

Agenda

Offtake Arrangements Committee

10:00 Tuesday 09 July 2024

via Microsoft Teams

(Please refer to your Microsoft Teams invite for the Teleconference details for this meeting)

Please provide all agenda items and any related meeting papers in time to allow publication by 5pm on 01 July 2024

| #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. Minutes (09 April 2024) | | | Discussion |
| 1.5. Approval of Late Papers | | | |
| 1.6. Review of Outstanding Actions | | | |
| 2. TBC | | Chair | Discussion |
| 3. Next Steps | | Chair | Information |
| 4. Any Other Business | | Chair | Information |
| 5. Diary Planning | | Chair | Information |

Offtake Committee Action Table

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Target Date | Status Update |
|-------------|--------------|------------|--|-----------------|-------------|------------------------|
| 0101 | 29/01/24 | 3.0 | EF (JO) to confirm the process and permission for JO to have a shared area website zone which is restricted to members or networks only. | EF (JO) | July 2024 | Carried Forward |
| 0401 | 09/04/24 | 1.6 | Joint Office (EF) to check the protocol for other secure meetings and consider restricting access for the Offtake Committee Meetings. | JO (EF) | July 2024 | Pending |
| 0402 | 09/04/24 | 4.0 | Committee Members to review the Safe Control of Operations Interface Procedure document and revert to the Committee with any areas that require specific review or change. | All Transporter | July 2024 | Pending |