

**UNC Request Workgroup 0646R Minutes  
Review of the Offtake Arrangements Document  
Wednesday 22 September 2021  
Via Teleconference**

**Attendees**

Alan Raper (Chair)	(AR)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	SGN
Leteria Beccano	(LB)	Wales & West Utilities
Louise McGoldrick	(LMc)	National Grid NTS
Shiv Singh	(SS)	Cadent
Stephen Ruane	(SR)	National Grid NTS

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0646/220921>

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 December 2021.

**1. Introduction and Status Review**

Alan Raper (AR) welcomed everyone to the meeting.

**1.1. Approval of Minutes (25 August 2021)**

The minutes were approved.

**1.2. Review of Outstanding Actions**

**Action 0401:** DNOs to provide feedback to LMc on the Draft Metering Process Flow diagram.

**Update:** Darren Dunkley (DD) explained this document had now been superseded and there was an agreement for this to be encompassed with the Supplemental Agreement as an Appendix. Louise McGoldrick (LMc) said that a meeting was to be arranged for the Metering Experts to discuss the diagram. DD said that Cadent were happy with it. Leteria Beccano (LB) said that she was still awaiting comments from Catherine Lister regarding this matter internally and that their comments would be submitted to LMc in due course. David Mitchell (DM) asked if this diagram was now in a steady state and DD confirmed it was. DM said that he would now get it reviewed internally and get it finalised. DD said if a meeting could be arranged by National Grid with a view to finalising the diagram, the action could then be closed. **Closed**

**Action 0801:** Cadent (DD) to circulate a draft version of the Metering Information Process Map to the Workgroup to aid discussions.

**Update:** DD confirmed the Metering Information Process Map had been circulated and so the action could now be closed. **Closed**

**Action 0802:** National Grid (SR) to organise a teleconference with DNOs to facilitate discussions around the metering process. Call to include HF and Catherine Litster from Wales & West Utilities, DD and Simon Howard from Cadent. NGN and SGN representatives to be advised.

**Update:** This action was carried forward as a meeting with National Grid was yet to be arranged. **Carried forward**

**Action 0803:** Cadent (DD) to update the Cost Recovery proposal based on the discussions from this meeting and circulate to the Workgroup.

**Update:** Please see Section 4, below for the update. This action was closed. **Closed**

**Action 0804:** Joint Office (BF) to draft the Terms of References for the Offtake Sub-Committee.

**Update:** Please see Section 7, below for the update. This action was closed. **Closed**

**Action 0805:** SGN (DM) to review the Transmission System Operator to Distribution System Operator Agreement Guidelines, including the definition of communication routes and whether details like email addresses could be extracted without impacting the usefulness of the document. **Update:** AR said that DM had updated the communications document and AR provided an overview on screen of the changes that were in relation to Appendix A, B and C on page 21- document may be viewed via the link: <https://www.gasgovernance.co.uk/0646/220921>. DM said that the email and telephone number information had been removed and that these would only be shared between specific parties on a round-robin process.

DD proposed if the Maintenance Plans could be considered annually at the same time, to wrap the two together, or could a date be removed and amended to read 'annually.' LMc felt that a specific date was required to keep a track on it. All agreed that the information should be kept out of the public domain. AR suggested that this action should be carried forward for another month, so it could then be signed off by the Offtake Committee via email before the October meeting.

**Carried forward**

## 2. Site Drawings Update

Stephen Ruane (SR) briefly explained that National Grid had held stakeholder workshops to develop this document over the last 24 months and that following discussions with the operators they were comfortable with the process. SR said Cadent had wanted a late change regarding the Additional Hazardous Areas provisions which, unfortunately, had become a barrier following the National Grid NTS internal governance process.

A lengthy general discussion took place and some Review Group participants thought it was counter to what is detailed in OAD, as a Site Owner could change their drawings with no authority for sign off and the Site User has no power over the content of a proposed change.

DD said that this was a 2-tier problem, and it was the data associated with the change that was the issue and the Site Access Policy. SR said that it was only when the governance process was undertaken that the issue arose in relation to the additional Hazardous areas. He suggested that a solution maybe to exclude this area until the Modification been implemented. DD said the issue was more to do with the content of the drawings and what was kept on file. DD said that if it was excluded that he would still want a caveat included regarding the additional hazardous areas, including the data and assets. SR said it was the responsibility of the Site User to put the emphasis on the Site Owner in this regard and he proposed removing the caveat completely, as the Site User cannot be responsible for the drawings with no approval. DD and SR then agreed to remove Clause 2.5 on page 14 - the document may be viewed via the link: <https://www.gasgovernance.co.uk/0646/220921> and DD confirmed he was comfortable with this suggestion. SR said he would amend the document for assessment and agreement.

AR noted that a document would be required to be added to OAD as an Appendix. SR said he had discussed this aspect with the Legal Team and was told this was not possible via a bi-lateral agreement and so this needed to be further discussed. AR said that this would be covered in the content of the Modification once it was raised, as no decisions could be actioned in the Code by a Review Group as it is principally a forum to discuss and develop potential changes.

A general discussion then took place as to the most sensible approach for the Modifications and it was agreed that raising separate Modifications would be a quicker and more pragmatic approach. AR provided a brief overview of the Modification lifecycle and the milestones, and he proposed the Modifications would probably be granted Self-Governance status by Panel. He reiterated his view that 0646R Review Group should be concluded, once the Modifications were raised. DD proposed as Cadent had done much of the development work, he hoped National Grid would raise a Modification. LMc said she would have to investigate this matter and provide an update in due course.

**New Action 0901:** National Grid (LMc) to investigate and provide feedback in relation to them raising a new Modification – excluding the additional Hazardous areas.

### 3. Updating Supplemental Agreements Update

DD noted that this would be covered through Action 0802 and addressed in due course. AR said that this should be discussed at the next meeting and DD agreed.

### 4. Cost Recovery / Reimbursement/ OAD Legal Text

DD provided an updated proposal for the Cost Recovery and Invoicing, noting that there had been little change from last month. He added that once this area was agreed then a Modification could then be developed, and he noted that there were no significant changes, as the changes were in Section L of OAD.

LMc stated there was a lot of information in the document and she said that OAD set out the cost implications and the costs noted in Section L were the actual costs. She added that she had concerns in relation to costs of reimbursement and the cost process. DD said this had been discussed in OAD and it was from a retrospective perspective concerning costs. LMc disputed that they were retrospective costs and she added that she understood that all quotes were in fact estimates.

A lengthy discussion then took place regarding this matter and DD explained it was regarding the communication process and that the charges should be known in advance, communicated and agreed so no party had any cost surprises. DD added that in certain scenarios, an element of retrospective costs might be relevant if a task on site took longer than estimated, due to an on-site issue or an emergency. He added if this was the case then a revised quotation, and purchase order raised, before any invoicing procedure is commenced. SR asked if the current arrangement had proved problematic. He said from a National Grid perspective, as a prudent operator, they would always provide quotes and, if necessary, updated quotes and expect these to be accepted. DD said that all quotes would be discussed as to the amount of the quote and the relativity to the task in question on site, together with the correct amount of detail for the overall invoice. He added the greater complexity of the task, the more granular level of information would be required. LMc said she felt that improved communication between operators would be beneficial.

DD then made reference to Process 2.3; please view the document via the link: <https://www.gasgovernance.co.uk/0646/220921> and LMc said in this regard she was happy to initially provide indicative costs, but that actual costs would also be recovered. AR noted that from the meeting of minds on this matter, the requirements gap between parties did not seem significant, but it was important for the initial quotation to be as complete as possible so that budgets may be set accurately.

DD said another area of concern was surrounding the maintenance, especially as there was not always sufficient detail provided in the Maintenance Plan which meant that it was not always pre-known what the impact on site would be. LMc disputed this and said that in essence the impact on all parties, where it could be predicted, would be specified. DD said that may be the case, but if there was insufficient detail this could lead to issues on-site.

A lengthy general discussion took place to the proposed changes to the emergency procedures and LMc said she was not happy with the changes and said this area needed greater discussion. AR proposed that LMc and DD have an off-line discussion regarding this matter to reach an agreement, as this needed to be resolved prior to a Modification being raised. LB also said that she did not understand why this area need to be amended as, in her view, the party who had caused any damage should be liable for the repair and making good. DD said that in some instances the repair might only be a 'light touch' and that any permanent repair would be undertaken by the Site Owner.

AR said for Cadent to be able to raise a successful Modification, it was in their interests to ensure that parties, particularly Transporters, were happy with the overall process.

<p><b>New Action 0902:</b> National Grid (LMc) and Cadent (DD) to discuss and resolve the wording in relation to the emergency area and provide an update at the next meeting.</p>
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## 5. Review of Issues Log

DD noted that a few months ago the v15 of the Issues Log had been circulated which included the topic of Loss and Liability had been discussed at the DN Forum. DD added that the other issues were being actively pursued and actioned. AR advised that in future any issues requiring discussion could always be raised as an AOB item.

## 6. Identification of any new OAD items or issues

No new issues raised.

It was agreed this item could now be removed from the agenda.

## 7. Review Draft Offtake Subsidiary Documents Committee ToR

AR explained that Bob Fletcher (BF) had added some comments regarding voting in red font within the Terms of Reference (ToR) document for discussion. LMc said this document is being put forward as a development document and that she had not been expecting any voting aspect to be included in it. AR proposed that it made more sense to discuss this at the next meeting with BF who had produced the document. AR said that he would take an action to discuss the next steps for the document with BF ahead of the next meeting.

<b>New Action 0903:</b> Joint Office (AR/BF) to discuss the Draft Offtake Subsidiary ToR) in relation to content and context.
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AR proposed that all Workgroup participants should read the Draft Offtake Subsidiary (ToR) – Offtake Sub-Committee and supply any comments to the Joint Office prior to the meeting on 27 October 2021. Email: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

<b>New Action 0904:</b> All to provide any comments regarding the Draft Offtake Subsidiary (ToR) to the Joint Office prior to the meeting on 27 October 2021. Email: <a href="mailto:enquiries@gasgovernance.co.uk">enquiries@gasgovernance.co.uk</a>
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## 8. Next Steps

AR reiterated to the Workgroup that the UNC Modification Panel was eager for this Workgroup to conclude as it was one of the oldest Workgroups within the UNC.

AR suggested that the next meeting for this Workgroup should include the following discussions items:

- Areas of discussion with specific parties to reach a resolution regarding, Hazardous/emergency areas
- Review of the Draft Terms of Reference (ToR) - Offtake Sub-Committee
- Pre-Modification for the Removal of Redundant Assets
- Pre-Modification for the Site Drawings
- Process for Updating Supplemental Agreements

## 9. Any Other Business

### 9.1. Critical National Infrastructure (CNI)

LB enquired as to the status of the CNI document. DD explained there was presently no resource to investigate this area until the completion of the 0646R. He added that there were two aspects to the CNI, which are Site Security and Cyber Playbook. SR asked if the Playbook would get encompassed within the CNI Modification or would the cyber element be decoupled.

DD added that BF was looking at where the confidential information is kept on the Joint Office website. DM said due to his proposed changes to the document discussed earlier, where emails & telephone numbers would be deleted, he was not sure if this aspect would now be progressed as confidential information would not in future be shared in the public domain.

SR said that this document was shared at the E3 meeting and National Grid's Head of Cyber Security had explained there was infrastructure around all the Networks and so mechanism for sharing this information should be included in OAD. DD asked whether the sensitive information contained in the Playbook could be amended or sanitised. AR said that the Cyber Incident Playbook should be discussed at the October meeting. SR agreed to bring the document to the next meeting.

**New Action 0905:** National Grid (SR) to provide an overview of the Cyber Incident Playbook at the October meeting.

## 10. Diary Planning

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

Time / Date	Venue	Workgroup Programme
10:00 Wednesday 27 October 2021	Microsoft Teams	Standard Workgroup Agenda <ul style="list-style-type: none"> <li>• Areas of discussion with specific parties to reach a resolution regarding, hazardous/ emergency areas</li> <li>• Review of the Draft Terms of Reference (ToR) - Offtake Sub-Committee</li> <li>• Pre-Modification for the Removal of Redundant Assets</li> <li>• Pre-Modification for the Site Drawings</li> <li>• Process for Updating Supplemental Agreements</li> </ul>

**Action Table (as at 22 September 2021)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0401	30/04/21	3	DNOs to provide feedback to LMc on the Draft Metering Process Flow diagram.	DNOs (All)	<b>Closed</b>
0801	25/08/21	4	Cadent (DD) to circulate a draft version of the Metering Information Process Map to the Workgroup to aid discussions.	Cadent (DD)	<b>Closed</b>
0802	25/08/21	4	National Grid (SR) to organise a teleconference with DNOs to facilitate discussions around the metering process. Call to include HF and Catherine Litster from Wales & West Utilities and DD and Simon Howard from Cadent.	National Grid (SR)	<b>Carried forward</b>
0803	25/08/21	5	Cadent (DD) to update the Cost Recovery proposal based on the discussions from this meeting and circulate to the Workgroup.	Cadent (DD)	<b>Closed</b>
0804	25/08/21	8	Joint Office (BF) to draft the Terms of References for the Offtake Sub-Committee.	Joint Office (BF)	<b>Closed</b>
0805	25/08/21	9.1	SGN (DM) to review the Transmission System Operator to Distribution System Operator Agreement Guidelines, including the definition of communication routes and whether details like email addresses could be extracted without impacting the usefulness of the document.	SGN (DM)	<b>Carried forward</b>
0901	22/09/21	2.0	National Grid (LMc) to investigate and provide feedback in relation to them raising a new Modification – excluding the additional Hazardous areas.	National Grid (LMc)	<b>Pending</b>
0902	22/09/21	4.0	National Grid (LMc) and Cadent (DD) to discuss and resolve the wording in relation to the emergency area and provide an update at the next meeting.	National Grid (LMc) Cadent (DD)	<b>Pending</b>
0903	22/09/21	7.0	Joint Office (AR/BF) to discuss the Draft Offtake Subsidiary (ToR) in relation to content and context.	Joint Office (AR/BF)	<b>Pending</b>
0904	22/09/21	7.0	All to provide any comments regarding the Draft Offtake Subsidiary (ToR) to the Joint Office prior to the meeting on 27 October 2021. Email: enquiries@gasgovernance.co.uk	ALL	<b>Pending</b>
0905	22/09/21	9.1	National Grid (SR) to provide an overview of the Cyber Incident Playbook at the October meeting.	National Grid (SR)	<b>Pending</b>