

UNC Offtake Committee Minutes
Wednesday 06 April 2022
via Microsoft Teams

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Louise McGoldrick	(LM)	National Grid NTS
Phil Lucas	(PL)	National Grid NTS

Transporter Members (Voting)

Ben Hanley	(BH)	Northern Gas Networks
Darren Lond	(DL)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Richard Pomroy	(RP)	Wales & West Utilities
Shiv Singh	(SS)	Cadent

Papers available at: <https://www.gasgovernance.co.uk/OC/060422>

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

Guv Dosanjh, Cadent

1.2 Note of Alternates

Shiv Singh for Guv Dosanjh.

1.3 Quoracy Status

BF declared the meeting valid with five (5) Members present.

1.4 Approval of Minutes (07 March 2022)

The minutes of the previous meeting were approved.

1.5 Approval of Late Papers

There were no late papers to consider.

1.6 Review of Outstanding Actions

0301: Cadent (GD/BO) to review the Validation Procedure document and provide feedback at the next meeting.

Update: When Shiv Singh (SS) apologised and advised that he had not received a progress update from his Cadent colleagues (GD/BO) prior to the meeting, BF requested that SS looks to provide an update ahead of the next Committee meeting. **Carried Forward**

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

Update: In referring to the action update published ahead of the meeting (dated 10 March 2022), BF clarified the definitions of Ancillary Agreements, Subsidiary Documents, IGT Subsidiary Documents and UNC Related Documents.

When asked, BF confirmed that in essence there is no overarching document hierarchy involved, the document types mainly direct which is the approving Committee route.

Committee Members in attendance agreed the action could now be closed. **Closed**

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

Update: BF provided a brief overview of the draft '*Safe Control of Operations (SCO) Interface Procedure*' document which has been updated with added documents control and the removal of telephone numbers from Table 1 – DN/NTS Offtake – site roles.

Members unanimously determined to approve the proposed amendments to version 9.5.

Committee Members in attendance agreed the action could now be closed. **Closed**

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.

Update: During a brief discussion, Darren Lond (DL) indicated that National Grid are of the opinion that this is really a Distribution Networks E2 related matter, although they do see merit in this remaining an OAD subsidiary document.

When BF enquired whether it is still relevant for the documents to be published on the Joint Office web site as the DNO's already publish them on their respective web sites, DL suggested that the current provisions appear to work fine.

It was noted that:

1. E1 is an NTS managed emergency document suite, and
2. E2 is a DNO managed emergency document suite.

Committee Members in attendance agreed the action could now be closed. **Closed**

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.

Update: In providing a brief update, Richard Pomroy (RP) highlighted some of the key considerations which Committee Members debated, as follows:

- Document is significantly out of date and as a consequence no longer relevant in its current guise (weather related data is now circa 50 years old);
- The content has company organisational references that out of date;
- Some content however remains relevant (i.e. forecasting principles etc.);
- The TD76 document should be subjected to a thorough review;
 - Some 'core' principles may still prove beneficial;
 - Some parties wondered whether there are any IGEM documents that could potentially supersede the TD76 document although this was felt to be unlikely as IGEM usually manage technical documents;
 - It was noted that OAD Section H outlines what information needs to be provided by the DNO's and thereafter published in respect of the TD76 requirements;
- It was noted by those in attendance that the DESC for the purposes of their weather forecasting, retain their own mechanisms which are unlikely to overlap this document and process;

- Some parties wondered whether DESC utilise their own 'source' documentation, rather than the TD76 document;

When National Grid indicated that they would look to provide an update on how they still utilise the TD76 methodology, and whether they consider there are any potential DESC related impacts, Committee Members in attendance agreed the action should be carried forward. **Carried Forward**

New Action 0401: National Grid (DL) to provide an update on how TD76 is referenced in demand methodologies.

New Action 0402: Joint Office (BF) to examine and report back on any Code related definitions for the TD76 information provision and documentation.

2. Review OAD subsidiary documents, Section N Subsidiary Documents

Opening the discussions, Phil Lucas (PL) advised that National Grid NTS are looking for approval of the two updated documents below as a consequence of the implementation of UNC Modification 0794S '*Obligation for DNOs to Continue Provision of Gas Consumption Information to National Grid NTS*' which is scheduled to take effect from 8th April 2022.

2.1 Offtake Communication Document V2.1

PL provided a high-level outline of the changes proposed to the 'Offtake Communications Document' and specifically the change marked items within 'Appendix 1. Information Requirements Summary'.

Attention was focused on an additional row for the 'Gas Composition Data' (OAD Clauses N11.2.1 and N11.2.2) on pages 22 and 23, during which PL confirmed that in terms of the stated means of communication ('Electronic File Transfer'), this is a generic term for the transfer of information via any electronic media mechanisms. Prior to the formal approval of the changes to the document, RP reiterated his previous preference for 'bundling' of the implementation of this Modification with Modification 0793 – a preference shared by Dave Mitchell. Responding to the point, DL pointed out that in their discussions, Panel Members had considered the matter and had not identified a direct dependency between the two Modifications and the management of Subsidiary Documents. Furthermore, National Grid NTS believes that having both documents out of alignment with the OAD, would be detrimental and illogical.

When asked, the Committee Members in attendance unanimously determined to approve the changes, as presented.

2.2 Transmission System Operator to Distribution System Operator Agreement Guidelines V2.1

PL provided a high-level outline of the changes proposed to the 'Transmission System Operator to Distribution System Operator Agreement Guidelines' document and specifically the change marked items within the 'Annex 5 – Contingency Requirements' table on Page 18.

Discussion then centred around whether the changes proposed actually involve critical timings / information provisions, with some parties believing that the understanding of such a statement (i.e. criticality) relies heavily on a subjective view point.

In looking to justify the criticality statement, PL provided an outline of the Environmental Reporting requirements, observing that whilst the reporting requirements may be quarterly, calculation of the data that informs this reporting needs to be undertaken daily (i.e. it cannot be performed as a quarterly task using data from the 3 months period prior to calculation).

In reminding parties that National Grid NTS originally raised the Modification based upon their Statutory Reporting Obligations, RP suggested that there appears to be a subtle focus 'shift' towards the criticality aspects.

When asked, the Committee Members in attendance unanimously determined to approve the changes as proposed.

It was noted that the document seems to duplicate requirements established in OAD and it was challenged if this should continue going forward. The Committee agreed to consider the relevance of the document at a future meeting.

3. Next Steps

When asked, Ben Hanley (BH) confirmed that the matter of the ME2 Work Procedure documents and possible Review Group (to be established with IGEM) would be considered at the forthcoming DNO meeting.

4. Any Other Business

None raised.

5. Diary Planning

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

Time/Date	Paper Publication Deadline	Venue	Programme
Monday 09 May 2022	Thursday 28 April 2022	Microsoft Teams	OAD Document Review
Monday 06 June 2022	Friday 27 May 2022	Microsoft Teams	OAD Document Review

Action Table (as of 06 April 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)	09 May 2022	Carried Forward
0302	07/03/22	2.0	Joint Office (BF) to clarify the definitions of subsidiary and ancillary documents.	Joint Office (BF)	n/a	Update provided. Closed
0303	07/03/22	2.0	Joint Office (BF) to add governance controls to the SCO Interface Procedures document.	Joint Office (BF)	n/a	Update provided. Closed
0304	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	National Grid (DL)	n/a	Update provided. Closed

Action Table (as of 06 April 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
			document should still be an OAD subsidiary document.			
0305	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)	09 May 2022	Carried Forward
0401	06/04/22	1.6	National Grid (DL) to provide an update on how TD76 is referenced in demand methodologies.	National Grid NTS (DL)	09 May 2022	Pending
0402	06/04/22	1.6	Joint Office (BF) to examine and report back on any Code related definitions for the TD76 information provision and documentation.	Joint Office (BF)	09 May 2022	Pending