

UNC Offtake Committee Minutes
Friday 12 September 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	(JM) Scotia Gas Networks
Richard Wilson	(RW) National Grid Shrinkage Manager
Robert Cameron-Higgs	(RCH) Northern Gas Networks
Simon Howe	(SH) RWE npower
Stefan Leedham	(SL) EDF Energy
Stuart Gibbons	(SG) National Grid UKD

1. Note of any alternates attending the meeting

JB advised members that Andrew Gibson had appointed JM as an alternate for Scotia Gas Networks; Simon Trivella had appointed JM as an alternate for Wales & West Utilities; Chris Warner had appointed Stuart Gibbons as an alternate for National Grid Distribution; Ritchard Hewitt had appointed Richard Wilson as an alternate for National Grid NTS; Robert Cameron-Higgs is a member of the Committee.

The meeting was therefore determined to be quorate.

2. Review of Minutes and Actions of Previous Meeting (30 July 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 (SCOIP) from the UNC OAD.

Update: JB reported that the SCOIP document was now available on the Joint Office of Gas Transporters' website. **Action closed.**

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

Update: RW is still attempting to ascertain the location of the document(s). **Action carried forward.**

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 it was now 10 months since National Grid NTS had submitted a revised Offtake Communications Document for approval. Decisions on approvals/rejection were still required from the Transporters to effect further progression or sign off.

RCH confirmed approval on behalf of Northern Gas Networks.

JM confirmed approval on behalf of Scotia Gas Networks.

RW confirmed approval on behalf of National Grid NTS.

SG agreed to follow up a decision with National Grid Distribution.

JB agreed to contact ST to obtain a decision from Wales and West utilities.

Action carried forward.

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

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

Update: SG reported that the document was being made available on the IGEM website and a charge would be made for downloading it. **Action closed.**

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 remains unclear. JM reported that an update was awaited from Chris Clarke of Wales & West Utilities the Chairman of Collaboration Forum, and agreed to follow up with ST to ascertain any progress made. **Action carried forward.**

4. Meter Error Notification Process

a. Formal approval of List of Independent Technical Experts

Following discussion at the Offtake Arrangements Workstream (which preceded this meeting) the Workstream submitted the List to the Offtake Committee, with a recommendation for approval.

Determination

The Offtake Committee proceeded to vote; of the four Voting Members present, capable of casting five votes, five votes were cast in favour of approving the List of Independent Technical Experts.

Therefore the Offtake Committee unanimously approved the List of Independent Technical Experts.

5. Any Other Business

None raised.

6. Diary Planning

It was agreed that there was no requirement to arrange a further Offtake Committee meeting in the near future but it is likely that this would follow the next meeting of the Offtake Arrangements Workstream.

Members will be notified when a request to reconvene is received.

ACTION LOG – UNC Offtake Committee 12 September 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)	Action no longer considered necessary Closed
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; JM to follow up progress with ST.	WWU (ST) & SGN (JM)	See 3c, above. Carried forward
1009OC	28/01/08	2.0	Offtake Communications document: outstanding approvals/rejections required asap. JB and SG to follow up	JO (JB) and NG UKD (SG)	See 3a, above. Carried forward
1010OC	28/01/08	2.0	NG NTS to ascertain the location of the Industry Operating Procedures and make available for publication.	NG NTS (RW)	See 2.2, above. Carried forward
1012OC	30/07/08	3.0	Validation Procedures: SG to clarify the options available for publication of this document.	NG UKD (SG)	See 3b, above Closed