

**UNC Workgroup 0834S Minutes  
Inclusion of the “Process for the Update and Retention of Shared  
Site Drawings” as a Subsidiary Document within the Offtake  
Arrangements Document**

**Thursday 09 February 2023**

**via Microsoft Teams**

**Attendees**

Eric Fowler (Chair)	(EF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Ben Hanley	(BH)	Northern Gas Networks
Ben Oldham	(BO)	Cadent
David Mitchell	(DM)	SGN
Leteria Beccano	(LB)	Wales & West Utilities
Nathan Hibbitt	(NH)	National Grid
Phil Lucas	(PL)	National Grid
Shiv Singh	(SS)	Cadent
Simon Howard	(SH)	Cadent
Stephen Ruane	(SR)	National Grid

*This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.*

*Please note these minutes do not replicate the detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of papers are available at: [www.gasgovernance.co.uk/0834/090223](http://www.gasgovernance.co.uk/0834/090223)*

*The Workgroup Report is currently due to be presented at the UNC Modification Panel by 20 April 2023.*

**1.0 Outline of Modification**

Stephen Ruane (SR) provided a brief overview of the Modification and explained that Request 0646R - Review of the Offtake Arrangements Document, recommended establishment of a new OAD Subsidiary Document setting out a uniform change process for Shared Site drawings.

**Solution**

Referring to the presentation provided for the meeting, SR noted a new OAD Subsidiary Document “*Process for the Update and Retention of Shared Site Drawings*” will be added to the list of Subsidiary Documents set out in OAD Section N1.2.

The new Subsidiary Document has already been designed in collaboration with all Operators across a series of workshops and supporting amendments will be made to OAD sections B1.6.1.b (iii) and N1.2.1 (h).

SR highlighted, as a result of previous Workshops, the subsidiary document was shared across attendees and in principle all operators should already be working to the guidelines.

**Queries from Previous Workgroup**

SR provided an update to queries that were raised at the pre-Modification discussion held in January 2023.

***“Where does this legal text state that the site owner is responsible for holding site drawings?”***

NGG Responded: *"It is stated in OAD B1.6.1"*

***"Does land and buildings include fencing? If so, this doesn't work for the sites where the DN is selling the fencing to NTS to enable NTS CNI works to take place."***

NGG Responded *"Fencing is out of scope of this work"*

Darren Dunkley (DD) commented that if a change is made to a fence, it will make a change to the drawing, therefore, he believes it should be in scope.

SR noted that 'fences do feature in drawings' is an accurate statement; but maintenance and agreements to fencing is stretch too far and may require an additional new Modification.

DD commented that as long as there is a Supplemental Agreement in place that details who owns what there should be no issue, but this could be problematic when there are changes to fencing.

SR clarified he does not envisage this preventing Workgroup moving forward.

***"Is a revision to a site drawing an amendment to the Supplemental agreement (which would be the natural assumption) or is there legal text that carves this out?"***

NGG Responded: *Making changes to Supplemental Agreements on completion of drawings are captured in the Subsidiary document.*

DD noted that Operators will only move to the new template when there is a change and when OAD was written the option remains to stay with the original template as well. He added that the previous version of the template includes the site drawings whereas the new template requires textualisation of the drawings.

SR clarified that if an update it required to a site drawing, if using the new version of the template, an update would not be required, if using the old template the update should be included.

When LB raised her concern that the drawings are part of the agreement whether using the new or the old template, DD clarified in the new template they are only referenced, they do not need to be included in the physical drawing. DD clarified the Site Owner is responsible for keeping the site drawing up to date.

**Cadent asked "Can an initiative be started to look at Hazardous Area Drawings which are currently out of scope"**

NGG Responded: In subsequent correspondence with Cadent they observed that there is likely sufficient coverage in the proposed legal text.

DD agreed with the NGG response but added there needs some more dialogue in order to seek a common understanding and based on a review of the proposed Legal Text.

SR provided a detailed walkthrough of the Legal Text changes which were shown in mark-up. The key changes were to the following sections:

Offtake Arrangements Document Principal Document - Section B – Connection Facilities

1.6.1 (a) SR explained (with reference to Hazardous Area diagrams) refers to the management of drawings and not the management of buildings. In this first paragraph (1.6.1 (a)) the list of what constitutes part of this process does not include Hazardous Area diagrams.

1.6.1 (b) SR highlighted that here it mentions: *subject to paragraph (a), each Party shall be responsible for the whole or any part of the Offtake Site for which it is Site Owner, including...when asked it was accepted that this covers drawings.*

1.6.1 (b) (iii) puts the ownness on to the Site Owner, including Hazardous Area diagrams.

DD shared his concern that this would be for a Zone, however, shared Zones and Zones are solely for the Site User. If it is left to the Site Owner and it is incorrect, the drawing becomes inaccurate.

Nathan Hibbitt (NH) from the Drawings Team at National Gas Transmission was asked to comment, to which he clarified that if there are any discrepancies in a drawing this is fed back, and an update is requested. Any updates to a Hazardous Area drawing are assessed for any errors and feedback is given.

It was agreed that SR will liaise with NH for assistance with any required update to the clause. SR will make changes to the proposed legal text according to the discussions held.

In conclusion, SR noted:

- Shippers will not be impacted by the adoption of this process
- There are no additional impacts on code outside of those explicitly referenced in the Modification
- Looking to implement the process a.s.a.p.
- The cost of implementation should be zero

## 2.0 Initial Discussion

### 2.1. Issues and Questions from Panel

#### 2.1.1. Is there a consequential impact on Shippers?

This will be reviewed as part of the completion of the Workgroup Report at the March 2023 meeting.

### 2.2. Initial Representations

None received.

### 2.3. Terms of Reference

As matters have been referred from Panel a specific Terms of Reference will be published alongside the Modification at [www.gasgovernance.co.uk/0834](http://www.gasgovernance.co.uk/0834).

## 3.0 Next Steps

EF confirmed that

- National Gas to update the Legal Text and the Modification
- Development/completion of the Workgroup Report

## 4.0 Any Other Business

None.

## 5.0 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)

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
Tuesday 10:00 29 March 2023	5pm 17 March 2023	Microsoft Teams	<ul style="list-style-type: none"><li>• Review updated Legal Text</li><li>• Review any amendment to the Modification</li><li>• Develop/complete the Workgroup Report</li></ul>

**Action Table (as of 09 February 2023)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Reporting Month</b>	<b>Owner</b>	<b>Status Update</b>
No actions outstanding						