

UNC Offtake Arrangements Workgroup Minutes

Thursday 11 May 2023

via Microsoft Teams

Attendees

Eric Fowler (Chair)	(EF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Ben Oldham	(BO)	Cadent
Carlos Aguirre	(CA)	Pavilion Energy
Darren Dunkley	(DD)	Cadent
Fiona Cottam	(FC)	Xoserve
Leteria Beccano	(LB)	Wales & West Utilities
Louise McGoldrick	(LMc)	National Gas Transmission
Mark Jones	(MJ)	SSE
Shiv Singh	(SS)	Cadent
Stephen Ruane	(SR)	National Gas Transmission

This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.

1. Introduction and Status Review

Eric Fowler (EF) welcomed all parties to the meeting and noted the meeting was quorate.

1.1 Approval of Minutes (27 March 2023)

The minutes from 27 March 2023 were approved.

1.2 Approval of Later Papers

No late papers to note.

1.3 Review of Outstanding Actions

EF noted his proposal to rearrange the order of the actions outside of this meeting so that the linked topics are sequenced better.

Action 0101: Cadent to coordinate a full review, with all GDNs, of the Measurement Error Notification Guidelines Document and provide suggestions for updates to this Workgroup.

Update: Ben Oldham (BO) advised that progress is being made and he will organise a Workshop to discuss how the process can be improved. BO will advise Workgroup when a date has been agreed. **Carried Forward**

Action 0201: Cadent is to share findings of the external audit of ME2 processes and all networks through the Distribution Liaison forum to identify any additional learning points and report to OAW.

Update: BO confirmed the Auditors have been visiting sites, the next stage, the beginning of next week (15 May 2023), the Auditors will be visiting Office personnel that are involved in the management of the process. The Audit is on track to complete end of May/beginning of June which is when best practices and guidelines will be shared, this will then satisfy outstanding Action 0202. **Carried Forward**

Action 0202: Workgroup Participants to review and consider the outcome of the external audit (when available) and take forward any recommendations for changes.

Update: This review will be completed once the report is made available, please see the update provided for Action 0201. **Carried Forward**

2. Significant Measurement Error Update EM011 – Thorton Curtis MTA

2.1 Update on significant Measurement Errors ITE Report(s)

BO provided an update and advised that both Independent Technical Experts (ITEs) have visited the Site assessed the datasets and submitted their individual workings and reports.

BO confirmed that the reports will be reviewed by the middle of the week commencing 15 May 2023 and he aspires to have the full reports submitted to National Gas by the end of the week commencing 15 May 2023. It was clarified that the National Gas part of the process, under normal circumstances, takes a couple of weeks.

For the Offtake Arrangements Workgroup to have the opportunity to review the final report, the next meeting date was agreed to be held on Monday 05 June 2023 from 10am to 12.

3. Measurement Error Notification Guidelines Review (UNCC Request)

It was confirmed that this agenda item is being deferred until all of the current errors under investigation have been closed down, this is currently estimated to be May/June 2023.

3.1 End-to-End process

3.2 Communications

4. Network Initiatives (periodic updates)

Placeholder for anything that DNs want to provide an update to the Shipper audience.

5. Pre-Modification Discussions

No pre-Modification discussions.

6. Workgroups

6.1 Modification 0829S - Updates to the Supplemental Agreement Amendments Process

(Report to Panel 18 May 2023)

<https://www.gasgovernance.co.uk/0829>

7. Any Other Business

Darren Dunkley (DD) advised he will be investigating any amendments that might be required to the *Offtake Arrangements Document (OAD) – Section G – Maintenance* and clarified the aim is to make sure the Code is fit for purpose going forward and will include the removal of redundant text. DD advised that Maintenance processes have changed, and the modified processes are being worked on, but these are not reflected in the OAD.

When asked, DD advised that he will look to be able to provide material for Workgroup to review towards the end of Autumn 2023.

8. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Time/Date	Paper Publication Deadline	Venue	Programme
10:00 Monday 05 June 2023	17.00hrs 25 May 2023	Microsoft Teams	Review of the Report submitted for the Significant Measurement Error Update EM011 – Thorton Curtis MTA

Table of Actions as of 11 May 2023

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101	16/01/23		Cadent to coordinate a full review, with all GDNs, of the Measurement Error Notification Guidelines Document and provide suggestions of updates to this Workgroup.	Cadent (SS)	May 2023	Carried Forward
0201	9/02/23	1.3	Cadent to share findings of the external audit of ME2 processes and all networks through the Distribution Liaison forum to identify any additional learning points and report to OAW.	All Networks	May 2023	Carried Forward
0202	9/02/23	1.3	Workgroup Participants to review and consider the outcome of the external audit (when available) and take forward any recommendations for changes.	Workgroup Participants	TBC	Carried Forward

UNC Workgroup 0829S Minutes
Updates to the Supplemental Agreement Amendments Process
Thursday 11 May 2023
via Microsoft Teams

Attendees

Eric Fowler (Chair)	(EF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Ben Oldham	(BO)	Cadent
Carlos Aguirre	(CA)	Pavilion Energy
Darren Dunkley	(DD)	Cadent
Leteria Beccano	(LB)	Wales & West Utilities
Louise McGoldrick	(LMc)	National Gas Transmission
Mark Jones	(MJ)	SSE
Shiv Singh	(SS)	Cadent
Stephen Ruane	(SR)	National Gas Transmission

This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.

The Workgroup Report will be presented at the UNC Modification Panel by 18 May 2023.

1.0 Introduction and Status Review

1.1. Approval of Minutes (27 March 2023)

The minutes from 27 March 2023 were approved.

1.2. Approval of Late Papers

There were no late papers.

1.3. Review of Outstanding Actions

No outstanding actions

2.0 Reconsideration of Business Rules

This was considered during the completion of the Workgroup Report.

3.0 Review further considerations

This was considered during the completion of the Workgroup Report.

4.0 Amended Modification

The Modification has not been amended since the last meeting held on 27 March 2023. The version of the Modification is v2.0 dated 01 February 2023.

5.0 Completion of Workgroup Report

EF undertook a detailed onscreen review of the draft Workgroup Report and completed amendments in-line with the feedback provided by those Workgroup participants in attendance.

Once the Workgroup Report is finalised, it will be published here: www.gasgovernance.co.uk/0829 and submitted to UNC Modification Panel on Thursday 18 May 2023.

Workgroup Assessment:

Louise McGoldrick (LMc) noted that a small amendment is required to Section 2.12 of the Draft OAD Offtake Subsidiary Document - Supplemental Agreement Amendment Process, where reference to Section N3 of the OAD was in the original drafting but is no longer required to be referenced in 2.12 as the timescales have been removed from N3 as they are noted elsewhere within the OAD.

Workgroup agreed that the amendment should be made before the subsidiary document becomes the final version 1.0.

Post Meeting Note:

The updated Draft Offtake Subsidiary Document - Supplemental Agreement Amendment Process has been amended and issued to all participants of the meeting. Feedback has been requested, if none is received the Final v1.0 will be submitted for publication.

6.0 Next Steps

The Workgroup Report will be presented to the UNC Modification Panel on Thursday 18 May 2023 with the recommendation from Workgroup that it proceeds to consultation.

7.0 Any Other Business

None raised.

8.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Workgroup meetings will take place as follows:

Time/Date	Paper Publication Deadline	Venue	Programme
No further meetings planned			

Action Table (as of 11 May 2023)

Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Reporting Date	Status Update
No outstanding actions						