

## UNC Offtake Committee Minutes

### Monday 09 April 2024

### via Microsoft Teams

#### Attendees

Eric Fowler (Chair)	(EF)	Joint Office
Harmandeep Kaur (Secretary)	(HK)	Joint Office

#### Transporter Members (Voting)

Ben Hanley	(BH)	Northern Gas Networks
Bethan Winter	(BW)	Wales & West Utilities
Christopher Isaacs	(CI)	Cadent
David Mitchell	(DL)	SGN
Malcolm Montgomery	(MN)	National Gas Transmission
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/index.php/OC/090424>*

#### 1. Introduction

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

##### 1.1 Apologies for absence

Richard Pomroy

##### 1.2 Note of Alternates

Tom Stuart for Richard Pomroy (Wales & West Utilities)

Christopher Isaacs for Edward Allard (Cadent)

##### 1.3 Quoracy Status

The meeting was confirmed as quorate.

##### 1.4 Approval of Minutes (29 January 2024)

Tom Stuart (TS) noted that his affiliation was recorded incorrectly for Action 0101 in the last meeting. The Chair confirmed that the Joint Office will correct this.

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

**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.

In addition, each party to indicate whether any part of the document is sensitive and should not be in public domain.

**Update:** EF provided a summary of the discussion in the previous meetings and noted that the Transmission System Operator to Distribution System Operator Agreement Guidelines documents do not require frequent amendments and invited Committee members to highlight anything that they wish to amend.

David Mitchell (DM) noted that SGN's view is that the document should not be in the public domain and the Joint Office had agreed to look into setting up a Users-only area which will provide restricted access to the documents.

EF provided an update on the restricted Users Only area on the Joint Office website. Please refer to Action 0101 for the full update.

**Closed.**

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

**Update:** EF confirmed that this point was discussed in the Offtake Workgroup. The Workgroup had asked who administers the Measurement Error Notification Proforma and EF confirmed that the Joint Office keeps the master copy and maintains it. EF noted that the document requires some text amendments and all networks were asked to check whether any of the data related to Offtakes was due for an update so that amendments could be made while the Joint Office is amending the document. The Committee agreed to close the action as it is live in the Offtake Workgroup agenda.

**Closed.**

**0101:** 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.

**Update:** EF advised that the new Joint Office website has the functionality to restrict access to Members Only. The new website is a couple of months away from going live. Several Committees have already been set up to have restricted access and other secure areas can also be created using a straightforward administrative process. The Joint Office will need the following to create these areas:

- The name of the Committee that needs to be set up and a full list of authorised members.
- A list of emails for the authorised members in order to link them to the secure area.
- List of documents to be hosted in the secure area.

EF asked the Committee whether access would only be required for the Offtake Committee Members or whether wider access is required for operational teams. EF noted that a restricted area on the Joint Office website may not be the right option if access is required for wider teams as a long list of people will be difficult to manage.

Bethan Winter (BW) confirmed that WWU can manage access for their operational and wider teams internally by ensuring that the member with access takes the latest version of the document from the Joint Office website to circulate to the internal teams. BW noted that this approach will be easier than maintaining access to the Joint Office secure area with logins for each person. EF agreed and noted that the Joint Office knows the Committee members and could easily provide them access whereas a wider list would require more work and management.

David Mitchell (DM) and Malcolm Montgomery (MM) agreed with BW's suggestion.

EF confirmed that the Joint Office team will start working on preparing a restricted area for the Offtake Committee and create a list of people who require access, starting with the attendees of this meeting.

EF queried whether all Offtake Arrangements Documents need to be moved to the restricted area. BW noted that the Shippers may be interested in accessing documents related to Metering, however, none of the other documents will be of particular interest to them. MM highlighted that the transparency point was not raised for the benefit of the Shippers. MM explained that when Cadent was part of National Grid Distribution, DNs had transparency and consistency concerns around National Grid Transmission treating all the DNs as the same. MM noted that since these are all now separate companies, transparency is not too much of a concern. MM further highlighted that all the interested parties will continue to have access to the documents and that none of these documents will be of interest to the Shippers.

EF summarised the discussions noting that the Offtake Arrangements Documents will be added to the restricted area. MM has answered the question about transparency being all networks being treated equitably.

MM queried whether there is a timeline on the new website. EF noted that the website is expected to go live within the next couple of months. EF confirmed that a notification will be sent to the members before the website goes live.

The Committee agreed to keep the action open until the Joint Office website goes live.

**Carried Forward.**

**0102:** TS (WWU) to review and determine the sections of the Safe Control of Operations Interface Procedure and the Transmission System Operation to Distribution System Operator Agreement Guidelines documents that need to be updated and the parts that require extra sensitivity and need access to be restricted.

**Update:** BW advised that WWU proposes that both documents are fully redacted/removed and made available upon request to organisations with a legitimate need for the information. BW advised that Arrangements define System Operator to System Operator processes so there should be no detriment to other companies' processes by removing the information, especially where there are arrangements to share where necessary. BW explained that familiarity with the processes and language/terms gained through access to these documents could support individuals with malicious intent against the networks, threatening security.

EF noted that Richard Pomroy (WWU) had highlighted a concern about providing information related to Critical National Infrastructure as a justification for removing the documents from the public domain. DM supported WWU's point of view and noted that they removed names and email addresses from these documents to mitigate the same issue.

Christopher Isaacs agreed with WWU's views on behalf of Cadent.

**Closed.**

TS highlighted the need to review access to the Committee and discuss the documents in a controlled way going forward. TS noted that the Offtake Committee meeting link is published on the Joint Office website so anybody can join the meetings. TS proposed invitation-only meeting invites so that access can be restricted. EF explained that access to the meeting is controlled when the attendees join the meeting. EF agreed to review the protocol for the commercially sensitive meetings and consider using the same approach for the Offtake Committee meetings.

<p><b>New Action 0401:</b> Joint Office (EF) to check the protocol for other secure meetings and consider restricting access for the Offtake Committee Meetings.</p>
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**2. Review of the Measurement Error Notification Proforma**

Please refer to the update provided for Action 1103.

**3. Review of the Transmission System Operator to Distribution System Operator Agreement Guidelines**

EF confirmed that no changes have been suggested in relation to the Transmission System Operator to Distribution System Operator Agreement Guidelines.

**4. Review of the Safe Control of Operations Interface Procedure**

EF noted that no feedback has been received in relation to any changes to be made to the Safe Control of Operations Interface Procedure. EF asked the Networks to read through the SCO Procedure and consider whether any changes are required.

**New Action 0402:** 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.

**5. Next Steps**

None.

**6. Any Other Business**

None raised.

**7. 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)

Provisional Time/Date <small>(Subject to change)</small>	Paper Publication Deadline	Venue	Programme
10:00 Tuesday 09 July 2024	5 pm 01 July 2024	Microsoft Teams	TBC

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
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.  In addition, each party to indicate whether any part of the document is sensitive and should not be in public domain.	All Transporters	April 2024	Closed
1103	02/11/23	5.0	NGN to review the Measurement Error Notification Proforma and update the Offtake data as required.	NGN	April 2024	Closed
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

**Action Table**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Target Date</b>	<b>Status Update</b>
<b>0102</b>	29/01/24	3.0	TS (NGN) to review and determine the sections of the Safe Control of Operations Interface Procedure and the Transmission System Operation to Distribution System Operator Agreement Guidelines documents that need to be updated and the parts that require extra sensitivity and need access to be restricted.	TS (NGN)	April 2024	<b>Closed</b>
<b>0401</b>	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	<b>Pending</b>
<b>0402</b>	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	<b>Pending</b>