

**UNC Request Workgroup 0646R Minutes
Review of the Offtake Arrangements Document
Wednesday 26 May 2021
Via Teleconference**

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Ben Hanley	(BH)	Northern Gas Networks
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/0646/260521>

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 (30 April 2021)

The minutes were approved.

1.2. Review of Outstanding Actions

0301: DD, SR and BH to add a caveat concerning responsibilities to the Shared Site Drawings process.

Update: Stephen Ruane (SR) provided an update on the options for the Shared Site Drawings process and the proposed wording. For further details please refer to the published [Action 0301 update](#).

Darren Dunkley (DD) clarified that the site user will need to provide specific information for Hazardous Areas, as the site owner is not responsible for the details or accuracy. Having considered the proposed options, the Workgroup agreed the appropriate wording and SR confirmed this would be incorporated into the draft drawings process for submission to the Workgroup at a future meeting. Some further additional wording was provided within the slides in relation to the site user having the ability to ask the site owner to update drawings on their behalf. It was agreed this should also be added into the process. Please also refer to item 9.0 and New Action 0501. **Closed.**

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

Update: Louise McGoldrick (LMc) confirmed feedback had not been received on the flow diagram however there has been further dialogue with Cadent.

Leteria Beccano (LB) and Ben Hanley (BH) confirmed feedback will be provided in due course.

DD confirmed an internal review had been undertaken and provided some feedback on the flow diagram, explaining the meter commissioning process used by Cadent. DD provided an illustration of the process noting the key stages. In support of the process DD provided a number of operational items highlighted in red from the National Grid process.

The Workgroup considered the process for agreeing the draft Supplemental Agreement Appendix D, the timing of physical meter testing and the provision of data items. DD wished to note subsequent changes may be required to Appendix D following meter testing.

The Workgroup considered the Uncertainty Calculations +or- 1%, LMc understood that the calculations are not inserted into the agreement. DD explained that if the testing results don't come out as expected the correct calculations may need to be adjusted within the agreement.

BH clarified that the Uncertainty Calculations are theoretical values the performance of the equipment in a test environment and are not based on actual in the field measurements. It was agreed that the Uncertainty Calculations may need to be considered further and this would be done offline by DNO representatives.

LMc explained the preference is for Appendix D to be updated as near as possible to the go-live date. DD enquired about amending agreements and execution of the Supplemental Agreement. LMc explained it was possible to make changes to Appendix D to ensure the flow rates are inserted whilst other elements of the Supplemental Agreement remain the same.

LB expressed a preference for capturing site changes within the whole agreement and supported updates as and when required, with subsequent updates and executing the Supplemental Agreements when a change takes place. LMc wished to understand what potential changes would be required to OAD. DD expressed the need to capture the operational process first believing there would be some changes to OAD required to ensure compliance is achievable.

BF asked what the next steps would be. DD explained this needs to be captured as a process with discussion at a DNO forum to provide a consolidated view. BF challenged what the consequences would be of not updating the process. DD agreed to consider the process further and would provide the illustrated slides to the Workgroup to allow further consideration. **Carried Forward.**

0403: DD advised he would reassess Cost Recovery Proposals before reverting to the Workgroup.

Update: See item 5.0. **Closed.**

2. Removal of Redundant Assets Pre-Modification Review

Shiv Singh (SS) explained that discussions are ongoing with the Cadent's legal team. Discussions are taking place with National Grid on how this issue can be moved forward.

DD wished to add that the arrangements have been reviewed from a property ownership and commercial legal perspectives, to have better clarity and to better understand the changes that need to take place.

3. Site Drawings Update

Stephen Ruane (SR) advised there was no further update on Site Drawings process review, further to the Action 0301 update provided above.

4. Updating Supplemental Agreements Update

See Action 0401 update above. LMc suggested if there is any further feedback this is provided to capture any additional flows required in the process.

DD clarified further consideration is required before updating the subsidiary documents.

5. Cost Recovery / Reimbursement Legal Text Update

DD provided an updated proposal for the Cost Recovery and Invoicing, following previous loss and liability debates. He confirmed the majority of changes are formatting and editorial changes, with some tweaks for maintenance cost recovery. DD explained the difference between the non-routine and routine maintenance and how these are notified in the maintenance plan. DD explained the timing of issues/impacts and the need for cost recovery, he wished to note that the full impact is not always known when the Non Routine Operation is planned/issued.

DD confirmed that an increase from 30 days to 60 days had been captured for the issuing of quotations.

LMc enquired what was meant by 'making good', DD explained the process of undertaking planned work based on an estimate but that there might be occasions when additional costs are incurred for making additional changes such as electrical changes which may need to be accounted for within the cost recovery mechanism. DD explained on occasion there may be a need for a retrospective adjustment for unforeseen changes not captured in the original cost estimate.

DD believed unexpected changes, not captured in the original OAD notice, despite these not been foreseen and not being notified in advance, an appropriate clause should exist and allow cost recovery for any necessary work.

DD explained the cost recovery for emergency situations, and that this will remain within the arrangements as now. LMc wished to understand the definition of an emergency and if this was in line with OAD Section B. DD agreed to consider Section B2.4.3 and the alignment. DD confirmed he would provide the Workgroup with some further clarity when drafting the legal text.

DD confirmed that the next phase will be to review OAD in support of the business rules / arrangements.

6. Loss and Liability Arrangements

DD confirmed that this topic will be added to the Issues Log for further consideration, suggesting this item is put on hold for now, whilst further dialogue takes place in the DNO Forum. DD noted this needs further investigation on whether OAD needs to be amended.

It was agreed that this item can be taken off the agenda.

7. Outstanding items from Issues Log

DD suggested deferring a review of the Issue Log whilst topics are considered through various other streams. This will be reviewed at the next meeting.

8. Identification of any new OAD items or issues

8.1. T/PR/ME/2

BH acknowledged a review would be required to T/PR/ME/2 procedural documents, anticipating updated documents being provided in due course.

8.2. Contact Details

BF reminded the DNOs about providing Contact details for the Transmission System Operator to Distribution System Operator Agreement Guidelines.

9. Next Steps

Further to discussions under for Action 0301 the Workgroup considered the potential need for an update to OAD to provide a reference to the Site Drawings process, and whether this would be captured in the drafting of the next planned Modification. SR explained that the intention was to have the Site Drawings process as a Subsidiary document. DD suggested this would need to be referenced in OAD and asked for this to be considered as part of the change.

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

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

- Pre-Modification for the Removal of Redundant Assets
- Site Drawings Supplemental Document / OAD Legal Text
- Updating Supplemental Agreements
- Cost Recovery / Reimbursement / OAD Legal Text

- Review of Issues Log

10. Any Other Business

No other business was raised.

11. 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 23 June 2021	Microsoft Team	Pre-Modification for the Removal of Redundant Assets Site Drawings Supplemental Document / OAD Legal Text Updating Supplemental Agreements Cost Recovery / Reimbursement / OAD Legal Text Review of Issues Log
10:00 Wednesday 28 July 2021	TBC	Standard Agenda Items
10:00 Wednesday 25 August 2021	TBC	Standard Agenda Items
10:00 Wednesday 22 September 2021	TBC	Standard Agenda Items

Action Table (as at 26 May 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0301	03/03/21	3	DD, SR and BH to add a caveat concerning responsibilities to the Shared Site Drawings process.	DD/SR/ BH	Carried Forward
0401	30/04/21	3	DNOs to provide feedback to LMc on the Draft Metering Process Flow diagram.	DNOs (All)	Carried Forward
0403	30/04/21	4	DD advised he would reassess Cost Recovery Proposals before reverting to the Workgroup.	Cadent (DD)	Closed
0501	26/05/21	9	National Grid (SR) to review if OAD amendments will be required for the Site drawing process.	National Grid (SR)	Pending