



United Kingdom Onshore Pipeline Operators' Association

Notes of the Management Council Meeting held at National Grid's Pipeline Maintenance Centre, Ambergate on 8th October 2008

1. Attendance and Apologies

Present: Roger Ellis – Shell - Chairman
 Mark Harrison – SABIC
 Neil Jackson – National Grid
 Phill Jones – Secretary.

Apologies: Tony Taylor – Esso.
 David Dickson - BP
 Ed Reeder - Ineos

2. Notes of Meeting held on 27th February 2008 (UKOPA/MC/08/0021).

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 – Tony Taylor was in attendance for the full meeting.

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

3.1 UKOPA – Ten Years Old in 2007 (3.3)

Neil Jackson to follow up with IGEM and the Institute of Mechanical Engineers.

(i) Neil Jackson reported that an article had been published in the IGEM magazine and agreed to forward a copy to Phill Jones for circulation to Members.

Action: Neil Jackson and Phill Jones.

(ii) Roger Ellis advised that he has been invited to attend a joint IGEM/I Mech E local meeting in Manchester in November and would be presenting a paper on the work of UKOPA.

Action: Roger Ellis.

3.2 Potential Additional Full Members (3.4)

(i) Members to continue lobbying Wales and the West, Northern Gas Networks and Scotia Gas with a view to the companies taking up full Membership at some time in the future.

It was agreed that this item should be closed but that the situation should be monitored.

(ii) Phill Jones to provide Mark Harrison with contact details for Chris Clarke of Wales and West Utilities and Mark to make contact regarding attendance at UKOPA meetings.

Action: Mark Harrison and Phill Jones.

3.3 EGIG (8.1)

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.

It was reported that this action had not been addressed as there had been no meeting of the FDMG during the interim. Neil Jackson confirmed that National Grid was keen to share the workload but would talk to Robert Owen again regarding the urgency of the situation. Depending on the feedback Roger Ellis will make contact with FDMG members by email to seek a volunteer. Otherwise the matter could wait until the next meeting.

Action: Neil Jackson/Roger Ellis.

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

The HSE change of an existing rule to be raised with Steve Wing at the UKOPA/HSE Liaison meeting to be held in September.

This item was not raised at the liaison meeting and it was agreed that it should be closed.

Action closed.

3.5 Global Energy - Energy and Cost Saving Technology (8.3)

Phill Jones to circulate copy of correspondence received from Global Energy to Members.

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. (4.1(i))

An amended procedure was issued as actioned, and is to be further amended to take on comments raised at the 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. (4.1(ii))

Phill Jones reported that the cards had been received by the IWG, and that they had been issued to members of the workgroup: Ineos, BP, Shell, NG, and BPA, SABIC. The members were asked to use the cards and report back on the usefulness, and the IWG will then submit a coordinated report to all Members. It was agreed that this would be reported at the main meeting and that an action would be placed on Tony Gillard for this purpose.

Action: Roger Ellis

(iii) Phill Jones to expedite payment of outstanding fees. (4.3)

Action completed and closed.

(iv) Phill Jones to advise Members that membership fees for 2009 should remain at £15k for full members and £8k for associate members. (4.6)

Action completed and closed.

(v) Accounts and to be signed off, returned to the accountant for signing and a copy to be submitted to Companies House. (4.7.1)

Action completed and closed.

4.2 Finance Report (UKOPA/MC/08/0026)

4.2.1 Membership Fees 2008

Phill Jones reported that payment of membership fees is still outstanding from two members, and that contact has been made and it is understood that payment is being progressed. Phill Jones to keep monitoring the situation.

Action: Phill Jones

4.2.2 Invoices

Phill Jones reported that all invoices received and approved since the February meeting are listed in the Finance Report and all have been paid. He noted that invoices are outstanding from Advantica for fault database support for the period January – June 2008 for the sum of £10994 excluding VAT, and requested approval to make payment when the invoice is received. This was approved.

Action: Phill Jones.

He also noted that the situation on the FFREQ model with regard to (i) when expenditure is expected and (ii) the amount due is not clear. Following discussion it was agreed that Neil Jackson would make contact with Advantica to clarify the situation.

Action: Neil Jackson.

4.2.3 VAT Return for the period April to June 2008 – ref UKOPA/08/0027

Phill Jones reported that the VAT return for April to June was completed and submitted on time. The VAT owing was £ 3444.87 and payment has been made.

4.2.4 Expenditure Applications

The following expenditure applications had been approved by Council Members via email and were signed off by the initiators and approved by one of the Members on behalf of the Council:

- i) UKOPA/MC/08/0018 – Pipeline Emergency DVD – Cinecosse - £6048 plus a contingency of £2000
- ii) UKOPA/MC/08/0020 - Preparation of specialist course material and delivery of this for a UKOPA PERO training course - £10,800.00 + £750.00 expenses
- iii) UKOPA/MC/08/0022 - Specialist support from Harry Hopkins relating to land use supplements and preparation and delivery of presentation at 2008 Tech Seminar - £5,500.
- iv) UKOPA/MC/08/0024 – Provision of expert analysis and reporting on pipeline constructions costs 2003 to 2008 in support of the industry relating to pipelines rates revaluation - £18,000.

Action: Phill Jones to issue purchase orders relating to item 4. (Orders already issued for the others)

4.2.5 Companies House - Annual Return

Phill Jones reported that the annual return for 2008 has been completed on line. There is a need to confirm that Esso is now a Director and it would be helpful if we could formally register this to commence in August or September. There will also be a need to register Ineos as a Director from January 2009 when the company becomes a full Member

Action: Phill Jones to discuss with Tony Taylor and raise the necessary paperwork.

4.2.6 UKOPA Accounts 2007 – Tax Payment

It was confirmed that tax owing relating to interest earned in the financial year 2007 had been paid.

4.3 Expenditure Forecast 2008/2009 - ref UKOPA/MC/08/0028.**4.3.1 Actions Arising**

Phill Jones 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. (4.5)

Covered in the update.

4.3.2 Update

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 £67.41k and £104.17k respectively.

In discussion it was agreed that:

- (i) An additional column should be included to allow identification of ownership of the spend e.g. working group or Management Council.
- (ii) The forecast should be updated as required relating to the FFREQ query.
- (iii) Work Group Chairmen should be requested to confirm 2008 outturns for areas of work for which they are responsible and also for the forecasted spend for 2009.
- (iv) The University Prize to be increased to £250, and a sum of (up to) £1000 to be included for provision of a plaque to record annual winners of the UKOPA Prize.

Action: Phill Jones.

It was also agreed that Rod McConnell should be requested to sort frames and better quality card for preparation and presentation of the UKOPA certificate.

Action: Roger Ellis.

5. UKOPA/HSE Liaison Meeting

The Chairman reported that the draft notes of the UKOPA/HSE Liaison meeting held on the 9th September had been agreed by UKOPA representatives and that a copy had been sent to all HSE attendees for agreement. It was agreed that the Chairman should summarise the meeting to Members at the full meeting later in the day and confirm that a copy of the notes would be circulated to all following receipt of agreement from the HSE.

Action: Roger Ellis.

6. UKOPA Strategy for the Future (ref UKOPA/08/0052) – Progress and Development

6.1 Actions Arising

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

- a) *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.*

Update: An expenditure approval application for Newcastle University (Dr Julia Race) to prepare guidance document for use by members has been approved by the Management Council, and the RAWG is to progress the work.

Action: RAWG/Neil Jackson.

- b) The screening algorithm being prepared by Advantica for NG and the IDNs would be provided to UKOPA – R Owen.

Update: It was reported that the algorithm being prepared by Advantica is nearly complete, but National Grid will need to seek the agreement of the IDNs for it to be shared with Advantica

Action: Neil Jackson.

- c) 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.

Update: The practical guidance and the screening algorithm are to be reviewed to (i) ensure compatibility, (ii) assess impact on pipelines and (iii) identify if any additional work is required to extend the guidance

Action: RAWG/Neil Jackson.

- d) 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.

Update: The action to advise members relating to recommendations for for a more detailed study of pipeline dents is dependant on the previous items, and the RAWG will report back as soon as possible.

Action: RAWG/Neil Jackson.

- e) Identify other areas for joint funding by UKOPA.

Nothing identified to date, but it was agreed that Roger Ellis would discuss with Tony Gillard and Jim Sutcliffe the possibility of joint funding with the HSE in connection with pipeline infringements.

Action: Roger Ellis.

6.1.2 Develop environmental risk assessment methodology (5.1.2)

- (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 completed and closed.

6.1.3 Review content of brochure and poster (5.1.3)

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. – To be carried forward

Action: Neil Jackson.

6.1.4 Phill Jones was actioned to update the strategy document, and to circulate the draft date for agreement of MC members prior to re-issue. (5.2)

Action completed and closed.

6.2 Strategy Review and Update

It was reported that the UKOPA Strategy document has recently been updated to include the work items and deliverables from the Emergency Planning and Process Safety Work Groups, but the updated version has not yet been posted on the website. The changes were reviewed and accepted by the Council, and it was agreed that the following should be reported to members at the full meeting to be held later in the day:

(i) The UKOPA Strategy document has recently been updated to include the work items and deliverables from the Emergency Planning and Process Safety Work Groups, but the updated version has not yet been posted on the website

(ii) Phill Jones to be actioned to circulate a copy of the updated version to all Work Group Chairmen by the end of October 2008.

(iii) Work Group Chairmen to review the document to ensure that the contents fully reflect the terms of reference of the work groups in terms of deliverables and programme, and to submit any recommendation for changes to the Secretary by the end of November 2008.

(iv) Management Council to review proposed changes and to issue a revised version of the Strategy by the end of December 2008.

Action: Roger Ellis.

Neil Jackson asked whether there is a need to look at organisational and political goals as well as technical goals and it was agreed that this will be considered at the next meeting.

Action: Phill Jones to include an item on the agenda.

7. Agendas for Full Meetings in October 2008 and February 2009.

7.1 Full Meeting

The Chairman noted the theme for the full meeting is environmental risk assessment approach and methodology, and Rod McConnell above, would be making a presentation on environmental risk assessment based on work that he had done for operators. Other presentations on the agenda are:

- (i) Overview of the Ambergate Facility and the Pipeline Maintenance Centre Capabilities – Ken Fox National Grid.
- (ii) Digital Pipeline Routing – Wayne Shelley, HSL
- (iii) Learning from the 1989 Mersey Oil Spill – Roger Ellis
- (iv) Environmental Aspects of Pipelines – Andrew Gunning and Brendan McAndrew, RSK.

7.2 February 2009 Meeting

It was agreed that a theme of “The UK Energy Infrastructure” including any associated issues such as pipe and materials, design should be proposed to Members at the main meeting, and that members should be invited to submit proposals for presentations.

In this connection:

A National Grid presentation on the UK gas infrastructure present and future.

Action: Neil Jackson.

A presentation on issues which arose on the Milford Haven to Tirley pipeline at the February 2009 meeting.

Action: Neil Jackson to check with Tony Stonehewer

HSE to be invited to submit suggestions/offer of presentations on the UK pipeline infrastructure

A presentation on the UK petroleum and multi-product distribution system (liaise with Peter Davies of BPA and BERR).

A presentation on the UK ethylene network.

Action: Roger Ellis

Neil Jackson offered to speak to a contact in Corus regarding the possibility of someone making a presentation on pipe manufacture, and this was accepted.

Action: Neil Jackson.

8. Website Matters

8.1 Actions Arising (9)

(i) Phill Jones was actioned to speak to Visual regarding security of the Members’ section of the website and how the system is backed up. (8.1)

Visual had provided information relating to security in terms of system backup, and this was acceptable, but it was clarified that the original query related to security from hackers etc. Phill Jones to take up with Visual.

Action: Phill Jones.

(ii) Phill Jones was actioned to investigate the possibility and implications of reactivating Members’ passwords on an annual basis for security reasons. (8.2)

Following feedback from Visual it was agreed that a current register of users would be updated/agreed at the beginning of each year, and that passwords of any persons that are not currently registered would be deactivated by Visual. Phill Jones to action, and check if a current register of users can be provided by Visual.

Action: Phill Jones.

8.2 Update

- (i) Phill Jones reported that a few problems were being experienced with the website in terms of organisation etc. He said that these are slowly being sorted and would appreciate Members' patience whilst this is going on.

Action: Phill Jones.

- (ii) In discussion it was agreed that the review of the year's activities (currently out of date) would in future be replaced with an approved update of the Strategy document – Areas of Activity, Tasks and Programme. This will commence with the revised version of the Strategy which is due to be issued by the end of December 2008.

Action: Phill Jones.

- (iii) Phill Jones to instruct Visual to remove phone numbers of Members from the website.

Action: Phill Jones.

- (iv) Phill Jones to arrange for the UKOPA people and pipelines working together DVD to be included in the web site.

Action: Phill Jones

9. Technical Seminar 2009

- (i) In discussion it was agreed it should be proposed to Members at the full meeting "Prevention and Management of Pipeline Damage", should be the theme for the 2009 technical seminar, and that members be requested to consider and suggest topics for presentations. The HSE would also be requested to consider whether it would provide an input to the seminar

Action: Roger Ellis.

- (ii) Neil Jackson to investigate the availability of Eakring in June 2009.

Action: Neil Jackson.

10. Institute of Mechanical Engineers - Pipeline Seminar

Roger Ellis referred to recent correspondence and confirmed that the Association has been invited to participate in an I Mech E conference around June/July next year, and asked for Members' views.

The invitation was supported in principle and it was agreed that the matter would be reported to Members at the main meeting, and that Members would be requested to suggest topics for presentation.

Action: Roger Ellis.

11. Any Other Business.

No additional items were raised.

13. Dates of Future Meetings.

25th/26th February 2009 – sponsor Sabic, venue Darlington.

9th June 2009 – Technical Seminar – Eakring (date confirmed post meeting). (pm of 8th June Management meeting)

7th/8th October 2009 sponsor BPA venue to be confirmed