

**UNC Request Workgroup 0646R Minutes
Review of the Offtake Arrangements Document**

Wednesday 05 June 2019

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Kully Jones (Secretary)	(KJ)	Joint Office
Darren Dunkley	(DD)	Cadent
David Mitchell	(DM)	SGN
James Abrahams	(JA)	National Grid
Leteria Beccano	(LB)	Wales & West Utilities
Louise McGoldrick	(LM)	National Grid NTS
Shiv Singh	(SS)	Cadent
Stephen Ruane	(SR)	National Grid NTS

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0646/050619>

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 October 2019.

1. Introduction and Status Review

Bob Fletcher (BF) welcomed everyone to the meeting. James Abrahams explained that he has taken over the role previously undertaken by Eddie Blackburn.

1.1. Approval of Minutes (09 May 2019)

The minutes from the previous meeting were approved subject to a couple of minor typos in the attendee list – the initials for Mike Berrisford were showing as KJ and the word previous under agenda item 5.0 was incorrectly spelt.

2. Review of Outstanding Actions

Action 0401: Cadent (DD) agreed to circulate the actions from the last maintenance workshop held in August 2018.

Update: Darren Dunkley (DD) confirmed that the actions had been circulated but there were some outstanding actions from NGN and WWU. Workgroup agreed to close this action. **Closed**

Action 0404: Joint Office (BF) to include a recommendation in the Workgroup Report that the Offtake Committee to consider establishing a sub-committee to take forward the recommendations from this Review group.

Update: Agenda item 6.0 was deferred so this action was carried forward. **Carried Forward**

Action 0501: Reference the Issue Log Prioritisation spreadsheet – WWU (SC) and NGN (AP) to provide responses to DD by no later than 20 May 2019.

Update: DD highlighted that only WWU had provided a response. Workgroup agreed to close this action. **Closed**

Action 0502: Reference an OAD Related Documentation Review – Joint Office (BF) to look to provide a list of the various document (including their respective creation and publication dates) and to consider issuing these to knowledgeable parties in order to seek views on their continued appropriateness (i.e. should we continue to publish in one form or another) going forwards.

Update: BF confirmed the list had been compiled and published. Participants agreed to consider the listing and whether these documents should be managed via the UNC. This action was therefore closed. **Closed**

Action 0503: Reference a CNI Workshop meeting - All Transporters to look to provide suitable contact details to Cadent (DD) in order that he may organise a CNI Workshop in due course.

Update: Louise McGoldrick (LM) sought more clarification about the purpose of the workshop and what will be covered so that the right person could be identified to attend. It was suggested that a draft Terms of Reference would be helpful. Workgroup agreed to close this action.

It was noted that both this Request and the associated Modifications should be considering the impacts of CNI sites and how the OAD needs to be updated in terms of Site Owner and Site Users responsibilities for security on such sites. It was hoped the CNI workgroups would be able to highlight any other accountability changes or conflicts in the OAD. ~~Carried Forward~~ Closed

New Action 0601: Cadent (DD) to provide a one-page document setting out the aim and objectives of the CNI workshop and a broad outline of the discussion topics for the September meeting.

3. Consideration of Amended Modification

It was noted the Workgroup Reporting date had been extended to October 2019 Panel to allow time for the Phase 2 modification to be developed.

4. Prioritisation of Issue Log

Workgroup considered the proposed OAD review changes. DD indicated that the spreadsheet has been updated with responses and an overall summary provided to assess support for each of the individual changes. He also clarified that Cadent as proposer has not been included in the rating.

The scoring used to derive the summary position was as follows:

2 points	Agree in full
1 point	Agree in principle
-1 points	Not supported/did not agree
0 point	No response

LM sought clarification of which of the issues are considered to be high priorities, in response DD indicated that Cadent are looking for all the issues to be addressed at some stage to help address some of the ambiguity in the UNC Code which can lead to mis-interpretation or inconsistent interpretation.

DD then took Workgroup through the issues in turn, the table below captures the key outcomes of the discussion. An updated spreadsheet will be circulated following the meeting by DD.

Clause	Outcome
Overall Status - Not supported (red)	
B1.6.1 (b)	Agreement to not update the definitions but provide more understanding through dialogue
B2.2.4	Agreement that a template is not needed. Change status from red to green.
Overall Status – No responses (amber)	
N7	Agreement that Loss and Liability Section does not need a review
Section M	Agreement that a review is not needed.
Overall Status – Supported (green)	
B1.6.1 (b)	Obligation already in Section N
B2.2.4	Discussion at previous meetings on compliance with 12-month period which is resulting in late notices. More discussion needed.
B3.4.3	Covered by OAD Section B 4.2
B3.4.4	More consideration needed on separation
B4.1.5	Take forward through bi-lateral understanding agreement.
B6	Cadent to consider where and how to address the gaps between safety cases, Gas safety management and Licence agreements.
B6.3.1	Cadent to consider outputs from CNI workshop
C5.1.2 (b)	Not agreed
L2.3.1	Agreement that principle for cost recovery should be agreed upfront.
N2.1.2 (c)	Legal Text to address non-offtake shared sites
N9.1.1	Out of date references in "The "Transmission System Operator to Distribution System Operator Agreement Guidelines" need updating.

New Action 0602: Workgroup to consider the issues in rows 17-26 of the issues log and agree the next steps at the next meeting.

5. Consideration of Safe Control of Operations (SCO) Review

Discussion of this agenda item was deferred.

6. Development of Request Workgroup Report

Discussion of this agenda item was deferred.

~~**7. Safe Control of Operations (SCO) Review**~~

~~Discussion of this agenda item was deferred.~~

8.7. Next Steps

BF summarised the next steps as follows:

- Workgroup to consider rows 17-26 within the Issues spreadsheet and to agree next steps;
- Draft Phase 2 Modification;
- Consideration of SCO review, and
- Development of draft Request Workgroup Report.

9.8. Any Other Business

None.

10.9. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:00 Wednesday 03 July 2019	TBC	Standard agenda plus, <ul style="list-style-type: none"> • prioritisation of the issues log spreadsheet • consideration of Phase 2 Modification • consideration of SCO review • development of draft Request Workgroup Report
10:00 Wednesday 31 July 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	TBC

Action Table (as at 05 June 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0401	11/04/19	3.0	Cadent (DD) agreed to circulate the actions from the last maintenance workshop held in August 2018	Cadent (DD)	Closed
0404	11/04/19	3.0	Joint Office (BF) to include a recommendation in the Workgroup Report that the Offtake Committee to consider establishing a sub-committee to take forward the recommendations from this Review group.	Joint Office (BF)	Carried Forward
0501	09/05/19	2.0	<i>Reference the Issue Log Prioritisation spreadsheet</i> – WWU (SC) and NGN (AP) to provide responses to DD by no later than 20 May 2019.	WWU (SC) & NGN (AP)	Closed
0502	09/05/19	3.0	<i>Reference an OAD Related Documentation Review</i> – Joint Office (BF) to look to provide a list of the various document (including their respective creation and publication dates) and to consider issuing these to knowledgeable parties in order to seek views on their continued appropriateness (i.e. should we continue to publish in one form or another) going forwards.	Joint Office (BF)	Closed
0503	09/05/19	6.0	<i>Reference a CNI Workshop meeting</i> – All Transporters to look to provide suitable contact details to Cadent (DD) in order that he may organise a CNI Workshop in due course.	All Transporters	Closed
0601	05/06/19	2.0	Cadent (DD) to provide a one-page document setting out the aim and objectives of the CNI workshop and a broad outline of the discussion topics for the September meeting.	Cadent (DD)	Pending
0602	05/06/19	4.0	Workgroup to consider the issues in rows 17-26 of the issues log and agree the next steps at the next meeting.	ALL	Pending