

**UNC Request Workgroup 0646R Minutes  
Review of the Offtake Arrangements Document  
Wednesday 25 August 2021  
Via Teleconference**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office
Ben Hanley	(BH)	Northern Gas Networks
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	SGN
Helen Fitzgerald	(HF)	Wales & West Utilities
Stephen Ruane	(SR)	National Grid NTS

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0646/250821>

The Workgroup Report is due to be presented at the UNC Modification Panel by 21 October 2021.

**1. Introduction and Status Review**

Bob Fletcher (BF) welcomed everyone to the meeting.

**1.1. Approval of Minutes (26 May 2021)**

The minutes were approved.

**1.2. Review of Outstanding Actions**

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

**Update:** This action was carried forward to the September meeting. **Carried Forward**

**0501:** National Grid (SR) to review if OAD amendments will be required for the Site drawing process.

**Update:** Stephen Ruane (SR) advised this action would be discussed under Agenda item 3.  
**Closed**

**2. Removal of Redundant Assets Pre-Modification Review**

Darren Dunkley (DD) confirmed that a Pre-Modification for Removal of Redundant Assets had not yet been raised and advised an update would be provided at the next meeting in September.

**3. Site Drawings Update**

SR explained a paper titled UNC OAD Subsidiary Document (Process for the update and retention of Shared Site Ownership) had been published.

SR briefly explained that National Grid had held stakeholder workshops to develop this document. The Distribution Network Operators (DNOs) who had participated in these workshops had reviewed the changes being proposed in this paper and had approved them. Following internal review, the DNOs had suggested further changes to the wording of this document. SR noted that National Grid's internal review process had identified some concerns with the amendments being suggested.

SR asked the Workgroup how they wanted to proceed with the proposed amendments and whether an agreement could be reached as to how the process set out in the paper could be implemented.

SR suggested another cycle of stakeholder workshops could be arranged to facilitate discussions to resolve any issues. However, SR noted that National Grid would prefer to remove the suggested wording to add this document to the Offtake Arrangements Document (OAD) as an OAD Subsidiary Document immediately, to ensure the majority of the document could be implemented without delay and resolve the issue around the disputed wording at a later date.

Helen Fitzgerald (HF) noted that if the relevant people from the different DNOs had been involved in the discussions around the Site Drawings process document, proceeding with implementation of this document should be acceptable. SR confirmed that the relevant people had been involved in the discussions.

DD advised that if the Site Drawings process document was implemented, it would need to be updated at a later date as there were outstanding issues which needed to be resolved. DD noted this would not be a problem if it was added as a caveat.

SR suggested a further discussion between Cadent and National Grid on this issue. DD accepted this but added that the process needed to move to the next stage and a proposal document outlining how it would be progressed in the future should be produced.

SR added that there was a further issue regarding the implementation of the proposed OAD Subsidiary Document. DD advised that the subsidiary document was almost ready, but some further legal text may be required to reference the document in OAD. DD added that clauses in the OAD would also need to be aligned to the subsidiary documents listing in OAD Section N 1.2.

BF asked how process of managing the subsidiary documents would be implemented and suggested that this should be done by raising an UNC Modification. SR accepted this suggestion.

SR asked for clarification on what the Modification should include. BF explained that the Modification would need to include a reference to the subsidiary document in the relevant Section of OAD and the listing in Section N 1.2. The documents could be appended to the Modification and be approved at the same time. BF added that the Modification should include any governance processes for amending the document as well as rules for approvals.

SR thanked the Workgroup for their comments and advised he would start to draft a proposal document for implementing the Site Drawings process as well as drafting a Modification for the subsidiary documents.

#### 4. Updating Supplemental Agreements Update

DD asked the Workgroup to provide their views on the metering process outlined in the Supplemental Agreement document.

DD noted that as part of the planned activities, a sub-process may need to be created and added as an appendix regarding metering and requirements.

DD added that there is an agreement for tripartite agreements for site services in Appendix C, and until further feedback has been received from DNOs, this could not be progressed.

The Workgroup discussed the issues with metering and agreed discussions with metering experts would be beneficial. It was noted that further iteration of the metering process map developed by Louse McGoldrick (LMc) was required and National Grid would organise a meeting to facilitate discussions.

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

**New 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.

## 5. Cost Recovery / Reimbursement Legal Text Update

DD provided an updated proposal for the Cost Recovery and Invoicing, noting a few outstanding points still needed to be resolved.

DD advised the Cost Recovery proposal was a proposed set of rules for inclusion in OAD.

The Workgroup discussed the new changes to the proposals and proposed further changes to be made, including how much detail in the process should be captured. The suggested amendments to the document were captured by DD.

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

BF noted that if this document is to be added as an OAD Subsidiary Document. DD explained that Cost Recovery was already included in the OAD and can be updated rather than be added as a new OAD Subsidiary Document.

## 6. Issues Log

DD noted that v15 of the Issues Log had been circulated which included the topic of Loss and Liability further to discussions at the DN Forum.

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

No new issues raised.

## 8. Next Steps

BF advised 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. A request for a further extension to the 21 October 2021 deadline to submit a report to the Panel could be sought but there was a possibility it may not be accepted.

BF suggested the discussions in this Workgroup could move to the Offtake Arrangements Workgroup. Alternatively a working sub-committee can be established to review the OAD and its related Subsidiary Documents in terms of new or changes to existing documents. The other option would be to raise a new Request for the formation of a new workgroup which would then be time bound by Panel.

DD noted that individual Modifications would be required to facilitate the changes being proposed. However, he noted that a working sub-committee would most likely be required for discussions and the ongoing review of OAD Subsidiary Documents.

The Workgroup discussed the arrangements for the sub-committee and agreed the Offtake Sub-Committee would likely meet every 6 months, and more frequently if there was an ongoing review of documents.

DD asked BF to draft a Terms of Reference for the sub-committee, which could be presented to the UNC Panel when requesting an extension, as this would show the intent to conclude this Workgroup as soon as practicable.

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

BF suggested that the next meeting for this Workgroup will include the following discussions items:

- Pre-Modification for the Removal of Redundant Assets
- Pre-Modification for the Site Drawings

- Site Drawings Supplemental Document / OAD Legal Text
- Updating Supplemental Agreements
- Cost Recovery / Reimbursement / OAD Legal Text
- Review of Issues Log
- Review of Draft Terms of Reference for Offtake Sub-Committee

## 9. Any Other Business

### 9.1. Transmission System Operator to Distribution System Operator Agreement Guidelines

BF asked Dave Mitchell (DM) for an update on the Transmission System Operator to Distribution System Operator Agreement Guidelines document.

DM advised that it had been identified that this document included the email addresses for the gas control centres and questioned whether it was acceptable for this information to be published in the public domain. DM asked whether certain documents could be protected when published on the Joint Office website by password protection or by other methods.

BF advised there are a number of ways of doing this and this can be managed by the Joint Office, but the Workgroup would need to agree what level of security would be required and what documents would need to be protected.

The Workgroup discussed the different options and BF noted he would review these and report back to the Workgroup at the September meeting.

DM noted he would 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.

**New 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.

## 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 22 September 2021	Microsoft Teams	Standard Workgroup Agenda

### Action Table (as at 25 August 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)	Carried Forward
0501	26/05/21	9	National Grid (SR) to review if OAD amendments will be required for the Site drawing process.	National Grid (SR)	Closed

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>Pending</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>Pending</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>Pending</b>
0804	25/08/21	8	Joint Office (BF) to draft the Terms of References for the Offtake Sub-Committee.	Joint Office (BF)	<b>Pending</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>Pending</b>