



United Kingdom Onshore Pipeline Operators' Association

Notes of the Management Council Meeting held at the Immingham Power Station on 7th February 2007.

1. Attendance and Apologies

Present: Roger Ellis – Shell - Chairman
Neil Jackson – National Grid
David Dickson – BP
Phill Jones – Secretary.

Apologies: Mark Harrison – SABIC UK Petrochemicals

2. Notes of Meeting held on 20th September 2006 (UKOPA/MC/06/0021).

The notes of the meeting held on 24th May 2006 were accepted as a fair record of discussions.

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

3.1 Proposed Pipeline Seminar in the North East (3.1)

(i) Mark Harrison to send Conoco and Philips contacts a copy of the UKOPA strategy document and continue to lobby.

Action ongoing – awaiting updated strategy document.

Action: Mark Harrison

(ii) Phill Jones to circulate a list of operating companies included in documents previously circulated relating to pipeline rating, and Roger Ellis to check whether Phil Glenwright has access to a more recent list.

Phill Jones reported that he had been unable to locate the list relating to pipeline rating, and Roger Ellis stated that the matter was still being followed up by Phil Glenwright. In discussion it was agreed that the best strategy is to get HSE to promote the benefits of Membership to other pipeline operators.

3.2 Website - Excavation and Safety Section (3.3)

Proposals for the changes for the site to include a section on excavation and safety had been received and were being reviewed by the Infringement Working Group.

It was confirmed that the Excavation and Safety section had been activated.

Action completed and closed.

3.3 **EGIG Database** (3.4)

Roger Ellis to update Members on developments relating to the confidentiality agreement with EGIG in order to gain access to its database.

Roger Ellis reported that the EGIG/UKOPA confidentiality agreement had been signed and that he was now progressing separate UKOPA confidentiality agreements with FDMG members.

Action: Roger Ellis

3.4 **Association of Petrochemical Producers in Europe (APPE).** (3.8)

Roger Ellis to make further contact with APPE regarding UKOPA's willingness to co-operate in areas of mutual interest and to report back.

Action ongoing: Roger Ellis

3.5 **Confidentiality Agreements between Members**

Mark Harrison to advise Members at the main meeting that a confidentiality agreement between UKOPA FDMG Members was also necessary and that this was being progressed.

Action completed and closed.

3.6 **UKOPA – Ten Years Old in 2007 (10)**

- (i) **Phill Jones** to circulate a list of potential invitees to MC Members with request to review and recommend any additional names.

Action completed and closed.

- (ii) **All** to consider candidates for the after dinner talk and **Phill Jones** to approach **Phil Hopkins** in this connection as well.

Action completed

- (iii) **Roger Ellis** to look into the cost of commemorative pens.

Action completed and closed.

Phill Jones stated that he had prepared an initial list of people for receipt of pens based on the list of Members and information provided by Mark Harrison, Roger Ellis and Neil Jackson relating to Working Groups. In discussion it was agreed that Jane Haswell and Rod McConnell should also be asked to provide a list of nominations from the Emergency Planning Work Group and the Working Group on pipelines.

Action: Phill Jones

- (iv) **Mark Harrison** to report to the main meeting and seek Members support for the proposals and to seek any further suggestions on magazines/publications which could be considered for the marketing.

Action completed.

With regard to the article for publication it was agreed that this will be prepared by National Grid's Communication Department using the Work in Progress Report being prepared by Jane Haswell and the updated Strategy Document when available.

Action: Neil Jackson

It was agreed that the article will be published in IGEM, Pipes and Pipelines and the magazines of the Institutes of the Mechanical and Civil Engineers. Other possibilities will be considered when the article has been completed.

All other items covered by the agenda.

4. Financial Issues.

Mark to ask Phill Jones to report:

4.1 Finance Report to the 31st December 2006 – ref UKOPA/MC/07/0002.

4.1.1 Actions Arising.

Covered below.

4.1.2 Bank Balance and Outstanding Commitments.

Phill Jones referred to the Finance Report which had been circulated in advance of the meeting, and reported that the Association's combined bank balance on 31st December 2006 was £82248.30. The balance does not however include for payment of a number of invoices and an outstanding VAT payment as listed in the report and, after taking all these into account, he reported that the actual monies available at December 31st 2006 was £45,214.12.

4.1.3 Membership Fees

Phill Jones reported that all Members had paid their fees for 2006, and that invoices had been issued for membership fees for 2007.

4.2 Approval of Invoices.

4.2.1 Actions Arising.

Phill Jones reported that he had issued payment for approved invoices as actioned at the last meeting.

Action closed.

4.2.2 Approval of Invoices.

The following listed invoices had been approved for payment by email prior to the meeting and were now and signed by the Chairman on behalf of the Council:

- a) Watt Promo – Supply of UKOPA anniversary pen sets.
- b) PIE Technical Support – Jane Haswell – October to December 2006 inclusive.
- c) PIE Secretariat Service – Phill Jones – October to December 2006 inclusive.
- d) Rod McConnell - Technical support - October to December 2006 inclusive.
- e) Visual – Invoices relating to maintenance of the website for the third and fourth quarters of 2006, development of the secure Management Council section of the website and development of the Excavation and Safety section.

In addition, it was agreed that an invoice which is expected from Advantica for management and of the fault database for the second half of 2006 in the sum of £12500 be approved for payment on receipt.

Action: Phill Jones.

4.3 VAT Returns.

4.3.1 Actions Arising.

There were no actions arising.

4.3.2 VAT Return for July to September 2006 – ref UKOPA/MC/07/0007.

Phill Jones reported that the VAT return for the July to September period had been submitted on time and that a reclaim of £1458.42 had been made, payment received and banked.

4.3.3 VAT Return for October to December 2006 – ref UKOPA/MC/07/0003.

Phill Jones reported that the VAT return for the October to December period had been submitted on time and that a payment of £633.72 had been made.

4.4 Expenditure Forecast 2006/2007

4.4.1 Actions Arising.

- (i) Chairman to ask Members at the main meeting to vote on Centrica's application to join the Association.

Action completed and closed.

- (ii) Phill Jones was actioned to submit a revised expenditure application to cover the anticipated overspend by Jane Haswell.

See 4.5 below – Action completed and closed.

- (iii) Roger Ellis to request Advantica to quote for managing the database for a further term.

on the basis of a 10 year period with appropriate termination/cancellation clauses.

Roger Ellis reported that this action is being progressed but has not yet been concluded.

Action: Roger Ellis

4.4.2 Updated Expenditure Forecast 2006/2007 – UKOPA/MC/07/0004.

Phill Jones referred to the latest issue of the 2006/2007 forecast which had been circulated in advance of the meeting. He noted that the forecasts of cash availability at the end of 2006 and 2007 based on current known commitments and current expected level of membership fees are listed as £44.41k and £50.83k (previous report £35,68k and £63,30k) respectively. The increase in the outturn for 2006 was mainly due to the slippage in the integrity of dents contract and the under spending by Rod McConnell. The change in outturn for 2007 is mainly due to the higher forecast of expenditure for Jane and Rod, a lower than previous forecast for the secretariat and the expenditure now included for preparation of the Excavation Safety DVD. He also noted that the forecast does not however take account of any additional costs relating to any work that will be required in connection with the technical strategy – see agenda item 5.

Phill Jones was actioned to prepare and circulate a 2007/2008 forecast during the next few weeks, and as part of this he should write to Chairmen of Working Groups asking them to identify any work/costs that they may be involved with over the next 2 to 5 years. The forecast to include an item for expenses paid to ex Members for attendance at the anniversary dinner.

Action: Phill Jones

4.5 Expenditure Approvals.

4.5.1 Actions Arising.

Neil Jackson to review expenditure requirements for 2007 for Jane Haswell and Rod McConnell at a RAWG meeting to be held in December and to organise preparation of expenditure approval applications.

Covered in 4.5.2 below.

4.5.2 Expenditure Applications.

The following applications were considered by the Council:

- (i) **Production of an excavation safety DVD on behalf of all UKOPA members - UKOPA/MC/06/0022.**

Approved and signed.

- (ii) **Website Maintenance and Server Hosting for the Period 2007/2008 – UKOPA/MC/07/0005 and 0005/1**

Approved and signed.

Phill Jones was actioned to investigate the cost of a search facility for the Members Section based on author or title or word in the title etc.

Action: Phill Jones

(iii) Provision of a secretariat service for 2007 – UKOPA/MC/07/0006 and 0006/1

Approved and signed.

(iv) Technical Support Services for 2007 – PIE/Jane Haswell – UKOPA/MC/07/0008

Approved and signed.

(v) Technical Support Services for 2007 – Rod McConnell – UKOPA/MC/07/0009

Approved and signed.

(vi) Technical Support Services for 2006 – Revised Approval – PIE/Jane Haswell – UKOPA/MC/07/0010

Approved and signed.

4.6 Association Accounts for 2006

Phill Jones to arrange for the accounts for 2006 to be prepared by Robinsons in the sum of £500-£520.

Action: Phill Jones

5. UKOPA Strategy for the Future – ref UKOPA/06/0028

5.1 Actions Arising

- (i) Phill Jones to action the comments received and to circulate an amended version of the strategy to all Members for final comment.

This action was completed but the revised document had not been circulated to Members as number of items required agreement of the Council.

- (ii) Mark Harrison to organise meeting with the HSE following the further review by Members.

To be carried forward.

Action: Mark Harrison

- (iii) Mark Harrison to organise special meeting of the Management Council after the meeting with the HSE to review the proposed timetable and resource requirements and costs.

To be carried forward.

Action: Mark Harrison

- (iv) Mark Harrison to write to Members advising that the Association will need active participation from Members in order to deliver individual aspects of the strategy and to seek volunteers for this.

Action completed but will need to be reinforced when tasks are being allocated.

Action: Mark Harrison

5.2 Discussion

It was agreed that:

- (i) The strategy document should be split into two:
 - a) UKOPA Strategy 2007 – 2012 including Stakeholder Analysis and
 - b) UKOPA Strategy 2007 -2012 Areas of Activity, Task and Programme.

Action: Phill Jones

- (ii) A separate Management Council Meeting to be held in week commencing 16th or 23rd April at Tebay to progress issues relating to the Strategy and the Technical Seminar.

Action: Phill Jones

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

6.1 Discussion on Format of Main Meeting.

The Chairman noted that there were four presentations at the meeting later in the day:

- i. The Installation of GE Threat Scan on a National Grid Pipeline – Tony Stonehewer, National Grid.
- ii. Issues Associated with Condition Replacement of High Pressure Assets – Wayne Jones – Wales and West Utilities and Malcolm Wayman of Advanced Engineering Solutions.
- iii. Determining the Asset Life of Equipment – Tony Stonehewer – National Grid.
- iv. HSE Implementation of the PADHI Plus Procedure – Anton Wilson, HSE.

Finally he noted that there is one presentation scheduled for the second day viz the presentation by Adam Gallagher of SkyVision on Geosight.

6.2 Format of Future Meetings and Future Presentations.

Roger Ellis opened discussions on this agenda item by advising Members that there is a shortage of offers and suggestions for presentations. The only offer of a presentation at the moment is the one by Jim Martin relating to a BP hot tap and stopple operation. He noted that number of presentations were to be made by Members at the main meeting later in the day, and that this was achieving Members aspirations of greater participation by Members, a higher emphasis on operational/day to day matters and careful selection of presentations which are relevant to Operator activities.

Following discussion it was generally agreed that Regulations and land use planning might be a suitable theme for the October meeting with an emphasis on gasoline and that Jim Martin's offer might also be accepted. It was agreed that the matter would be put to Members at the full meeting.

Action: Roger Ellis and Mark Harrison

Post Meeting Note: This action was completed at the full meeting and the outcome of discussions was that the theme would be process safety and management of permits to work.

7. 2007 Technical Seminar

7.1 Actions Arising

- i. Mark Harrison to ask at the main meeting Members what they would like to be included on the agenda.

Action completed and closed.

- ii. Neil Jackson to investigate the feasibility of holding the seminar at NG's Eakring Conference Centre near Mansfield

Action completed and closed – Seminar to be held at Eakring on 20th June.

7.2 Discussion

Roger Ellis noted that two different agenda options for the technical seminar had been prepared by Neil Jackson and circulated before the meeting – references UKOPA/MC/07/0012 and 0013. He noted that the agreed objective of the seminar was to share knowledge and best practice in specific asked if Members had any preferences relating to the two proposals.

There was support for both proposals but, following discussion in which it was agreed that the agenda should not be too wide in order to make it easier for Members to target attendees who would have an interest in all proposed presentations because the activities fall within the attendee's responsibilities, it was agreed that the agenda for option 1 was preferred and would be progressed. This would not however include the presentation on BP's proposed use of a 3

pig train. Actions for checking the availability of the proposed speakers were agreed as follows:

- a) Robert Owen: Neil Jackson
- b) Blair McKay – Phill Jones
- c) Alan Thayne – Phill Jones
- d) Julia Race: Phill Jones/Jane Haswell
- e) Andrew Cosham: Phill Jones/Jane Haswell

In terms of attendance it was confirmed that the training centre could accommodate around 50 which permits 3 to 4 attendees per Member company. Phill Jones was actioned to circulate the outline agenda to Members with a request for nominations to be submitted by the end of March.

Action: Phill Jones

8. Articles of the Association

8.1 Actions Arising

Phill Jones should review the Articles to ensure that nothing had been agreed during the interim which affected the content of the Articles.

Phill Jones confirmed there is nothing which has been agreed in the interim which affects the articles. He also advised that he had tidied the format and would post a copy on the Management Council's secure section of the website.

Action: Phill Jones

Dave Dickson advised that a letter had been sent from BP to Phill Jones nominating Dave as BP's representative on UKOPA. Neil Jackson also advised that a letter is to be sent from National Grid nominating him as the replacement for Phil Brown.

9. Confidentiality Agreements between Members

Covered under agenda item 3.3.

10. Any Other Business.

10.1 Pigging Seminar – Pipeline Pigging Services Association (PPSA)

Phill Jones referred to an email from John Healy in his capacity as a Director of the Pipeline Pigging Services Association (PPSA) to Jane Haswell offering to organise a seminar for UKOPA – later circulated as UKOPA/MC/07/0015.

It was agreed that the offer was of interest and should be explored further by Phill Jones with the possibility of something being arranged for the September meeting

Action: Phill Jones

11. Dates of Future Meetings.

10th/11th October 2007: BP to host – details to be confirmed

Feb 2008 – Volunteers to be sought to host and to be discussed at the Management Council Meeting in April.

Signed: (Mark Harrison) – Chairman.

Date: