

## UNC Offtake Arrangements Workgroup Minutes

### Monday 05 June 2023

### via Microsoft Teams

Attendees		
Eric Fowler (Chair)	(EF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Ben Oldham	(BO)	Cadent
Catherine Litster	(CL)	Wales & West Utilities
Darren Dunkley	(DD)	Cadent
Fiona Cottam	(FC)	Xoserve
Mark Jones	(MJ)	SSE
Paul Daniel	(PD)	I-Vigilant Technologies Ltd (ITE)
Rhys Kealley	(RK)	British Gas
Richard Pomroy	(RP)	Wales & West Utilities
Shiv Singh	(SS)	Cadent
Stephen Ruane	(SR)	National Gas Transmission
Steve Mulinganie	(SM)	SEFE Energy
Zoe Thorpe	(ZT)	National Gas Transmission
<i>This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.</i>		

#### 1. Introduction and Status Review

Eric Fowler (EF) welcomed all parties to the meeting and noted the meeting was quorate.

##### 1.1 Approval of Minutes (27 March 2023)

The minutes from 11 May 2023 were approved.

##### 1.2 Approval of Later Papers

No late papers to note.

##### 1.3 Review of Outstanding Actions

The update for all three outstanding actions (0101; 0201 & 0202) is as follows:

Ben Oldham (BO) advised that the Auditors are creating the final report. The draft outputs will be discussed at the Metering Technical Forum with the GDNs, and feedback will be provided back to this group at the next meeting.

It was agreed that the Auditor's final report could be quite lengthy and will require plenty of reading time ahead of the next meeting, this meeting has now been planned in for Wednesday, 30 August 2023.

It was agreed that all three actions should remain open until the final report from the Auditors has been reviewed.

**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.

##### **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.

##### **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.

**Carried Forward**

**2. Significant Measurement Error Update EM011 – Thorton Curtis MTA**

**2.1 Review of Report**

BO confirmed that both ITEs attended the site and successfully completed site testing and provided their final report.

Paul Daniel (PD) confirmed the information shared has been independently agreed by both ITEs:

ITE 1: Ben Kirkman: Kelton Engineering

ITE 2: Paul Daniel: I-Vigilant Technologies Ltd

Independent Technical Expert (ITE), PD provided the agreed information to be shared with the Workgroup for the incorrectly fitted orifice at the East Midlands LDZ Thornton Curtis between the dates of **21 April 2022** and **04 July 2022**.

The material shared included the agreed observed discrepancy in the Unidentified Gas (UIG) and the methodology used to identify the error.

PD explained that the chosen route to determine the Measurement Error was by Flow Testing as opposed to Computational Fluid Dynamics which are considered too difficult to accurately obtain the geometry and the position.

The Flow Testing route includes determining the position of the orifice during the error period; being able to replicate the orifice position and replication of the flow over the measurement period.

PD clarified that the ITEs are confident they have reproduced the orifice position as accurately as possible.

PD shared a view of the test results, in doing so, provided clarification of how the calculation was carried out and why there is a 0.1% difference in the proposed error between the two ITEs calculations which is due to one ITE (ITE 1) based their Meter Factor for each day on average of pre and post-tests, whilst the other ITE (ITE 2) based their Meter Factor on the first test of the day and used post-tests as a check.

As the difference in the proposed error is only 0.1%, ITE2 confirmed he has agreed to go forward with the proposed error identified by ITE1.

End of presentation

Steve Mulinganie sought clarification on his estimation of error and was advised it would be the difference between margin and markup.

Rhys Kealley (RK) noted there was a significant amount of investigation required before it was identified the orifice plate had not been correctly seated which required an invasive check. He asked if there is something better to give some positive reinforcement to the engineers to prevent this error from happening again. BO confirmed that Cadent introduced additional measures, procedural documentation has been updated; training and additional safeguards have been built into processes.

BO confirmed that the lessons learnt have been shared across all networks.

FC confirmed that the adjustment will be a charge and not a refund, as the UIG was understated for the period, the correcting entry will be against UIG via the Amendment Invoice.

Workgroup agreed with the methodology used.

**3. Next Steps**

FC confirmed, in terms of process, the next steps to be:

Once Cadent has approved the final report provided by the ITEs, they will provide the necessary documentation to National Gas Transmission who will look at the error percentage for the period of error and process against the Offtakes recorded over that period of time. National Gas Transmission will then provide the energy values (correction factors) and financial amounts to CDSP to process the Amendment Invoice.

FC clarified the deadline for inclusion in the June 2023 Amendment Invoice has been missed, therefore, assuming the energy values are with CDSP by the end of June 2023 they will be included on the 26 July 2023 Amendment Invoice.

CDSP will be providing individual impact assessments to impacted parties.

SM thanked the ITEs for the work they have completed.

EF confirmed the next meeting, on 30 August 2023, will concentrate on the review of the report compiled by the external auditors and any recommendations that have been developed by the GDN technical forum. GDNs were asked to ensure that the paper is circulated well in advance of the meeting to allow sufficient time for reading and formation of questions for discussion.

#### 4. Any Other Business

None raised.

#### 5. 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 Wednesday 30 August 2023	17.00hrs 22 August 2023	Microsoft Teams	On-Site process evaluation

Offtake Arrangements Table of Actions						
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 <b>Measurement Error Notification Guidelines</b> 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