

**UNC Request Workgroup 0646R Minutes  
Review of the Offtake Arrangements Document**

**Wednesday 03 July 2019**

**at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA**

**Attendees**

|                        |       |                        |
|------------------------|-------|------------------------|
| Alan Raper (Chair)     | (AR)  | Joint Office           |
| Helen Cuin (Secretary) | (HCu) | Joint Office           |
| Arran Poad*            | (AP)  | Northern Gas Networks  |
| Ben Hanley*            | (BH)  | Northern Gas Networks  |
| Bob Fletcher           | (BF)  | Joint Office           |
| Darren Dunkley         | (DD)  | Cadent                 |
| David Mitchell         | (DM)  | SGN                    |
| Leteria Beccano        | (LB)  | Wales & West Utilities |
| Shiv Singh             | (SS)  | Cadent                 |
| Stephen Ruane          | (SR)  | National Grid NTS      |
| Stevie Docherty *      | (SD)  | Northern Gas Networks  |

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0646/030719>

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 October 2019.

**1. Introduction and Status Review**

AR welcomed everyone to the meeting.

**1.1. Approval of Minutes (05 June 2019)**

LB noted on page 4 that there appeared to be a duplicated section within the minutes, it was agreed this would be removed. It was also clarified that Action 0503 should have been closed, within the main body of the minutes. The minutes from the previous meeting were then approved.

**2. Review of Outstanding Actions**

**Action 0404:** Joint Office (BF) to include a recommendation in the Workgroup Report that the Offtake Committee to consider establishing a sub-committee to take forward the recommendations from this Review group.

**Update:** Agenda item 7.0 Development of Request Workgroup Report deferred. Action to be reviewed next meeting. **Carried Forward**

**Action 0601:** Cadent (DD) to provide a one-page document setting out the aim and objectives of the CNI workshop and a broad outline of the discussion topics for the September meeting.

**Update:** DD confirmed that the CNI Workshop needs to be organised following consideration of the Terms of Reference and the Roles and Responsibilities. It was anticipated that the Workshop will consider what elements need to be included in OAD potentially resulting in a new document for network operators. **Carried Forward until September**

**Action 0602:** Workgroup to consider the issues in rows 17-26 of the issues log and agree the next steps at the next meeting.

**Update:** See item 4.0. **Closed**

### 3. Consideration of Amended Modification

It was noted that the Panel Workgroup Reporting date had been extended to 17 October 2019 to allow time for the next phase of Modification Proposals to be developed.

### 4. Prioritisation of Issue Log

The Workgroup reviewed line items 17-26 on the Issue Log:

#### Line 17 – Definition Amendment A.2.1.4

It was agreed that this definition should not be amended as the original concerns have now been superseded.

#### Line 18 - Definition Amendment A.2.2.1

It was agreed that the definition of “Offtake” did not need amendment.

#### Line 19 - Definition Amendment A.4.2.1

DD explained that there are several points of offtake, which can include Gas Quality (GQ) and points of injection. It was challenged if further clarity was required.

The supplemental agreement was considered and how offtakes are documented using diagrams. The demarcation line was also discussed referring to OAD Section A4.2.2.

It was agreed not to pursue wholesale migration to the new template and that existing Supplemental Agreements needn't be transferred to the new template.

#### Line 20 - Definition Amendment B.1.2.2.

The Workgroup considered tri-partite site management. It was believed that OAD was clear for offtake sites, different offtakes within offtake sites, and the operation between different parties. It was agreed this issue should not be pursued further.

#### Line 21 – Definition Amendment B.1.3.1.

DD referred to line 5, it was agreed a definition change for equipment and buildings was not required.

#### Line 22 - Definition Amendment B.1.3.1.a

DD confirmed upon further consideration the definition does not require change.

#### Line 23 – Other N7

Not to be pursued.

#### Line 24 – Other Section M

Not to be pursued

#### Line 25 – Process B1.5.3

The process was considered in the context of Supplemental Agreements, specifically with regards to the alteration, replacement or relocation of plant covered by such Agreements. The date at which the asset went live was considered and the need to update the necessary paperwork following the physical works. It was agreed that this clause needs a minor revision to provide the ability to have an operational effective start date that reflects the works completion date which may not necessarily be the date that all the subsidiary documentation associated with the revised Agreement is finalised.

#### Line 26 – Process N3.2.2

It was recognised that the changes need to be aligned to B1.5.3.

DD agreed to update the Issue Log spreadsheet with the key agreements and re-circulate. The agreed changes would then be taken forward into the Phase 2 Modification Proposal.

The Workgroup considered how best to proceed with the remaining required Modifications.

It was envisaged there could be up to 3 further Modification Proposals:

- A Modification Proposal to capture the 11 items from the Issue Log and potentially the recommendations to be taken forward from the Drawing and Maintenance Workshops.
- A separate Modification Proposal to capture the Drawing and Maintenance Workshops items if these would slow down a proposal to deal with items from the Issue Log.
- A separate Modification Proposal to capture the outputs from the Critical National Infrastructure Workshops, as these are expected to have wider impacts.

The Workgroup briefly considered whether to plan further Workgroup meetings or convene the next meeting when the draft Modifications are ready to progress. SS agreed to draft a Modification for the 11 Issue Log items for a pre-modification discussion next month.

It was agreed that if there is not substantial material for the meeting it could revert to a teleconference.

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| <b>New Action 0701:</b> Cadent to draft a Modification with the 11 items from the Issues Log.  |
| <b>New Action 0702:</b> Cadent to re-circulate the actions from the Maintenance Workshop to allow WWU and NGN to respond to the outstanding actions. |

**5. Consideration of Phase 2 Modification**

See Item 4.0 and New Action 0701. For consideration at the next meeting.

**6. Consideration of Safe Control of Operations (SCO) Review**

SR understood that the SCO interface procedure had been reviewed. Further discussion of this agenda item was deferred to the next meeting.

**7. Development of Request Workgroup Report**

Deferred until the next meeting.

**8. Next Steps**

AR summarised the anticipated next steps as follows:

- Pre-Modification Discussion (Issues Log)
- Consideration of SCO review, and
- Development of the draft Request Workgroup Report.

**9. Any Other Business**

None raised.

**10. Diary Planning**

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

Workgroup meetings will take place as follows:

| Time / Date                     | Venue   | Workgroup Programme  |
|---------------------------------|---|--|
| 10:00 Wednesday<br>31 July 2019 | Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA | Pre-Modification Discussion (Issues Log)<br>Consideration of SCO review, and |

|   |  |  |
|---|--|--|
|   |  | Development of the draft Request Workgroup Report. |
| 10:00 Wednesday<br>04 September<br>2019 |  | Conclusion of Request Workgroup Report             |

**Action Table (as at 03 July 2019)**

| Action Ref | Meeting Date | Minute Ref | Action  | Owner                                     | Status Update                       |
|------------|--------------|------------|---|---|-------------------------------------|
| 0404       | 11/04/19     | 3.0        | Joint Office (BF) to include a recommendation in the Workgroup Report that the Offtake Committee to consider establishing a sub-committee to take forward the recommendations from this Review group. | Joint Office (BF)                         | <b>Carried Forward</b>              |
| 0601       | 05/06/19     | 2.0        | Cadent (DD) to provide a one-page document setting out the aim and objectives of the CNI workshop and a broad outline of the discussion topics for the September meeting.                             | Cadent (DD)                               | <b>Carried Forward to September</b> |
| 0602       | 05/06/19     | 4.0        | Workgroup to consider the issues in rows 17-26 of the issues log and agree the next steps at the next meeting.  | ALL                                       | <b>Closed</b>                       |
| 0701       | 03/07/19     | 4.0        | Cadent to draft a Modification with the 11 items from the Issues Log.   | Cadent (DD)                               | <b>Pending</b>                      |
| 0702       | 03/07/19     | 4.0        | Cadent to re-circulate the actions from the Maintenance Workshop to allow WWU and NGN to respond to the outstanding actions.  | Cadent (DD)<br>WWW (LB/RP)<br>NGN (BH/AR) | <b>Pending</b>                      |