



United Kingdom Onshore Pipeline Operators' Association

Notes of the Meeting held at the Eakring Conference Centre on 10th June 2008

1. Attendance and Apologies

Present: Roger Ellis – Shell - Chairman
 Mark Harrison – Sabic
 Neil Jackson – National Grid
 David Dickson - BP
 Tony Taylor – Esso (Part)
 Ed Reeder - Ineos
 Phill Jones – Secretary.

The Chairman welcomed Ed Reeder to his first meeting of the Management Council as the nominated representative of Ineos Manufacturing Scotland Ltd.

2. Notes of Meeting held on 27th February 2008 (UKOPA/MC/08/0011).

The notes of the meeting held on 27th February 2008 were accepted as a fair record of the discussions subject to the following amendment:

Item 1 - Attendance and Apologies – Mark Harrison was in attendance for the full meeting.

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 completed and closed.

3.3 UKOPA – Ten Years Old in 2007 (3.4)

- (i) Neil Jackson to make contact with IGEM and the Institute of Mechanical Engineers.

Neil Jackson reported that he had sent an email to both Institutes but had received no response, and advised that he would follow up on the matter.

Action: Neil Jackson.

- (ii) Mark Harrison to make enquiries with the Institute of Chemical Engineers regarding possible publication.

Mark Harrison confirmed that he had been in contact with the Institute and that there was no interest in publishing the article.

Action closed.

3.4 Potential Additional Full Members (3.7)

The possibilities of Ineos, Wales and the West, Northern Gas Networks and Scotia Gas Networks will be followed up in 2008 with a view to the companies taking up full Membership at some time in the future.

Roger Ellis advised that he was please to confirm that Ineos had agreed to become a full Member from 2009. No positive progress had been achieved in relation to the independent gas networks but Roger stated that he would continue to lobby and requested members to do so as well.

Action: Roger Ellis and members.

3.5 UKOPA Terms of Reference (8)

Phill Jones to update the Terms of Reference accordingly and re-issue to members and to update the version on the website.

Action completed and closed.

3.7 Leading from the Top – Avoiding Major Incidents Conference (11)

Roger Ellis to keep members advised of developments.

Action completed and closed.

All other actions covered on the agenda.

4. Financial Issues.

4.1 Actions Arising.

(i) Phill Jones to amend the procedure for signing off approved invoices in line with discussions at the meeting of 28th February 2008.

Phill Jones reported that this was outstanding, but noted that the agreed amended procedure was being followed and that he would complete the action prior to the next meeting.

Action: Phill Jones.

(ii) Supply of safety cards – There are 500 for distribution to Members as examples and Mark Harrison is to advise IWG and UKOPA members and arrange for distribution.

Action still ongoing and being dealt with by Tony Gillard and Mike Thompson. Phill Jones to check progress.

Action: Phill Jones.

(iii) Neil Jackson was to prepare and submit an expenditure application relating to technical support from Advantica for consideration by Council Members.

Action completed and closed.

4.2 Expenditure Applications Approved by email.

The following expenditure approval applications had been previously approved by email and were now signed off for the record:

- i. UKOPA/MC/08/0012 – Advantica in the sum of £15k for 2008 (£5k for development of software, £5k for the FFREQ licence and £5k for maintenance support) and £10k per year thereafter (£5k for licence and £5k for support).
- ii. UKOPA/MC/08/0013 – Advantica in the sum of £15k for 2008 for technical support to the RAWG.
- iii. UKOPA/MC/08/0014 – PIE in the sum of £3.5k for 2008 for secretarial support by Jane Haswell to the Process Safety Working Group.

4.3 Membership Fees

Phill Jones reported that payment of membership fees for 2008 had been received from 9 members to date and was outstanding from 7 members. Phill Jones to expedite payment of outstanding fees.

Action: Phill Jones.

4.4 VAT Return for January to March 2008 – ref UKOPA/MC/08/0016.

Phill Jones reported that the VAT return for January to March 2008 had been submitted on time and that payment of £3574.06 had been made to HM Customs and Excise.

4.5 Expenditure Forecast 2008/2009 - ref UKOPA/MC/08/0017.

Phill Jones referred to the forecast which had been circulated in advance of the meeting, and noted that the forecasts of cash availability at the end of 2008 and 2009 based on current known commitments and current expected level of membership fees are listed as £63.93k and £124.34k respectively.

In discussion it was noted and agreed that (i) item 11 on the forecast could be deleted as it had been approved that Advantica will provide FFREQ, and (ii) from 2009 Ineos will be a full Member. Taking these points into account cash availability at the end of 2008 will increase to £83.93 (i.e. +£20k), and at the end of 2009 to £153.34 (i.e. +£20k+£9k). Phill Jones was actioned to write to Working Group Chairmen requesting confirmation of expected expenditure for 2008 and identification of costs for 2009 and to amend and reissue the expenditure forecast as required.

Action: Phill Jones.

It was also note that the forecast included for expenditure of £12.43k for development of the pipeline emergency information which has not yet been approved.

4.6 Membership Fees for 2009

Members agreed that, based on the current forecast, membership fees for 2009 should remain at £15k for full members and £8k for associate members, and Phill Jones was actioned to advise Members accordingly.

Action: Phill Jones.

4.7 Association Accounts for 2007

4.7.1 Actions Arising (4.7)

Phill Jones to circulate a copy of the draft accounts for 2007 to Members when received.

Action completed and closed.

4.7.1 Update

It was confirmed that Members had accepted the accounts and that they should be signed off, returned to the accountant for signing and that a copy should be submitted to Companies House.

Action: Roger Ellis and Phill Jones.

5. UKOPA Strategy for the Future –ref UKOPA/08/0004

5.1 Actions Arising

5.1.1 Sharing of operational best practice and experience including competency and training - Pipeline damage assessment and repair methods (5.2.1)

a) *RAWG to consider preparation of guidance or information paper based on results of initial dent study.*

Neil Jackson reported (by email) that the final version of this paper has not been issued as UKOPA comments had not been sent to Julia Race until recently. Julia had acknowledged receipt of the comments, and confirmed the paper would be finalised in the near future. It was agreed that a summary paper with key guidance will be produced for UKOPA members.

He also confirmed explained that NG were intending to carry out high resolution calliper runs on pipelines commencing 2008, and therefore required a decision tool to screen and prioritise dents. On behalf of NG and the IDNs, Advantica had been actioned to review published dent management strategies and develop a screening algorithm for dents in gas pipelines. Following discussion in a meeting of the RAWG relevant actions agreed were:-

Action - J Haswell to request J Race to provide a proposal to prepare a practical guidance summary report for UKOPA, and an expenditure approval request to be prepared for this. Also, J Race to be invited to publish the work on behalf of UKOPA.

Action - The screening algorithm being prepared by Advantica for NG and the IDNs would be provided to UKOPA for consideration and extension to cover liquid pipelines – R Owen.

Action - Contact between J Race and Advantica to be arranged to ensure there is alignment between the practical guidance summary and the screening algorithm – J Haswell/M Acton.

Action - RAWG to review practical guidance summary and screening algorithm to i) assess impact on all UKOPA pipelines, and ii) identify where additional work is required to extend screening guidance.

b) Consider need for more detailed study of dents.

Covered under item a) above.

c) Identify other areas for joint funding by UKOPA.

The Chairman advised that no proposals or suggestions had been received from Members and it was agreed that the matter would be raised with members again at the October meeting.

Action: Roger Ellis.

5.1.2 Develop environmental risk assessment methodology (5.2.2)

(i) Establish Members' current approach at meetings.

Item to be included on the agenda of the next meeting for Members to outline their company approach on the issue.

Action: Roger Ellis/Phill Jones.

(ii) In addition, Phill Jones was actioned to ask Rod McConnell if he would be able to make a presentation on environmental assessment at the October meeting based on work that he had done for operators.

Phill Jones reported that Rod McConnell had agreed to make the presentation.

Action completed and closed.

5.1.3 Review content of brochure and poster (5.2.3)

Review long term needs

Neil Jackson agreed to investigate the cost for National Grid to update the brochure and poster and to report back at the October meeting.

Action: Neil Jackson.

5.1.4 Management Council to consider whether the UKOPA Strategy needs to be amended in 2008 to take on board additional items in order to address the aspirations of outside organisations such as the PSLG.

To be considered under the review and update of the strategy - see item 5.2 below.

5.2 Strategy Review and Update

The UKOPA Strategy, Areas of Activity, Tasks and Programme (UKOPA/08/0004) was reviewed task by task and Phill Jones was actioned to update the document, including relevant items from 5.1 above, and to circulate the draft date for agreement of MC members prior to re-issue.

Action: Phill Jones.

6. Full Meeting October 2008 Future Meeting Theme and Presentations.

The Chairman noted that it had been agreed at the February meeting that the theme for the full meeting would be environmental risk assessment approach and methodology, and as reported in 5.1 above, has agreed to make a presentation on environmental risk assessment based on work that he had done for operators. No other presentations had been identified to date, but Phill Jones was actioned to check his notes of the February meeting.

Action: Phill Jones

7. Website

7.1 Actions Arising (9)

Phill Jones was actioned to speak to Visual regarding security of the Members' section of the website and how the system is backed up.

It was reported that this action had been followed up and that a response had been received from Visual which had yet to be circulated to Members.

Action: Phill Jones.

7.2 Update

Phill Jones was actioned to investigate the possibility and implications of reactivating Members' passwords on an annual basis for security reasons.

Action: Phill Jones.

8. Any Other Business.

8.1 EGIG

Neil Jackson reported that Robert Owen of National Grid currently represents UKOPA's interests on EGIG for some time but, due to other work commitments, is now asking to be replaced. Roger Ellis agreed to seek a volunteer from the FDMG and noted that ideally the replacement does need to be a member involved with gas pipelines.

Action: Roger Ellis.

8.2 UKOPA/08/0041 – HSE Change to (PADHI) Rule 4c – Existing Use Rule

It was agreed that the process of non consultation with industry which had been followed on this HSE change of an existing rule will be raised with Steve Wing at the UKOPA/HSE Liaison meeting to be held in September.

Action: Roger Ellis/P Jones.

8.3 Safety System

It was agreed that the definition of a pipeline safety system will be include on the agenda of the full meeting in October.

Action: Roger Ellis/P Jones.

8.4 Global Energy - Energy and Cost Saving Technology

It was agreed that copy of correspondence received from Global Energy should be circulated to Members rather than provide contact details of Members to Global Energy as had been requested.

Action: Phill Jones.

13. Dates of Future Meetings.

8th/9th October 2008 – sponsor National Grid, venue to be confirmed.
25th/26th February 2009 – sponsor Sabic, venue to be confirmed.

Circulation – Management Council Members

Signed: R. Ellis – Chairman.

Date: