



United Kingdom Onshore Pipeline Operators' Association

**Notes of the Meeting held at the Wilton Phoenix Centre on 21<sup>st</sup> September 2005.**

**1. Attendance and Apologies.**

**Present:** Phil Brown – National Grid - Chairman  
Roger Ellis - Shell  
Mark Harrison – Huntsman  
Lindsay Boswell – BP  
Neil Jackson – National Grid  
Phill Jones – Secretary.

There were no apologies.

**2. Notes of Meeting held on 18<sup>th</sup> May 2005 (UKOPA/MC/05/0016).**

The notes of the meeting held on 18<sup>th</sup> May 2005 were accepted as a fair record of the discussions and will be signed off by the Chairman.

**Action – Phil Brown/Phill Jones.**

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

**3.1 Proposed Pipeline Seminar in the North East**

Mark Harrison reported that a date of 20th September has been set for the seminar. The agenda has not yet been agreed, but will be circulated as soon as available. As agreed, Mark will attend to give the overview of UKOPA and will base his presentation on previous material used for similar situations. (3.3)

Mark Harrison reported that the UK Onshore Pipeline Safety Seminar had taken place on the 20<sup>th</sup> September and had been very well attended with a mixture of stakeholders, including UKOPA members, non UKOPA members, various consultants and service providers and the HSE. The presentations were very informative and well presented, and emphasised the work that the industry and UKOPA is currently involved with. The UKOPA support of the event was considered to be very worthwhile.

He noted that there were Operators in attendance who were not members of UKOPA e.g. Conoco and Philips and he agreed to make contact with these to investigate whether they would be interested in becoming Members.

**Action: Mark Harrison**

Some discussion took place regarding the possibility of repeating the seminar at another location and it was agreed that this would be a good idea and that it would be given further consideration at a future meeting.

### **3.2 Request from DNV**

It was suggested that if the brief is received then a Member should meet with DNV to discuss and determine what they want to achieve from the presentation, and that a decision on whether to accept the offer should be deferred until such meeting has been held. The suggestion was supported and, as the DNV team is based in Aberdeen, Lindsay Boswell agreed to represent the Association, if necessary.(3.5)

Phill Jones reported that no further contact had been received from DNV, and it was agreed that the item should be closed.

**Action closed.**

### **3.3 2004 Annual Accounts**

Phill Jones to sign as Secretary, forward to the accountants for signature, and then to submit a copy to Companies House. (4.4)

**Action completed and closed.**

### **3.4 Membership Fees for 2006**

Phil Brown to confirm the fees for 2006 at the main meeting. (4.5)

**Action completed and closed.**

### **3.5 Posting of Management Council Papers on the Website.**

Phill Jones to investigate the possibility of posting all MC documents, including any relevant documents which had not received general circulation such as the signed copy of the contractual agreement with Advantica, on a separate secure section of the website for access by MC Members only. (9.1)

Phil Brown reminded Members that in addition to the above action it was also agreed at the main May meeting that the cost of setting up a separate section on the site for the infringement database should also be investigated. Quotes for both items of work had been received and circulated as UKOPA/MC/05/0021 and 0022.

The quotations were discussed and challenged and accepted, but Phill Jones was actioned to provide further clarification on what was to be posted on the Management Council section before progressing the development.

Action: Phill Jones.

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

#### **4. Financial Issues.**

##### **4.1 Finance Report to the 8<sup>th</sup> September 2005 – ref UKOPA/MC/05/0018**

###### **4.1.1 Actions Arising.**

There were no actions arising.

###### **4.1.2 2005 Membership Fees.**

Phill Jones reported that all membership fees for 2005 had been paid.

###### **4.1.3 Bank Balance and Outstanding Commitments.**

Phill Jones referred to the Finance Report and reported that the Association's combined bank balance on 6<sup>th</sup> May 2005 was £97,997. He noted however that this balance does not take account of payment to PIE for secretariat service and technical support provided by Phill Jones and Jane Haswell respectively, from and including 1<sup>st</sup> May to 31<sup>st</sup> August.

The costs for the PIE services are £7,478.80 for the secretariat and £11,200 for the technical support provided by Jane Haswell, and if these items are approved, then actual monies available are £79,319.

#### **4.2 Approval of Invoices.**

There were no actions arising.

The following invoices had been approved by Members at the previous meeting or by email and had been signed by the Chairman in advance of the meeting:

- i) PIE Secretariat Service – Phill Jones – 1/01/05 -30/04/05.
- ii) PIE Technical Support – Jane Haswell - 1/01/05 -30/04/05.
- iii) Rod McConnell - Technical support for April 2005.
- iv) Website Maintenance June to September 2005.
- v) Rod McConnell - Technical support May to August 2005.

The following invoices were considered at the meeting and approved and signed by the Chairman following discussion, the salient points of which are recorded below:

- vi) PIE Secretariat Service – Phill Jones – 1/05/05 -31/08/05.
- vii) PIE Technical Support – Jane Haswell - 1/05/05 -31/08/05.

The content of the email from Phil Jones to Members dated 7<sup>th</sup> September was noted in discussions leading to the approval of the above listed PIE invoices, and the following was proposed and agreed:

- (a) Expenditure needs to be monitored on an ongoing basis and early warning raised as soon as over expenditure is anticipated. Such warning should be in advance of actual overspending to allow full consideration by Members of the value and justification of the overspend.

**Action: Phill Jones**

(b) Neil Jackson will take over the role of Chairman of the Risk Assessment Working Group from Rod McConnell.

**Action: Phil Brown/Neil Jackson**

(c) Deviations in terms of expenditure can be agreed by Working Groups providing the deviation is within the original level of expenditure approval. Working Groups will use discretion relating to overspending but this will normally require a revised expenditure application.

(d) Phill Jones to request updated forecast from Rod McConnell for 2005 and 2006.

**Action: Phill Jones.**

**4.3 VAT Return for April to June 2005 – ref UKOPA/MC/05/0019.**

There were no actions arising.

Phil Jones reported that the VAT return for the April to June period had been submitted on time and that a payment of £695.21 had been made to the Customs and Excise.

**4.4 Expenditure Forecast 2004/2006 – UKOPA/MC/05/0020.**

**4.4.1 Actions Arising (4.4.2).**

- (i) Phill Jones to arrange for service providers to cover invoices for the periods to end April, end August and end December, in order to facilitate better monitoring of forecasted versus actual expenditure (although more frequent invoices can be submitted if the service provider wishes to do so).

**Action completed and closed.**

- (ii) Phill Jones to amend the forecast format in line with the invoicing dates.

Phill Jones reported that this action had been addressed and that a revised format had been circulated to and approved by Management Council Members.

**Action completed and closed.**

- (iii) Phill Jones to request updated expenditure forecasts from Jane Haswell and Rod McConnell for 2005.

**Action completed and closed.**

- (iv) It was also noted that there is a need to check whether there are any other costs that the Association needs to allow for in the forecast and, in this connection, Phill Jones was asked to raise the matter with Jane Haswell and Rod McConnell relating to work being done relating to Land Use Planning and associated

activities.

Phil Brown reminded Members that Phill Jones had circulated a proposal prepared by Jane Haswell and Rod – now referenced as UKOPA/05/0026 suggesting how an independent assessment of the background work associated with the code could be carried out at an estimated cost was £16.5k. The proposal had been discussed by Members, following which Phil Brown had responded to Phill Jones with the following comments:

- “1. The potential need for some supporting analysis/reports is noted. Rather than commit to this now we'd rather hold off and see how the IGEM/BSI process runs and then react to specific requirements. I don't think this will hold the process up.
2. The need for each of the Management Council to carry out an impact assessment on their own situation, at their own cost, is also noted and supported. I have spoken with Roger and Mark prior to responding on this”.

Members agreed that this response still reflected the views of the Council, and it was noted that no allowance for review/audit of the work was included for in the expenditure forecast.

**4.4.2 Update.**

Phil Jones referred to the forecast which had been circulated before the meeting, reference UKOPA/MC/05/0020, and advised that the latest forecast predicts a surplus of £31,741 for 2005 and £41,405 for 2006. This has reduced since the last forecast due to the increased spends in secretariat and technical support services. Phill Jones also noted that the forecast of monies available at the end of August was lower than the actual available as shown on the bank statements. The difference is mainly due to the accumulated interest and Phill Jones will prepare a reconciliation for inclusion in the end of the year finance report.

**Action: Phill Jones**

Phill Jones also to update the forecast to reflect revised phasing of expenditure relating to Visual following approval of the additional expenditure applications, and also to include the expenditure of £1000 which had been agreed by email to support the proposed UKOPA-NGT-HSE excavation safety seminar.

Action: Phill Jones

**4.5 Expenditure Approvals****4.5.1 Actions Arising**

- i) Phill Jones to review and confirm forecasted expenditure to year end for secretarial support, and to submit a revised expenditure approval application to the September meeting if the forecast is higher than the current approved amount for 2005.

**Action completed.**

- ii) Phill Jones to prepare for the September meeting a proposal and an expenditure approval application for provision of the secretarial service for 2006.

**Action completed.**

- iii) Phill Jones to prepare for the September meeting a proposal and an expenditure approval application for provision of technical support by Jane Haswell for 2006.

**Action completed.**

#### **4.5.2 Expenditure Applications**

Two expenditure applications were considered:

- (i) Provision of an independent secretariat service to UKOPA from end of November 2005 to end of December 2006.

It is now forecast that the current approved level of expenditure will expire at the end of October 2005 and this expenditure application covers the cost for a providing a secretariat service for the period November to December 2005 and for January to December inclusive of 2006. The estimated costs are £2,846 for October to December 2005 and £22k for 2006.

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

- (ii) An expenditure application in the sum of £22,800 was approved for this technical support for the period January to December 2005 based on proposal reference UKOPA/MC/05/0008/1. This included work associated with the development of the PD 8010 and IGE code supplements but, since then additional technical work using the Advantica Limit state model to develop influencing factors for the effect of design factor and wall thickness on the likelihood of failure due to 3<sup>rd</sup> party interference has been identified and carried out. Additionally an increase in WGP and RAWG activity due to work on the supplement and involvement with HSE MSDU is anticipated, and a now clearer understanding of what is required to produce the Committee Drafts for BSI and IGE will also result in additional work.

The net effect is that the current approval is now forecast to expire at the end of September 2005 and this expenditure application covers the cost for a providing the technical support service for the period October to December 2005 and for January to December inclusive of 2006 on a call off basis. The estimated costs are £9,900 for October to December 2005 and £20k for 2006.

The application was approved by the Members and signed by the Chairman subject to the following:

- (a) The 2006 approval shall be broken down into identifiable tasks and associated estimated costs where possible. The remaining approval will then be used on a call off basis and approved by the Working Group on an individual basis or referred to the Management Council at the discretion of the Working Group Chairman – Neil Jackson.

**Action: Phill Jones.**

- (b) Neil Jackson to review the RAWG work plan and associated tasks at the next meeting of the Group.

**Action: Neil Jackson**

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

### **5.1 Action Arising.**

Lindsay Boswell to progress the signing of the forms for registration of BP as a Director (5)

It was noted that this action had been completed and that BP Exploration Company Ltd has been registered as a Director of UKOPA.

## **6. Agenda of Main Meeting and Future Meetings including Presentations.**

### **6.1 Actions Arising.**

- (i) Phil Brown to recommend that the following presentations are received at the meeting if they can be organised (6.2):

- Pipeline hydraulic modeling package by Atmos International – R. Ellis to arrange.
- Use of ISDN Private Wire Circuits for the Transmission of Data. (title to be confirmed) – D. Cullen to arrange.
- Feedback from HSE Inspections of Contractors – Mark Harrison to arrange.

**Action completed and closed.**

(ii) Phil Brown to recommend to Members that in terms of operational activities and Members' participation that Members those Members who had recommended intelligent pigging would be asked to liaise with each other with the objective of proposing a framework for a presentation on pigging at the January 2006 meeting. The proposal to include details on proposed presenters which can be external presenters or Members or a combination of both.

**Action completed and closed.**

### **6.2 Format of Future Meetings and Future Presentations.**

Phil Brown summarised the feed back from Members as discussed at the last meeting the last meeting as follows:

- i) Greater participation by Members.
- ii) A higher emphasis in operational/day to day matters.
- iii) Careful selection of presentations which are relevant to Operator activities.
- iv) More focused reporting by the Working Groups.
- v) Less administrative/financial discussions – these should be covered by the Management Council.

As a result it had been agreed that the focus of the January 2006 meeting would be operational issues associated with on-line inspection and that there was an item on the agenda of the main meeting to propose a framework for the session relating to on-line inspection.

With regard to meetings beyond January 2006, it was suggested that an operational issue could be identified at an early date and that consideration should be given if possible to aligning presentations with the operational issue. This was agreed.

Phil Brown then advised Members that current offers/suggestions for presentations were as follows:

- i) ICAM (Integrity Compliance Audit Manager) software - Graham Galbraith – sponsor Phil Brown.
- ii) HSE's Interpretation of ALARP - Andy Rushton of the HSE – sponsor Neil Jackson.
- iii) Inspection of Inaccessible pipes using guided wave technology – Ian Drummond of RBG Mach Ten – sponsor Phill Jones.
- iv) Use of radio-isotope tracers in fault finding and problem solving in process plants and pipelines – Lee Robins of Tracero – sponsor – Rod McConnell.

Following discussion it was agreed that items (i) and (iii) would be recommended to the full Membership and, subject to acceptance, Neil Jackson and Phill Jones were actioned to make the necessary arrangements with the presenters.

**Action: Phil Brown to recommend to Members and Neil Jackson and Phill Jones to make arrangements as required.**

## **7. UKOPA Fact Sheet**

### **Action Arising**

Phil Brown offered to move the matter forward using Transco's PR Department and to produce a further proposal based on discussions etc to date for the next meeting. (7)

Phil Brown reported that the fact sheet and poster had been published following receipt and action of comments from Members, and that both fact sheets and posters had been used to good effect at the Pipeline Safety Seminar held on 20<sup>th</sup> September.

Phil agreed to organise additional copies for issue to individual Members.

**Action: Phil Brown**

## **8. Potential New Members – Independent Gas Networks.**

Phil Brown advised Members that the sale of the networks had been completed as planned and that he was still hopeful that they will join as Members in some capacity from 2006. He accepted an action to make contact with the Asset Managers to confirm their intention.

**Action: Phil Brown.**

Lindsay Boswell reported no change relating to BP Innovene and that it is still likely that they will become a Member after sell off – probably in 2007.

**9. Any Other Business.**

There was no other business.

**10. Dates of Future Meetings.**

8<sup>th</sup>/19<sup>th</sup> January 2006 – to be hosted by Total (UK) Ltd.

17<sup>th</sup>/18<sup>th</sup> May 2006 – details to be confirmed.

20<sup>th</sup>/21<sup>st</sup> September 2006 – details to be confirmed.

**Signed:** (Phil Brown) – Chairman.

**Date:**