

## UNC Offtake Arrangements Workgroup Minutes

Monday 28 May 2024

Via Microsoft Teams

Attendees		
Mark Cockayne (Chair)	(MC)	Joint Office
Nikita Bagga (Secretary)	(NB)	Joint Office
Hilary Chapman	(HC)	Scotia Gas Network
Louise McGoldrick	(LMc)	National Gas Transmission
Stephen Ruane	(SR)	National Gas Transmission

*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 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: <https://www.gasgovernance.co.uk/OA/280524>.*

### 1. Introduction

Mark Cockayne (MC) welcomed all parties to the meeting and noted the meeting was not quorate as there were no Shipper Members in attendance. It was agreed amongst the limited participants that they were happy to proceed and progress the discussions of the meeting, where they could. MC advised that he would look into the issue of the circulation of the invites for the meeting.

**New Action 0501:** Joint Office (MC) to look into the issue regarding the circulation of the invites for this meeting.

**Post Meeting Note:** Although the Offtake Arrangement Workgroup Agenda was published and the meeting advertised on the Joint Event Diary the Office 365 invite had not been issued to the Meeting Notices Distribution List.

#### 1.1. Approval of Minutes (25 March 2024)

There were no comments regarding the previous minutes however as the meeting was not quorate, the minutes were not agreed as approved.

#### 1.2. Approval of Late Papers

There was 1 paper submitted late which related to the Pre-Modification for agenda item 1.4.1.

#### 1.3. Review of Outstanding Actions

**0101:** Joint Office (ER/BH) to look into the background and identify the Modification(s) which led to the changes made to Annex D1 of the OAD Measurements Document (namely, the Measure Data and Permitted Ranges table).

**Update:** MC provided the Workgroup with an update from Ben Mulchay (BM) who had been conducting enquiries into this action, advising that his investigations went back to 1996. It was concluded that no changes had been made to the document itself or the data. The only amendment was to the footer of the document to reflect the amended version of the document when changes were made to the name of National Gas. As a result, it was agreed that this action was to be closed. **Closed.**

**0301:** All representatives of networks to obtain a [half a dozen] examples of actions taken to remediate errors to provide feedback on in the next Workgroup.

**Update:** MC discussed the debate around Eric Fowler's (EF) proposal to reduce the threshold from 50GWh to 30GWh in relation to the flexibility of the provisions for appointing a technical expert and the scope of the work. The debate has come from Shipper Members in relation to picking up low-value adjustments taking place over a protracted period of time. Due to Zoe Thorpe (ZT) currently considering Meter Error Reports and the limited attendance, it was agreed to carry forward this action for further discussion at the next meeting. **Carried Forward.**

**0302:** NGT (ZT) to liaise with FC regarding the consequences and the implications of making a change to include 'other relevant parties' for input of gas onto the system.

**Update:** Due to the limited attendance, it was agreed to carry forward this action. **Carried Forward.**

**0303:** Joint Office (EF) to confirm the process for making amendments to the data table on the Measurement Error Notification Proforma document.

**Update:** MC provided the Workgroup with an update advising that EF is currently in discussions with colleagues at the Joint Office. The current proposal is that any changes will need to be agreed upon by Transporters at an Offtake Arrangement Committee meeting. Due to the Guidelines document being a supplemental document to the UNCC which is called out in section TPD V12.1 of the UNC, further approval maybe required from the UNCC. The Joint Office will support a review of the current operational template. It was therefore agreed to carry forward this action to allow Yvonne Reid-Healy (YRH) to attend the next Offtake Arrangement's Committee meeting and discuss changes to the template in relation to making some data mandatory, increasing alignment and improving consistency. **Carried Forward.**

**Post Meeting Note:** *The correct process for making changes to the Measurement Error Notification proforma/template is for the Transporters to agree the required changes. As the notification proforma is a supporting document referenced within the Measurement Error Notification Guidelines outlined in TPD V General 12.1 approval of the template will not required from the UNCC. The Joint Office will support a review of the current operational template. This can take place within the Offtake Arrangement Committee meetings.*

**0304:** All networks to review the data in the Measurement Error Notification Proforma document to ensure it is up to date and correct. Any changes to be notified to the Joint Office.

**Update:** Due to the limited attendance, it was agreed to carry forward this action. **Carried Forward.**

**0305:** Cadent (DD) to produce a one-page scoping document to present to the Workgroup.

**Update:** Due to the limited attendance, it was agreed to carry forward this action. **Carried Forward.**

**0306:** Joint Office to add agenda items for the next meeting on; Rationalisation of Telemetry Data Points, and Follow-up actions under Modification 0834

**Update:** MC provided an update to the Workgroup, advising that this action has been completed. Please see the below discussion at 1.4.1 in relation to the Rationalisation of Telemetry Data Points. In relation to the Hazardous Area Site Drawings, it was agreed that there would be no further discussions, although Louise McGoldrick (LMc) advised she was keen to obtain a better understanding of this topic. It was therefore agreed to close this action. **Closed.**

## 1.4. Pre-Modification Discussions

### 1.4.1 Update to Offtake Arrangements Document Points of Telemetry (Late paper – 24 May 2024)

Hilary Chapman (HC) provided an overview of the Pre-Modification, advising that she had discussed the proposal with the relevant regulatory and technical contacts in the network organisations. It was confirmed by HC in response to LMc that these discussions took place in a DN forum as opposed to individually.

HC advised that David Mitchell (DMi) is planning to put in a further call to ensure industry are comfortable and aware of the intention to raise this Modification.

HC provided an overview of the background to the proposed Modification, explaining that the OAD Section E, Annex 1 requires an update. The table contains a number of data items which may now be considered irrelevant or no longer useful, therefore, the intention is to conduct a review of the table and remove any items that are no longer required. Further detail is provided in the Modification.

Although the table in the Modification is being amended, HC confirmed that any existing Telemetry Arrangements would not have their data shared within the arrangements without discussions with counterparties. Any existing sites would need to therefore be amended by way of a mutual agreement.

Scotia Gas Network (SGN) intend to raise this Modification as self-governance for 3 months as it does not appear to be contentious. MC advised that there are a series of dates being considered for August, September and October to allow for monthly discussion of this Modification.

LMc advised that National Gas Transmission (NGT) were aware of the background to this Modification, explaining that they have been discussing the table. LMc advised of conversations with another DN who advised that they would not be sharing data with NGT as a counterparty and wanted to include a variation to the table in the OAD to allow for this. LMc discussed the use of a variation letter in the event that data is not shared. By attaching this letter to the supplemental agreement, it will ensure that the party is compliant where they choose not to share the data.

When LMc writes out to industry regarding the variation letters, HC requests for herself and DMi to be copied into the correspondence for visibility purposes.

Further to the discussions, MC added that it appears the proposals by HC and LMc sound like dual-governance. HC clarified the position by advising that the variation agreements will apply to existing sites and the Modification intends to remove the requirement of these agreements going forward. There is the option of not continuing with the Modification, however, HC added that every site would require their data to be reviewed and in the event it is established that the data is not shared, a supplemental agreement would be required. The Modification proposes to remove this requirement of the supplemental agreement.

Please refer to the presentation slides published for further details.

## **2. Measurement Error Notification Guidelines Review Update**

The Workgroup have been asked to consider changes to the Measurement Error Notification Guidelines (published at: <https://www.gasgovernance.co.uk/OADDocs>) to:

- Allow more discretion in the appointment and scope for ITEs (suggested the wording “unless the Committee unanimously agrees otherwise”)
- Value of errors and whether High should be reduced to 30GWh

MC advised that the proposal is to widen the scope in terms of the ability to appoint a technical expert and also in relation to the scope of work conducted.

In relation to the process, a Committee meeting will be required to align the views of transporters with subsequent approval being obtained from the UNCC. From the perspective of the Joint Office, there will need to be discussions in relation to what amendments will need to be made to proformas and templates in terms of publications. YRH will be discussing the proposals in terms of business processes in the next Offtake Arrangements Committee meeting.

LMc requested for ZT to be added to the distribution list to ensure she is in attendance to contribute to discussions regarding the proforma.

### **3. Review of Measurement Error Notification Proforma**

MC advised that given the limited attendance, there was value discussing this agenda item without being quorate.

The only changes put forward by EF were in relation to amending from 50GWh to 30GWh and administrative amendments in terms of the appointment process and scope of works to be completed by a technical expert. YRH is looking to propose further changes at the next Offtake Arrangements Committee meeting.

### **4. Changes to OAD Maintenance Requirements**

Due to the limited attendance, this agenda item was not discussed.

### **5. Hazardous Area Site Drawings**

Due to the limited attendance, this agenda item was not discussed.

### **6. References to Fax**

MC provided an overview of Modification 0864S - Update of UNC Code Communication Methods, advising that the intention is to amend all references to Fax/Facsimile in the UNC as a result of changes made to the analogue network which will be decommissioned by the end of December 2025.

Workgroup has conducted a review of the Code and categorised instances where Fax/Facsimile occur. There are some instances where there are multiple alternatives for Code Communications such as including reference to email already or post, with defined terms around the postal rule being considered. The proposal seeks to align with the REC Change R0157. The Workgroup Report is now being completed with the intention to go to Panel in June.

The intention is to attend Panel with the proposal to implement the Changes from June 2025 as part of the earliest Major Release. The Change agreed for R0157 is proposed to go live in November 2025 in relation to the removal of services.

### **7. Next Steps**

LMc queried whether the maintenance planning team would be able to attend the next Offtake meeting to consider Cadent's discussions. MC advised that he did not see an issue with this and would liaise with colleagues at the Joint Office to obtain confirmation.

MC advised of the following proposed dates for the Pre-Modification:

- 27 August 2024, with the deadline for the submission of papers being 19 August 2024;
- 30 September 2024, with the deadline for the submission of papers being 20 September 2024; and
- 29 October 2024, with the deadline for the submission of papers being 21 October 2024.

### **8. Any Other Business**

None.

**9. Diary Planning**

Offtake Arrangement Workgroup meetings are listed at: <https://www.gasgovernance.co.uk/OA>

All other Joint Office events are available via: [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 30 July 2024	5 pm Monday 22 July 2024	Microsoft Teams	Offtake Committee and Offtake Workgroup meetings
10:00 Tuesday 27 August 2024	5 pm Friday 16 August 2024	Microsoft Teams	TBC
10:00 Monday 30 September 2024	5 pm Friday 20 September 2024	Microsoft Teams	TBC
10:00 Tuesday 29 October 2024	5 pm Monday 21 August 2024	Microsoft Teams	TBC

Offtake Arrangements Workgroup Actions						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0101	30/01/24	1.1	Joint Office to look into the background and identify the Modification(s) which led to the changes made to Annex D1 of the OAD Measurements Document (namely, the Measure Data and Permitted Ranges table).	Joint Office (EF/BH)	March 2024	Closed
0301	25/03/24	2	All representatives of networks to obtain a half a dozen examples to provide feedback on in the next Workgroup.	All Networks	May 2024	Carried Forward
0302	25/03/24	2	NGT (ZT) to liaise with FC regarding the consequences and the implications of making a change to include 'other relevant parties' for input of gas onto the system.	NGT (ZT)	May 2024	Carried Forward
0303	25/03/24	3	Joint Office (EF) to confirm the process for making amendments to the data table on the Measurement Error Notification Proforma document.	Joint Office (EF)	May 2024	Closed
0304	25/03/24	2	All networks to review the data in the Measurement Error Notification Proforma document to ensure it is up to date and correct. Any changes to be notified to the Joint Office.	All Networks	May 2024	Carried Forward

<b>0305</b>	25/03/24	5	Cadent (DD) to produce one-page scoping document to present to the Workgroup.	Cadent (DD)	May 2024	<b>Carried Forward</b>
<b>0306</b>	25/03/24	7.2	Joint Office to add two agenda items for the next meeting: <ul style="list-style-type: none"> <li>• Rationalisation of Telemetry Data Points, and</li> <li>• Follow-up actions under Modification 0834</li> </ul>	Joint Office	May 2024	<b>Closed</b>
<b>0501</b>	28/05/24	1	Joint Office (MC) to look into the issue regarding the circulation of the invites for this meeting.	Joint Office (MC)	June 2024	<b>Pending</b>