

Minutes of the UNC Offtake Committee
Tuesday 25 January 2011
31 Homer Road, Solihull B91 3LT

Attendees

Tim Davis (Chair)	(TD) Joint Office of Gas Transporters
Lorna Dupont (Secretary)	(LD) Joint Office of Gas Transporters
Alison Chamberlain	(AC) National Grid Distribution
Alan Raper (Alternate)	(AR) National Grid Distribution
Chris Shanley (Alternate)	(CS) National Grid NTS
Joel Martin (Alternate)	(JM) Scotia Gas Networks
Rob Cameron-Higgs	(RCH) Wales & West Utilities
Stuart Gibbons	(SG) National Grid Distribution

Apologies

Andrew Gibson (Member)	(AG) Scotia Gas Networks
Chris Warner (Member)	(CW) National Grid Distribution
Joanna Ferguson (Member)	(JF) Northern Gas Networks
Ritchard Hewitt (Member)	(RH) National Grid NTS
Simon Trivella (Member)	(ST) Wales & West Utilities

1. Introduction and Status Review

1.1. Minutes from the previous meeting

The minutes of the previous meeting were approved.

1.2. Review of actions from previous meeting

Action 1014OC: OAD Section I5 (various) including I5.1.3(a), I5.1.3(b), I5.1.3(c), I5.1.3(d), I5.1.4, I5.2.1, I5.2.2, I5.2.3, I5.2.4, and I5.3.3(b) - ST to make the appropriate changes to the OCD and provide a revised copy to the Joint Office for circulation/approval by email.

Update: Completed. **Closed.**

Amended Action 1021OC: DNs to review the IOPs.

Update: Completed. **Closed**

2. Offtake Subsidiary Documents - matters for review

2.1. Offtake Communications Documents (OCD)

No business for discussion.

2.2. The Validation Procedures (T/PR/ME/2 Parts 1 to 3 and T/PR/GQ/3)

T/PR/ME/2 Part 3 – Flow Weighted Average Calorific Value Offtakes (version June 2010)

AC reported that an error had been identified and that a further amendment was therefore required to this document. An error had been inadvertently introduced on Page 7 of 85, Section 5 (c)(i) whereby a crucial minus sign had been omitted from the closing instruction. To take the system out of maintenance, the operator should type in -1.0 (note the minus sign) not 1.0. Technicians will not be able to take the system out of fixed LGT injection without including the minus sign.

Those present endorsed the proposal to re-insert the missing minus sign, which is therefore approved.

2.3. The Emergency Procedure E2 (DN/PM/E/2/E)

No business for discussion.

3.4 Safe Control of Operations Interface Procedures (SCOIP)

No business for discussion.

3. SOMSA Industry Operating Procures

No business for discussion.

4. Measurement Errors

5.1 NT008 Horndon B MTA - Appointment of Independent Technical Expert

At the meeting of the Offtake Arrangements Workgroup held immediately before this Offtake Committee meeting, measurement error NT008 was discussed and Users, the Upstream Transporter and Downstream Transporters were invited to indicate whether an Independent Technical Expert should be appointed. All three parties or groups of parties indicated that an Independent Technical Expert be appointed to prepare a Significant Measurement Error Report.

Following the agreed voting process set down in the Measurement Error Notification Guidelines, a preferred nominee was selected who would be the first person invited by the Downstream Transporter to take up the appointment.

The name of the preferred nominee was made known to the Offtake Committee. The nominee was unanimously endorsed and the Offtake Committee determined that the Downstream Transporter should extend an immediate invitation of appointment. Should the preferred nominee be unable for any reason to accept the appointment, the Downstream Transporter will extend the invitation to the second preferred nominee.

Details of the voting will remain confidential, and the Joint Office will not publish the name of the Independent Technical Expert before he/she has accepted the appointment.

5. Any Other Business

None raised.

6. Diary Planning

Arrangements for the next meeting of the Offtake Committee will be made and notified as appropriate.

ACTION LOG – UNC Offtake Committee

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1014OC	07/09/09	3.1	Offtake Communications Document: Make the appropriate changes to the OCD and provide a revised copy to the Joint Office for circulation/approval by email.	Wales & West Utilities (ST)	Closed
1021OC	27/11/09	3.	DNs to review the IOPs and AY to liaise with the DNs and Diane Ritchie's team to convene a teleconference to decide what should be retained and what should be removed.	DNS and AY	Closed