

UNC Offtake Committee Minutes
Thursday 21 February 2008
Elxon, 350 Euston Road, London NW1 3AW

Attendees

John Bradley (Chair)	(JB) Joint Office of Gas Transporters
Tim Davis	(TD) Joint Office of Gas Transporters
Bali Dohel	(BD) Scotia Gas Networks
Robert Cameron-Higgs	(RCH) Northern Gas Networks
Ritchard Hewitt	(RH) National Grid NTS
Simon Trivella	(ST) Wales & West Utilities

Apologies

Beverley Grubb	(BG) Scotia Gas Networks
Liz Speirling	(LS) Wales & West Utilities

1. Note of any alternates attending the meeting

Chair (JB) advised members that BG and LS had appointed BD and ST as alternates. RCH and RH are members of the Committee.

2. Review of Minutes and Actions of Previous Meeting

The minutes of the previous meeting were accepted.

No progress was reported on any of the actions so these were all carried forward.

3. Offtake Subsidiary Documents – matters for review

Members agreed that priority should be given to an update of document E2 as National Grid NTS had identified a discrepancy between this document and the NEC Safety Case.

In addition, JB pointed out that the Offtake Communications Document had been circulated for a few months now and encouraged the Transporters to email their approvals as soon as possible so that it could be placed on the Joint Office website.

4. AOB

RH gave a presentation on “OAD Telemetry Requirements for “SOMSA” Exit” explaining that changes in the telemetry arrangements would be necessary to reflect changes in the gas control room structures.

Members agreed that this change was necessary and non-contentious and would support a UNC Proposal to implement this change going direct to consultation. It was pointed out that shippers would not be impacted by implementation of this change.

5. Diary Planning

Members agreed to schedule the next Offtake Committee meeting to take place after the next Offtake Arrangements Workstream. However, if one is not arranged prior to the April 17 Panel meeting, the Committee will meet immediately following the Governance Workstream meeting.

APPENDIX A.

ACTION LOG – UNC Offtake Committee 28 January 2008

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1006OC	28/01/08	2.0	NGN (RCH) to liaise with DNs on the potential withdrawal of references to the SCO Interface Procedures from the UNC OAD.	NGN (RCH)	Carried Forward
1007OC	28/01/08	2.0	All to investigate further the need for review and update of the Validation Procedures.	Committee members.	Carried Forward
1008OC	28/01/08	2.0	WWU (LS) to liaise with the Collaboration Forum to initiate amendments to E2.	WWU (LS) & NGN (RCH)	Carried Forward
1009OC	28/01/08	2.0	All to review the Offtake Communications document and either approve, or provide feedback.	Committee members.	Carried Forward.
1010OC	28/01/08	2.0	NTS (PG) to ascertain the location of the Industry Operating Procedures and make available for publication.	NTS (PG)	Carried Forward.
1011OC	28/01/08	2.0	NTS (PMB & PG) to define routes of communication together with any links and provide an update at the next meeting.	NTS (PG & AR)	Carried Forward.

*** Key to abbreviations of action owners:**

LS – Liz Speirling, RCH – Robert Cameron-Higgs, PG – Paul Gallagher, AR – Adam Richards.