meeting.

Update: Workgroup agreed to close this action and create a new focused action on Cadent.

Closed

New Action 0405: Cadent (DD) to speak with Richard Phillips about the best way to ensure that CNI requirements are identified for inclusion in the OAD.

Action 0301: DNs to review Section 5 of Modification 0683 and confirm if they are supportive of the business rule within the Asset Removal Process Page 9 Section B3.1.1 and B3.6.

Update: DD confirmed that he is waiting for more cost benefit information from National Grid NTS. SR indicated that the assumption is that it will be a reflection of costs not being incurred as a result of asset maintenance. Cadent view is that costs of asset removal should be shared 50:50 however, this view was not shared by National Grid NTS. It was agreed that more discussion was needed on this topic. Workgroup agreed to close this action and create a new focused action on Cadent and National Grid. **Closed**

New Action 0406: National Grid NTS (SR) to consider post cost benefit versus cost sharing for the removal of redundant assets and provide a view at the next meeting. In addition, all DNOs to review the lease agreement action in the context of the separation of shared assets and provide feedback on their position at the next meeting.

Action 0302: Cadent (SS) to provide a changed marked version of the Transmission System Operator to Distribution System Operator Agreement Guidelines for consideration and submission to the Offtake Committee.

Update: SS confirmed this action was completed. **Closed.**

5. Next Steps

BF summarised the next steps as follows:

- Cadent to provide an amended Modification 0683S
- Workgroup to consider amber and red priorities within the Issues spreadsheet and to agree prioritisation of these
- Consideration of SCO review.

In relation to the Safe Control of Operations (SCO) Interface document, DD indicated that Cadent would have liked to have made some changes to the form by adding a box to confirm if OAD compliance has been undertaken. He added that the opportunity has been missed to make this change and that the next review point is in 5 years' time. However, the Non-Routine Operations (NRO) Section 3 requirements that are a pre-requisite of maintenance activities could be used in the interim as the compliance check is part of NRO. He agreed to provide a draft template for review at the next meeting.

New Action 0407: Cadent (DD) to provide a draft template for SCO/NRO OAD compliance for review at the next meeting.

6. Any Other Business

None.

7. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:00 Thursday 09 May 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	<ul style="list-style-type: none"> • Issues log priorities

10:00 Wednesday 05 June 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	TBC
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Action Table (as at 11 April 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0104	25/01/19	8.	<i>Reference CNI Group Update</i> – Cadent (DD) to invite the CNI Forum Chairperson to provide an update at a future Workgroup meeting.	Cadent (DD)	Closed
0301	14/03/19	3.0	DNs to review Section 5 of Modification 0683 and confirm if they are supportive of the business rule within the Asset Removal Process Page 9 Section B3.1.1 and B3.6.	All DNs	Closed
0302	14/03/19	6.0	Cadent (SS) to provide a changed marked version of the Transmission System Operator to Distribution System Operator Agreement Guidelines for consideration and submission to the Offtake Committee.	Cadent (SS)	Closed
0401	11/04/19	3.0	Cadent (DD) agreed to circulate the actions from the last maintenance workshop held in August 2018	Cadent (DD)	Pending
0402	11/04/19	3.0	DNOs and National Grid NTS to consider the impact of reducing the notice period to less than 12 months and/or if a 6-month period is manageable.	All	Pending
0403	11/04/19	3.0	All to review the spreadsheet titled 'Proposed OAD Review Changes focussing on the issues where the overall status is amber and red and to confirm at the next meeting a) whether the overall position is the same b) provide views on how the issue can be progressed and c) provide views on the prioritisation of issues.	All	Pending
0404	11/04/19	3.0	Joint Office (BF) to include a recommendation in the Workgroup Report that the Offtake Committee to consider establishing a sub-committee to take forward the recommendations from this Review group.	Joint Office (BF)	Pending
0405	11/04/19	5.0	Cadent (DD) to speak with Richard Phillips about the best way to ensure that CNI requirements are identified for inclusion in the OAD.	Cadent (DD)	Pending

0406	11/04/19	5.0	National Grid NTS (SR) to consider post cost benefit versus cost sharing for the removal of redundant assets and provide a view at the next meeting. In addition, all DNOs to review the lease agreement action in the context of the separation of shared assets and provide feedback on their position at the next meeting.	National Grid (SR)	Pending
0407	11/04/19	6.0	Cadent (DD) to provide a draft template for SCO/NRO OAD compliance for review at the next meeting.	Cadent (DD)	Pending