

Agenda

Offtake Arrangements Committee

09:30 Tuesday 30 July 2024

via Microsoft Teams

Please refer to your Microsoft Teams invite for the Teleconference details for this meeting
Please provide all agenda items and any related meeting papers in time to allow publication by
5pm on 22 July 2024

#Item	Topic	Lead	Category
1. Introduction			
1.1. Apologies for absence		Chair	Information
1.2. Note of Alternates			Approval
1.3. Quoracy Status			Approval
1.4. Minutes (09 April 2024)			Discussion
1.5. Approval of Late Papers			
1.6. Review of Outstanding Actions			
2. Review of the Measurement Error Notification Proforma		Chair	Discussion
3. Review of the Measurement Error Notification Process		Chair	Discussion
4. Next Steps		Chair	Information
5. Any Other Business		Chair	Information
6. Diary Planning		Chair	Information

Offtake Committee Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101	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)	July 2024	Carried Forward
0401	09/04/24	1.6	Joint Office (EF) to check the protocol for other secure meetings and consider restricting access for the Offtake Committee Meetings.	JO (EF)	July 2024	Pending
0402	09/04/24	4.0	Committee Members to review the Safe Control of Operations Interface Procedure document and revert to the Committee with any areas that require specific review or change.	All Transporter	July 2024	Pending