

UKOPA

UNITED KINGDOM ONSHORE PIPELINE OPERATORS' ASSOCIATION

**Notes of Meeting held at Woodbank House Hotel, Aberdeen
on 12/13th September 2001**

Present:

M. Harrison, Storage & Distribution Operations Manager, Huntsman Petrochemicals (UK) Ltd. (Chairman)
E. Findlay, Process & Technology Manager, Pipelines, bp Chemicals
P. Siddals, Transmission Policy Manager, Transco
R. Ellis, Manager, Engineering Pipelines Group, Shell UK Ltd.
S. Wilson, Manager, Pipelines, Powergen Gas Ltd.
K. Curtis, Powergen Gas Ltd
K. Thomas, Pipelines Superintendent, Huntsman Petrochemicals (UK) Ltd.
H. Morris, Law and Wayleaves Superintendent, BPA
R. McConnell, Consultant, Eutech
P. Joyner, bp Forties Asset Manager
D. Cullen, Senior Pipeline Supervisor, Shell Expro
P. Roberts, Head of Investment, NTS Transco
B. Forbes, Shell Expro (13th only)
R. Grey, Esso Petroleum Ltd.
A. Thayne, Health & Safety Executive (13th only)
T. Ingram, Health & Safety Executive (13th only)
B. McCullough, Health & Safety Executive (13th only)
J. Haswell, Pipeline Integrity Engineers
P. Jones, Secretary

1. WELCOME AND INTRODUCTIONS

1.1 Welcome

M. Harrison welcomed all and, in particular, Peter Roberts who is the Head of Investment, NTS Transco, who was attending for the first time.

He also thanked D. Cullen (Shell) for hosting the meeting and the evening meal.

1.2 Presentations

M. Harrison noted that there were 3 presentations scheduled on the agenda:

- (i) UKOPA Presentation to SIESO Workshop by EP WG (J. Haswell), Item 11 on the agenda.
- (ii) UKOPA Website by R. Michie, Item 16 on the agenda.
- (iii) HSE Land Use Planning by B. McCullough, Item 17 on the agenda.

The HSE presentation would take place at 9:00am on 13th September, whilst the others would follow the agenda.

2. APOLOGIES

P. Jones advised that apologies had been received from:

P. Williams, Transco
K. Shah, Terra Nitrogen
D. Bruce, Manchester Jet Line
S. Thomas, PIG
R. Michie, BG Group
R. White, FINA
T. Taylor, Esso Petroleum Ltd.

3. NOTES OF PREVIOUS MEETING – 14/15th JUNE (UKOPA/01/048)

The notes of the previous meeting were accepted as a fair record of discussions.

4. ACTIONS ARISING (not covered on the agenda) **(Note of previous meeting in brackets)**

4.1 Report on Fault Database Seminar (4.6)

- (i) Publish in the PIG magazine – S. Thomas to follow-up. Action ongoing.

Action: S. Thomas

- (ii) Income associated with the seminar

Advantica is to submit an invoice for the surplus amount identified by P. Jones. J. Haswell agreed to arrange via R. Owen of Advantica.

J. Haswell reported that this had been discussed further within the FDMG and that no further action was now proposed.

Action closed**4.2 Review of 2000 Activities – Written Summary (4.7)**

UKOPA/01/0043. Members were requested to review and comment.

P. Jones reported that no comments had been received from Members. The Chairman then suggested that the document was recorded as being approved. This was agreed.

Action closed

It was also agreed that J. Haswell would produce a similar document for 2001 activities for submission to the next meeting.

Action: J. Haswell

4.3 ToRs and Membership of Working Groups etc (4.8)

P. Jones reported that information supplied by the WG Chairmen had been collated into a document, tabled as UKOPA/01/0058, which could be made available through the website.

P. Siddals suggested that the document needed to be extended to include work plans and deliverables as originally proposed. This was agreed.

Action: Working Group Chairmen – J. Haswell / K. Curtis / R. McConnell

4.4 PIG Seminar on Pipeline Testing (4.10)

J. Haswell reported that UKOPA's interest in the development of competency requirements had been registered with GWINTO, and has been progressed by the Competency and Training Work Group, and included in Version 1.0 of the Competency Framework – UKOPA/01/0042.

Action closed**4.5 Pipeline Cost Reduction Initiative Presentation (9)**

P. Jones reported that Dr. Sanderson's presentation had been too large to receive electronically, and stated that a hardcopy had been circulated as UKOPA/01/0054 to those Members who had requested a copy. He drew attention to the fact that Dr. Sanderson had offered to supply information to any UKOPA member who contacted him directly.

Action closed

4.6 UKOPA Statement on Public Awareness (13.2.1{ii})

J. Haswell reported that the statement circulated to Members as UKOPA/01/0031 had been approved as the UKOPA position by the EPWG.

Action closed

4.7 PERO Issues

(i) Preparation of questionnaire relating to need for further PERO Courses (13.3.1{ii})

K. Thomas reported that this had been discussed by the EPWG, and it had been agreed that updates could be achieved through a one day seminar which would revisit the original training, consider any changes in legislation and review users' experiences to ensure sharing of best practice. K. Thomas is developing proposals with the Fire Services College.

Action: K. Thomas

D. Cullen reported that it had recently been noted that Transco in Scotland were ignoring the use of the term 'PERO' and were using 'Incident Controller' instead. Following a suggestion by K. Thomas, it was agreed that the glossary of terms, particularly with regard to PERO, should be re-circulated to all PERO course attendees.

It was also agreed that:

- (a) P. Siddals would review the position within Transco and report back.

Action: P. Siddals

- (b) P. Jones would advise P. Williams of the development and also ask him to confirm Transco's forecast for next year's PERO training requirement to the Fire Services College (J. Watson).

Action: P. Jones

(ii) UKOPA position paper on definition of emergency levels (13.3.1{iii})

K. Thomas reported this was still to be progressed.

Action: K. Thomas

4.8 AC Corrosion Presentation (18)

P. Jones reported that Roger Ellis' presentation had been too large to circulate electronically, and stated that Roger had agreed to provide information to interested Members on request. Also, a copy of the overheads used by R. Ellis had been circulated to Members who had requested a copy (**UKOPA/01/0053**).

Action closed

4.9 Occupied Buildings Adjacent to Pipetracks (19.1)

R. McConnell reported that there was nothing further to report.

Action closed

5. CORRESPONDENCE

5.1 Actions Arising

Recording of Association Correspondence on CD (5.1)

P. Jones reported that this action was in progress.

Action: P. Jones

5.2 Updated Correspondence List

P. Jones reported that no requests had been received for additional copies of previous correspondence.

Action closed.

6. MEMBERSHIP AND ADMINISTRATIVE ISSUES

6.1 Actions Arising

Memorandum and Articles of Association (6.2)

M. Harrison reported that the revised Memorandum and Articles were still under consideration in that Members of the Management Council were awaiting comment from their company legal representatives. He also advised that, in the meantime, the standard Memorandum and Articles used to establish the Association as a company were still in place.

Action: Management Council Members

6.2 Update on Membership Applications

P. Jones reported that contact with Enron and BHP had been progressed, and advised that:

- (i) He had sent information on Terms of Reference, membership classifications and costs to Enron. Paul Docherty had subsequently confirmed that Enron wish to apply from 2002 as an Associate Member. The application was unanimously approved, and P. Jones was actioned to advise Enron accordingly, and to invite their representative to the next meeting.

Action: P. Jones

- (ii) A similar pack of information had recently been sent to John Pallett of BHP Billeton, and that initial indications are that BHP are interested in joining. P. Jones to progress.

Action: P. Jones

6.3 Membership Details

P. Jones advised that the membership details proforma had been updated and circulated as **UKOPA/01/0055**.

7. FINANCE REPORT / ISSUES

7.1 Actions Arising

- (i) Circulation of Accounts for year ending December 2000 (7.2)

P. Jones reported that a copy of the audited accounts had been circulated as **UKOPA/01/0049**.

Action closed

7.2 Finance Report

P. Jones reported that the Association's bank balance at 31st August was £23,966.23.

7.3 VAT Return - June 2001

P. Jones reported that the VAT return for quarter ending June 2001 had been completed, but now noted that he had detected an error resulting in an under-claim and that this would be corrected in the VAT return for quarter ending 30th September 2001.

Action: P. Jones

7.4 Invoices for Membership for 2001

P. Jones reported that invoices had been issued as actioned.

H. Morris asked whether the Association had prepared a business plan and, in response, M. Harrison advised that this had been discussed at the Management Council meeting held earlier in the day. The estimated financial requirement in terms of supply of secretarial support is known, and estimated requirements in terms of support to be provided by J. Haswell and R. McConnell has been actioned. A business plan is to be prepared on receipt of this information.

**Action: J. Haswell / R. McConnell (estimated costs)
P. Jones (business plan)**

M. Harrison also noted that the membership fees for 2002 had also been discussed at the Management Council. Whilst the situation will be confirmed at the January meeting, it has to be recognized that the Association needs an adequate reserve to address strategic issues without the need for additional cash calls. It is expected that, as a minimum, fees for 2002 will remain as for 2001 and that invoices will be issued shortly after the January meeting.

Action: Chairman / Management Council

M. Harrison further reported that Working Group Chairmen have been asked to confirm estimated future spend requirements (which will be included in the business plan), and that an Expenditure Application Proforma had been approved by the Management Council for authorizing expenditure.

Action: Working Group Chairmen – J. Haswell / K. Curtis / R. McConnell

7.5 NJUG Membership Fees

M. Harrison noted that the position was unchanged from the previous meeting, and would be reviewed under item 14 of the agenda.

8. HS&E ISSUES

8.1 Actions Arising

HS&E Issues – Draft Safety Information Notice (4.11)

P. Jones reported that the proforma agreed at the last meeting had been circulated electronically as **UKOPA/01/0057**.

Action closed

P. Jones stated that he had found it very difficult to structure the agenda to enable both open and closed discussions, as actioned at the last meeting, because the few items which fall under this category invariably require both open and closed discussion. He suggested that it would be more appropriate for Members, and in particular Working Group Chairmen, to identify to the Secretary in advance of meetings any specific items which they want to discuss in closed session. These could then be scheduled accordingly.

The proposal was accepted and also that notes of open sessions should be sent to A. Thayne.

Action: Working Group Chairmen / Members / Secretary

8.2 Members Issues

There were no Member issues to report.

9. ITEMS OF INTEREST FROM PIG

9.1 Actions Arising

(i) Article on what is happening to BS 8010 (10)

S. Thomas reported that he had forwarded the article to P. Jones who confirmed he had circulated this as **UKOPA/01/056**.

Action closed

(ii) PD 8010 Committee – R. McConnell to make recommendations to the Committee relating to learning from TD/1

R. McConnell reported that J. Haswell had been nominated to represent IGE on this committee, and had agreed to keep UKOPA informed of developments. He also reported that the Risk Assessment Workgroup

were reviewing IGE/TD/1 Edition 4 approach to risk assessment, and would keep UKOPA informed.

Action: R. McConnell

9.2 Reports

Due to the absence of both S. Thomas and J. Varden, there was nothing to report under this agenda item.

10. ACDS MHSC WORKING GROUP ON PIPELINES

10.1 Actions Arising

(i) UKOPA Recommendations for Chairman (12)

R. McConnell reported that he had made enquiries and recommended that UKOPA support HSE's recommendation that Dr. G. Walker chair the Working Group on Pipelines. This recommendation had been supported by UKOPA Members attending the joint EP and RA WG meeting on 17th August.

Action closed

(ii) UKOPA Recommendation for Gasoline Pipeline Representative (12)

R. McConnell reported that, following the joint EP and RA WG meeting, he had written to HSE offering UKOPA's proposals for representation (as outlined in Item 7 of **UKOPA/01/0050** and referred to in Item 10.3 below). These included a proposal that P. Davies represent the UKOPA view regarding gasoline pipelines.

Action closed

10.2 Update

R. McConnell reported that recent discussions and correspondence with HSE (N. Briscoe) had confirmed that HSE's expectation was that UKOPA would provide the secretariat function for the Working Group. R. McConnell advised that the secretariat could be influential, and as UKOPA had lobbied hard for a recognised forum, an alternative would be high risk. M. Harrison confirmed that the Management Council had approved that UKOPA has agreed in principle to fund the costs of J. Haswell and R. McConnell on the Working Group (Rod as independent and Jane as Secretary), but also advised that both Jane and Rod had been requested to provide estimated costs of involvement by the end of

November. In the meantime, attendance of both at the first meeting (date in November to be confirmed) was approved.

Action: J. Haswell / R. McConnell

J. Haswell reported that she had attended an informal meeting called by K. Allars, attended by Dr. G. Walker and N. Briscoe, to discuss how the Working Group would operate – relevant papers circulated as **UKOPA/01/60, 61 and 62**. She further advised that she had prepared a briefing note for UKOPA Members relating to the meeting which had been circulated as **UKOPA/01/0065**.

10.3 UKOPA Representation and Strategy

J. Haswell stated that she had accepted actions to i) confirm the UKOPA representatives and forward summary details to K. Allars for ACDS, and ii) confirm availability for attendance at the first meeting scheduled for wc 12th November, and obtain UKOPA proposals for an agenda.

All nominated representatives confirmed their intention to become involved in the Working Group. J. Haswell agreed to confirm the date by e-mail.

Action: J. Haswell

R. McConnell reported that the UKOPA representation proposed to HSE (K. Allars) was as agreed at the joint EP and RA WG meeting on the 17th, and was based on an assumption of separate funding for the technical secretary (J. Haswell) and UKOPA nominated 'independent' role (R. McConnell). The rationale was that P. Siddals would represent TD/1 operators, M. Harrison - BS8010 operators and P. Davies - Gasoline operators). This representation, together with R. McConnell as an independent nominated by UKOPA, had been agreed at the meeting on 5th September. R. McConnell stated that HSE had made it clear that they were keen to minimise the formal membership of the Group, but to demonstrate that the Working Group represented all stakeholder groups. For this reason they proposed that formal UKOPA/pipeline operator representation should be minimised, but that attendance would not be limited and would vary according to the work in progress.

R. McConnell stated that following discussion by the EP and RA WGs, it had been agreed that UKOPA should develop a proactive influencing strategy to ensure that priority issues were considered, actions raised and dealt with and decisions made on a timely basis. A key element of this would consist of the drafting and submission of strategy papers, approved by UKOPA. It had been agreed the first paper should cover principles for the use of risk assessment (based on UKOPA's principles for use of risk assessment for land use planning), and should be submitted for agreement by the Working Group to establish a datum position against which future discussions could be tested for consistency. R.

McConnell had undertaken to prepare this paper, and tabled a draft “Proposal that a Risk Based Approach is Adopted and Endorsed” for Members’ approval - UKOPA/01/0067.

Members were requested to comment by the end of September. No comment would be taken as endorsement and approval for use.

Action: Members

R. McConnell and J. Haswell had been actioned by the Working Group to prepare the agenda for the first meeting and this will include the paper mentioned above.

Action: R. McConnell / J. Haswell

11. REPORT FROM THE RISK ASSESSMENT WORKING GROUP

11.1 HSE Liaison Update

11.1.1 Actions arising

As covered under Item 10.

11.1.2 HSE Liaison Update

R. McConnell reported that all recent and current activities were covered under Item 10.

11.2 Land Use Planning Strategy

11.2.1 Actions Arising

R. McConnell to arrange meeting of RAWG (11.2.1)

R. McConnell reported that this was fully covered under Item 10.1.

Action closed

11.2.2 Update

R. McConnell stated that, as reported under 10.3, a paper entitled “Proposal that a Risk Based Approach is Adopted and Endorsed” is to be submitted to the Working Group on Pipelines for agreement.

R. McConnell reported that the RAWG objectives for 2001 had been reviewed at the joint meeting with the EPWG on 17th August. Key objectives were to support

the establishment of the MHSC Working Group on Pipelines, to identify which risk assessment models/methodologies to influence, and to ensure that pipeline operator groups were fully involved. RAWG had extended its membership to include N. Jackson (Transco) and P. Davies (BPA), to fully cover current UKOPA interests and ensure an effective interface with the Working Group on Pipelines. N. Jackson is a H&R specialist now responsible for engineering policy development, and has a keen interest in the land use planning decision process and the interface between pipelines and fixed installations in the application of major hazard legislation. P. Davies is expert and experienced in land use planning, and maintained a key involvement in the discussions regarding gasoline.

11.3 Pipeline Damage Database

11.3.1 Actions Arising

There were no actions arising.

11.3.2 Update

R. McConnell reported that a meeting of the FDMG had been held on 8th August and tabled notes of the meeting – now referenced **UKOPA/01/0068**. He advised that a review of the leak data had been actioned for delivery in October 2003, work on predictive modeling is in progress and that draft reports are scheduled for completion by the end of October and final reports are due in December 2001. K. Thomas / J. Haswell proposed that a seminar on predictive modeling and how we apply is likely to be of high interest to the industry, and suggested UKOPA should consider organizing a seminar during 2002.

This proposal was supported and, after discussion, R. McConnell and R. Ellis were actioned to consider and prepare a format for the seminar to be held possibly in May next year. Also R. McConnell is to arrange a presentation at the January meeting of the Association to cover results of the predictive modeling and draft proposals for the seminar.

Action: R. Ellis / R. McConnell

In terms of access to the database for third parties, R. McConnell confirmed that the Advantica contact is Robert Owen of Advantica (Robert.Owen@advanticatech.com)

Finally, R. McConnell advised that R. Ellis has now taken on Chairmanship of the Fault Database Management Group.

12. REPORT FROM THE EMERGENCY PLANNING WORKING GROUP

12.1 Update on Emergency Planning Issues

12.1.1 Actions Arising

(i) Stakeholder interest in amendment to PSR 1996 (13.1.2)

J. Haswell reported that, as actioned, she had sent a letter to N. Briscoe covering the issues raised by the Working Group – Ref. **UKOPA/01/0059**. P. Jones added that the letter also requested clarification regarding UKOPA suggested amendments to PSR relating to absolute duties.

J. Haswell further advised that a response had been received from N. Briscoe and that a copy had been circulated to Members – Ref. **UKOPA/01/0064**.

(ii) Approval of UKOPA Emergency Plan Test Cost Estimates (UKOPA/01/0035) (13.1.2)

J. Haswell reported that the UKOPA cost estimates had been approved by the EPWG, and she had been actioned to submit them to HSE on behalf of UKOPA for input to the regulatory impact assessment.

Action: J. Haswell

(iii) Gasoline Operator Representation (13.1.2)

J. Haswell reported that R. White attended the last EPWG, and was to agree future representation of both the EP and RA WGs with P. Davies.

Action: R. White

12.1.2 Update on Emergency Planning Issues

J. Haswell drew Members' attention to the fact that Neil Jackson had reported that Transco is looking at an IT internet-based system to simulate emergency plan tests – see Item 6.1 of **UKOPA/01/0050**. P. Siddals advised that the system appears to offer a cost effective approach and will keep Members advised.

Action: P. Siddals

12.2 Emergency Planning ACoP - Influencing Strategy

J. Haswell referred to the notes of the EPWG meeting held on 17th August, and advised that the workgroup had agreed an influencing strategy for progressing the ACoP. In summary this comprised:

- (i) Holding a Workshop to specify the scope and content of the ACoP. This is scheduled for 29th October.
- (ii) Awarding a contract for drafting the ACoP against the specification.
- (iii) Submit the ACoP to HSE for consideration, consultation and publication.

J. Haswell advised that she had spoken to N. Briscoe about producing a draft ACoP and that he had responded positively, but added a note of caution in that he advised that any ACoP would need the input of other stakeholders – all as explained in **UKOPA/01/0064**. Based on this advice, J. Haswell recommended that instead of proceeding with the 3 point influencing strategy, UKOPA should proceed with the Workshop only in the first instance, develop a specification, then seek HSE agreement before proceeding further. It was not intended to invite LA representatives to the Workshop but HSE are to be invited and A.Thayne had been suggested by N. Briscoe as an ideal candidate. A. Thayne confirmed that he will attend on 29th October.

The proposal was agreed.

Action: J. Haswell

Members' attention was drawn to a document on the Cabinet Office website – homeoffice.gov.uk – relating to the Future of Emergency Planning in England and Wales, which clearly identified that emergency services are inadequately resourced and that there is likely to be a move to funding of emergency services through other routes.

Finally, J. Haswell advised that N. Briscoe's communication **UKOPA/01/0064** would be given close consideration and responded to.

Action: J. Haswell

12.3 SIESO Workshop 24/25th September 2001

J. Haswell reported that the EPWG had agreed that a presentation summarising UKOPA's concerns, recommendations and current influencing strategy would be made, as invited, to the Workshop. She noted that several Members of the EPWG would be attending the Workshop. It has been proposed that J. Haswell should attend on the second day to make the presentation.

12.3.1 Proposed Presentation to SIESO Workshop

J. Haswell outlined the proposed content of the presentation to the SIESO Workshop and copies of overheads are attached as **UKOPA/01/069**. In summary, the presentation outlines the pipeline operator position on the issue of emergency planning, highlighting results of the pilot exercise and recommending how UKOPA consider testing should proceed re desk top testing of pipeline specific issues on a regional basis etc.

The content of the presentation and funding of J. Haswell to make the presentation was approved by Members.

Action: J. Haswell

13. LEGISLATION UPDATE

13.1 Amendments to PSR 1996

13.1.1 Actions Arising

- (i) A. Thayne to check if PEPF is to be reconvened (14.1.2)

A Thayne reported that he had responded to P. Jones on this action on 27th June and confirmed that the PEPF had not been disbanded and will be reconvened as necessary.

- (ii) J. Haswell to write to N. Briscoe re ACoP (14.1.2)

Covered under item 12.2

- (iii) Comments on HSE Operational Strategy (14.2)

P. Jones reported that comments had not been received, but suggested that all should take the time to review the strategy as it is to be reissued on an annual basis, and the Association should be prepared for the next issue.

A Thayne added that comments on this Strategy would be accepted at any time and considered in respect of the next issue of the Strategy.

Action: All Members

(iv) Definition of Modifications

P. Jones reported that he had received comments from one Member only and asked A. Thayne if the deadline for comments could be extended by a month to mid November and this was agreed. Members to comment to P. Jones by the end of October latest.

Action: P. Jones

A Thayne added that any changes would initially be issued as an HID circular and a copy issued to UKOPA. There are no intentions of amending the Regulation although guidance may be amended or addendum issued.

13.1.2 Update

There were no items to report.

13.2 Pipelines Safety Instrument

A. Thayne stated there was nothing to report at this stage.

13.3 Routing Guidelines**13.3.1 Actions Arising**

P. Jones to write to A.Thayne confirming the UKOPA position (14.4)

P. Jones reported that this action had been completed, ref. **UKOPA/01/0052**.

Action closed

A Thayne reported that he had reviewed the position and considered that it may be sufficient to require compliance with IGE/TD/1 in terms of routing. He needed, however, to discuss and clear this with the D.T.I.

Action: A. Thayne**14. ONE CALL SYSTEM****14.1 Actions Arising**

There were no actions arising.

14.2 Update

K. Thomas provided an update as outlined in the attached progress report – Ref. **UKOPA/01/0070**.

He advised that he had a copy of the PIG business plan and Members can request copies or specific information as required.

K. Thomas to monitor progress and report at the next meeting.

Action: K. Thomas

14.3 NJUG Exchange of Records Trial

14.3.1 Actions arising

NJUG Membership (15.3.1)

P. Jones to advise NJUG that membership not to be paid until exchange of records trial included

P. Jones reported that he had verbally advised the NJUG secretary, but the invoice was still outstanding.

14.3.2 Update

K. Thomas referred to his update report - **UKOPA/01/0070** - and advised that NJUG are still progressing the exchange of records trial and have set up a Project Team to progress. The intention is that it will interface with PIG and it is therefore not so critical that UKOPA is involved and there is no justified requirement for paying the NJUG membership fee. This was agreed, and P. Jones was actioned to advise NJUG.

Action: P. Jones

15. COMPETENCY AND TRAINING ASSESSMENT

15.1 Actions Arising

(i) Review of Competency Framework (16.2)

K. Curtis reported that no specific comments had been received from UKOPA Members, but the C&T WG had carried out a fundamental review, which is reported under Item 16.2.

(ii) Work Programme (16.2)

Reported under 16.2.

15.2 Update

K. Curtis tabled a report, - reference - **UKOPA/01/0071**, and reported that the C&T WG had carried out a critical review of the framework document. The WG felt that the validity of the work must be confirmed, and that "core skills" common to more than one task needed to be defined and included, as such skills would be a fundamental part of a practical competency assessment process. In carrying out the review, the C&T WG had agreed that the practical application of the competency assessment framework by a pipeline operator would be to determine the competency for an individual to carry out a series of tasks to a specific level. The Group had therefore considered generic, non-company specific roles.

Based on the work carried out, the C&T WG had actioned a revision to the management framework to include roles which were defined by activities, and the competency register had been revised to align tasks with the activities, and to include core skills. K. Curtis stated that when this was complete, the revised document would be circulated for review and comment.

K. Curtis reported that in view of the review work actioned, work to specify and progress the development of the database had been postponed, although an outline structure was being developed, and would be reviewed by the Group at the next meeting.

15.3 Work Progress and Programme

K. Curtis confirmed that the progress report (with the role activities, revised competency register and database outline) included a revised work programme for information. He requested support from Members to nominate attendees for a review and challenge workshop, which the WG considered would be essential. This was agreed. K. Curtis stated Members would be kept informed of progress.

Action : K.Curtis

16. UKOPA WEBSITE**16.1 Actions arising (17.1)**

R. Michie to action design and arrange presentation for UKOPA approval

J. Haswell referred to the e-mail sent to Members by P. Jones on 2nd September, and confirmed that a draft website had been designed and was operating under the internet address of www.visual-software.com/ukopa for Members' review and approval as actioned. She noted that information was missing from the draft website, and she would be writing to Members with a schedule of information required for inclusion. She also advised that the draft website included a secure Members' centre for demonstration of this feature. This facility can be made available at an additional cost of £1815.00 plus VAT.

Following discussion, it was agreed that the draft website met the requirements specified in a professional manner, and its completion and implementation was approved. H. Morris stated that a link could be established between the 'linewatch' website and the UKOPA website. This was agreed – J. Haswell to progress.

Action: J. Haswell

It was also agreed that the Members' centre facility was a functional and practical facility. T. Findlay noted that ongoing maintenance costs should be investigated, as these would depend on the volume usage of equipment and the level of availability for maintenance required. J. Haswell agreed to obtain details and circulate. Development of the Members' centre was approved. J. Haswell agreed to progress all actions noted.

Action: J. Haswell

17. HSE LAND USE PLANNING

B. McCullough presented a paper entitled "Advice to Local Planning Authorities for Major Accident Hazard Pipelines" on behalf of HSE. The presentation outlined the HSE's approach with reference to PSR 96, the Pipelines Act 1962, the Town and Country Planning (General Development Procedure) Order 1988 (latest 1995), and the Public Gas Transporters' License Conditions.

The presentation was well received, and discussion centred on legal issues, technical developments (including how depth of cover/protection is modeled) in modeling tools and the potential for HSE's use of the UKOPA database.

B. McCullough confirmed that the paper presented was available for open circulation, and is now referenced as - **UKOPA/01/0072**. Mark Harrison thanked him on behalf of all Members for presenting the paper.

18. ANY OTHER BUSINESS

18.1 MSC in Pipeline Engineering

R. McConnell stated that Newcastle University had received 13 applications (9 from overseas) for the course, which could accept up to 50 students. The University is now developing distance training options and R. McConnell stated that the University intends to offer the UKOPA student prize.

18.2 Transco Procedure to Avoid Damage to Pipelines

P. Siddals stated that Transco had restructured its document into an externally issued document for use by contractors, and an internal procedure. He offered to make both documents available to UKOPA, and requested comments and exchange information. It was agreed this was an excellent opportunity for sharing of industry practice. It was agreed that similar documents used by UKOPA Members would be circulated for information. P. Jones agreed to facilitate, until the website was functioning and could be used.

Action: P. Siddals / Members / P. Jones

18.3 New Technology – Surveillance

T. Findlay reported on a technical development recently assessed by BP for video interrogation of pipeline surveillance. The subject was of interest and T. Findlay agreed to provide further details and organize a presentation at the next meeting.

18.4 JIP Initiatives

R. Ellis noted that as JIP initiatives were progressed and reported, UKOPA should monitor and proactively progress interest. A typical example, which related to the previous item, was the JIP initiated to investigate the application of satellite surveillance to pipelines.

B. McCullough supported this, and stated that HSE would wish to publish learning at the earliest opportunity. It was agreed that an active watching brief was required.

Action: All

18.5 PERO Refresher Courses

K. Thomas referred to the notes of the EP WG (**UKOPA/00/0050**) and stated that, regarding the proposals for refresher training, the Fire College agreed in principle

and would need to liaise with UKOPA regarding detailed organization. K. Thomas agreed to develop proposals with the Fire College.

Action: K. Thomas

19. DATE(S) OF NEXT MEETING(S)

- (i) 9th/10th January 2002 at Bolton – Hosted by Transco (P. Williams). It was noted that the dinner would not be hosted, and costs would be allocated to the room rate.
- (ii) 15th/16th May 2002.