

**OAD Offtake Subsidiary Document**

**Supplemental Agreement**

**Amendment Process**

**Document Control**

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Version	Date	Reason for Change
0.1	12 January 2021	Draft Created.
0.2	16 February 2021	<p>Update to document following review at Feb 2021 0646r OAD Workgroup.</p> <ul style="list-style-type: none"> <li>• Caveat included in Section 2 for the SA migration process</li> <li>• Overhaul of Section 2.10 and minor amendments to Sections 2.1; 2.3; 2.8; 2.8.3; 2.11 and 2.12.</li> <li>• Section 2.14 added to enable ad-hoc changes to be covered by the same update process</li> <li>• Swim lane header amend to reflect “Reviewing Party/Parties” to cater for tri-party sites.</li> <li>• Inclusion of D+10 timescales within execution process</li> </ul>
0.3	14 April 2021	<p>Update to document following review at March 2021 0646r OAD Workgroup.</p> <ul style="list-style-type: none"> <li>• A new bullet added to Section 2 (now 2.5) to include additional text to align to current wording in OAD concerning the prompt updating of SA’s</li> <li>• Duplication removed as with regards to when updates to SA’s should occur.</li> <li>• Bullets in Section 2.0 reorder for a more logical flow.</li> <li>• Insert correct process flow for “execution” phase.</li> <li>• Provide relevant text for Process Steps in Section 4.0</li> </ul>

0.4	November 2021	<p>Update to document following review of Metering Information requirements between operators on 15<sup>th</sup> October 2021.</p> <ul style="list-style-type: none"> <li>• Revised bullet 2.6.4 to reflect: <ul style="list-style-type: none"> <li>○ The general principles agreed on 15.10.21</li> <li>○ To refer the specific clauses that allow the upstream party to request information concerning the “Measurement Equipment”#</li> <li>○ To state the specific information that may be requested to support Metering Upgrades or Replacement activity.</li> </ul> </li> </ul>
0.5	November 2021	<p>Update to document following review of Metering Information requirements between operators on 24<sup>th</sup> November 2021.</p> <ul style="list-style-type: none"> <li>• Minor amendment to the text for Bullet 2.8; and</li> <li>• Amendment to supporting text in Process Step 01.</li> <li>• Contents Table added on page 7.</li> </ul>
0.6	December 2021	<p>Update to document following 0646r OAD Workgroup meeting between operators on 01st December 2021.</p> <ul style="list-style-type: none"> <li>• Reduction in the number of sub-bullets under 2.6.4 and text amendments to provide clarification for the necessary requirements.</li> <li>• Revise name to “Supplemental Agreement Amendment Process” to align with OAD, Section N3.2.</li> </ul>
0.7	March 2023	<p>Minor revisions to the “UNIFORM NETWORK CODE – TRANSPORTATION PRINCIPAL DOCUMENT SECTION V – GENERAL” to align with other proposed UNC Subsidiary documents.</p> <p>Removal of text from Section 2.12 referring to N3.</p>
1.0	15 May 2023	Implementation version
2.0		
3.0		

## Document Governance

UNC Offtake Arrangements Document (OAD) Section N sets the rules for the governance of OAD Subsidiary Documents. However, it should be noted that OAD can reference UNC Related Documents and the rules for governance are set out in UNC Transportation Principals Document (TPD) Section V.

OAD Subsidiary Documents are usually approved through the Offtake Committee; UNC Related Documents are usually approved through the Uniform Network Code Committee.

## UNIFORM NETWORK CODE - OFFTAKE ARRANGEMENTS DOCUMENT SECTION N – GENERAL

### 1.2 Subsidiary Documents

1. UNC OAD Section N - General 1.2 Offtake Subsidiary Documents (OSD) set the rules for the establishment of OSDs and how they are then managed by the Offtake Committee.
2. The list of OSDs contained in OAD Section N 1.2.1 can be amended either by Modification or as agreed by the Parties.

## UNIFORM NETWORK CODE – TRANSPORTATION PRINCIPAL DOCUMENT SECTION V – GENERAL

## 12. General Provisions Relating to UNC Related Documents

### 12.1 Purpose

The purpose of this Section is to establish generic governance arrangements in respect of the following UNC Related Documents (each a “**Document**” and collectively the “**Documents**”):

- a) Network Code Operations Reporting Manual as referenced in Section V9.4;
- b) Network Code Validation Rules referenced in Section M5.5.3;
- c) ECQ Methodology as referenced in Section Q6.1.1(c);
- d) Measurement Error Notification Guidelines for NTS to LDZ and LDZ to LDZ Measurement Installations as referenced in OAD Section D 3.1.5.
- e) The Distribution Network Operator Designated Class 1 Guidance Document referred to in Section B4.7 and the Customer Settlement Error Claims Process Guidance Document referenced in Section E1.3.10 ; and

- f) The Derogation Guidance Document referred to in GT Section B7.

## **12.2 Publication Requirements**

Each Document shall be kept up to date and published by the Transporters on the Joint Office of Gas Transporters' website.

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### **12.3 Modifications**

Should a User or Transporter wish to propose modifications to any of the Documents, such proposed modifications shall be submitted to the Uniform Network Code Committee and considered by the Uniform Network Committee or any relevant sub-committee where the Uniform Network Code Committee so decide by majority vote.

### **12.4 Approved Modifications**

**12.4.1** If the event that a proposed modification is approved by a majority vote of the Uniform Network Code Committee, the modification shall be implemented. Where the Uniform Network Code Committee fails to achieve majority approval, the proposed modification shall be considered in accordance with the provisions set out in Section 7 of the Uniform Network Code Modification Rules unless the Uniform Network Code Committee determines otherwise.

**12.4.2** Each revised version of a Document shall be version controlled and retained by the Transporters. It shall be made available on the Joint Office of Gas Transporters' website.

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**1. Scope**

- 1.1. The scope of this process is to provide clear, concise guidance on the necessary steps needed to review, approve and subsequently execute a Supplemental Agreement, between the respective parties, for when changes at any OAD site need to be documented accordingly.
- 1.2. This process will dovetail with all existing requirements currently within the OAD framework that provide direction for when a Supplemental Agreement requires updating.
- 1.3. The intent of this document is to remove ambiguity and provide a consistent process for all gas network operators to follow, for whoever they need to engage with concerning Supplemental Agreements.

**2. Principles**

*Note: the principles that are contained within this section refer to the enduring process that is required between operators to review and approve amended Supplemental Agreements. These principles will not apply to the migration exercise that is required to implement the changes to the Supplemental Agreements as approved under UNC MOD 0683. The principles will in effect once a site’s Supplemental Agreement has migrated to the new template.*

- 2.1. The process within this document applies to all site types defined under OAD that are required to have a Supplemental Agreement in place.
- 2.2. The process will contain two defined stages:
  - 2.2.1. A drafting stage; and
  - 2.2.2. An execution stage
- 2.3. Any party can initiate the update process and draft proposed changes. However, the party that has raised a respective OAD notice and deems that an amendment to the Supplemental Agreement is required, will be the party to initiate the process (subsequently referred to in this document as the ‘amending party’)



- 2.4. The amending party must have updated the respective current version of the Supplemental Agreement and track changes **must** have been applied so that the other party/parties can quickly identify the changes made for prompt and an efficient review to take place.
- 2.5. As per OAD Section N3.2.2, the Parties to a Supplemental Agreement are required to amend the Supplemental Agreement to reflect and record any necessary changes, and to undertake this promptly.
- 2.6. The amending party is to draft a revised Supplemental Agreement and issue it to the reviewing party/parties promptly following the operational commissioning of all the impacted assets involved. In certain specific circumstances, the draft Supplemental Agreement **must** be prepared and where possible agreed prior to the implemented changes coming into effect. These cover any amendments to the following:
  - 2.6.1. Any amendments to the data that resides in the Appendix D - Flow Rates section;
  - 2.6.2. The amendment of the site status within Appendix D - Gas Quality Measurement section i.e. CV Directed Offtake or Non-Directed Offtake;
  - 2.6.3. Any amendments to the telemetered data points that reside in Appendix E of the Supplemental Agreement (refer to OAD Annex E1 for obligation requirements);
  - 2.6.4. Exception: For Metering upgrades or changes in metering technology, as documented within Appendix D - Measurement Equipment, the relevant information must be prepared and submitted ahead of the “operational go live” for the respective metering assets involved. The proposed changes will be formally executed by the parties providing no further amendments to the submitted details are necessary following the commissioning of the respective assets.

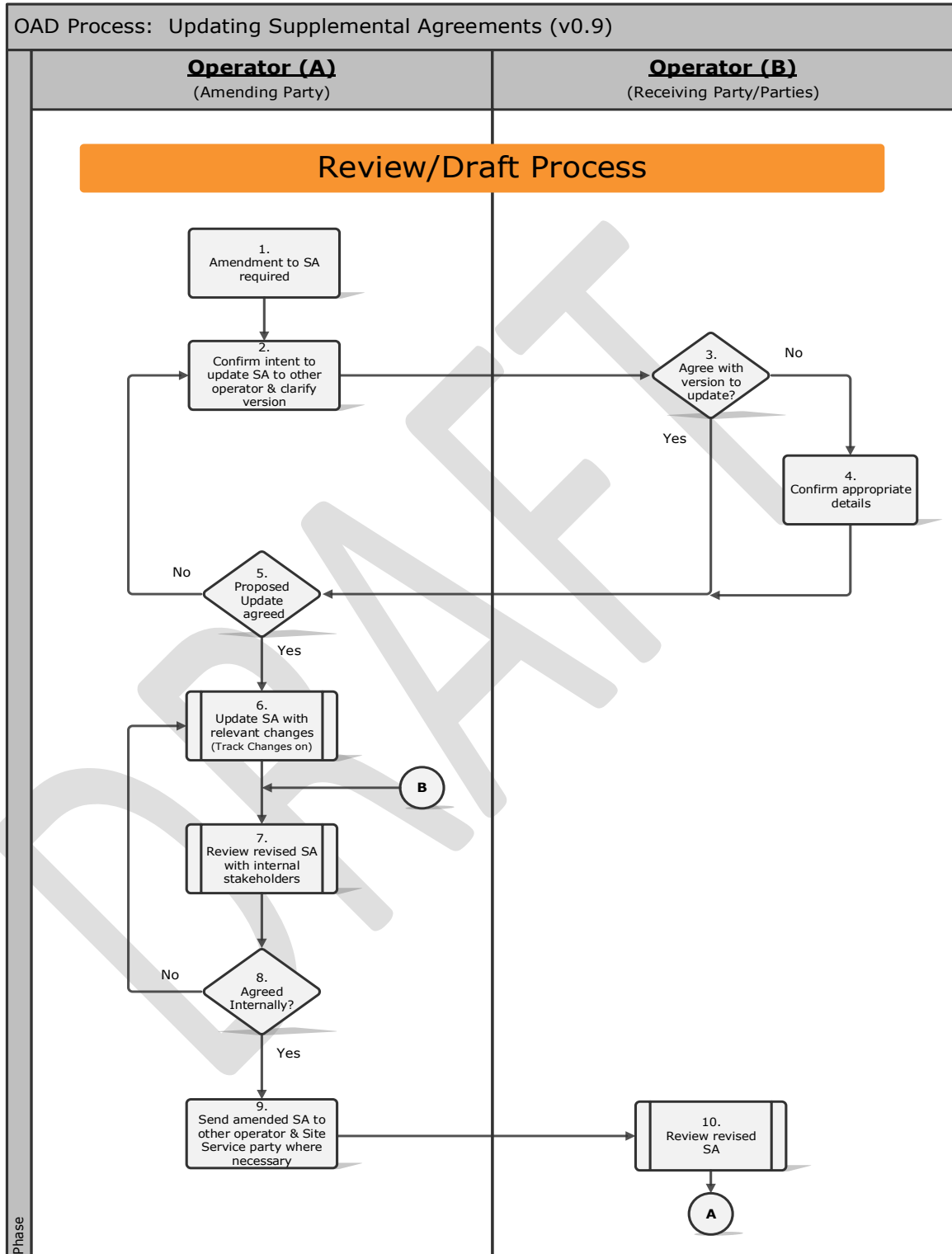
Under the requirements set out in OAD Section D7.1 (Records) and D7.2 (Access to Records and Inspection Rights), the upstream party may upon request ask the downstream party to provide the following information concerning any metering upgrades or replacements. The provision of the information will be subject to the scope of work undertaken by the downstream party:

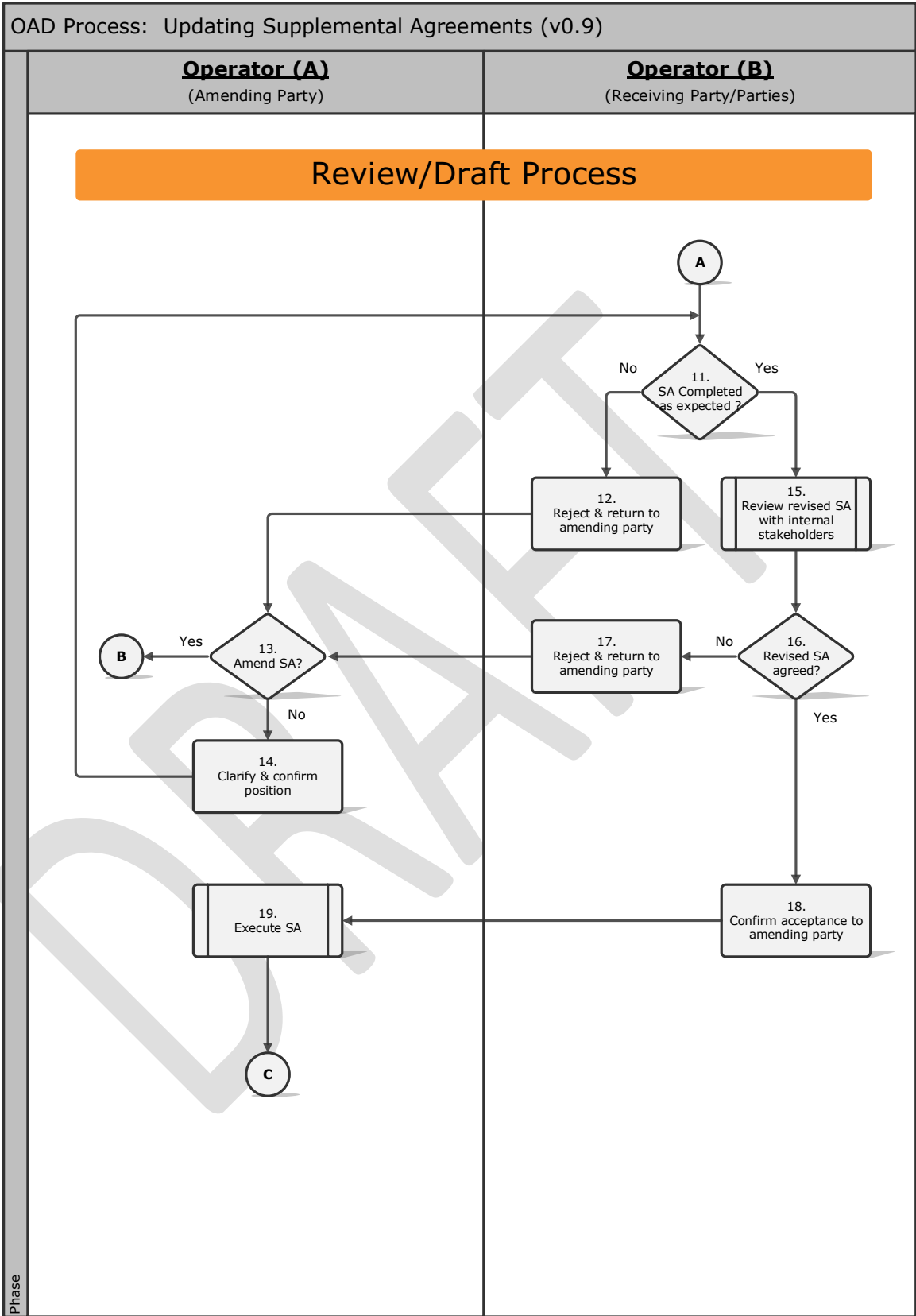
- Functional Design Specification
- Measurement Uncertainty Calculations to ISO:5168 or equivalent
- Commission Test Evidence (FAT/SAT/ME/2)
- FAT Results & Certificates
- Draft Supplemental Agreement (Appendix D)
- Current Gas Chromatograph / ISO:10723 Calibration and/or Inspection Report & Certificate

- 2.7. The receiving party/parties may require further additional information from the amending party during the drafting stage in order to support acceptance of the proposed draft.
- 2.8. All disputes pertaining to any proposed Supplemental Agreement changes are to be raised and resolved during the drafting stage.
- 2.9. The execution stage will only commence once all parties have agreed to the draft revisions.
- 2.10. For tri-partite sites, the amending party shall issue the revised Supplemental Agreement to both the other operator and the Site Services party as part of the draft phase. The Site Services party will review the proposed amendments and will consider the impact upon the Site Services schedule as detailed in Appendix C within the Supplemental Agreement template(s). Where necessary, the Site Services party will amend the details in Appendix C, via tracked changes, and will return the revised Supplemental Agreement to all parties involved.
- 2.11. The execution process:
  - 2.11.1. For NTS/LDZ sites, and Shared Sites where the NTS are a site owner party, National Grid will initiate the execution of any updated Supplemental Agreement.
  - 2.11.2. For LDZ/LDZ sites the amending party will initiate the execution of any updated Supplemental Agreement.
- 2.12. The execution stage will have defined D+10 timescales for all parties to enable a prompt and efficient processing for the signing of any amended Supplemental Agreement.
- 2.13. Upon completion of a duly signed Supplemental Agreement by the respective parties, each party will be responsible for the retention and storage of their copy.
- 2.14. Ad-hoc amendments such as to append incorrect information within the Supplemental Agreements can also be facilitated by using the same process as documented in Section 3.

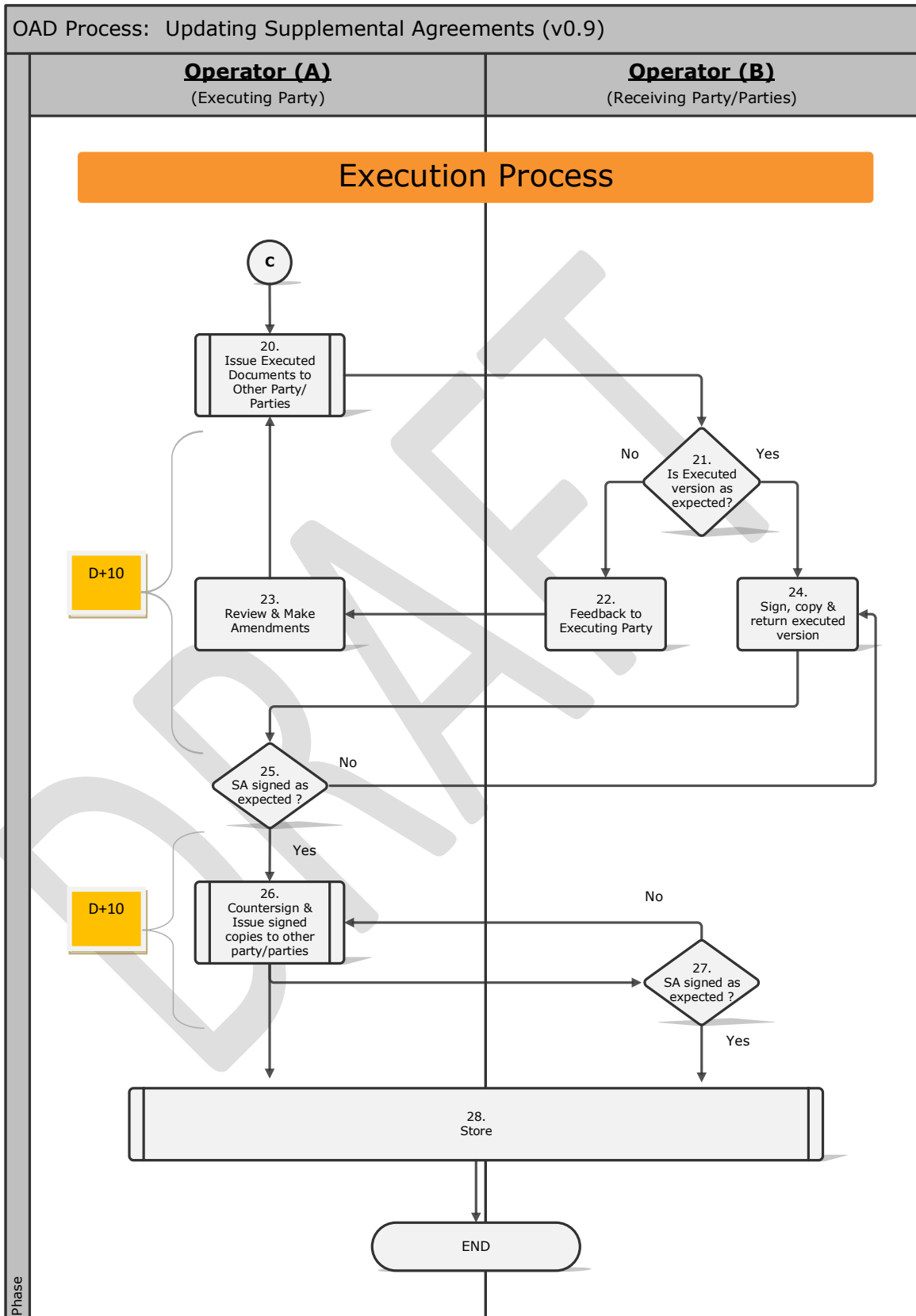
### 3. Process Flow

#### 3.1 Draft Stage





3.2 Execution Stage



#### 4. Process Steps

Step	Requirement	Owner
01	<p>This process caters for the required update to a Supplemental Agreement (SA) to support:</p> <ul style="list-style-type: none"> <li>the recording of any necessary amendments that have taken place on site as notified via the OAD process; and</li> <li>where necessary the revising of the recorded information where it has been identified as being incorrect.</li> </ul>	Amending Party
02	<p>Once it has been identified that an amendment to the SA is required the <i>amending party</i> will confirm to the <i>receiving party(ies)</i> the intention to update the respective document(s) along with the respective current version reference(s).</p>	Amending Party
03	<p>Decision Box. The <i>receiving party(ies)</i> will review the intended update details from the <i>amending party</i> and check that these are correct.</p>	Receiving Party / Parties
04	<p>If the proposed update details provided are incorrect, the <i>receiving party(ies)</i> are to advise the <i>amending party</i> accordingly.</p>	Receiving Party / Parties
05	<p>Decision Box. If the update details have not be supported by the respective parties, dialogue is to continue until agreement has been reached.</p> <p>Once it has been agreed the <i>amending party</i> will proceed with drafting the necessary amendments.</p>	Amending Party
06	<p>The <i>amending party</i> will draft the required changes to the version as agreed.</p> <p>Track changes must be applied to the document before commencing the update(s) so that all changes to the document(s) are visible and transparent, and the version history must also be updated along with any other necessary amendments.</p>	Amending Party
07	<p>It must be noted that changes in one appendix can have a subsequent impact to data as held in other appendices within the Supplemental Agreement.</p> <p>Once a proposed draft has been created it is expected that this will require internal review to the proposed changes before it is released formally to the other respective parties for review and feedback.</p>	Amending Party
08	<p>Decision Box. The <i>amending party</i> will need to be satisfied that the proposed changes have been appropriately reviewed, and that all impacts have been duly considered internally before the document is circulated.</p>	Amending Party

09	<p>Formal issue of the revised drafted SA to the <i>receiving party(ies)</i>.</p> <p>For Tri-party sites, this will include the issue to the Site Services Party (where this party is neither the upstream nor downstream party to the respective SA). The Site Services Party will review Appendix C and any assets they own that deliver the respective site services.</p>	Amending Party
10	The <i>receiving party(ies)</i> will review the revised draft document(s) as provided.	Receiving Party / Parties
11	<p>Decision Box. The <i>receiving party(ies)</i> will check that the revised document(s) have been updating in line with agreed expectations i.e. tracked changes are present, the version history updated, and relevant changes have been made in Appendices A-G.</p> <p>If these minimum requirements have not been met Goto Step 12, otherwise proceed to Step 15.</p>	Receiving Party / Parties
12	If the minimum standards have not been met the document(s) can be returned to the <i>amending party</i> to address along with the appropriate rationale where necessary.	Receiving Party / Parties
13	Decision Box. The revised draft SA has not been accepted or a query has been received from the <i>receiving party(ies)</i> . These are to be reviewed and if the SA needs to be amended further return to Step 07 otherwise proceed to Step 14.	Amending Party
14	If the SA does not need to be updated confirm to the other parties accordingly and return to Step 11.	Amending Party
15	If the minimum standards have been met it is expected that the revised draft document(s) will require internal review by the appropriate asset or data owners, and that the interdependencies between appendices also may require review as well.	Receiving Party / Parties
16	Decision Box. If revised draft SA is incorrect, incomplete or unacceptable or the content needs to be queried then proceed to Step 17 otherwise proceed onto Step 18.	Receiving Party / Parties
17	If the <i>receiving party or parties</i> cannot accept the revised SA draft that has been issued, the reasons as for why are to be articulated in writing and returned to the <i>amending party</i> .	Receiving Party / Parties
18	If the <i>receiving party or parties</i> accept the revised SA draft that has been issued, they must confirm their acceptance in writing back to the <i>amending party</i> .	Receiving Party / Parties
19	<p>When written acceptance has been received from all <i>receiving parties</i> the SA can then be formally executed.</p> <p>As per Section 2.11:</p>	Amending Party

	<ul style="list-style-type: none"> <li>For NTS/LDZ sites, and Shared Sites where the NTS are a site owner party, National Grid will initiate the execution of any updated Supplemental Agreement.</li> <li>For LDZ/LDZ sites the amending party will initiate the execution of any updated Supplemental Agreement.</li> </ul>	
20	<p>The <i>amending party</i> will pass to the <i>executing party</i> the document for executing along with confirmation of acceptance received from the respective <i>receiving party(ies)</i>.</p> <p>The proposed version for executing will be issued to all parties by the <i>executing party</i>. It is expected that either the executed versions will be signed and returned, or a query or objection raised within D+10.</p>	Amending Party / Executing Party
21	<p>Decision Box. The <i>receiving party(ies)</i> will check that the proposed version for executing reflects the amendments as agreed via the drafting process.</p> <p>If the proposed version for executing do not meet the anticipated expectations Goto Step 22, otherwise proceed to Step 24.</p>	Receiving Party / Parties
22	<p>If the proposed version for executing is not acceptable the document can be returned to the <i>executing party</i> along with specific issues that need to be addressed.</p>	Receiving Party / Parties
23	<p>If a query, issue or objection has been raised concerning the proposed version for executing from any of the <i>receiving parties</i> this is to be reviewed and the SA amended where necessary. Return to Step 20.</p>	Executing Party
24	<p>If the proposed version for executing is acceptable and is in line with the amendments agreed via the drafting process, two copies of the document are to be signed and both returned to the <i>executing party</i>.</p> <p>It is expected that the countersigning of these document will takes place in D+10 of the executing party receiving them back.</p>	Receiving Party / Parties
25	<p>Decision Box. The <i>executing party</i> will check that two documents have been returned and signed in the relevant sections as expected. If this has not been achieved the documents are to be returned to the respective parties. Return to Step 24.</p>	Executing Party
26	<p>Once the proposed version for executing has been signed accordingly by the respective parties, the <i>executing party</i> will then counter sign both documents. One copy will be retained by the <i>executing party</i> and all respective <i>receiving parties</i> will receive a copy.</p>	Executing Party



27	Decision Box. The <i>receiving party(ies)</i> will check that the executed documents have been signed correctly. If not, they are to be returned to the <i>executing party</i> to sign correctly and re-issue. Return to Step 26 otherwise proceed to Step 28.	Receiving Party / Parties
28	All parties to retain their signed copy appropriately in line with their organisational requirements.	All parties
END		

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