

UNC Offtake Committee Minutes
Monday 10 February 2022
via Microsoft Teams

Attendees

Bob Fletcher (Chair) (BF) Joint Office
Helen Cuin (Secretary) (HCu) Joint Office

Transporter Members (Voting)

Darren Lond (DL) National Grid NTS
David Mitchell (DM) Scotia Gas Networks
Richard Pomroy (RP) Wales & West Utilities

Papers available at: <https://www.gasgovernance.co.uk/OC/100222>

Decisions of the Offtake Committee - OAD Section N8.5.

8.5.1 Decisions of the Offtake Committee shall be made by the affirmative vote of all members present at a validly called meeting of the Offtake Committee at which at least two (2) members are present, of whom at least one is a member appointed by a Party other than National Grid (and references to the unanimous decision of the Offtake Committee shall be construed accordingly).

1. Introduction

Bob Fletcher (BF) welcomed all parties to the meeting and provided a recap of the voting arrangements/decisions for the Offtake Committee as outlined in the Uniform Network Code (UNC) Offtake Arrangements Document (OAD) Section N8.5, and the requirement for at least two members being present with at least one being a member other than National Grid.

The Committee considered the intent of this statement and history of National Grid incorporating National Grid Gas Distribution and National Grid Gas Transmission.

It was suggested that this may need to be re-considered and updated to reflect changes in the market and whether decisions should be made without National Grid NTS representative present.

1.1 Apologies for absence

None pre-advised.

1.2 Note of Alternates

None in attendance.

1.3 Quoracy Status

BF declared the meeting valid with 3 Members present.

2. Matters for Committee Attention

Approve amendments to the Transmission System Operator to Distribution System Operator Agreement Guidelines

Referring to the suggested changes to the Transmission System Operator to Distribution System Operator Agreement Guidelines published at: <https://www.gasgovernance.co.uk/OADDocs>, BF asked the Committee to approve the previously presented amendments, as it was not possible to reach unanimous approval via email.

David Mitchell (DM) explained the background to the changes to address expressed security concerns with providing email addresses which could be used to attack Transporter systems.

Darren Lond (DL) enquired about the frequency of reviewing the guidelines and if there was a specific template for sharing points of contact. The appropriate provision of contacts for organisations was considered a Business As Usual activity for individual organisations to manage, although it was noted the guidelines advised the information should be reviewed at least annually.

The Committee unanimously approved amendments to the Transmission System Operator to Distribution System Operator Agreement Guidelines.

2.1 Consider a proposal included in the Request Workgroup Report 0646R to establish an Offtake Technical subcommittee to review OAD subsidiary documents <https://www.gasgovernance.co.uk/0646>

BF explained the background to the proposal to establish an Offtake Technical sub-committee to review the suite of OAD subsidiary documents, this was recommended to ensure the regular review of the subsidiary documents and to ensure the right expertise attended the meetings.

The Committee considered the necessity to establish a sub-committee when the existing Offtake Committee should undertake this role as set out in OAD.

It was agreed that the Offtake Committee would commence work reviewing the currently published OAD Related documents published at: <https://www.gasgovernance.co.uk/OADDocs>.

The documents for future consideration are:

- BG Document 76 (Temperature/Demand Methodology)
- BG Document 76 Cover Note
- Gas Demand Forecasting Methodology Cover Note
- Measurement Error Notification Guidelines
- OAD Template Agreements Document - effective from 15 June 2020
- Offtake Communications Document
- Safe Control of Operations Interface Procedure
- *Transmission System Operator to Distribution System Operator Agreement Guidelines (excluded from review - changes approved at 10 February 2022 meeting)*
- Work Procedure Initial Validation Cover Note
- Work Procedure T/PR/GQ/3 Danalyzers
- Work Procedure T/PR/ME2 Part 1 - General Requirements
- Work Procedure T/PR/ME2 Part 2 - Generic Test Procedure
- Work Procedure T/PR/ME2 Part 3 - Flow Weighted Average Calorific Value Offtakes

The members agreed to review the relevance of these documents and establish if there are any scheduled reviews. The Committee also considered that due to the technical nature of some of the documents, that a review undertaken IGEM or similar might be more appropriate with a final approval for UNC use by this Committee.

The Committee rejected the establishment of an Offtake Technical Subcommittee and agreed to continue with the Offtake Committee for reviews OAD subsidiary documents.

3. Any Other Business

None raised.

4. Diary Planning

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

Time/Date	Paper Publication Deadline	Venue	Programme
13.30hrs Monday 07 March 2022	Tuesday 22 February 2022	Microsoft Teams	OAD Related Document Review