

Agenda

Offtake Committee

10:00 Wednesday 06 April 2022

via Teams: 02 7660 8338, Conference ID 244 326 357#

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Please provide all agenda items and any related meeting papers in time to allow publication by 5pm on 28 March 2022

#Item	Topic	Lead	Category
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Note of Alternates		Approval
1.3.	Quoracy Status		Approval
1.4.	Approval of Minutes (07 March 2022)		Discussion
1.5.	Approval of Late Papers		
1.6.	Review of Outstanding Actions		
2. Review of OAD documents, Section N Subsidiary Documents:	https://www.gasgovernance.co.uk/OAD	All	Discussion
2.1.	Offtake Communication Document V2.1	National Grid (PL)	Approval
2.2.	Transmission System Operator to Distribution System Operator Agreement Guidelines V2.1	National Grid (PL)	Approval
3. Next Steps		Chair	Information
4. Any Other Business		Chair	Information
5. Diary Planning		Chair	Information

Action Table (as of 07 March 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0301	07/03/22	2.0	Cadent (GD/BO) to review the Validation Procedure document and provide feedback at the next meeting.	Cadent (GD/BO)	April 2022	Pending
0302	07/03/22	2.0	Joint Office (BF) to clarify the definitions of subsidiary and ancillary documents.	Joint Office (BF)	April 2022	Pending

Action Table (as of 07 March 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0303	07/03/22	2.0	Joint Office (BF) to add governance controls to the SCO Interface Procedures document.	Joint Office (BF)	April 2022	Pending
0304	07/03/22	2.0	National Grid (DL) to review the Emergency Procedures document and advise the Committee whether it was managed by them and if so the governance process, including if the document should still be an OAD subsidiary document.	National Grid (DL)	April 2022	Pending
0305	07/03/22	2.0	Wales & West Utilities (RP) to review the TD76 document and feedback to the Committee whether it was still relevant and if the reference should be removed from OAD.	WWU (RP)	April 2022	Pending