

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

Wednesday 04 December 2019

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

### Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Arran Poad *	(AP)	Northern Gas Networks
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	SGN
Leteria Beccano	(LB)	Wales & West Utilities
Louise McGoldrick	(LM)	National Grid NTS
Shiv Singh	(SS)	Cadent
Stephen Ruane	(SR)	National Grid NTS
Stevie Docherty *	(SD)	Northern Gas Networks

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0646/041219>

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 April 2020.

**Please note this meeting was deferred until 06 January 2020.**

### 1. Introduction and Status Review.

#### 1.1. Approval of Minutes (10 October 2019)

Deferred.

#### 1.2. Review of Outstanding Actions

**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:** Deferred to the January 2020 meeting. **Carried Forward**

**Action 0701:** Cadent to draft a Modification with the 11 items from the Issues Log.

**Update:** Deferred to January 2020 meeting. **Carried Forward**

### 2. Pre-Modification Discussion (Issues Log)

Deferred.

### 3. Next Steps

Pre-Modification Discussions / Issues Log (January / February)

Modification Assessment (January / February)

Development of Request Workgroup Report (March)

Finalise the Request Workgroup Report (April)

### 4. Any Other Business

Deferred.

**5. 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 Monday 06 January 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Pre-Modification Discussions / Issues Log Modification Assessment
10:00 Wednesday 05 February 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Modification Assessment
10:00 Wednesday 04 March 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Development of Request Workgroup Report
10:00 Wednesday 01 April 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Finalise the Request Workgroup Report

**Action Table (as at 04 December 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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</b>
0701	03/07/19	4.0	Cadent to draft a Modification with the 11 items from the Issues Log.	Cadent (DD)	<b>Carried Forward</b>