**UKOPA EPWG Meeting**

**To be held on Wednesday 30th September 2020**

**Commencing 10am virtually via TEAMS**

**Agenda**

1. Attendance, apologies and membership
2. Notes and Actions of Previous Meeting
3. PERO Course
	1. 2020 dates, bookings and contract (NB)
	2. 2021 dates and requirements (NB)
4. 2020 HAC webinar and potentially 7th July 2021 for full HAC (AM)
5. Stake Holder Engagement (standing item)
	1. IGEM
	2. HSE
	3. EA / SEPA (remedial work around rivers)
6. GPG update and UKOPA webinars (AM/NB)
	1. GPG Managing developments and works in close proximity to HP pipelines
7. Review of Post-Exercise Reports and learnings (standing item)
8. Learnings from Covid 19
9. Budget and Work Plan
	1. 2020 budget and work plan review for the Board
	2. 2021 work plan
10. Date and Venue of Next Meeting/s – tbc

Action table from previous meetings:

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| **EPWG Action Summary June 2020** |
| **No** | **Action** | **Date raised**  | **By** | **Progress – June 2020** |
| **24/01** | Canvas members re PERO course for Oct and Nov | **06/20** | **NB** | Majority in favour of running the course and as of the time these notes were produced, all places on the 2 courses have been reserved - **CLOSED** |
| **24/02** | Inform FSC of cancellation of Sept PERO course  | **06/20** | **NB** | Informed - **CLOSED** |
| **24/03** | Find out if DNVGL will run a Hazard Awareness webinar | **06/20** | **AM/ NB** | Will deliver and course booked for 10th Sept 2020 - **CLOSED** |
| **24/04** | Share marker post and water crossing information  | **06/20** | **TH** | Email containing information issued by Tom on 3rd June - **CLOSED** |
| **24/05** | Produce overview of GPG (for use as a UKOPA Webinar) | **06/20** | **NB** |  |
| **24/06** | Ask GNI whether they might share Supply Emergency learnings | **06/20** | **AF** |  |
| **24/07** | Inform NB if you would like to be included on the Oct Members update invite | **60/20** | **All** |  |
| **Previous actions** |
| **23/01** | AM / NB to discuss PERO feedback with DB | **02/20** | **AM / NB** | Jun 20 – discussion not yet taken place - Ongoing |
| **23/02** | Update PERO course flyer and booking form to be more booking provider oriented  | **02/20** | **NB** | Jun 20 – not yet actioned as courses cancel - Ongoing |
| **23/03** | Update booking form to specify exact PPE requirements and a copy of company specific emergency plans | **02/20** | **NB** | Jun 20 – not yet actioned as courses cancel - Ongoing |
| **23/04** | Liaise with FSC to update joining instruction | **02/20** | **AF / NB** | Jun 20 – not yet actioned as courses cancel - Ongoing |
| **23/05** | Liaise with FSC regarding exact wording / definition for ‘exclusion zone’ and update presentations and supporting notes accordingly  | **02/20** | **AM / AF / NB** | Jun 20 – not yet actioned as courses cancel - Ongoing |
| **23/06** | Liaise with DNVGL to ensure course documents and handouts are available at HAC | **02/20** | **AM / AF / NB** | Jun 20 – not yet actioned as course cancel - Ongoing |
| **23/07** | Develop and send out HAC flyer and booking form | **02/20** | **NB** | Jun 20 – not yet actioned as courses cancel - Ongoing |
| **23/09** | Send out guidance notes on developing and testing emergency plans and members to feedback  | **02/20** | **AF** | Jun 20 – GPG sent out and some comments received, final document to be produced by end July - Ongoing |
| **22/06** | Produce UKOPA learning brief from BPA template | **2/10/19** | **NB / AF** | Feb 2020 – not yet producedOngoing |
| **22/07** | Prepare Learning Briefs from information shared at meeting | **2/10/19** | **NB** | Feb 2020 – not yet actionedOngoing |
| **21/04** | Update EPWG GPGs to remove term Exclusion Zones  | **6/19** | **AF / NB** | June 2020 – this item is on going whilst an agreement over the term to be used is foundFeb 2020 – this work needs to be completed when the term has been agreed. A call with the experts at the FSC is to be arranged.2/10/19 – to be completed - Ongoing |
| **21/09** | Bring written learnings from an exercise to the next meeting  | **6/19** | **All** | This item will remain ongoing |
| **18/08** | Inform BW if you are able to invite his unit to an emergency exercise / pipeline open day | **26/6/18** | **ALL** | A number of people expressed an interest in this so the action remains open |