

UNC Offtake Committee Minutes

Thursday 02 November 2023

via Microsoft Teams

Attendees

Eric Fowler (Chair) (EF) Joint Office
Helen Cuin (Secretary) (HCu) Joint Office

Transporter Members (Voting)

Daniel Laverick (DL) Northern Gas Networks
Mathew Newman (MN) National Gas Transmission
Richard Pomroy (RP) Wales & West Utilities
Simon Howard (SH) Cadent
Tom Stuart (TS) 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/021123>

1. Introduction

Eric Fowler (EF) welcomed the Transporters to the meeting.

1.1 Apologies for absence

Ben Hanley
Malcolm Montgomery

1.2 Note of Alternates

Daniel Laverick for Ben Hanley
Mathew Newman for Malcolm Montgomery

1.3 Quoracy Status

The meeting was confirmed as quorate.

1.4 Approval of Minutes (30 November 2022)

The minutes of the previous meeting were considered approved.

1.5 Approval of Late Papers

There were no late papers to consider.

1.6 Review of Outstanding Actions

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: Following a brief discussion on the history of the document and that it was produced as part of the Network Sales, it was questioned if this document remains useful. The Committee agreed to close this action and consider if this document is still required. **Closed.**

New Action 1101: Each Party to provide a view on whether the *Transmission System Operator to Distribution System Operator Agreement Guidelines* document is still required, and if it is what revisions would be required to ensure it remains fit for purpose.

2. Offtake Communications Document Amendments

Mathew Newman (MN) provided the Background in relation to the recent DSR reforms (Modifications 0844 and 0845). The existing arrangements are for National Gas Transmission (NGT) to communicate to the relevant DNOs if consumers within their network have exercised DSR. This process has not been documented, it has therefore been agreed to capture this in the Offtake Communication Documents. (Published at: <https://www.gasgovernance.co.uk/OADDocs>)

MN proposed two amendments and provided a table with an overview of the changes required. A copy of the document was provided ahead of the meeting to allow consideration and approval. MN presented the Committee with a marked-up version of the Offtake Communications Document for approval.

The Committee considered the revisions proposed by NGT but a number of the delegates present were not in a position to provide a view further to that previously provided at other forums.

The Committee considered approving the document via email, as a majority vote was not reached.

New Action 1102: Committee Members to review and approve via email the [Offtake Communications Document](#).

3. Review OAD subsidiary documents, Section N Subsidiary Documents

It was agreed to remove this agenda item.

4. Next Steps

The Committee agreed to plan meetings in April, July and October.

5. Any Other Business

EF reminded the Transporters to update their Offtake data within the Measurement Error Notification Proforma. Updates received from Cadent, SGN and WWU.

New Action 1103: NGN to review the Measurement Error Notification Proforma and update the Offtake data as required.

6. Diary Planning

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

Provisional Time/Date <small>(Subject to change)</small>	Paper Publication Deadline	Venue	Programme
09:00-10:00 Thursday 29 January 2024	5pm 19 January 2024	Microsoft Teams	TBC

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</i>	Offtake Committee	Deferred to April 2024	Closed

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
			<i>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.			
1101	02/11/23	1.6	Each Party to provide a view on whether the Transmission System Operator to Distribution System Operator Agreement Guidelines document is still required, and if it is what revisions would be required to ensure it remains fit for purpose.	All Transporters	January 2024	Pending
1102	02/11/23	2.0	Committee Members to review and approve via email the Offtake Communications Document .	All Transporters	January 2024	Pending
1102	02/11/23	5.0	NGN to review the Measurement Error Notification Proforma and update the Offtake data as required.	NGN	January 2024	Pending