

**UNC Independent Gas Transporter Arrangements Document (IGTAD)
Committee Minutes
Monday 24 October 2022
via Microsoft Teams**

Attendees

Alan Raper (Chair) (AR) Joint Office
Helen Cuin (Secretary) (HCu) Joint Office

IGT Members (Voting)

Brandon Rodrigues (BR) ESP
Cher Harris (CH) Indigo Pipelines
Jenny Rawlinson (JR) BU UK
Peter Olsen (PO) Energy Assets Pipelines
Stuart Monk (SM) Murphy Gas Networks

Transporter Members (Voting)

David Mitchell (DM) SGN
Richard Pomroy (RP) Wales & West Utilities
Tracey Saunders (TS) Northern Gas Networks

Observers (Non-Voting)

Tom Stuart (TS) Wales & West Utilities
Vera Li (VL) Joint Office

IGTAD meetings will be quorate where there are at least six Voting Members, of which at least two shall be Independent Gas Transporters (IGTs) and two Transporters.

Please note these minutes do not replicate detailed content provided within the meeting papers. It is recommended that the published material is reviewed in conjunction with these minutes. Copies of papers are available at: <https://www.gasgovernance.co.uk/IGTAD/241022>

1. Introduction

Alan Raper (AR) welcomed all parties to the meeting.

2. Confirmation of Membership/Alternates and Apologies for Absence

2.1 Apologies for absence

None advised

2.2 Note of Alternates

None advised.

2.3 Quoracy Status

The meeting was confirmed quorate with all five voting IGT members, and three voting Transporter members present.

3. Approval of Minutes (25 July 2022)

The minutes from the previous meeting were approved.

4. New Independent Gas Transporter

Standard agenda item - no known new IGT applications.

5. Withdrawal of Independent Gas Transporter

Standard agenda item - no known withdrawal notifications.

6. IGTAD Subsidiary Document(s)

None to consider.

7. UNC / IGT Cross Code Impacts

AR provided an overview of each of the live UNC Modifications with a potential IGT impact. The status of each Modification was noted as follows:

0664VVS - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4 (IGT145)

<https://www.gasgovernance.co.uk/0664>.

A coordinated implementation date is expected February 2023.

0674 - Performance Assurance Techniques and Controls (IGT138)

<https://www.gasgovernance.co.uk/0674>

This Modification will be implemented on 01 November 2022.

0710S – CDSP provision of Class 1 read service (IGT148)

<https://www.gasgovernance.co.uk/0710>

This Modification will be implemented on 01 April 2023.

0734S – Reporting Valid Confirmed Theft of Gas into Central Systems

<https://www.gasgovernance.co.uk/0734>

This Modification will be implemented on a date to be confirmed. AR clarified that an equivalent IGT Modification will be required. Jenny Rawlinson (JR) confirmed an IGT Modification will be raised shortly.

0763R – Review of Gas Meter By-Pass Arrangements

<https://www.gasgovernance.co.uk/0763>

This Request Workgroup has concluded, with a recommendation to publish industry guidance information in a central location, (to be confirmed). Tracey Saunders (TS) confirmed that the publication of the guidance documentation is under consideration.

0778R - Gas Vacant Sites Process review

<https://www.gasgovernance.co.uk/0778>

This Request Workgroup has concluded, with a recommendation that a process should be established. This will be addressed through Modification 0819.

0783R – Review of AQ Correction Processes

<https://www.gasgovernance.co.uk/0783>

This Request Workgroup concluded, with a recommendation that further reason codes should be created within the AQ Review Process. This will be addressed through Modification 0816.

0799 – UNC arrangements for the H100 Fife project (100% hydrogen)

<https://www.gasgovernance.co.uk/0799>

This Modification is awaiting an Ofgem decision.

0800 – Introducing the concept of a derogation framework into Uniform Network Code (UNC) (Authority Direction) (IGT160)

<https://www.gasgovernance.co.uk/0800>

This Modification has been implemented on 01 October 2022, with a dedicated webpage created (<https://www.gasgovernance.co.uk/derogations>) for future publications.

0808 – Reverse Compression

<https://www.gasgovernance.co.uk/0808>

AR provided an overview of the Modification being assessed by Workgroup, advising that an equivalent IGT Modification may be required. AR confirmed this Modification would be discussed at October's Distribution Workgroup. David Mitchell (DM) believed the IGT impacts should be better understood following the next Workgroup meeting.

Where a compressor is owned and operated by a third party, it was envisaged an IGT license would be required and the operational requirements supported with bi-lateral agreements.

0809S - Distribution of Last Resort Supplier Payment (LRSP) claims to include IGT sites

<https://www.gasgovernance.co.uk/0809>

Tracey Saunders (TS) confirmed that discussions are ongoing with Ofgem with regards to the timing of Ofgem's decision (by the end of November) to allow for the required notice period if implementation it to take place on 31 March 2023.

0810S – Amendment of Transportation Principal Document Section V 14.1.1 and Annex-V5 to reflect updated Theft of Gas Process

<https://www.gasgovernance.co.uk/0810>

This Modification will be implemented in quarter 4 of 2022. AR advised investigations were taking place as to whether an IGT Modification was required. This is related to Modification 0734S.

0811S – Shipper Agreed Read (SAR) exceptions process

<https://www.gasgovernance.co.uk/0811>

It was noted that the Modification was well developed along with the associated Business Rules. Analysis needs to be undertaken for possible IGT impacts but a provisional view is that 0811 may require a IGT UNC mirror Modification.

0812R – Review of Alternatives to “Must Read” Arrangements

<https://www.gasgovernance.co.uk/0812>

AR noted that IGT Modification IGT159 was similar in title to Modification 0812R but related to IGT processing of must0-read meter reads. Richard Pomroy (RP) clarified that the Request Workgroup are considering three options however a formal Modification has not been raised. It was anticipated that a UNC Modification would be raised as an outcome of the Review, dependent on the recommendation, and that IGTs should maintain a watching brief.

0816S - Update to AQ Correction Processes

<https://www.gasgovernance.co.uk/0816>

This Modification is an outcome of Modification 0783R. More analysis is needed on the way the AQ Review process is referenced in the IGT UNC before determining whether an IGT UNC modification is required.

0818 – Releasing of unused capacity under a specific set of circumstances

<https://www.gasgovernance.co.uk/0818>

Tracey Saunders (TS) confirmed the assessment is progressing at the Distribution Workgroup for Class 1 sites only. No IGT impacts expected unless IGTs want a similar process.

0819 – Establishing/Amending a Gas Vacant Site Process

<https://www.gasgovernance.co.uk/0819>

This Modification is an outcome of Modification 0778R and is likely an IGT Modification would be required to accommodate vacant sites in the IGT UNC

0822 (Urgent) - Reform of Gas Demand Side Response Arrangements

<https://www.gasgovernance.co.uk/0822>

This Modification was implemented on 14 October 2022. An IGT assessment is required and an IGT Modification is expected.

As part of this item, the Committee considered the priority customer changes introduced by BEIS.

0824 – (Urgent) - Appointment of CDSP as the Scheme Administrator for the Energy Price Guarantee (EPG) for Domestic Gas Consumers (Gas) (IGT162)

<https://www.gasgovernance.co.uk/0824>

It was advised that the Urgency status for IGT162 had been rejected. Discussions are taking place with Ofgem, as the scheme is for all households, regardless of the network connection.

Tracey Saunders (TS) explained the Modification and that payments will not be made until the (HM Government) Treasury have made a payment to Xoserve.

The 2-year scheme period for the Modification was considered, TS confirmed the legal text had been written to allow for different scheme duration scenarios, rather than simply referring to 2 years.

0825 - Removal of the remaining Retrospective Asset, Address and Supply Point (RAASP) elements of the Retrospective Adjustment arrangements put in place under Modification 0434

<https://www.gasgovernance.co.uk/0825>

AR provided an overview of the Modification raised to reverse some of the provisions under Modifications 0434 and 0651. IGT Impacts are expected. IGTs should maintain a watching brief and assess impacts.

8. Matters for Committee Attention

8.1 Review of Terms of Reference

Alan Raper (AR) provided an overview of the change marked version of the Terms of Reference (ToR), to accommodate specific areas needing amendment including references to the INA and amendments to the standard agenda.

Jenny Rawlinson (JR) enquired if going forward if consideration of UNC/IGT Cross Code impacts should be discussed by exception due to these being assessed at other forums.

AR explained the importance on the visibility of cross-code impacts. RP believed there was value in allowing discussions at the IGTAD Committee. Stuart Monk (SM) suggested extending the time for meetings to 2 hours to allow sufficient discussion.

The Committee approved the suggested changes¹ and replacing the current ToR.

The Committee went on to consider the current quoracy requirements, noting that within the IGTAD there is a minimum requirement for 1 Transporter member and 1 IGT member. This had previously been considered by the Committee and considered too low. As a result the Committee agreed and documented a higher quoracy within the ToR.

The Committee reviewed the quoracy and voting requirements of other UNC Committees and whether to leave the current 2-2-6 ratio², to reduce this to 2-2-4, or revert back to the IGTAD ratio 1-1-2. Following a discussion it was agreed that wider representation was welcomed.

The Committee agreed to leave the current 2 Transporter members, 2 IGT members carrying at least 6 votes as the ratio. AR agreed to provide some context around the decision within a subsequent version of the ToR, to record that the committee have agreed to a higher attendance rate.

The Committee briefly considered whether the UNC IGTAD should be amended.

AR agreed to review UNCC decisions and any implications around the minimum quoracy being defined in IGTAD and having a ToR supporting higher numbers.

AR agreed to provide a further marked change to the ToR for approval in January.

¹ IGTAD Committee Terms of Reference v2.0 dated 24 October 2022

² Ratio means: Transporter members to IGT Members to castable votes

8.2 Update on Historical bookings for CSEPS

See Section 10, Actions 0704, 0705 and 0706.

9. Communication of Key Messages

There were no key messages for the Committee to communicate.

10. Review of Outstanding Actions

0401: Joint Office (AR/KE) to provide a changed marked version of the Terms of Reference to include the IGT UNC Code Administrator and INA changes.

Update: Complete, changes approved. **Closed.**

0402: Joint Office (AR/KE) to provide a paper for the Committee to consider relating to quoracy, including a comparison with other UNC Sub-Committees.

Update: AR provided a comparison table. **Closed**

0701: Joint Office (AR) to follow up with Gemserv with regards to whether an IGT Modification is required for - 0734S – Reporting Valid Confirmed Theft of Gas into Central Systems.

Update: See item 7.0. An equivalent IGT Modification is required. **Closed.**

0702: Joint Office (AR) to publish the revised Terms of Reference document ahead of the 24 October 2022 meeting.

Update: See Action 0401. Complete, changes approved. **Closed.**

0703: Joint Office (AR) to reinvestigate the quoracy of other Committees and will produce a compatibility table in relation if the ratio of 60% was appropriate for quoracy.

Update: See Action 0402. Complete, changes approved. **Closed.**

0704: Murphy Gas Networks (SM) to contact the IGTs to understand their historically CSEPs process and provide feedback at the October meeting.

Update: Stuart Monk (SM) suggested that the resolution with IGTs is to get a list of IGT members that can be passed onto the GDNs to allow GDNs to make contact about any specific CSEPs they wish to review with them. The detail will be shared with IGTAD members at the end of October. **Carried forward.**

0705: ESP (BR) to investigate the historical bookings process for CSEPs internally and provide feedback at the October meeting.

Update: See Action 0704. **Carried forward.**

0706: Murphy Gas Networks (SM) to investigate, with the IGTs, how often the Offtakes are reviewed once they are completed.

Update: David Mitchell (DM) believed this action was to investigate and establish if CSEP capacity reviews are undertaken and if there is a process to re-appraise an offtake against the initial capacity request to assess if all the capacity is being used.

DM clarified this action reflect that the GDNs would like to see a re-assessment of capacity bookings at CSEPs once they reach maturity, to establish if there is available capacity which can be released back into the network. This is to ensure future capacity investment can be optimised.

DM requested an interim update on this basis. A post meeting note was requested from the IGTs.

11. Any Other Business

Jenny Rawlinson (JR) enquired if the IGT UNC Code Administrator would be routinely invited to future Committee meetings following the recent update to the ToR.

Post Meeting Note: The email address for the IGT UNC has been added to the IGTAD Distribution List for future meeting invites.

12. Next Steps

AR confirmed the next meeting would be held on 23 January 2023 and that invites for next year's meetings will be provided in due course.

13. Diary Planning

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

Time/Date	Paper Publication Deadline	Venue	Programme
10am Monday 23 January 2023	5pm 13 January 2023	Microsoft Teams	Standard Agenda IGTAD Terms of Reference approval Historical bookings for CSEPs Update
10am Monday 24 April 2023	5pm 14 April 2023	Microsoft Teams	Standard Agenda
10am Monday 24 July 2023	5pm 14 July 2023	Microsoft Teams	Standard Agenda
10am Monday 23 October 2023	5pm 13 October 2023	Microsoft Teams	Standard Agenda

Action Table (as of 24 October 2022)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0401	25/04/22	10.0	Joint Office (AR/KE) to provide a changed marked version of the Terms of Reference to include the IGT UNC Code Administrator and INA changes.	Joint Office (KE/AR)	Closed
0402	25/04/22	10.0	Joint Office (AR/KE) to provide a paper for the Committee to consider relating to quoracy, including a comparison with other UNC Sub-Committees.	Joint Office (KE/AR)	Closed
0701	25/07/22	7.0	Joint Office (AR) to follow up with Gemserv with regards to whether an IGT Modification is required for 0734S – Reporting Valid Confirmed Theft of Gas into Central Systems	Joint Office (AR)	Closed

Action Table (as of 24 October 2022)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0702	25/07/22	7.0	Joint Office (AR) to publish the revised Terms of Reference document ahead of the 24 October 2022 meeting.	Joint Office (AR)	Closed
0703	25/07/22	8.2	Joint Office (AR) to reinvestigate the quoracy of other Committees and will produce a compatibility table in relation if the ratio of 60% was appropriate for quoracy.	Joint Office (AR)	Closed
0704	25/07/22	11.1	Murphy Gas Networks (SM) to contact the IGTs to understand their historically CSEPs process and provide feedback at the October meeting.	Murphy Gas Networks (SM)	Carried Forward
0705	25/07/22	11.1	ESP (BR) to investigate the historical bookings process for CSEPs internally and provide feedback at the October meeting.	ESP (BR)	Carried Forward
0706	25/07/22	11.1	Murphy Gas Networks (SM) to investigate with the IGTs how often the Offtakes are reviewed once they are completed.	Murphy Gas Networks (SM)	Carried Forward