



## Management Council Meeting held at Tebay on 20<sup>th</sup> April 2007

### Record of Agreed Actions

Present: Mark Harrison, Roger Ellis, Neil Jackson, Dave Dickson, Phill Jones

#### 1. UKOPA Technical Seminar – June 20<sup>th</sup> 2007

- a) Agenda - Version circulated by Phill Jones approved but to be amended to include discussion session at the end of each session. **Phill Jones** to issue a copy (i) to Members with approved list of attendees – see b) below, (ii) to speakers as a reminder of their involvement.
- b) Attendance – (i) **Phill Jones** to amend as agreed, based on 50 attendees excluding speakers, and to circulate to Members with – where relevant – a request for names and titles. (ii) Neil Jackson to invite a representative from HSE Bootle.
- c) Chairman for the Day – **Mark Harrison**.
- d) Name Tags – **Phill Jones** to send updated list to David Dickson as soon as available and **David Dickson** to organise name tags.
- e) Overnight accommodation is available on a first come first served basis. **Phill Jones** to advise Members at the same time as he circulates the attendance list – the telephone number is 01623 872700. The accommodation is to be paid for by the individual companies.
- f) There will be no cost for the lecture theatre or refreshments.
- g) Advertising Article – Article to be prepared in due course confirming that the Seminar has been held and to report on its success – to be agreed. **Phill Jones** to contact John Tiratsoo regarding publishing the article.
- h) **Phill Jones** to prepare feedback sheet and this to include suggestion(s) for future topics.
- i) **Phill Jones** to issue joining instructions by end of May latest.
- j) 2008 Technical Seminar – need list of available material relating to third party activity, land use planning/code supplements - IWG (**Mark Harrison**), FDMG (**Roger Ellis**) and RAWG (**Neil Jackson**).

#### 2. UKOPA Strategy

- a) **Phill Jones** to amend the Strategy Document to include Peter Davis' comments and reversal of sections 2.1 and 2.2 and then:
  - (i) Reissue to members with new UKOPA reference number and a review date of April 2008 and
  - (ii) To post a copy on the open section of the website.
- b) **Phill Jones** to amend the UKOPA Strategy - Areas of Activity as agreed at the meeting and to post a copy on the Members' section of the website only.
- c) **Mark Harrison** to contact the HSE with a view to setting up the first HSE/Management Council meeting in May/July or in September.

### 3. Finance

- a) **Phill Jones** to amend the expenditure forecast to include
  - (i) £30k per year for Advantica to manage the Fault Database
  - (ii) £20k per year for Newcastle University to provide/maintain the mechanical damage model.
- b) **Phill Jones** to send David James a cheque to cover the cost of the anniversary dinner. This to include for the cost of the accommodation and £60 for travelling expenses.
- c) **Mark Harrison** to formally notify Members that fees for 2008 will be £15k for full Members and £8k for Associate Members.
- d) **Phill Jones** to return 2006 accounts (which had been signed at the meeting by Mark Harrison and Phill Jones) and signed letter of engagement to the accountants for signing, and then to submit a copy of the fully signed off accounts to Companies House when received back from the accountants.
- e) Future expenditure forecasts to include a sum of money for recruiting support to deliver the strategy. This to be discussed at the next meeting – **Phill Jones** to include an item on the agenda.

### 4. Other Issues

- a) **Mark Harrison** to carry on to the end of 2001 and will hand over the Chairmanship to Roger Ellis after the Management Council Meeting in October. **Roger Ellis** will then take the Chair until October 2008 when he will hand over to **Davis Dickson**.
- b) **Mark Harrison** to consider and recommend a replacement Chairman for the Infringement Working Group.
- c) **Mark Harrison** to speak to Independent Gas Networks, Esso and Ineos regarding the possibility of becoming full Members.