



United Kingdom Onshore Pipeline Operators' Association

Management Council Telephone Conference held on 30th August 2007

Record of Agreed Actions

Participants: Mark Harrison, Roger Ellis, Neil Jackson (part), Dave Dickson (part), Phill Jones.

1. UKOPA Technical Seminars

1.1 2007 Seminar

No outstanding actions.

1.2 2008 Seminar

- a) Agreed that the theme of the Seminar will be Risk Assessments and Land Use Planning.
- b) **Neil Jackson** to investigate the availability of Eakring for hosting the seminar and to report back at the October meeting.
- c) Agreed that real and live examples should be used if possible – **Neil Jackson and David Dickson** confirmed they would be able to supply such examples **but all Members** are required to investigate and confirm.
- d) Agreed that the Risk Assessment Working Group be actioned to prepare a draft agenda for consideration/agreement – **Action Neil Jackson.**

2. UKOPA Strategy

2.1 No outstanding actions from the last meeting.

2.2 Noted that some Members of the Working Groups were not aware of the strategy document and, consequently, tasks allocated to working parties in the strategy document. Agreed that Working Group Chairmen should circulate copies to those who do not attend the main Association Meetings.

Action: Mark Harrison, Roger Ellis and Neil Jackson

2.3 **Phill Jones** to amend the copy of the strategy document on the website without changing the reference number to include Landowners and Tenants as stakeholders.

2.4 **Phill Jones** to include a standard item on the agenda of both meetings for discussion and monitoring of progress.

2.5 Responsibilities listed in the document to be reviewed at the next Management Council meeting – **Phill Jones** to include sub item on the agenda.

2.6 Agreed that a third full meeting of the Management Council should be held in either April or May each year – **Action Chairman/Secretary.**

2.7 Management Council/HSE Meeting

- (a) Attendance: Mark Harrison, Neil Jackson, David Dickson and Phill Jones to attend for UKOPA. Mark Harrison to check who will be attending for the HSE.
- (b) Agenda: Neil Jackson reported that the RAWG had identified three issues of concern which should be raised at the meeting. These are (i) HSE's commitment to progressing technical issues (ii) the availability of a consistent HSE view and (iii) HSE's intentions relating to the updating of MISHAP.
- (c) Agreed that **Mark Harrison** should write to Steve Wing suggesting an agenda along the following lines and to ask whether the HSE have any items they wish to add:
 - a) Introductions
 - b) Purpose of Meeting (WGP closed down so an alternative mechanism to engage at senior level is desirable, and is this a one off meeting or is it the first of a regular arrangement with specific purpose?)
 - c) UKOPA Strategy – content and purpose, possible HSE contribution, possible impact of Baker Report and Texas City Report)
 - d) Frank and open discussion which should include the concerns expressed by the RAWG – see item (b) above.

3. Finance

3.1 The only outstanding action from the last meeting is for **Phill Jones** to include an item on the agenda of the next meeting for discussion regarding the inclusion of a sum of money in the forecast for recruiting support to deliver the strategy.

3.2 **Phill Jones** was actioned to write to the Chairmen of the Working Groups before the next meeting to ask whether they had identified any additional expenditure for the period 2008/2009.

4. Presentations for the Meeting on 10th /11th October

4.1 Theme: Process Safety and Management of Permit to Work Systems including Human Error Assessment.

4.2 With reference to notes 9, 10 and 16 of the last meeting:

Mark Harrison to speak to Lynton Haw regarding his presentation – need confirmation and title.

Phill Jones to write to Tony Stonehewer and Steve Chatfield regarding their possible contributions.

Roger Ellis to speak to ABS regarding a presentation by them or himself.

Also agreed that **David Dickson** should speak to Jim Martin regarding the availability of the presentation previously offered on a stopple operation – should it be required. This would involve many safety issues.

Phill Jones to advise John Healy of the Piggings Products and Services Association (PPSA) that he could make a presentation relating to his Association's offer to organise a seminar on behalf of UKOPA.

5. Other Issues and Any Other Business

5.1 **Phill Jones** to include items on the agenda of the next meetings relating to:

- a) UKOPA Terms of Reference - confirmation that they are still fully applicable or otherwise.
- b) IWG Chairman – Possible replacement for Mark Harrison.

5.2 **Phill Jones** to include the following items on the agenda of the next meetings:

Management Council – Use of UKOPA predictive model by PIE for predicting failure data for a third party. This has been approved but needs formal ratification.

Full meeting – PPSLG confirmation that Peter Davis is representing UKOPA plus progress report

Full meeting – Pipeline Rating next round – UKOPA involvement and support/