

## UNC Offtake Committee Minutes Wednesday 30 November 2022 via Microsoft Teams

### Attendees

Helen Cuin (Chair / Secretary) (HCu) Joint Office

### Transporter Members (Voting)

Ben Hanley	(BH)	Northern Gas Networks
David Mitchell	(DM)	Scotia Gas Networks
Guv Dosanjh	(GD)	Cadent
Richard Pomroy	(RP)	Wales & West Utilities

*Decisions of the Offtake Committee - OAD Section N8.5.1 - Decisions of the Offtake Committee shall be made by the affirmative vote of all members present at a validly called meeting of the Offtake Committee at which at least two (2) members are present, of whom at least one is a member appointed by a Party other than National Grid (and references to the unanimous decision of the Offtake Committee shall be construed accordingly).*

*Please note these minutes do not replicate detailed content within the meeting papers provided, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of papers are available at: <https://www.gasgovernance.co.uk/OC/301122>*

## 1. Introduction

Helen Cuin (HCu) welcomed all parties to the meeting.

### 1.1 Apologies for absence

None.

### 1.2 Note of Alternates

None.

### 1.3 Quoracy Status

HCu declared the meeting valid/quorate with four members present.

### 1.4 Approval of Minutes (05 September 2022)

The minutes of the previous meeting were approved.

### 1.5 Approval of Late Papers

There were no late papers to consider.

### 1.6 Review of Outstanding Actions

**Action 0502:** Committee to consider if the *Transmission System Operator to Distribution System Operator Agreement Guidelines v2.1* (updated as a consequence of the implementation of Modification 0794S) is still required. Parties to confirm the content of the guidelines and understand if the relevant sections around critical timing is needed.

**Update:** RP advised that the Offtake Committee needs to review what is termed as critical and what is useful information within the guidance document. The Committee agreed to keep the action open in order to consider the document in the New Year. It was agreed to defer this until April 2023, due to the prioritisation of other work the DNOs are focusing on for example emergency planning for power cuts. **Carried Forward**

**0901:** Review of the Validation Procedure (ME2): All DNOs to consider the updated proposals from individual DNO Metering Technical Experts post the Metering forum meeting.

**Update:** See item 3.0. **Closed**

**0902:** Joint Office (BF) to provide a Word version of the Transmission System Operator to Distribution System Operator Agreement Guidelines v3.0 to Richard Pomroy. RP will then mark up his comments for National Grid (JB) consideration.

**Update:** HCu confirmed that the Word document had been provided in September. **Closed**

**2. Review OAD subsidiary documents, Section N Subsidiary Documents**

The Committee agreed there are no other documents to consider at this time.

**3. Changes to January 2011 ME2 Part 3**

David Mitchell (DMi) provided a copy of ME2 Part 3 noting that on page 74 the referral to T/PM/MAINT/8 (in two places) needed to be updated. DMi suggested this should refer to T/PM/TMM/8.

DMi noted that the Institution of Gas Engineers & Manager (IGEM) are undertaking a review of documents therefore it is necessary to ensure the reference is correct for alignment.

Ben Hanley (BH) confirmed the IGEM review is due commence in the New Year.

It was agreed to amend the document as soon as possible with an aim of seeking approval at the December UNCC meeting.

BH suggested the DNOs should validate the replacement reference to ensure this is correct for all parties and whether any additional text needs to be added to the document for clarification of any differences.

HCu agreed to provide a word version of the ME2 Part 3 to assist with amending the document for approval at the December UNCC meeting.

**New Action 1101:** Cadent, NGN, WWU to confirm with SGN the required references on Page 74 to replace the current reference T/PM/MAINT/8 and if any additional text/detail is required.

**New Action 1102:** SGN (DMi) to provide a marked-up version of ME2 Part 3 following confirmation from the other DNOs that the references on Page 74 should refer to T/PM/TMM/8 for publication no later than 5pm Wednesday 07 December 2022.

HCu confirmed if the final marked-up version can be published on 07 December 2022, the documents can be presented to the UNCC for approval on 15 December and re-publication at: <https://www.gasgovernance.co.uk/OADDocs>.

HCu noted a clean version of the document will be required for publication.

**4. Next Steps**

The Committee agreed to plan meetings in January and April 2023, with a view of cancelling the January meeting if it is not required.

**5. Any Other Business**

None.

**6. Diary Planning**

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

<b>Provisional Time/Date</b> <small>(Subject to change)</small>	<b>Paper Publication Deadline</b>	<b>Venue</b>	<b>Programme</b>
10:00 Thursday 12 January 2023	5pm 04 January 2023	Microsoft Teams	OAD Document Review
10:00 Thursday 13 April 2023	5pm 05 April 2023	Microsoft Teams	OAD Document Review

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0502	09/05/22	1.6	Committee to consider if the <i>Transmission System Operator to Distribution System Operator Agreement Guidelines v2.1</i> (updated as a consequence of the implementation of Modification 0794S) is still required. Parties to confirm the content of the guidelines and understand if the relevant sections around critical timing is needed.	Offtake Committee	01 July 2022	<b>Carried Forward</b>
0901	05/09/22	1.6	Review of the Validation Procedure (ME2): All DNOs to consider the updated proposals from individual DNO Metering Technical Experts post the Metering forum meeting .	All DNs	November 2022	<b>Closed</b>
0902	05/09/22	1.6	Joint Office (BF) to provide a Word version of the <i>Transmission System Operator to Distribution System Operator Agreement Guidelines v2.1</i> Richard Pomroy. RP will then mark up his comments for National Grid (JB) consideration	Joint Office (BF)	November 2022	<b>Closed</b>
1101	30/11/22	3.0	Cadent, NGN, WWU to confirm with SGN the required references on Page 74 to replace the current reference T/PM/MAINT/8 and if any additional text/detail is required.	All DNOs		<b>Pending</b>
1102	30/11/22	3.0	SGN (DMi) to provide a marked-up version of ME2 Part 3 following confirmation from the other DNOs that the references on Page 74 should refer to T/PM/TMM/8 for publication no later than 5pm Wednesday 07 December 2022.	SGN (DMi)		<b>Pending</b>