**Emergency Planning Work Group - Notes of Meeting held offices at Penspen Offices, Kirkby Lonsdale on 13th February 2019**

**1 Attendance:**

R Armstrong SGN

N Barker UKOPA

P Boyle ESSAR

M Burrows National Grid

D Butterfield CLH-PS

S Carter Cadent

A Fuller PIE

A Middleton NGN (Chairman)

C Zanker BPA

**Apologies**

S George ESSO

R Greaves National Grid

T Hawkesworth Sabic

B Wilkins National Grid

AM welcomed everyone to the meeting and introductions were made.

**2 Notes and Actions of Previous Meeting**

The notes of the previous meeting from October 2018 were agreed and actions are noted in the action list at the end of these minutes.

**3 PERO Course and Contract from 2019**

**2018 Update** – 8 courses (the 7 originally booked plus one extra in December due to demand) took place during 2018. All the courses ran with the minimum of 10 participants, but most ran with the maximum of 12. As usual, the feedback has been excellent, with the only issue noted this year being the quality of the lunches provided.

**2019 PERO dates** – the first 4 dates for 2019 are now all filled (26-27 February, 10-11 April, 8-9 May and 26-27 June). It was agreed that the remaining 3 dates should be advertised, as soon as they had been announced at the UKOPA members meeting on 26-27 February. The dates are 3-4 September, 15-16 October and 19-20 November.

**Action 20/01 – NB to send out updated flyer and booking sheets for PERO courses**

**Pero update and supporting materials** – it was noted that the information provided by the college was not branded, and perhaps even not the updated information following the 2016/17 course review. It was agreed that AF/NB should liaise with the college and the trainers to ascertain what is currently being used and get it updated with appropriately banded course notes as soon as possible

**Action 20/02 – AF/NB review and update course handout file**

1. **Stakeholder Engagement**

**NESG** Still no information on when this group may start

**IGEM** – only item of not was that IGEM/TD/1 is to be reviewed starting this year and the panel will meet first on 21st March 2019

**HSE** – following on from the list prepared at the last meeting of HSE areas of interest, a number of points were raised by the group.

NGN had received a request to make available the last 2 years TD1 affirmation surveys. They had also been issued with 3 improvement notices.

The group were concerned that the internal changes within HSE were causing them to no longer provide support to the industry but more so become the enforcers through improvement notices etc, and wanting to find ways of charging companies for this. Most members felt like the culture had returned to that which were there over 10 years ago, that improvement notices were ‘waiting in the wings’, and that companies were made to feel like ‘little children getting slaps on the list’ rather than working with the HSE in collaboration. Many companies are becoming more reluctant to share anything with HSE unless approached. The group felt that these concerns should be fed back to the Board

**Action 20/03 – AM to feedback concerns to the Board**

Members also pointed out that human factors seemed to be an area of focus for HSE currently too.

**EA/SEPA** – There had been no communication with EA.

1. **Pipeline Hazards Associated with Ground Movement**

RA shared with the group some information regarding work being carried out by SGN for Hazard awareness associated with ground movement (EPWG/19/003). They are currently in the process of developing a workshop which will be run initially once up North and one down South. He will provide further information once the course has been run for the first time.

There was a discussion regarding Hazards Associated with Construction Projects and whether this should be something that is developed further by UKOPA either in this group or another. AF added to this discussion regarding work being carried out by Rosen in this area.

1. **Implications of HS2 on Networks**

AM shared with the group a presentation about proposals for HS2 in the NGN network and the impact this would have on the Network. It was noted that major infrastructure projects have impacts on many operators and there was a discussion about whether UKOPA should look to identify some of these impacts as well as identifying where these types of projects have worked well (A14 Highways England project, Thames Tidelway etc.). AM agreed to discuss with the Board

**Action 20/04 – AM discuss impacts of major projects on operators with the Board**

1. **Points of vulnerability**

AM shared with the group a document developed by NGN (DP3) regarding the work carried out by them to identify and put in place a schedule of surveying ‘vulnerable points’ where NGN pipelines run close to fuel pipelines (EPWG/19/04).

1. **DNVGL Hazard Awareness Course**

AM had received information from DNVGL regarding running a bespoke UKOPA Hazard Awareness course (EPWG/19/05). The cost for developing and running a one day course (without accommodation) would be £15,500 for up to 25 people with up to an extra 5 people for £200 each.

It was suggested therefore that cost might be:

£560pp if 30 people attended

£635pp if 25 people attended

£775pp if 20 people attended

The group were positive about this and would like AM to present the proposal to the Board.

A full design for the course is to be developed, and needs to include such things as Hazard Zones, LUP and Leaking vs Catastrophic failure.

**Action 20/05 – AM to take Hazard Awareness Course proposal to the Board**

NB: outside of the meeting the Board were positive about the proposal and there was much interest from members at the Members meeting. A date of 26th September has been booked.

1. **Review of Post-Exercise Reports**

CZ shared information on a BPA pipeline exercise

RA shared information on a Sterling multi agency exercise.

NB is to create a folder under EPWG in the members centre where copies of reports that can be shared can be uploaded

**Action 20/06 – NB create folder in members centre**

1. **2019 Budget and Work Plan**

The 2019 for the working group had been approved by the Board

1. **Date and Venue of next meetings**

Next meetings have been scheduled as follows:

26th June – BPA offices Bunsfield (including site visit)

2nd October – Penspen Offices, Kirkby Lonsdale (please note this had been rescheduled due to the Board booking the Members Meeting for the same day).

The status of EPWG actions is summarised as follows:

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| **EPWG Action Summary 13th February 2019** |
| **No** | **Action** | **Date raised**  | **By** | **Progress – 13th Feb 2019** |
| **20/01** | NB update PERO course flyer and booking form and send to members | **02/19** | **NB** | Done and attached to minutes**CLOSED** |
| **20/02** | NB review PERO course handouts, update and reissue to FSC | **02/19** | **AF / NB** |  |
| **20/03** | Feedback concerns re changes within HSE and impacts on operators | **02/19** | **AM** |  |
| **20/04** | Discuss impacts of Major Projects with the Board | **02/19** | **AM** |  |
| **20/05** | Take Hazard Awareness Course proposal to the Board | **02/19** | **AM** | Taken and approved. Date set for 26th Sept 2019**CLOSED** |
| **20/06** | Create ‘Post Exercise Review’ folder in the members centre | **02/19** | **NB** | Created under the EPWG folder**CLOSED** |
| **Previous actions** |
| **19/01** | Try and find out who CHLPS used for the PERO update in mid 2019 | **10/10/18** | **NB /DB** | CHLPS has used Faulk to provide this service**CLOSED** |
| **19/02** | Identify information from RD, Citizen Aid, JESIP etc that might be useful in future PERO course update | **10/10/18** | **AF** | This item is still is closed and is to be replaced by action 20/02**CLOSED** |
| **19/03** | PERO takeaway pack – what should be included | **10/10/18** | **AF / AM** | This item is still is closed and is to be replaced by action 20/02**CLOSED** |
| **19/04** | Identify updates for PERO course | **10/10/18** | **AF / NB** | This item is still is closed and is to be replaced by action 20/02**CLOSED** |
| **19/05** | Inform NESG that AM is the new UKOPA rep | **10/10/18** | **AM** | As yet have not been able to establish who the contact is for this groupOngoing |
| **19/06** | Provide the Board with thoughts on a new Members Centre | **10/10/18** | **AF / NB** | A proposal for updating the members centre was presented to the Board in February 2019**CLOSED** |
| **19/07** | Share Scottish Resilience ‘Beast from the East’ learnings | **10/10/18** | **NB** | Uploaded into the Post Exercise Folder in the Members Centre**CLOSED** |
| **19/08** | Amend agenda to remind members to bring learnings from exercises | **10/10/18** | **NB** | Done**CLOSED** |
| **19/09** | Prepare EPWG 2019 budget | **10/10/18** | **NB / AM** | Prepared and approved**CLOSED** |
| **18/05** | Move historical documents into EPWG folders in the members centre | **26/6/18** | **AF / NB** | This item has been put on hold whilst the Board agrees what should happen with the Members CentreOn Hold |
| **18/06** | Review PERO support information available via other sources | **26/6/18** | **AF** | This item is still is closed and is to be replaced by action 20/02**CLOSED**10/18 This item is on-going so people can share what they currently have |
| **18/07** | Source and prices waterproof note pad for next meeting | **26/6/18** | **AF** | This item is still is closed and is to be replaced by action 20/02**CLOSED** 10/18 This item is on-going  |
| **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 |
| **18/10** | Discuss ‘Hazard Awareness’ course with DNVGL | **26/6/18** | **AM** | This item is still is closed and is to be replaced by action 20/05**CLOSED**10/18 This action is to be followed up after this meeting at Spadeadam |
| **106** | Invite RD to a future meeting (depending upon PERO discussions) | **9/11/17** | **NB** | 22/3/18 Ongoing, to be invited after the PERO contract has been awarded – Ongoing26/6/18 SC informed the group that he had received some good training from someone at RD and he would invite them on behalf of the group to the next meeting – ongoing 10/10/18 RD had been invited to attend this meeting and initially agreed but had had to tender his apologies at the last minute. The invite is to be re-issued.13/2/19 RD to be invited to the October 2019 meeting |
| **104** | Draft and send LAs information about GPGs including link to where they can be found | **9/11/17** | **NB** | 22/3/18 Ongoing - to be completed by June 201826/6/18 NB is now to write to RD with the information – Ongoing10/10/18 AF and NB are to progress further to share information via RD13/2/19 still ongoing |