

**UNC Offtake Committee Minutes**  
**Monday 07 March 2022**  
**via Microsoft Teams**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Maitrayee Bhowmick-Jewkes (Secretary)	(HB)	Joint Office

**Transporter Members (Voting)**

Andy Clasper	(AC)	Cadent
Ben Oldham	(BO)	Cadent
Darren Lond	(DL)	National Grid NTS
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	Scotia Gas Networks
Richard Pomroy	(RP)	Wales & West Utilities

Papers available at: <https://www.gasgovernance.co.uk/OC/070322>

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.

**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.

**1.4 Approval of Minutes (10 February 2022)**

Minutes were not reviewed.

## 2.0 Review OAD subsidiary documents

It was agreed that the Offtake Committee would commence work reviewing the currently published Offtake Arrangements Document (OAD), Section N Subsidiary Documents published at: <https://www.gasgovernance.co.uk/OAD>.

The documents for consideration are:

1. the SCO Interface Procedures (referred to in Section C3);
2. the Offtake Communications Document (referred to in Section M);
3. the Validation Procedures (referred to in Section D3);
4. the Emergency Procedures E2 (referred to in Section C2.3);
5. the document TD76 (referred to in Section H1.3.1);
6. the Transmission System Operator to Distribution System Operator Agreement Guidelines (referred to in Section N9);
7. the OAD Template Agreements Document (referred to in Section A3.1.1 and paragraph 3.1.2); and
8. any other document which may be specified or may be agreed by the Parties to be an Offtake Subsidiary Document.

BF advised that the documents linked to the Agenda were the OAD Related documents whilst this meeting was to review the OAD Subsidiary Documents, listed in the OAD, Section N, 1.2, asking the Committee members for their views on these documents.

Darren Dunkley (DD) suggested the Committee should carry out a brief sense check to pick out anything that needs to be further reviewed.

BF highlighted that the Measurement Error Notification Guidelines should not be part of this review as they need to be managed by the Offtake Arrangements Workgroup and approved through the Uniform Network Code Committee (UNCC).

BF noted that some of the documents i.e Validation Procedures were technical procedures and suggested that these may need to be reviewed elsewhere due to the nature of the contents.

Ben Oldham (BO) explained that there was a view that some of the Procedure documents should be moved to IGEM. BF accepted this but noted that whilst the documents can be published elsewhere, and referenced in OAD, they still needed to be reviewed by the Committee unless the reference is removed from OAD or the control is removed from the Committee.

BO advised he would review the Procedure documents and their suggested route for review and provide feedback at the next meeting.

**New Action 0301:** Cadent (GD/BO) to review the Validation Procedure documents and provide a route for the review and updating of the documents and feedback at the next meeting.

BF highlighted that the Offtake Communications document lists different Offtakes and phone numbers, stating that this was quite dated and needed to be reviewed to ensure it was still relevant, particularly when the view is that contact information should not be included in published documents.

DD asked what the difference is between subsidiary, ancillary or related documents was. Richard Pomroy (RP) agreed the definitions for these needed to be clarified.

**New Action 0302:** Joint Office (BF) to clarify the definitions of subsidiary and ancillary documents.

BF highlighted that SCO Interface Procedures document also needed to be updated, suggesting it should be circulated for Committee members to review. BF also suggested that governance controls needed to be added to it.

**New Action 0303:** Joint Office (BF) to add governance controls to the SCO Interface Procedures document.

DD noted that the Emergency Procedures document was a subsidiary document. BF asked whether National Grid managed this document.

Darren Lond (DL) explained that he had not had the opportunity to review these documents and would advise the Committee at the next meeting further to internal reviews whether National Grid managed this document.

**New Action 0304:** National Grid (DL) to review the Emergency Procedures document and advise the Committee whether it was managed by them and if so the governance process, including if the document should still be an OAD subsidiary document.

RP suggested that the TD76 document was unlikely to be relevant and stated he would review it and feedback and comments to the Committee at the next meeting.

**New Action 0305:** Wales & West Utilities (RP) to review the TD76 document and feedback to the Committee whether it was still relevant and if the reference should be removed from OAD.

BF noted the Transmission System Operators document had recently been reviewed and the OAD Template documents were relatively new. DD asked the Committee members for any views on either.

DD highlighted that the list of OAD subsidiary documents is likely to increase as the outputs of Request Group 0646R are progressed.

## 2. Next Steps

None raised.

## 3. Any Other Business

None raised.

## 4. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Time/Date	Paper Publication Deadline	Venue	Programme
Wednesday 06 April 2022	Tuesday 29 March 2022	Microsoft Teams	OAD Document Review

**Action Table (as of 07 March 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0301	07/03/22	2.0	Cadent (GD/BO) to review the Validation Procedure document and provide feedback at the next meeting.	Cadent (GD/BO)	April 2022	Pending
0302	07/03/22	2.0	Joint Office (BF) to clarify the definitions of subsidiary and ancillary documents.	Joint Office (BF)	April 2022	Pending
0303	07/03/22	2.0	Joint Office (BF) to add governance controls to the SCO Interface Procedures document.	Joint Office (BF)	April 2022	Pending

**Action Table (as of 07 March 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
<b>0304</b>	07/03/22	2.0	National Grid (DL) to review the Emergency Procedures document and advise the Committee whether it was managed by them and if so the governance process, including if the document should still be an OAD subsidiary document.	National Grid (DL)	April 2022	<b>Pending</b>
<b>0305</b>	07/03/22	2.0	Wales & West Utilities (RP) to review the TD76 document and feedback to the Committee whether it was still relevant and if the reference should be removed from OAD.	WWU (RP)	April 2022	<b>Pending</b>