



United Kingdom Onshore Pipeline Operators' Association

Notes of the Management Council Teleconference held on the 5th October 2010 and the Management Council meeting held at Stamford on the 14th October 2010

1. List of Participants

Neil Jackson – National Grid – Chairman
 Roger Ellis – Shell
 Ed Reeder – Ineos
 Tony Stonehewer - National Grid
 Eric Marston
 Richard Halford – Esso (14th October only)
 Phill Jones – Secretary.

Apologies: Daren Smith– SABIC

2. Notes of the teleconference held on 24th February 2010 (UKOPA/MC/10/0023)

The notes of the teleconference on 13th May 2010 and the Management Council meeting to be held at Eakring on the 17th May 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 Terms of Reference (3.1)

Phill Jones to amend the terms of reference to state that the Chairman will be chosen by process of nomination with voting if more than one nomination is submitted.

A copy of the revised terms of reference prepared and circulated by Phill Jones prior to the meeting was reviewed by Council Members, and a further amendment relating to the maximum period spent in office by the Chairman i.e. no individual to serve more than two consecutive periods was agreed. Phil Jones to amend the document and issue to Members.

Action: Phill Jones.

3.2 National Grid “No Dig” Symbol

The Chairman to recommend to Members 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 would arrange for a copy to be posted on the public (excavation) section of the website as the symbol approved by UKOPA members to warn of the presence of a pipeline and to encourage no digging in the immediate area. This should include the ability to download a PDF copy of the symbol from the website.

Action: Phill Jones.

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

- (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 completed and closed.

- (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 ongoing.

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

Action completed and closed.

- (iv) Tony Stonehewer to 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.

It was noted that Ian Harrison had made contact but no arrangements had been made for the October meeting. It was agreed that Tony Stonehewer would invite Ian to attend the February meeting with a view to giving a short presentation on the activities of the PIG onshore panel and possible collaboration with UKOPA in specific areas.

Action: Tony Stonehewer.

All other actions covered under agenda items.

4. Financial Issues

4.1 Actions Arising General.

Registration of Esso and Ineos as Directors (4.1)

Ed Reeder that this issue was still being progressed within Ineos.

Action ongoing.

4.2 Finance Report (UKOPA/MC/10/0025 and 0026)

4.2.1 Membership Fees

Phill Jones reported that all membership fees for 2010 had been paid.

4.2.2 VAT Returns

Phill Jones reported that the VAT return for April to June 2010 was completed on line on time and that £33.62 had been reclaimed – full details listed in UKOPA/MC/10/26.

It was noted that the application for a debit card had not been pursued as the paying/reclaiming of VAT on line is carried out by direct debit and that there was not an option for the use of a card.

4.3 Expenditure Applications

4.3.1 Actions Arising

Purchase Orders (4.3.3)

- (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 completed.

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

It was agreed that this action to be implemented on an ongoing basis, and that a copy of any existing purchase order will be provided on request from a Work Group Chairman.

Action: Phill Jones in response to any request.

4.3.2 Update

There were no new expenditure applications to consider.

4.4 Expenditure and Financial Forecast for 2009/2010

4.4.1 Actions Arising

There were no actions arising.

4.4.2 Expenditure and Financial Forecast – Update - ref UKOPA/MC/10/0027

A copy of the latest forecast listing expenditure to the end of August was circulated in advance of the meeting and it was noted that:

The expenditure to end of August 2010 was £58.27k (line P31) which is also £58.27k below the original forecast. This is due to a combination of underspend and costs which have not yet been invoiced.

A revised spend forecast for 2010 is listed in column Q, and based on this, the predicted outturn for 2010 and 2011 to be £158.78k (Q34) £208.74k (V34) respectively.

4.5 UKOPA Accounts 2009

4.5.1 Actions Arising

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.

Actions completed and closed.

4.7 Authorised Signatories

Phill Jones to progress arrangements should be for Neil Jackson to become an authorised signatory as well.

It was confirmed that Neil had completed and submitted the necessary paperwork and Phill Jones was actioned to check if Neil Jackson is now an authorised signatory.

Action: Phill Jones

5. Technical Seminar 2011

5.1 Action Arising

There were no actions arising.

5.2 Update

It was agreed that the 2010 Seminar had been successful and well attended and well received by all parties, and that a similar event should be held in 2011. Neil Jackson agreed to check the availability of Eakring in May/June.

Note: Neil confirmed post meeting that the facilities at Eakring had been reserved for the UKOPA Technical Seminar on the 25th May 2011.

In discussions regarding the theme of the 2011 seminar, it was noted that in the feedback received from the 2010 seminar that a number of attendees had suggested integrity management issues as a theme for a future seminar and that topics such as corrosion management, operation and maintenance and intelligent pigging had been recommended. It was therefore agreed that integrity management would be recommended to members as the theme of the 2011 seminar and that the agenda could include a session on pipeline sleeves and dents. If supported by members Neil Jackson agreed that the RAWG would develop the proposal including case studies.

Action: Neil Jackson.

The proposal for a risk assessment workshop (ref UKOPA/MC/10/0028) had been raised during discussions and it was agreed that this should be progressed as a separate event.

Action: Neil Jackson/RAWG.

6. Website Matters

6.1 Actions Arising

- (i) *Phill Jones to follow up on comments/proposals for freshening up the site from Darryn Clarke of Visual.*

No progress to report – proposal awaited from Visual.

- (ii) *Phill Jones to write to Working Group Chairmen to ask what information and/or documents their respective Working Group would recommend to be included on the open section of the website.*

Action being progressed.

6.2 Website Update

In discussion it was agreed:

- (i) Phill Jones to expedite the proposal from Visual.

Action: Phill Jones.

- (ii) Phill Jones to request an update from Visual on the number of hits seen by the website.

Action: Phill Jones.

- (iii) Tony Stonehewer agreed to talk to Members at the full meeting regarding possible enhancements to the website.

Action: Tony Stonehewer.

It was noted that Darryn Clarke of Visual may be invited to attend a meeting to discuss enhancements to the website. The need for this will be decided after discussions at the full meeting with Members and a review of proposals.

7. Agenda for the Full Meeting in February 2011

7.1 Actions Arising

- (i) *Neil Jackson to speak to Peter Davis regarding a presentation on Recommendations arising out of the Buncefield PSLG*

This presentation was given at the 2010 Technical Seminar.

Action completed closed.

- (ii) The chairman and secretary were actioned to confirm that the speakers would be prepared and available.

Action completed and closed.

7.2. Meeting – February 2011

Following discussion it was recommended that it would be recommended to the Members at the full meeting that assessment and management of competency should be the main theme of the February meeting. The following presentations were suggested, and it was agreed that they would be proposed to the members and that the members would be invited to offer any further suggestions:

- (i) BP competency assessment procedure
- (ii) UKOPA competency framework – review scope and consider requirements possibilities for enhancement.
- (iii) National Grid HAZ/5 - Management Procedure For Compliance With The Dangerous Substances And Explosive Atmosphere Regulations (DSEAR).

In addition:

(a) Phill Jones was actioned to approach Jim Stancliffe to ask if he would be able to organise for a HSE representative to give a presentation on the HSE view on the assessment and management of competency.

Action: Phill Jones.

(b) Richard Halford accepted an action to contact Andrew Jackson of Fisher German to invite him to attend the meeting to talk about the management of the infringement data, and whether the work of the infringement group and the infringement data and Linewatch could be aligned in some way to provide or contribute to improved pipeline protection.

Action: Richard Halford.

8. Review of Membership of Work Groups

8.1 Actions Arising

- (i) *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.*

Phill Jones reported that this action had been delayed but was now being progressed.

Action: Phill Jones.

- (ii) *Phill Jones to issue 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.*

Phill Jones reported that this action was outstanding and would be completed as soon as possible.

Action: Phill Jones

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

Action completed and closed.

8.2 Update

Neil Jackson accepted an action to investigate whether Grant Rogers would consider taking over as Chairman of the Infringement Working Group.

Action: Neil Jackson.

Following on from discussions in under the previous section it was agreed that there is a need to establish how the infringement data can be best used to reduce third party interference. This could involve using the data in connection with a suitable with KPIs and how to best use and present the collected data to best advantage. This needs to be encapsulated in the terms of reference of the working group.

9. UKOPA Strategy

9.1 Actions Arising

- (i) Continue to co-sponsor and participate in events where appropriate.

Action ongoing.

- (ii) Prepare list of international bodies/trade organisations with whom it may be beneficial to establish more formal links – Phill Jones to forward to Neil Jackson the information received from Ted Findlay.

Action completed and closed.

- (iii) Review of UKOPA/07/0030 - Phill Jones to update the document as proposed, including moving the list of stakeholders in Appendix 1 to the end of the appendix and circulate to all Members.

A copy of the amended document which had been circulated in advance of the meeting was accepted by the Council, and Phill Jones was actioned to circulate a copy to all Members.

Action: Phill Jones.

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

As previous item.

Action: Phill Jones.

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

Action being progressed.

- (vi) Young engineer's paper competition –Neil Jackson to develop the proposal

Neil Jackson confirmed that the proposal had been finalised and that he would issue a copy to Phill Jones for issue to Members.

Action: Neil Jackson/Phill Jones.

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

Action completed and closed.

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

This action is ongoing (note: Peter Davis accepted an action in the full meeting to make contact with OPA to discuss the matter).

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

Action completed and closed.

9.2 UKOPA Strategy Update

No specific update other than the actions listed above and that Neil Jackson will present the updated strategy to Members at the full meeting.

10. Agenda for meeting with the HSE on the 13th October 2010

Agenda items for the meeting with the HSE were agreed and Phill Jones was actioned to prepare and circulate to all attendees.

Action: Phill Jones.

11. Any Other Business

11.1 UKOPA Pens

Further to previous discussions relating to the purchase of pens marked with UKOPA for issue to speakers etc., it was agreed that Roger Ellis should invite a quote for the purchase of 200.

Action: Roger Ellis

11.2 Influencing of Government Bodies

It was noted that the Association has been successful in its influencing strategy with the HSE and it was agreed that attempts to set up links with other government bodies, in particular DECC should be continued. In this connection Roger Ellis agreed to speak to Peter Davis with a view to the latter organising either a meeting between DECC and UKOPA representatives or a presentation by DECC at a future meeting.

Action: Roger Ellis.

11.3 Emergency Equipment and Materials

It was agreed that Phill Jones should progress an update of the list of emergency equipment and materials held by Members. The current list was issued in 2008 – reference UKOPA/08/0006.

Action: Phill Jones.

12. Dates of Future Meetings/Activities.

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

May 25th 2011 - Technical Seminar to be held at Eakring.

October 2011 – Wales and the West Utilities – Date to be confirmed.