



United Kingdom Onshore Pipeline Operators' Association

**Notes of the Management Council Meeting held at the Blackwell Grange Hotel, Darlington on the 25<sup>th</sup> February 2009**

**1. Attendance and Apologies**

**Present:** Roger Ellis – Shell - Chairman  
 Mark Harrison – SABIC  
 Neil Jackson – National Grid  
 David Dickson – BP  
 Tony Taylor – Esso  
 Richard Halford - Esso  
 Phill Jones – Secretary.

The Chairman welcomed Richard Halford to his first meeting and noted that Richard will be taking over from Tony Taylor as the Esso representative on the Management Council when Tony retires in April.

**Apologies:** Ed Reeder - Ineos

**2. Notes of Meeting held on 8<sup>th</sup> October 2008 (UKOPA/MC/08/0031).**

The notes of the meeting held on 27<sup>th</sup> February 2008 were accepted as a fair record of the discussions.

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

**3.1 UKOPA – Ten Years Old in 2007 (3.1)**

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

(i) Neil Jackson to forward the article which had been published in the IGEM magazine to Phill Jones for circulation to Members.

**Action completed and closed.**

(ii) Roger Ellis to present a paper to a joint IGEM/I. Mech. E. local meeting in Manchester in November.

Roger Ellis reported that he had presented the paper as planned and that it had been well received. He agreed to circulate a copy of his paper to UKOPA members via the Secretary.

**Action: Roger Ellis**

**3.2 Potential Additional Full Members (3.2)**

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 completed and closed.**

**3.3 EGIG (3.3)**

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 no volunteer had been found to date and that Robert Owen would continue to represent the Association until a replacement is found. It was agreed that the action should be closed

**Action closed.**

**3.4 UKOPA/HSE Liaison Meeting (5)**

The Chairman to summarise the meeting to Members at the full meeting later in the day and to confirm that a copy of the notes would be circulated to all following receipt of agreement from the HSE.

**Action completed and closed.**

Roger Ellis noted that Moira Wilson had taken over from Steve Wing and agreed to make contact with a view to setting a date for the 2010 Liaison meeting, probably in September

**Action: Roger Ellis**

**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 28<sup>th</sup> February 2008. (4.1(i))

The amended procedure had been issued with the papers for the meeting and, following discussion, it was agreed that a further amendment should be made to incorporate the following paragraph:

In the event of an objection, the objector shall provide full explanation and it will be the responsibility of the Chairman to achieve a consensus view prior to authorising payment.

**Action: Phill Jones**

(ii) Supply of safety cards –Action to be placed on Tony Gillard by Roger Ellis to provide feedback relating to the usefulness of the safety cards. (4.1(ii))

It was agreed that this item should be closed out and covered at the full meeting to be held later in the day.

*(iii) Phill Jones to keep expediting payment of outstanding membership fees. (4.2.1)*

**Action completed and closed.**

*(iv) Phill Jones to pay the Advantica invoice for fault database support for the period January – June 2008 when received. (4.2.2)*

**Action completed and closed.**

*(v) Neil Jackson to make contact with Advantica regarding costs and submission of invoice relating to FFREQ. (4.2.2)*

**Action completed and closed.**

*(vi) Phill Jones to issue purchase orders relating to the provision of expert analysis and reporting on pipeline constructions costs 2003 to 2008 in support of the industry relating to pipelines rates revaluation. (4.2.4)*

**Action completed and closed.**

*(vii) Phill Jones to progress registration of Esso as a full member (Director) of UKOPA. (4.2.5)*

It was reported that this was under consideration by the Esso Legal Department and that Tony/Richard would monitor and advise as soon as the review has been completed.

**Action: Tony Taylor/Richard Halford**

The Secretary was also actioned to make contact with Ed Reeder regarding the registration of Ineos as a Director

**Action: Phill Jones**

## **4.2 Finance Report (UKOPA/MC/09/0003)**

### **4.2.1 Membership Fees 2009**

Phill Jones reported that invoices for membership fees for 2009 had been issued to all Members, and Roger advised Members that Centrica Storage had resigned.

### **4.2.2 Invoices**

Phill Jones reported that all invoices received and approved since the October 2008 meeting are listed in the Finance Report and all have been paid. It was noted in discussion that there was an apparent error in the items 12 and 19 of the list of invoices include under item 3 of the finance report (same invoice number), and Phill Jones was actioned to check, make the necessary amendment(s) and reissue the report.

**Action: Phill Jones**

#### **4.2.3 VAT Returns for the period April to June 2008**

##### **(i) July to September 2008 – ref UKOPA/MC/09/0004**

The VAT return for July to September was completed and submitted on time. A claim was submitted for repayment of £ 507.79 and this was received and banked.

##### **(ii) October to December 2008 – ref UKOPA/MC/09/0005**

The VAT return for October to December was also completed and submitted on time. A claim was submitted for repayment of £239.83 and this amount has also been received and banked.

#### **4.2.4 Expenditure Applications**

##### **(i) Applications Approved by Email**

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:

- a) UKOPA/MC/08/0029 – Guidance on dents – Newcastle University - £7,500.
- b) UKOPA/MC/08/0030 – Preparation of a web based process safety questionnaire – Kalexico - £9,750.
- c) UKOPA/MC/08/0032 – Management of the move of the infringement database to a secure web, to maintain and provide expert analysis and annual reporting – Fisher German - £9300 in 2010 and £6,050 plus RPI per year thereafter.
- d) UKOPA/MC/09/0008 – Website Support – Visual - £5,900 including contingency,

##### **(ii) Additional Applications**

The following additional applications were also approved by Members and signed off:

- a) UKOPA/MC/09/0009– Technical support – Rod McConnell - £12,000.
- b) UKOPA/MC/09/0011 – Secretariat services – PIE (P Jones) - £23,000.

Expenditure application reference UKOPA/MC/09/0010 – Technical support to be provided by Jane Haswell to the RAWG, EPWG, IWG and PSWG was also considered but it was agreed that the level of expenditure should be increased to allow 5 days technical support to the FDWG. The Secretary was actioned to progress the amendments and to issue the updated form for the signature of the Chairman.

**Action: Phill Jones**

#### **4.2.5 UKOPA Accounts - 2008**

It was confirmed that the Management Council had given approval by email to the appointment of B H Accountancy Ltd for preparation of the 2008 accounts, and Phill Jones confirmed that this is to be progressed in the near future.

**Action: Phill Jones**

#### **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**

##### **4.3.1 Actions Arising**

It was noted that the following actions were agreed at the last meeting and that all have been addressed:

- (i) An additional column to be included to allow identification of ownership of the spend e.g. working group or Management Council.
- (ii) The forecast to be updated as required relating to the FFREQ query.
- (iii) Work Group Chairmen to 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.
- (v) 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.

**Actions completed and closed.**

##### **4.3.2 Expenditure Forecast 2008/2009 - ref UKOPA/MC/09/0006**

Phill Jones referred to the latest and last 2008/2009 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 £78.69k and £91.44k respectively. He noted that this forecast did not include any interest earned on bank deposits during the year and that the change from the previous issue of the forecast was due to unforeseen underspends and overspends and also, in the case of the 2009 outturn, the reduced income arising from the resignation of Centrica Storage.

In discussion it was agreed that the forecast will need to be amended to:

- (i) Include any expenditure for the M SC plaque and frames for 2008.

**Action: Phill Jones to check with Rod McConnell and action as necessary.**

- (ii) Include the approved figures for 2009 for PIE technical support and secretariat services.

**Action: Phill Jones**

- (iii) Include £1000 for a Process Safety Workshop as recommended by Tony Stonehewer.

**Action: Phill Jones**

### 4.3.3 Expenditure Forecast 2009/2010 - ref UKOPA/MC/09/0007

Phill Jones introduced the first issue of the 2009/2010 expenditure forecast and noted that the forecasts of cash availability at the end of 2009 and 2010 based on current known commitments and current expected level of membership fees are listed as £94.02k and £132.73k respectively. He also noted that the forecast was based on a cash availability of £81.27k at the beginning of 2009 which includes interest earned on bank accounts less bank charges.

In discussion it was agreed that the forecast will need to be amended to for the same reasons as listed for the last 2008/2009 forecast.

**Action: Phill Jones**

### 4.4 Approval of companies for provision of services

The Chairman noted that this item was included on the agenda following a query raised by David Dickson following receipt of a note from the Secretary recommending the appointment of B H Accountancy for preparation of the 2008 accounts.

In discussion it was agreed that the existing practice whereby contracts or orders have normally been issued only to companies which have been recommended by a UKOPA member and that payment has normally been made after the work has been completed and delivered appears to be robust and reasonable. It was however agreed that expert opinion should be taken regarding the legal position relating to the need to invite competitive tenders.

**Action: Neil Jackson**

## 5. UKOPA Strategy for the Future (ref UKOPA/09/0001) – Progress and Development

### 5.1 Actions Arising (6)

#### (a) Dents

It was agreed that all actions relating to dents would be covered at the full meeting to be held later in the day.

#### b) Roger Ellis would discuss with Tony Gillard and Jim Stancliffe the possibility of joint funding with the HSE in connection with pipeline infringements.

Roger Ellis reported that no joint funding had been identified to date. No specific action identified.

#### c) Review long term needs for brochure and poster- 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 carried forward from the last meeting

Following discussion it was agreed that there was no pressing need to amend/update the brochure and posture, but Neil Jackson was actioned to provide a copy of the originals for posting on the website for possible future use.

- d) Phill Jones to circulate a copy of the updated version of the strategy document to all Work Group Chairmen by the end of October 2008, Group Chairmen to comment by end of November, MC to approve revised version by end December and copy then to be circulated to Members and a copy posted on the public section of the website in place of the Work in progress report.

**All actions completed and closed.**

- e) Phill Jones to include an item on the agenda of the next meeting relating to whether there is a need to look at organisational and political goals as well as technical goals

**Action completed and closed**

## **5.2 Strategy Review and Update**

It was agreed that the strategy will be the subject of a detailed review at the Management Meeting to be held at Eakring on the afternoon of 8<sup>th</sup> June and that the review will cover the questions of whether:

- (i) The strategy should cover organisational and political goals as well as technical goals, and
- (ii) The document posted on the public section of the website should include the front section of the strategy originally circulated as part of UKOPA/07/0030.

With regard to progress monitoring it was agreed that a review of progress should be carried out on a quarterly basis and, in this connection, Phill Jones was actioned to check on progress and prepare and circulate an update to Members before the June meeting.

**Action: Phill Jones**

Neil Jackson to organise a meeting room for the Management Council meeting on the afternoon of 8<sup>th</sup> June.

**Action: Neil Jackson**

## **6. Agendas for the Full Meeting and the meeting in October 2009.**

### **6.1 Full Meeting**

The Chairman noted the theme for the full meeting is the UK Energy Infrastructure and that all the actions raised at the last meeting relating to arrangement of presentations had been closed out. He confirmed that the presentations on the agenda for the full meeting are:

- (i) Gas Supply Changes and Effects on the National Transmission System – Presentation by Mathew Sumerling, National Grid.
- (ii) The Ethylene System – Mark Harrison.
- (iii) The Gasoline System – Peter Davis.
- (iv) Learning from the Milford Haven to Tirley 1200mm Diameter Pipeline – David Mercer, National Grid

Roger Ellis also noted that:

- (a) Neil Jackson had organised Presentation by Dr Scott McCann, Technical Services Manager, Corus Tubes Energy on SAW and HFI Pipes, Coatings and Future Developments, and
- (b) Peter Davis had arranged for a representative from BERR to come to the meeting to give a presentation relating to the Department's role and responsibilities.

Regretfully, both the presenters had to withdraw at short notice.

## **6.2 October 2009 Meeting**

It was agreed that attempts should be made to organise for the presentations that had to be cancelled to be given at the October meeting.

**Action: Roger Ellis to advise Members and Phill Jones to make contact with Dr Scott McCann**

It was also agreed that the theme for the next meeting could be "Improving understanding and procedures from incidents" and/or "Emergency Planning/Emergency Response" and that suggestions for presentations should be invited from Members at the full Meeting.

**Post meeting note:** At the main meeting follow up presentation on Process safety was considered to be a better option

**Action: Roger Ellis**

## **7. Website Matters**

### **7.1 Actions Arising (8)**

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

**Action addressed and closed.**

*(ii) Phill Jones to arrange for the register of users to be updated/agreed at the beginning of each year and that the password 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.*

Phill Jones confirmed that this action was being progressed.

**Action: Phill Jones**

*(iii) Review of the year's activities (currently out of date) to be replaced with an approved update of the Strategy document. This will commence with the revised version of the Strategy which is due to be issued by the end of December 2008.*

**Action completed and closed**

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

**Action completed and closed**

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

**Action completed and closed**

**7.2 Update**

(i) Phill Jones reported that the UKOPA version of FFREQ had been received and had been tested offline by Graham Goodfellow before being made available for members on the Members' section of the website. The testing had revealed a number of minor issues and Neil Jackson confirmed that he would be discussing possible improvements with Advantica before the software is pasted for Members' use.

**8. Technical Seminar 2009**

**8.1 Actions Arising (9)**

*(i) 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 completed and closed.**

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

**Action completed and closed.**

**8.2 Update**

Roger Ellis proposed that the theme for the technical seminar should be pipeline damage and offered a draft agenda for discussion following which it was agreed that the following agenda (slightly amended after post meeting discussions) would be proposed to Members at the full meeting with suggested presenters:

1. Pipeline damage mechanisms and examples of failure (Tony Stonehewer)
2. Development and use of the UKOPA Fault/Failure database (Roger Ellis)
3. 3<sup>rd</sup> party Damage and the development and use of the infringement database (Jim Stancliffe HSE, Mark Harrison SABIC and Tony Gillard Shell, (and how addressed and who to present to be decided)
4. Identification of pipeline damage, assessment and repair (Barry Dallus, Northern Gas Networks)

5. Pipeline dents, their assessment and the proposed development of UKOPA guidance (Neil Jackson or nominee)
6. Pipeline damage and repair, including specific case histories (Dave Dickson or nominee)
7. Case histories of pipeline damage and repair (other pipeline operators, gasoline?)

**Action: Roger Ellis**

## **9. Institute of Mechanical Engineers - Pipeline Seminar**

### **9.1 Actions Arising (10)**

*Members to be advised of the intention to participate in the I Mech E Seminar and Members would be requested to suggest topics for presentation.*

**Action completed and closed**

### **9.2 Update**

Roger Ellis had circulated the draft contract and commissioning letter issued by the I Mech E in advance of the meeting and recommended in the covering email that UKOPA should accept the contract. This recommendation was supported by the Management Council Members and Roger agreed to respond to the I Mech E accordingly.

**Action: Roger Ellis**

Mark Harrison suggested that it would be beneficial to have the HSE as a joint sponsor for the Workshop and it was agreed that this would be raised with the HSE at the full meeting.

**Action: Roger Ellis**

It was also agreed that the agenda for the I Mech E Workshop should follow the content of UKOPA Technical seminar where appropriate so as to minimise additional effort wherever possible. The following agenda was agreed (slightly amended after post meeting discussions) and would be proposed to Members at the full meeting:

Introduction

1. The pipeline life cycle from design through construction operation, maintenance and consequence planning. (Dr Jane Haswell?).
2. Case histories of external damage and major accidents with reference to the UK pipeline infrastructure (Prof Phil Hopkins need to check).
3. 3<sup>rd</sup> Party Damage on UK pipelines, mitigation and prevention (Jim Stancliffe HSE, Mark Harrison SABIC and Tony Gillard Shell, OK but who to present and how to be addressed).

4. Identification of pipeline damage, assessment and repair (Barry Dallus, Northern Gas Networks).
5. Codification of the risk assessment methodology and production of the BSI PD8010 supplement and IGEM TD2. (Prof Rod McConnell or Graham Goodfellow Penspen. Neil Jackson to review in RAWG).
6. Pipeline Process safety and the development of Key Performance Indicators for pipeline operations (Tony Stonehewer National Grid?)
7. The new Pipeline Legislation, update to the Pipeline Safety Regulations 1996. (HSE presenter, UKOPA to liaise with Graham Walker).
8. Pipeline emergency planning and dealing with the consequences ACoP, DVD and PERO training (Donal Cullen EPWG to address).

**Action: Roger Ellis, Mark Harrison, Graeme Walker and Phill Jones**

**10. Any Other Business.**

**10.1 Chairman June 2009 – June 2011**

It was confirmed that Roger Ellis would hand over the Chairmanship of the Association to David Dickson after Management Council Meeting to be held at Eakring on June 8<sup>th</sup> and that David will Chair the Technical Seminar and continue as Chairman for a period of two years until June 2011.

Phill Jones was actioned to provide a list of past Chairmen for the information of Members and to facilitate selection of the next Chairman.

**Action: Phill Jones**

**10.2 Vote of Thanks – Tony Taylor**

Roger Ellis thanked Tony Taylor for his commitment and support to UKOPA over many years and on behalf of the Members wished him and his family a long and happy retirement.

**11. Dates of Future Meetings.**

8<sup>th</sup> June 2009 – Management Council meeting commencing 2:00 pm.

9<sup>th</sup> June 2009 – Technical Seminar – Eakring.

7<sup>th</sup>/8<sup>th</sup> October 2009 sponsor BPA venue to be confirmed.

24<sup>th</sup>/25<sup>th</sup> February 2010 – Sponsor and venue to be confirmed.