



United Kingdom Onshore Pipeline Operators' Association

**Notes of the Management Council Teleconference held on 16th February
and of the follow up meeting held at Locko Hall Derby on the 24th
February 2010**

1. List of Participants

Neil Jackson – National Grid – Chairman
Roger Ellis – Shell
Mark Harrison – SABIC
Mark Kelso – BP
Richard Halford – Esso
Ed Reeder – Ineos (25th only)
Tony Stonehewer (25th only)
Darren Smith – SABIC (25th only)
Phill Jones – Secretary.

2. Notes of the teleconference held on 6th October 2009 (UKOPA/MC/09/0027)

The notes of the teleconference held on 6th October and the follow meeting on the 7th October 2009 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 Chairman (2)

The wording in the Articles of Association relating to selection of Chairman to be amended to state that the Chairman will be chosen by process of nomination with voting if ore than one nomination is submitted.

Action outstanding and to be completed by Phill Jones by the May meeting.

3.2 UKOPA/HSE Liaison Meeting (4.2)

Chairman to summarise discussions at the UKOPA/HSE liaison at the full meeting.

Action completed and closed.

3.3 Past Chairmen of the Association (4.3)

Phill Jones was actioned to provide dates for the list of past Chairmen and to post the information on the website.

Action completed and closed

3.4 UKOPA Directors – Change in the Law (4.4)

In the discussion that followed it was noted that Phill Jones would be registered as the "real person" Director and that this needed to be carried out before October 2010.

Action carried forward: Phill Jones

(ii) Articles and the memorandum would need to be revisited to check requirements for amendments resulting from the changes but it was agreed that this should be held until the position with the "natural person" has been resolved as this will have the main impact on such changes.

Action carried forward: Phill Jones to complete by the May meeting.

3.5 Studies on Land Use Process (4.6)

The Chairman to raise at the main meeting when Members would be asked to respond to the questionnaire.

Action completed and closed

3.6 Institute of Mechanical Engineers - Pipeline Seminar (9)

The Chairman to report to Members that the seminar was fully organised and give a vote of thanks to UKOPA members who will be giving presentations at the seminar.

Action completed and closed

Roger Ellis confirmed that the seminar had been well received and that UKOPA had, as previously been agreed, received 20% of the profit made in the sum of £3071.78. He also noted that the Association had agreed to co-sponsor, at no cost, another Institute of Mechanical Engineers' event which will be held during the last quarter of 2010.

3.7 Process Safety Benchmarking – email from P Davis dated 28/09/09 refers (10)

The Chairman to advise Members that the Council had agreed in principle that the UKOPA model could be used under licence subject to a nominal fee to offset UKOPA development costs.

Action completed and closed.

3.8 Newcastle University – UKOPA Annual Prize for the Pipeline MSc Course (11.1)

The Chairman to organise the award of a prize of £250 to the best student on the 2009 course.

Action completed and closed

3.9 Enquiry relating to Hot Tap Work on Pipelines (11.2)

Following discussion it was agreed that a general statement could be issued saying that hot tap work is an accepted practice by pipeline operators subject to use of approved procedures and competent organisations/personnel.

Not actioned as the enquiry was not followed up.

3.10 Infringement Work Group (11.3)

The Chairman to bring to the attention of Members the problems being experienced relating to the reporting of infringements and to reinforce the need and value of the information and urge members to cooperate by ensuring data is input correctly and in a timely manner.

Action completed and closed

3.11 Additional Management Council Member (11.4)

The Chairman to ask Tony Stonehewer to attend Management Council meetings.

Action completed and closed.

All other actions covered under agenda items

4. Financial Issues.

4.1 Actions Arising General.

(i) Registration of Esso as a Director - Phill Jones was actioned to recover Huntsman correspondence relating to full membership of UKOPA and to forward a copy to Richard on the basis that it may progress. (5.1(i))

Action completed

(ii). Registration of Ineos as a Director - Phill Jones was actioned to recover Huntsman correspondence relating to full membership of UKOPA and to forward a copy to Richard on the basis that it may progress.(5.1(ii))

Action completed

Both Richard Halford and Ed Reeder confirmed that this mater was still under consideration within Esso and Ineos respectively.

Further to discussions it is confirmed that the correspondence forwarded included the advice prepared for Huntsman by Justin Phillipson dated 14th February 2003.

4.2 Finance Report (UKOPA/MC/10/0003)

4.2.1 Membership Fees

Phill Jones reported that all membership fees for 2009 had been paid, and that the majority of invoices for 2010 membership fees have been issued. The issue of two invoices are outstanding awaiting confirmation of purchase order numbers.

4.2.2 VAT Returns

(i) VAT Return for the period July to September 2009 – ref UKOPA/MC/09/0006

The VAT return for July to September 2009 was completed and submitted with a cheque in the sum of £2,157.52.

(ii) VAT Return for the period October to December 2009 – ref UKOPA/MC/09/0007

The VAT return for the period October to December was also completed and a refund of £1994.18 was applied for. The refund has been received and banked.

4.2.3 Expenditure Applications

A number of expenditure approval applications were considered as follows:

- a) UKOPA/MC/10/0001 - Management of the UKOPA Interface with the Fire Services College in relation to the UKOPA PERO Courses to be held during 2010 – £8.1k

Consideration of this expenditure application was initially postponed, but was approved by email during the following week at a lower value of £6500. It was agreed that all future courses must be totally self funding and that the EPWG Chairman will be actioned to ensure that this achieved.

Action: Neil Jackson.

- b) UKOPA/MC/10/0008 – PSAT Enhancement - £3.36k - Approved.
- c) UKOPA/MC/10/0009 – Technical Services to be provided by Rod McConnell during 2010 – £17k - Approved.
- d) UKOPA/MC/10/0010 – Technical Services to be provided by Jane Haswell during 2010 – £19k - Approved.
- e) UKOPA/MC/10/0011 – Secretariat Services to be provided by Phill Jones during 2010 – £24.5k - Approved - subject to correction of typing errors relating to number of days.
- f) UKOPA/MC/10/0012 - Provision of technical support by GL to the RAWG for 2010 - £20k - Approved.
- g) UKOPA/MC/10/0013 – FFREQ Licence and support by GL for 2010 - £15k - Approved.
- h) UKOPA/MC/10/0014 - It was noted that an expenditure application was being prepared for Penspen to update damage distributions in FFREQ. The application had not been completed, but was approved in principle and can be signed off as soon as received.

Actions:

- (i) **Phill Jones to arrange for all applications to be signed off.**
- (ii) **Phill Jones to issue purchase orders as necessary.**

4.2.4 Expenditure and Financial Forecasts

(i) Final expenditure forecast for 2009/2010 - ref UKOPA/MC/10/0004

The final expenditure forecast for 2009/2010 shows that the spend for the year was £117.24k against an original planned spend of £154.25k i.e. an under spend of £37.01k. The outturn for 2009 increased to £126.03k and the outturn for 2010 increased to £167.99k.

(ii) First expenditure forecast for 2009/2010 - ref UKOPA/MC/10/0005

This forecast predicts that the outturn increases in both 2009 and 2010 to £144.51k and £194.47k. The increases result from a combination of a higher cash reserve to start the year, an additional membership fee and a small income from the I Mech E.

Actions:

- (i) **Phill Jones to include approved expenditure for the Penspen work when details received.**
- (ii) **Phill Jones to insert approval details in the next issue of the forecast.**

4.3 UKOPA Accounts 2009

Phill Jones requested approval to instruct B H Accountancy to prepare the Association's accounts for 2009. Contact had already been made regarding costs and the company has offered to complete the accounts for the same cost as the previous two years i.e. £800. This was approved.

Action: Phill Jones to issue purchase order and progress preparation of the accounts.

5. Agendas for the Full Meetings in February 2010 and October 2010.

5.1 Actions Arising

(i) Phil Jones to ask Peter Davis to make a further attempt to contact the representative from DECC who had not been unable to attend a previous meeting to give a presentation relating to the Department's role and responsibilities.

Phill Jones reported that this had been followed up but the person involved had since left the Department.

Action closed

(ii) The Chairman was actioned to invite suggestions from Members relating to presentations for the February.

Action completed and closed.

5.2 February 2010 Meeting

It was noted that the following presentations were to be given at the full meeting:

- (i) Voluntary Land Registration for Pipeline Owners – Gaynor Turner Land Registry Weymouth Office.
- (ii) The scope of the planning reform and the implication for new and existing pipelines - Hector Pearson, National Grid.
- (iii) The role of the Environment Agency – Richard Clarke Policy Manager, Environment Agency.
- (iv) Pipeline Liaison Group (PLUG) and Synergies with UKOPA – Chris Lewis PLUG.
- (v) The history of IGE/TD/1 – Jane Haswell.
- (vi) Software for automatically handling plant enquiries – National Grid.

5.3 October 2010 Meeting

In discussion regarding presentations for the October meeting it was agreed that Emergency Planning could be the main theme and the following suggestions were listed as possibilities for presentations:

- a) A presentation from DECC.
- b) Recommendations arising out of the Buncefield PSLG – Peter Davis. Action – Neil Jackson to speak to Peter Davis.
- c) Dents – Work carried out and Results to date. – Jane Haswell.
- d) Emergency Planning from a Local Authority perspective – suggestions to be invited.
- e) Feedback from emergency plan testing.
- f) UKOPA ACOP on Emergency plan testing.
- g) Paper on Emergency Planning given by Barry Dalus at the I Mech E seminar.
- h) PSAT – Feedback from the 2010 Assessment.

6. Website Matters

6.1 Actions Arising (7)

- (i) Roger Ellis to advise Members that the BP video which was shown at the 2009 technical seminar would not be available on the UKOPA website.

Action completed and closed.

- (ii) Phill Jones to update the list of website users.

Action completed and closed.

6.2 Update

It was agreed that the Chairman would advise Members at the full meeting that the list of website users will be updated annually in January, and that Members details would only be retained on the list if Members responded positively.

Action: Neil Jackson

Phil Jones to check whether Visual can provide details of number of hits on the Members' section of the website and, if not, to investigate the implications of setting up such facilities.

Action: Phill Jones.

7. Technical Seminar 2009

7.1 Action Arising

(i) *Neil Jackson to reserve the facilities at Eakring*

The facilities have been reserved for the 18th May and the Management Council meeting is to be held on the afternoon of the 17th May, with a pre – teleconference on the 13th May.

Action closed.

(ii) *Draft agenda should be drawn up by the RAWG and the PSWG based on a theme of process and technical safety. This could include an industry and an HSE presentation on developments arising out of the Buncefield incidents*

A draft programme for the seminar was prepared during the meeting and was posted on the website – reference UKOPA/09/0067. This draft was discussed and accepted and it was agreed that Tony Stonehewer/the PSWG will finalise arrangements with proposed speakers and confirm by the end of March.

Action: Tony Stonehewer

The Chairman will advise Members at the full meeting and request that Members submit up to three nominations each for attendance at the seminar.

Action: Neil Jackson

8. UKOPA Strategy

The swot analysis – reference UKOPA/MC/10/0016 – was used to facilitate the session, in particular the weaknesses listed, and discussion centred on:

- a) The need to enhance the profile of UKOPA in terms of the HSE and senior managers/directors in member companies.
- b) Age Profile of Members/ Succession Planning.
- c) Links with relevant European bodies.

It was unanimously agreed that the work groups are key to continuing success and the following actions were listed for attention or further consideration at the next meeting:

Action 1: Amend the draft 2009 annual briefing note and issue to Members with a request that a copy be circulated to senior managers/directors within member companies: **Phill Jones.**

Action 2: Members to be asked to circulate the Hazardous Installations Directorate Gas & Pipelines Unit - Major Hazard Safety Performance Indicators in Great Britain's Onshore Gas and Pipelines Industry - Annual Report 2008/09 to senior managers/directors within member companies and to emphasise the reference to UKOPA work and use of UKOPA data: **Phill Jones.**

Action 3: Review work group membership at the next meeting including possible attendance possible attendance of graduates: **All.**

Action 4: To recommend that members consider inviting a director/senior manager to attend the meeting (and dinner) when their company is hosting the meeting: **Neil Jackson to raise at full meeting.**

Action 5: Continue to co-sponsor and participate in events where appropriate: **Ongoing action.**

Action 6: Review and re-issue the front end of the strategy document – UKOPA/07/0030: **Phill Jones.**

Action 7: Consider producing a summary version of the entire strategy which could be used for briefing senior managers/directors in member companies: **To be further considered at the next meeting.**

Action 8: Prepare list of international bodies/trade organisations with whom it may be beneficial to establish more formal links: **All to send details to Phill Jones, and Phill Jones to contact Ted Findlay to ask if he had any suggestions in this respect.**

Action 9: Consider organising a young engineer's paper competition with suitable prize and the possibility of the winner presenting the paper at the UKOPA Technical Seminar: **Neil Jackson to produce proposal for consideration.**

9. Any Other Business.

9.1 National Grid "No Dig" Symbol

Roger Ellis recommended that the "No Dig" symbol being used by National Grid should be recommended to Members as UKOPA best practice. This was supported.

Action: The Chairman to recommend at the full meeting.

9.2 Mark Harrison's Last Meeting

The Chairman noted that this would be Mark's last meeting and, on behalf of the management council members and secretary, thanked him for long and committed support to

UKOPA during which time he had been Chairman of the Association twice and had set up and had been the first chairman the Infringement Work Group which has been so successful. He also wished him success in his new post.

9.3 BP Representative

Mark Kelso advised Members that he was also moving on to a new post and that Eric Marston who has been appointed to replace David Dickson will probably attend the next meeting. The Chairman thanked Mark for his support and wished him well for the future.

10. Dates of Future Meetings.

May 13th 2010 – Teleconference 10:00 am.

May 17th 2010 (pm) – Management Council Meeting – Eakring.

May 18th 2010 - Technical Seminar – Eakring.

October 13th/14th 2010 – Total UK Ltd - Venue to be confirmed

February 23rd/24th 2011 – Northern Gas Networks – Venue to be confirmed.