

## Agenda

### Offtake Arrangements Committee

**10:00 Tuesday 09 April 2024**

**via Teams: 02076 608 338, Conference ID 647 266 759 #**

[Microsoft Teams](#)

Please provide all agenda items and any related meeting papers in time to allow publication by 5pm on 28 March 2024

#Item	Topic	Lead	Category
<b>1. Introduction</b>			
1.1.	Apologies for absence	Chair	Information
1.2.	Note of Alternates		Approval
1.3.	Quoracy Status		Approval
1.4.	Minutes (29 January 2024)		Discussion
1.5.	Approval of Late Papers		
1.6.	Review of Outstanding Actions		
<b>2. Review of the Measurement Error Notification Proforma</b>		Chair	Discussion
<b>3. Review of the Transmission System Operator to Distribution System Operator Agreement Guidelines</b>		Chair	Discussion
<b>4. Review of the Safe Control of Operations Interface Procedure</b>		Chair	Discussion
<b>5. Next Steps</b>		Chair	Information
<b>6. Any Other Business</b>		Chair	Information
<b>7. Diary Planning</b>		Chair	Information

### Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
1101	02/11/23	1.6	<p>Each Party to provide a view on whether the Transmission System Operator to Distribution System Operator Agreement Guidelines document is still required, and if it is what revisions would be required to ensure it remains fit for purpose.</p> <p>In addition, each party to indicate whether any part of the document is sensitive and should not be in public domain.</p>	All Transporters	January 2024	<b>Carried Forward</b>

**Action Table**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Target Date</b>	<b>Status Update</b>
<b>1103</b>	02/11/23	5.0	NGN to review the Measurement Error Notification Proforma and update the Offtake data as required.	NGN	January 2024	<b>Carried forward</b>
<b>0101</b>	29/01/24	3.0	EF (JO) to confirm the process and permission for JO to have a shared area website zone which is restricted to members or networks only.	EF (JO)	April 2024	<b>New Action</b>
<b>0102</b>	29/01/24	3.0	TS (NGN) to review and determine the sections of the Safe Control of Operations Interface Procedure and the Transmission System Operation to Distribution System Operator Agreement Guidelines documents that need to be updated and the parts that require extra sensitivity and need access to be restricted.	TS (NGN)	April 2024	<b>New Action</b>