

## Agenda

### UNC Offtake Arrangements Workgroup

**10.00 am Monday 30 August 2023**

**via Teams: 0207 660 8338, Conference ID 281 627 273#**

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Item	Topic	Lead	Category
<b>1. Introduction and Status Review</b>		Chair	Approval
1.1.	Approval of Minutes (05 June 2023)	Chair	Discussion
1.2.	Approval of Late Papers	Chair	Discussion
1.3.	Review of Outstanding Actions	Chair	Discussion
<b>2. ME2 External Auditors Report</b>		Workgroup	Information
2.1.	Review and consider the outcome of the external audit		
<b>3. Offtake Communications Document Update (UNC 0844)</b>		Chair	Discussion
<b>4. Next Steps</b>		Chair	Information
<b>5. Any Other Business</b>		Chair	Discussion
<b>6. Diary Planning</b>		Chair	Information

### Offtake Arrangements Workgroup Actions

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101	16/01/23		Cadent to coordinate a full review, with all GDNs, of the Measurement Error Notification Guidelines Document and provide suggestions of updates to this Workgroup.	Cadent (SS)	May 2023	Carried Forward
0201	9/02/23	1.3	Cadent to share through Distribution Liaison forum findings of external audit of ME2 processes and all networks to identify any additional learning points and report to OAW.	All Networks	May 2023	Carried Forward
0202	9/02/23	1.3	Workgroup Participants to review and consider the outcome of the external audit (when available) and take forward any recommendations for changes.	Workgroup Participants	TBC	Carried Forward