

## UNC Offtake Committee Minutes

### Monday 29 January 2024

### via Microsoft Teams

#### Attendees

Eric Fowler (Chair) (EF) Joint Office  
Harmandeep Kaur (Secretary) (HK) Joint Office

#### Transporter Members (Voting)

Ben Hanley (BH) Northern Gas Networks  
Tom Stuart (TS) Wales & West Utilities  
David Michell (DL) Scotia Gas Networks  
Malcolm Montgomery (MN) National Gas Transmission

*Decisions of the Offtake Committee - OAD Section N8.5.1 - 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).*

*Please note these minutes do not replicate detailed content within the meeting papers provided, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of papers are available at: <https://www.gasgovernance.co.uk/OC/290124>*

#### 1. Introduction

Eric Fowler (EF) welcomed the Transporters to the meeting.

##### 1.1 Apologies for absence

Richard Pomroy

##### 1.2 Note of Alternates

Tom Stuart for Richard Pomroy (Wales & West Utilities)

##### 1.3 Quoracy Status

The meeting was confirmed as quorate.

##### 1.4 Approval of Minutes (30 November 2022)

The minutes of the previous meeting were considered approved.

##### 1.5 Approval of Late Papers

There were no late papers to consider.

##### 1.6 Review of Outstanding Actions

**1101:** 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.

**Update:** See item 4. **Carried Forward**

**1102:** Committee Members to review and approve via email the [Offtake Communications Document](#).

**Update:** See item 2. **Closed**

**1103:** NGN to review the Measurement Error Notification Proforma and update the Offtake data as required.

**Update:** Ben Hanley (BH) agreed to share the updated Offtake data further to the review of the Measurement Error Notification Proforma with the Joint Office after the meeting. **Carried forward**

## 2. Offtake Communications Document Amendments Update

Malcolm Montgomery (MM) provided the Background in relation to the recent DSR reforms (Modifications 0844 and 0845). The existing arrangements are for National Gas Transmission (NGT) to communicate to the relevant DNOs if consumers within their network have exercised DSR.

MM noted that the Offtake Communication Document went to the UNCC panel in December 2023 and has been approved and published at: <https://www.gasgovernance.co.uk/OADDocs>.

The Committee reviewed the published document and agreed to close the outstanding action.

## 3. SCO interface procedures in OAD section 3.1.

Tom Stuart (TS) provided an overview of the issues related to the potentially sensitive information contained in the Safe Control of Operations Interface Procedure and the Transmission System Operation to Distribution System Operator Agreement Guidelines documents. TS noted that these issues have come to light further to the increased focus on the implementation of new processes that increase physical and cyber security within networks. TS proposed redacting all information in the public versions and adding a sign-posting link along with the contact details for the company that holds the document, on the Joint Office (JO) website for the purpose of references in the UNC.

For full information, please refer to the published slides.

David Michell (DM) suggested an alternative of adding the document to the JO website's upcoming Members Only section. TS agreed with DM and stated that this would avoid a need for each party to carry a copy of the document.

Eric Fowler (EF) expressed reservations about each network holding a copy of the document as there may be parts that get effected by updates to the UNC. TS agreed with EF's concerns.

Ben Hanley (BH) noted that he does not find anything particularly sensitive in these two documents, however, agreed that the documents need to be updated. TS explained that Wales and West Utilities were concerned about a couple of points in the documents. BH noted that these concerns likely relate to the Offtake table in the document, which according to him could be removed.

EF asked the Committee to confirm whether these documents are networks only documents. MM confirmed this and stated that exploring a networks only section on the JO website is a good starting point. TS and BH agreed with MM,

EF agreed to find out more about the JO's process of adding documents to a members or networks only section.

**New Action 0101:** EF to confirm the process and permission for JO to have a shared area website zone which is restricted to members or networks only.

TS enquired about the best forum to discuss this topic. EF confirmed that the Offtake Committee is the correct forum for this discussion.

The Committee agreed that the information in the documents is not of too much interest to the public, however, publishing a 'tighter' more private version is worth considering.

TS agreed to provide further details on which parts of the document are considered sensitive in the next meeting. TS also noted that the Safe Control of Operations Interface Procedure and the Transmission System Operation to Distribution System Operator Agreement Guidelines documents are the first two documents that have been identified to hold sensitive information, however, further discussions with networks are required to identify any other documents with similar data.

**New Action 0102:** TS 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 asked whether the review of approval of these documents can be completed by this Committee. EF clarified that the Committee can propose changes, however, the UNCC provides the final approval.

**4. Transmission System Operator to Distribution System Operator Agreement Guidelines Review**

The update was deferred to the next meeting.

EF suggested that the Committee members ask their Operations Support teams to review the Transmission System Operator to Distribution System Operator Agreement Guidelines document in order to identify anything that requires an update and to determine whether any of the information is sensitive.

Action 1102 has been updated with this additional step.

**New Action 1102:** 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.

In addition, each party to indicate whether any part of the document is sensitive and should not be in public domain.

**5. Next Steps**

The Committee agreed to plan meetings in April, July and October.

**6. Any Other Business**

None raised.

**7. 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
10:00 Tuesday 09 April 2024	5pm 28 March 2024	Microsoft Teams	TBC
10:00 Tuesday 09 July 2024	5pm 01 July 2024	Microsoft Teams	TBC

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
1101	02/11/23	1.6	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.  In addition, each party to indicate whether any part of the document	All Transporters	January 2024	<b>Carried Forward</b>

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
			is sensitive and should not be in public domain.			
<b>1102</b>	02/11/23	2.0	Committee Members to review and approve via email the <a href="#">Offtake Communications Document</a> .	All Transporters	January 2024	<b>Closed</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 (WWU) 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 (WWU)	April 2024	<b>New Action</b>