



United Kingdom Onshore Pipeline Operators' Association

**Notes of the Management Council Teleconference held on 13th May 2010
and the Management Council meeting held at Eakring on the 17th May
2010**

1. List of Participants

Neil Jackson – National Grid – Chairman
Roger Ellis – Shell
Daren Smith– SABIC
Richard Halford – Esso
Ed Reeder – Ineos
Tony Stonehewer - National Grid
Phill Jones – Secretary.

2. Notes of the teleconference held on 24th February 2010 (UKOPA/MC/10/0015)

The notes of the teleconference held on 16th February and the follow up meeting on the 24th 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 (3.1)

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 more than one nomination is submitted.

Phill Jones reported that he had reviewed the Memorandum and Articles of the Association and advised that no changes are required in connection with the selection of Chairman but the Terms of reference do require amendment.

Action: Phill Jones.

3.2 UKOPA Directors – Change in the Law (3.4)

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.

Phill Jones reported that he had registered his name as Director of the Association.

Action closed.

(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.

Phill Jones reported that he had reviewed the Memorandum and Articles of the Association and advised that no changes are required in connection with the registration of the “real person” director.

Action closed.

3.3 National Grid “No Dig” Symbol

The Chairman to recommend to Members Roger Ellis that the “No Dig” symbol being used by National Grid is adopted as UKOPA best practice.

It was noted that the above action had been completed, and in further discussion it was agreed that Phill Jones prepare a proposal for inserting on the website as the symbol agreed by UKOPA members to warn of the presence of a pipeline and to encourage no digging in the immediate area. The proposal should include the ability to download a PDF copy of the symbol from the website.

Action: Phill Jones.

All other actions covered under agenda items.

4. Financial Issues.

4.1 Actions Arising General.

Registration of Esso and Ineos as Directors (4.1)

Richard Halford and Ed Reeder reported no progress on this issue but both stated that they would continue to pursue the issue with their respective legal departments.

Action: Richard Halford and Ed Reeder.

4.2 Finance Report and VAT Returns (UKOPA/MC/10/0019 and 0020)

4.2.1 Membership Fees

Phill Jones reported that all membership fees for 2010 had been issued and that 13 out of 16 had been paid. He was actioned to monitor the situation and expedite payment as necessary.

Action: Phill Jones.

4.2.2 VAT Returns

Phill Jones reported that the VAT return for January to March 2010 was completed on time and submitted with a cheque in the sum of £14,498.52.

It was noted that in future VAT reports and payment will have to be carried out on line, and it was noted for the record that approval had been given by Members for the Secretary to apply for a debit card in order to be able to make payment direct from the UKOPA account.

4.3 Expenditure Applications

4.3.1 Actions Arising

- (i) 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.

Neil Jackson reported that this action had been completed at the full meeting held on the 24th and 25th February.

Action closed.

- (ii) Phill Jones to arrange for all applications to be signed off.

All applications signed off.

- (iii) Phill Jones to issue purchase orders as necessary.

All purchase orders issued.

Action closed.

4.3.2 Expenditure Applications for Approval

There were no new expenditure applications to consider, but an email from Jane Haswell to Neil Jackson dated 16th May requesting funding (4-5 days of effort) for Rod McConnell to calculate worst case hazard distances for liquid pipelines. The request was approved by the Council and it was agreed that this should be carried out under the existing expenditure approval and that a new application would only be needed if the Rod's total expenditure exceeds the approved level.

Action: Phill Jones.

4.3.3 Purchase Orders

The following actions were agreed relating to purchase orders:

- (i) Phill Jones to ask Working Group Chairmen to confirm that approvals and purchase orders are in place for work being progressed by the Group.

Action: Phill Jones

- (ii) In future Phill Jones to send a copy of purchase orders issued to the relevant Working Group Chairman.

Action: Phill Jones

4.4 Expenditure and Financial Forecast for 2009/2010 - ref UKOPA/MC/10/0021

4.4.1 Actions Arising

- (i) *Phill Jones to include approved expenditure for the Penspen work when details received.*

Action completed and closed

- (ii) *Phill Jones to insert approval details in the next issue of the forecast*

Action completed and closed

4.4.2 Expenditure and Financial Forecast - Update

It was reported that the latest forecast (to end April 2010) predicts that the outturn for 2009 and 2010 to be £135.96k and £185.92k respectively.

4.5 UKOPA Accounts 2009

4.5.1 Actions Arising

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

Action completed and closed

4.5.2 Accounts 2009

It was noted for the record that the completed accounts had been circulated to and approved by Members and copies were now signed by the Chairman and Secretary as required. Phill Jones was actioned to return the required copies to the accountant and ensure that a copy was issued the Companies House. He was also actioned to pay corporation tax as documented in the accounts at the due date.

Action: Phill Jones.

4.6 Membership Fees for 2011

Following the discussions relating to the expenditure forecast consideration was given to the level of membership fees for 2011, and it was agreed that the fees should remain at the current level i.e. £15000 for a full Member and £8000 for an Associate Member.

Action: Phill Jones.

4.7 Authorised Signatories

Following the departure of Phill Brown and Mark Harrison there are only two authorised signatories for signing UKOPA cheques viz Roger Ellis and Phill Jones and, in discussion, it was agreed that the arrangements should be progressed for Neil Jackson to become an authorised signatory as well.

Action: Phill Jones.

5. Technical Seminar 2010

5.1 Action Arising

(i) Tony Stonehewer/the PSWG will finalise arrangements with proposed speakers and confirm by the end of March.

Action completed and closed

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: completed and closed

5.2 Update

Tony Stonehewer reported that everything was in place with regard to speakers, seating arrangements and feedback forms.

6. Website Matters

6.1 Actions Arising

(i) The Chairman to advise Members at the full meeting that the list of website users will be updated annually in January.

Action completed and closed

(ii) 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

Information on the number of hits circulated to Members.

Action closed.

6.2 Website Update

Phill Jones reported that there are no reported problems or issues, but advised Members that he was awaiting some comments/proposals for freshening up the site from Darryn Clarke of Visual.

Action: Phill Jones.

In discussion it was agreed that Phill Jones will write to Working Group Chairmen to ask what information/documents their respective Working Group would recommend to be included on the open section of the website.

Action: Phill Jones.

7. **Agendas for the Full Meetings in October 2010**

7.1 **Actions Arising**

Neil Jackson to speak to Peter Davis regarding a presentation on Recommendations arising out of the Buncefield PSLG

Action carried forward – Neil Jackson.

7.2. **October Meeting**

In discussion it was agreed that the following presentations would be received at the October meeting:

- a) The presentations on dents by Jane Haswell which had been deferred from this meeting.
- b) Recommendations arising out of the Buncefield PSLG – Peter Davis.
- c) Emergency planning from a Local Authority perspective – suggestions on suitable candidates are invited.
- d) UKOPA Guidance on Emergency plan testing, including feedback from testing of plans carried out by Members – Barry Dalus.
- e) PSAT – Feedback from the 2010 Assessment – Tony Stonehewer.
- f) Implications of PSR amendments on LUP zones for gasoline - Rod McConnell

The chairman and secretary were actioned to make confirm that the speakers would be prepared and available. Additionally, Neil Jackson was actioned to investigate a suitable speaker for paper c) via the Emergency Planning Work Group.

Action: Neil Jackson and Phill Jones.

8. **Review of Membership of Work Groups**

The following actions were agreed in discussions relating to membership of Work Groups:

- a) Phill Jones to issue latest terms of reference to Work Group Chairmen with a request that they be updated by the end of June with specific reference to aims, membership and objectives.

Action: Phill Jones

- b) Copies of the updated terms of reference to be issued to all members with a cover note asking members to confirm if they would like to become involved.

Action: Phill Jones

- c) Neil Jackson to give a brief overview of the Working Groups as part of the introduction to the Technical Seminar.

Action: Neil Jackson.

9. UKOPA Strategy

9.1 Actions Arising

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.

Action completed and closed

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.

Action completed and closed

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

This action was completed and discussions on the matter are recorded under item 8 above.

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.

Action completed and closed

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.

Action completed and closed

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 – covered under strategy update below.

Action 8: Prepare list of international bodies/trade organisations with whom it may be beneficial to establish more formal links.

- (i) **All to send details to Phill Jones** – Phill Jones reported that no suggestions received.
- (ii) **Phill Jones to contact Ted Findlay to ask if he had any suggestions in this respect.**

Phill Jones reported that he had received details of a suggested European contact from Ted Findlay, and was actioned to forward to Neil Jackson.

Action: Phill Jones.

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.

Action completed and proposal discussed under item 9.2 below.

9.2 UKOPA Strategy Update

9.2.1 Review of UKOPA/07/0030

The proposed changes to the document suggested by Phill Jones and circulated to Members on the 7th May were accepted and it was also agreed that the list of stakeholders under Appendix 1 should be moved to the end of the appendix.

Action: Phill Jones to update the document and circulate to all Members.

9.2.2 Strategy – Task List

- (i) Phill Jones to circulate the latest list (UKOPA/10/0003) to Working Group Chairmen for updating at the end of June.

Action: Phill Jones.

- (ii) Phill Jones to also investigate if it would be possible for the document to be updated on line by Working Group Chainmen.

Action: Phill Jones.

9.2.3 Summary Version of the Strategy

It was agreed that this would not be progressed for the time being.

9.2.4 Young engineer's paper competition

The proposal prepared and submitted by Neil Jackson was accepted for implementation:

- (i) Neil to amend in line with discussions.
- (ii) Neil to obtain a copy of the IGEM rules and to prepare a draft flyer for advertisement.

Action: Neil Jackson.

It was agreed that the prize will be £400 and that the following timetable would be applied:

- i) Advertisement: September.

- ii) Paper to be submitted by end December.
- iii) Paper to be judged in January.
- iv) Paper to be presented to UKOPA members at the February meeting.

10. Any Other Business.

10.1 Membership Issues

- (i) Roger Ellis to make contact with John Smith regarding support for and attendance at UKOPA meetings.

Action: Roger Ellis.

- (ii) It was agreed that there was also a need to clarify who was the representative for OPA.

Action: Phill Jones.

- (iii) Phill Jones to make contact with Eric Marston of BP regarding attendance.

Action: Phill Jones.

10.2 Feedback on Teleconference

All Members agreed that the use of the teleconference facility has been most effective and that the practice should continue. Roger Ellis to organise the next conference for a date approximately one week before the October meeting.

10.3 Process Safety Benchmarking – Sharing with CONCAWE

Roger Ellis reported that an expression of interest had been received from only one member of CONCAWE to date, and suggested that UKOPA should run the benchmarking for its own Members only if there is no additional interest. This was agreed by the Members.

It was noted for the record that the cost for an external Member to participate would be 1000 euros.

10.4 Third Party Stakeholder Conference

Neil Jackson reported that nothing had been agreed on this and that the matter was being held in abeyance.

10.5 Email from Phil Parkinson of PIG dated 11th May 2010

The email was discussed and the following actions were agreed in response to the items raised:

- (i) Notes of UKOPA meetings – Phill Jones to forward copies of notes not forwarded with a request that they are restricted to the Onshore Panel.

Action: Phill Jones.

- (ii) Nominated representative of UKOPA to attend the Onshore Panel – Phill Jones to check the situation with Stephen Humphrey of OPA and to seek a volunteer if Stephen is no longer attending

Action: Phill Jones.

- (iii) Collaboration and Joint Sponsorship of a PIG Seminar – Phill Jones to seek clarification on what PIG wants/needs.

Action: Phill Jones.

In addition to the above it was agreed that Tony Stonehewer would speak to Ian Harrison with a view to organising a meeting to discuss how the two organisations might be able to collaborate on issues of mutual interest.

11. Dates of Future Meetings.

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

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