

UNC Offtake Committee Minutes
Wednesday 30 July 2008
31 Homer Road, Solihull B91 3LT

Attendees

John Bradley (Chair)	(JB)	Joint Office of Gas Transporters
Lorna Dupont	(TD)	Joint Office of Gas Transporters
Joel Martin (Alternate)	(JM)	Scotia Gas Networks
John Costa	(JC)	EDF Energy
Richard Wilson	(RW)	National Grid Shrinkage Manager
Simon Trivella (Member)	(ST)	Wales & West Utilities
Stuart Gibbons	(SG)	National Grid UKD
Trevor Roberts	(TR)	Scotia Gas Networks

Apologies

Robert Cameron-Higgs	(RCH)	Northern Gas Networks
Alison Chamberlain	(AC)	National Grid Distribution

1. Note of any alternates attending the meeting

JB advised members that Andrew Gibson had appointed JM as an alternate. ST is a member of the Committee. No other members or alternates were present. The meeting was therefore not quorate.

2. Review of Minutes and Actions of Previous Meeting (21 February 2008)

2.1 Minutes

The minutes of the previous meeting were accepted.

2.2 Outstanding actions

Action 1006OC: NGN (RCH) to liaise with DNs on the potential withdrawal of references to the SCO Interface Procedures from the UNC OAD.

Update: JB reminded the meeting that a revised procedure had been agreed and was on the website. ST agreed to clarify if anything further needed to be done and RW agreed to follow up progress made. **Action carried forward.**

Action 1010OC: NTS (PG) to ascertain the location of the Industry Operating Procedures and make available for publication.

Update: RW agreed to follow up and circulate the information. **Action carried forward.**

Action 1011OC: NTS (PMB & PG) to define routes of communication together with any links and provide an update at the next meeting.

Update: It was reported that Adam Richards had discussed with the DNs and Supplemental Agreements were being updated. **Action closed.**

3. Offtake Subsidiary Documents – matters for review

a. Offtake Communications Document

Action 1009OC: All to review the Offtake Communications document and either approve, or provide feedback.

Update: JB pointed out that the Offtake Communications Document had been revised and circulated and approvals were still required. JB agreed to re-circulate the change marked document and again encouraged the Transporters to email their approvals as soon as possible so that it could be placed on the Joint Office website.

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

Action 1007OC: All to investigate further the need for review and update of the Validation Procedures.

Update: SG reported that IGEM had been approached and had agreed in principle to set up a working panel, but no further progress had been made. It was pointed out that IGEM generally made charges for access to items on its website. JB asked if this was approved as an IGEM document would the Joint Office of Gas Transporters (JO) be permitted to place the document on the JO website; the alternative was perhaps for IGEM to make it free of charge at the point of access/download on its website. SG agreed to clarify the options available. Original action closed and superseded by new Action 1012OC.

New Action 1012OC: Validation Procedures: SG to clarify the options available for publication of this document.

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

Action 1008OC: WWU (LS) to liaise with the Collaboration Forum to initiate amendments to E2.

Update: Current status unclear. ST agreed to clarify if anything further needed to be done and RW agreed to follow up progress made.

4. Meter Error Notification Process

This was discussed at the Offtake Arrangements Workstream which preceded this meeting.

5. AOB

None raised.

6. Diary Planning

The next Offtake Committee meeting will take place on Friday 12 September 2008 at 31 Homer Road, Solihull B91 3LT, following the next Offtake Arrangements Workstream meeting.

ACTION LOG – UNC Offtake Committee 30 July 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. Agreement still required from National Grid NTS. ST to clarify if anything further needed to be done. RW to follow up progress.	WWU (ST) & NG NTS (RW)	Carried Forward
1007OC	28/01/08	2.0	All to investigate further the need for review and update of the Validation Procedures.	Committee members.	Closed; superseded by Action 1012OC below
1008OC	28/01/08	2.0	WWU to liaise with the Collaboration Forum to initiate amendments to E2 - ST to clarify if anything further needed to be done; RW to follow up progress made.	WWU (ST) & NG NTS (RW)	Carried Forward
1009OC	28/01/08	2.0	Offtake Communications document: JO to re-circulate in changed marked format and ALL to review and email approvals asap.	JO and ALL 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.	NG NTS (RW)	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)	Closed.
1012OC	30/07/08	3.0	Validation Procedures: SG to clarify the options available for publication of this document.	NG UKD (SG)	