

UNC Offtake Arrangements Workgroup Minutes

Monday 27 March 2023

via Microsoft Teams

Attendees

| | | |
|---------------------------|-------|---------------------------|
| Eric Fowler (Chair) | (EF) | Joint Office |
| Helen Bennett (Secretary) | (HB) | Joint Office |
| Ben Hanley | (BH) | Northern Gas Networks |
| Ben Oldham | (BO) | Cadent |
| Christopher Syrett | (CS) | E.ON Energy |
| David Mitchell | (DM) | SGN |
| Fiona Cottam | (FC) | Xoserve |
| Leteria Beccano | (LB) | Wales & West Utilities |
| Louise McGoldrick | (LMc) | National Gas Transmission |
| Nathan Hibbitt | (NH) | National Gas Transmission |
| Phil Lucas | (PL) | National Gas Transmission |
| Simon Howard | (SH) | 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.

Please note these minutes do not replicate the detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of papers are available at: www.gasgovernance.co.uk/0829/270323

1. Introduction and Status Review

Eric Fowler (EF) welcomed all parties to the meeting and noted the meeting was not quorate with only one Shipper in attendance.

1.1 Approval of Minutes (09 February 2023)

The minutes from 09 February 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: Due May 2023. **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: Due May 2023. **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. **Carried Forward**

2. Significant Measurement Error Update EM011 – Thorton Curtis MTA

2.1 Update on significant Measurement Errors ITE Report(s)

Simon Howard (SH) confirmed the Independent Technical Experts (ITEs) are due to visit the Site in mid-April and then they will complete their common view. The ITEs have a shared methodology and have both agreed that this is how they wish to progress.

Christopher Syrett (CS) noted he is happy with the approach, that they are using the same methodology and he is happy it is on track.

3. Significant Measurement Error Update EA018 - Royston Measurement Error

3.1 Update on significant Measurement Error

FC advised the amendment invoice was issued on 26 January 2023 and there is no further update to provide.

Workgroup agreed to remove this from the next agenda.

4. 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.

5. Network Initiatives (periodic updates)

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

6. Pre-Modification Discussions

No pre-Modification discussions.

7. Workgroups

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

(Report to Panel 18 May 2023)

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

7.2 Modification 0834S - Inclusion of the “Process for the Update and Retention of Shared Site Drawings” as a Subsidiary Document within the Offtake Arrangements Document

(Report to Panel 20 April 2023)

<https://www.gasgovernance.co.uk/0834>

8. Any Other Business

None raised.

9. 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 Thursday 11 May 2023 | 17.00hrs 03 May 2023 | Microsoft Teams | TBC |

Table of Actions as of 27 March 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
Monday 27 March 2023
via Microsoft Teams

Attendees

| | | |
|---------------------------|-------|---------------------------|
| Eric Fowler (Chair) | (EF) | Joint Office |
| Helen Bennett (Secretary) | (HB) | Joint Office |
| Ben Hanley | (BH) | Northern Gas Networks |
| David Mitchell | (DM) | SGN |
| Leteria Beccano | (LB) | Wales & West Utilities |
| Louise McGoldrick | (LMc) | National Gas Transmission |
| Nathan Hibbitt | (NH) | National Gas Transmission |
| Phil Lucas | (PL) | National Gas Transmission |
| Stephen Ruane | (SR) | National Gas Transmission |

Apologies

| | | |
|------------|------|--------|
| Shiv Singh | (SS) | Cadent |
|------------|------|--------|

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The Workgroup Report is currently due to be presented at the UNC Modification Panel by 18 May 2023.

1.0 Introduction and Status Review

1.1. Approval of Minutes (09 February 2023)

The minutes from 09 February 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 development of the Workgroup Report.

3.0 Review further considerations

This was considered during the development of the Workgroup Report.

4.0 Amended Modification

The Modification has not been amended since the last meeting held on 09 February 2023. The current version of the Modification is v2.0 dated 01 February 2023.

5.0 Development of Workgroup Report

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

The updated draft Workgroup Report is now published and can be viewed here: www.gasgovernance.co.uk/0829/270323. Items for completion at the next meeting are highlighted in the draft text of the report.

For the implementation of this Modification, it was agreed that anything inflight will continue under the terms of the existing agreement, and then anything new, subject to it being 16 days post UNC Modification Panel date, will be the new agreement process.

EF advised that v0.7 of the Subsidiary Document has been received and is published on the meeting page here: <https://www.gasgovernance.co.uk/0829/270323> and should show that all the documents are correctly aligned.

6.0 Next Steps

EF said that the Workgroup Report completed at the next meeting due to be held on 11 May 2023.

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 |
|-------------------------------|----------------------------|-----------------|--------------------------------|
| 10:00 Thursday 11 May 2023 | 17.00hrs 03 May 2023 | Microsoft Teams | Completion of Workgroup Report |

Action Table (as of 27 March 2023)

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

**UNC Workgroup 0834S Minutes
Inclusion of the “Process for the Update and Retention of Shared
Site Drawings” as a Subsidiary Document within the Offtake
Arrangements Document**

Monday 27 March 2023

via Microsoft Teams

Attendees

| | | |
|---------------------------|-------|---------------------------|
| Eric Fowler (Chair) | (EF) | Joint Office |
| Helen Bennett (Secretary) | (HB) | Joint Office |
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| Nathan Hibbitt | (NH) | National Gas Transmission |
| Phil Lucas | (PL) | National Gas Transmission |
| Simon Howard | (SH) | 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.

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The Workgroup Report is currently due to be presented at the UNC Modification Panel by 20 April 2023.

1.0 Introduction and Status Review

1.1. Approval of Minutes (09 February 2023)

The minutes from 09 February 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 reviewed during the completion of the Workgroup Report.

3.0 Review further considerations

This was reviewed during the completion of the Workgroup Report.

4.0 Amended Modification

Phil Lucas (PL) and Stephen Ruane (SR) walked through the proposed changes to the Modification which will be v2.0 when processed.

The main changes are to the Legal Text as shown in marked changes.

SR advised that changes, based on feedback from the last Workgroup meeting, have been made to the Subsidiary Document too where TPD Section V12.1 was misquoted, this has been corrected.

SR noted that hazardous areas is a complicated process and will require a review at some point. Darren Dunkley has advised the process may need a slight tweak to accountabilities which would require a broader scope than the intention for this Modification 0834S. It was also noted that Darren Dunkley plans to raise this as a topic at the Offtake Arrangements Workgroup and that he is happy to proceed with Modification 0834S without the wider scope of accountabilities for hazardous areas.

5.0 Legal Text Review

This was reviewed as part of the completion of the Workgroup Report.

6.0 Development of Workgroup Report

EF confirmed that the Workgroup Report is due to be presented at the April 2023 UNC Modification Panel meeting. As part of the consideration and completion of the Workgroup Report, the following areas were discussed:

EF provided a detailed walkthrough of the Draft Workgroup Report and proceeded to undertake updates based on the Workgroup participant's feedback.

There were no concerns raised by Workgroup.

Relevant Objectives

Workgroup participants agreed that the Modification satisfies a recommendation from discussions held as part of Review Group 0646R.

Implementation

PL confirmed that when the process was drafted, a request was made for DNs to pilot it, therefore, in principle, everyone should be working to these principles. In terms of implementation, it is therefore thought there should be no difficulty in the full adoption of the proposed process can be made.

Workgroup agreed the Legal Text meets the intent of the solution.

The Workgroup concluded that the Workgroup Report should be submitted to the April 2023 UNC Modification Panel with a recommendation to proceed to consultation.

7.0 Initial Discussion

7.1. Issues and Questions from the Panel

7.1.1. Is there a consequential impact on Shippers?

This was reviewed and included as part of the completion of the Workgroup Report.

8.0 Next Steps

EF confirmed that the Workgroup Report should be submitted to the UNC Modification Panel with a recommendation to proceed to consultation.

9.0 Any Other Business

None.

10.0 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 | Workgroup Programme |
|-----------------------------|-----------------------------------|--------------|----------------------------|
| No further planned meetings | | | |

| Action Table (as of 27 March 2023) | | | | | | |
|---|---------------------|-------------------|---------------|------------------------|--------------|----------------------|
| Action Ref | Meeting Date | Minute Ref | Action | Reporting Month | Owner | Status Update |
| No actions outstanding | | | | | | |