

# UKOPA

United Kingdom Onshore Pipeline Operators' Association

## Notes of the Management Council Meeting held at NGT's Training Centre, Eakring on 19<sup>th</sup> January 2005.

### **1. Attendance and Apologies.**

**Present:** Phil Brown – National Grid Transco - Chairman  
 Roger Ellis - Shell UK Ltd  
 Mark Harrison – Huntsman Petrochemicals (UK) Ltd  
 Lindsay Boswell – bp FPSI  
 Phill Jones – Secretary.

### **2. Notes of Meeting held on 15<sup>th</sup> September 2004 (UKOPA/MC/04/0037).**

The notes of the meeting held on 15<sup>th</sup> September 2004 were accepted as a fair record of the discussions and were signed off by the Chairman.

### **3. Actions Arising not covered on the agenda** (note of previous meeting in brackets).

#### **3.1 Links with UKOOA - Details of a reciprocal visit from UKOPA to the Pipeline User Group would be agreed at the January meeting. (3.2)**

Lindsay Boswell reported that he had attended a Pipeline User Group (PLUG) on the 10<sup>th</sup> November. The meeting was well attended, including a representative from the HSE, and there was all round support to establish links with UKOPA. It was proposed that a representative of each organisation would attend meetings of the other for a period of a year, and in this connection Blair McKay of PLUG would be attending the main UKOPA meeting later in the day.

Agenda items included the DNV standard, HSE and DTI issues, emergency procedures and sharing experiences, and it was noted that a best practice workgroup led by Boreas will be looking at intelligent pigging, integrity management and risk based inspection. Lindsay had recently received a copy of the notes of the meeting and confirmed that he would seek permission to circulate to UKOPA Members.

**Action: Lindsay Boswell.**

#### **3.2 HSE – UKOPA Strategy - It was agreed that the Chairman would propose the revised strategy to Members. (9)**

**Action completed and closed.**

3.3 Bank of America - Phill Jones was asked to pass a copy of the letter to the Pipeline Operators (Total and Esso) for information. (12)

**Action completed and close**

**All other items covered by the agenda.**

**4. Financial Issues.**

**4.1 Finance Report to the 31<sup>st</sup> December 2004 – ref UKOPA/MC/05/0002**

**4.1.1 Actions Arising.**

There were no actions arising.

**4.1.2 Update.**

Phill Jones referred to the Finance Report – reference UKOPA/MC/05/0002 and reported as follows:

The Association's bank balance on 31<sup>st</sup> December was £110300. He noted however that this balance does not however take account of:

- (i) Payment to PIE for secretariat service and technical support provided by Jane Haswell, from and including 15/09/04 to 31/12/04 - £5838 and £5583 respectively.
- (ii) Payment made to R. McConnell support from 07/12/04 to 31/12/04 -£1047.
- (iii) Interim payment to Advantica for management of the Fault Database £10k.
- (iv) Payment to Advantica for the predictive model - £38k.
- (v) VAT Reclaim of £1,650 for October to December 2004 -£1,650.

If these items are taken into account, then actual monies available are estimated at £51,482.

**4.2 Approval of Invoices.**

The Chairman advised Members that the following invoices had been signed at a pre-meeting with the Secretary following email approval by Members:

PIE - Secretariat service from 16/06/04 to 14/09/04 inclusive.

PIE - J.Haswell technical support, 16/06/04 to 14/09/04 inclusive.

R. McConnell - Technical Support– September to 6th December 2004.

Visual - Website maintenance – September to December 2004.

The following invoices were then considered and signed by the Chairman following approval by the Members:

- i) Advantica - Management of the fault database – closing payment of £10,000 for 2004 and first payment of £15000 for 2005.
- ii) PIE Ltd – for secretariat services (Phill Jones) and technical support (Jane Haswell) for the period 15/9/04 to 31/12/04 in the sums of £5838 and £5583 respectively.

In addition, Council Members approved the payment of £1047 to Rod McConnell and for payment to be made on receipt of the invoice.

Finally it was noted that an invoice had not been received from Advantica for Development of the predictive model.

### **4.3 VAT Returns**

#### **4.3.1 July to September 2004 – ref UKOPA/MC/05/0003.**

A copy of the VAT calculations had been circulated to Council Members in advance of the meeting and Phill Jones confirmed that the VAT due for the period had been (£5,581.98), that it had been received and paid into the bank.

#### **4.3.2 October to December 2004 – ref UKOPA/MC/05/0005.**

A copy of the VAT calculations for this quarter had also been circulated to Council Members in advance of the meeting and Phill Jones confirmed that the VAT due for the period had been (£1650.58), and that it had been reclaimed, and had been accounted for in the finance report and expenditure forecast.

### **4.4 Expenditure Forecast 2004/2006 – UKOPA/MC/05/0004.**

#### **4.4.1 Actions Arising (4.4.2).**

Phill Jones to amend the forecast to correct the error in line with discussions and agreements at the meeting.

Phill Jones reported that, following further checking, he had been able to confirm that there had been no error as reported. The surplus cash had been identified because the forecast had included for services provided by PIE from June to September, but this had not been paid.

**Action closed.**

#### **4.4.2 Update.**

Phil Jones referred to the forecast which had been circulated before the meeting - reference UKOPA/MC/05/0004. The document was made up of three worksheets:

- i) The first was a continuation of the forecast used during 2004, running from 2004 to 2006, which was based on the estimated reserves available on the 8<sup>th</sup> January 2004.
- ii) The second worksheet was a new forecast for 2005 and 2006 based on the estimated reserves available as of the 1<sup>st</sup> January 2005.
- iii) The third worksheet was a reconciliation of the reserves which had been forecast against the monies actually available as of the 1<sup>st</sup> January. The latter was higher than the forecast because, firstly it included for interest earned during the year, secondly it now include for reclaimed VAT from the last quarter of 2003 which had been received and banked in January 2004 and had not been accounted for in the estimated monies available on 8<sup>th</sup> January 2004 and, finally, it included for an underspend by Jane Haswell and Rod McConnell.

The net effect of the adjustments was that surpluses forecast for 2005 and 2006 had increased to £41.74k and £54.54 k respectively.

The revised forecast was approved and it was agreed that future forecasts should include an additional column to record the funds remaining within the authorised expenditure level.

**Action: Phill Jones.**

#### **4.5 Expenditure Approvals**

Two applications were considered at the meeting:

- i) UKOPA/MC/05/0007 -Visual Software for website maintenance and management for 2005 and 2006 in the total sum of £4,300 for the two years.

Following discussion, it was agreed that this application should be increased to a total of £2,485 for 2005 and £2,450 for 2006 which included an additional £500 for each year for potential additional costs for development of the site. Phill Jones to amend the expenditure application and send to the Chairman for signing.

**Action: Phill Jones.**

- ii) UKOPA/MC/05/0008 – PIE Ltd for technical support to be provided by Jane Haswell for 2005 in the sum of £22,800.

This application was approved by Members and signed by the Chairman.

#### **4.6 2004 Annual Accounts**

The Chairman noted that the Association's financial year ended on 31<sup>st</sup> December, and proposed that the annual accounts should be prepared by Phill Jones and checked

– not audited - by Robinsons as previously agreed last year. The proposal was approved by Members.

**Action: Phill Jones.**

## **5. Memorandum and Articles of Association - Update.**

### **5.1 Actions Arising.**

Lindsay Boswell to progress registration of bp as a Director as soon as the situation was clarified.

Lindsay reported that the bp reorganisation was still ongoing and that he would arrange for a letter to be submitted in due course confirming that bp exploration should be registered as a Director.

**Action: Lindsay Boswell.**

## **6. Policy and Procedures Manual.**

### **6.1 Actions Arising**

Phill Jones to forward a copy of the EEMUA document and other relevant documents to Phil Brown.

**Action completed and closed.**

### **6.2 Update**

Phil Brown referred to the draft Policy and Procedures Manual – reference UKOPA/MC/05/0006 - which had been circulated in advance of the meeting, and advised that the issued draft had taken account of a number of comments which had been received from Members.

In discussion it was agreed that the following additional comments would be addressed, following which the Manual would be issued as Version 1 dated January 2005:

- Comments received from Ken Thomas by email.
- A new clause to state that the immediate past Chairman becomes Deputy Chairman.
- The section on Work Groups to exclude Terms of Reference, and a new clause relating to the setting up of new Work Groups.
- Plus a number of comments rose by Lindsay Boswell and recorded at the meeting. These related to sections 1.4, 2.2, 2.3, 3.1, 3.2.1, 5, 5.1.1 and page 15.

**Action: Phil Brown.**

## **7. Future Presentations**

The Chairman noted that two presentations were scheduled for the main meeting:

- i) Presentation by Dave Willis - Chairman, BSI (PD 8010) PSE/17/2 committee.
- ii) Presentation by James Paul Granger, Pipeline Training International Ltd.

He noted that it had also been agreed at the last meeting, and in his absence, that Mark Harrison would give a presentation on Huntsman Petrochemicals Pigging Experiences in 2003, but Mark had advised afterwards that it would not be appropriate this time due to ongoing contractual discussions on the issue. Mark confirmed that this was still the case, and that he may be able to do at a future meeting.

It was agreed at the main meeting in September that the following would be left as contenders for future presentations –now not including the deferred presentation:

- Pipeline hydraulic modeling package by Atmos International – R. Ellis.
- Review of the effectiveness of surveillance – Mark Harrison.
- Advantica Grouted Tee Technology – Phil Brown.

The offer of a presentation from Paul Docherty was removed from the list because he had not provided a précis of content of his proposed presentation as requested.

The Chairman suggested that Jane Haswell could be added to the list for her presentation on Pipeline Failures. He had been present when Jane gave this to a joint meeting of IGEM and PIG, and considered that it would be of interest to UKOPA Members. The suggestion was supported.

Following discussion, and in view of the fact that Mark would not be in a position to give the presentation on the effectiveness of aerial surveillance until September at the earliest, it was agreed that the Advantica Grouted Tee Technology and Jane Haswell's paper on Pipeline Failures should be scheduled for the May meeting, and that the Pipeline Hydraulic Modeling Package scheduled for the September meeting.

**Action: Phil Brown and Phill Jones.**

## **8. Replacement of Ken Thomas on Working Groups.**

Mark Harrison had asked for this item to be included on the agenda, and advised that Ken Thomas has elected to take early retirement and will be leaving Huntsman at the end of May 2005. Ken has provided valuable support to Working Groups over the years, and is currently a member of EPWG and FDMG and a visiting member of RAWG.

Mark advised that Huntsman is currently reorganising, and that Linton Haw will be taking over Ken's responsibilities as well as other duties, and it is unclear at this stage how much support he will be able to give to UKOPA.

It was noted that Huntsman's continuing support is important, and Mark agreed to consider how Huntsman can best support UKOPA in line with reducing manpower.

**Action: Mark Harrison.**

## **9. PIG**

The Chairman advised that this item had been included on the agenda as a result of the email from Phill Jones to Members dated 4<sup>th</sup> January, and the notes of the PIG onshore panel meeting held on 14<sup>th</sup> October. He noted that the latter imply that Phill Jones is Member of the Panel representing UKOPA, which is not the case. John Varden and Dick Gray represent UKOPA on the Panel as well as their own companies. He had spoken to Brian Spencer and Phil Parkinson, the Chairman and Secretary of the Panel to clarify the matter. He had also agreed that to attend a future meeting of the Panel to talk about UKOPA if formally invited.

## **10. Proposed Pipeline Seminar in the North East**

The Chairman referred to an email from Paul Docherty in which he proposed a pipeline seminar in the north east later in 2005, and for which he had received provisional support from a number of speakers. He had requested support from UKOPA and, following discussion, it was agreed that if the seminar is aimed at Pipeline Safety then UKOPA will support. Mark Harrison will act as the local UKOPA Management Council representative and attend to give a brief overview of the Association and its activities.

**Action: Mark Harrison.**

## **11. PD8010**

Paul Docherty sent an email to all UKOPA Members on the 22<sup>nd</sup> September together with a power point presentation relating to the question of equivalence between standards following discussions at the PD8010 launch seminars, and had suggested that the issue be discussed at the January meeting.

The Chairman advised that Jane Haswell has prepared a briefing paper on the subject which has been circulated to all Members, and proposed that Jane is asked to present this at the main meeting as a way forward. The proposal was supported.

## **12. Any Other Business.**

### **12.1 Request from DNV.**

Phil Brown referred to the email received from Robbie Williams of DNV which had been circulated by Phill Jones on the 15<sup>th</sup> January, and in which Robbie Williams had

confirmed that DNV have started work on the E-PIMS project and are looking to meet with onshore pipeline operators to better understand the challenges they are faced with from an integrity/safety/operational and business perspective. It is understood from a brief telephone conversation between Phill Jones and Mr. Williams that DNV would like to make a presentation at the May meeting of the Association.

The matter was considered by Members and it was agreed in principle to accept the offer based on a presentation time of 30 minutes and the provision of a written brief of the proposed presentation.

**Action: Phill Jones.**

### **12.2 Rod McConnell – Request to use a UKOPA Business Card.**

A note had been received from Rod McConnell – reference UKOPA/MC/05/00 – in which he had requested that the Management Council approve the use of a UKOPA business card by himself as shown in the note.

The Council approved the request subject to the inclusion of the words “Independent Safety and Risk Consultant” and to be used only when working on behalf of UKOPA.

**Action: Phill Jones.**

### **13. Dates of Future Meetings.**

18<sup>th</sup>/19<sup>th</sup> May 2005 – to be hosted by Huntsman Petrochemicals Ltd in the Teeside Area – details to be confirmed.

21<sup>st</sup>/22<sup>nd</sup> September 2005 – to be hosted by Sembutilities in the Teeside area.

### **Circulation – Management Council Members**

**Signed:** (Phil Brown) – Chairman.

**Date:**