

UKOPA

United Kingdom Onshore Pipeline Operators' Association

Briefing Notes for the Management Council Teleconference held on 10th October and the Meeting held at the Ashbourne Hotel, Killingholme on the 17th October 2012

1. Present

Roger Ellis (RE) – Essar - Chairman
Neil Jackson (NJ) – National Grid Distribution
Graeme Pailor (GP) – SABIC
Jon Anstee de Mas (JA) – Esso (Teleconference only)
Mike Blood (MB) - BP - (Teleconference only)
Tom Smith (TS) – Shell - (Teleconference only)
Grant Rogers (GR) – Wales and West Utilities (Meeting only)
Barry Dalus (BD)– Northern Gas Networks (Meeting only)
Peter Davis (PD) – BPA (Meeting only)
Gary Senior (GS)- Secretariat
Phill Jones (PJ) (Teleconference only)
Nikki Barker (NB) – (Meeting only)
Ed Reeder – Ineos (Teleconference only)

Apologies -

Tony Stonehewer – National Grid

2. Notes of the Management Council Meeting held on 28th May 2012 (UKOPA/MC/12/0023)

The notes of the meeting held on 29th 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 Articles of Association (2)

Phill Jones to draft changes for the highlighted sections and circulate to the Management Council and Work Group Chairmen for comment/agreement.

Covered under agenda item (11).

3.2 UKOPA Competition Law Guidelines (12.2)

Second sentence of the first bullet point under “Meeting Procedures” on the first page to be amended to state “Agendas shall not include an “Any other business” heading, and a copy issued to Members with a reminder to Work Group chairmen to apply the guidelines at Work Group meetings.

Action completed

3.3 Brochure Update (13)

Neil Jackson to review and comment on the text of the section on the RAWG, and to provide a suitable photograph.

Action completed and closed

Roger Ellis to consider a change of photograph for the PSWG section.

Action completed and closed

Barry Dalus to provide dates for the PERO courses and a photograph for the EPWG section.

Date of next PERO course is 28th – 29th November (fully booked). Date for 2013 PERO course is 3rd – 4th March, and there are nine nominations to date. UKOPA Members to submit nominations

Action: UKOPA Members.

All other actions covered under agenda items.

It was agreed a newsletter should be published in 2013. The target should be to agree the content by the Feb meeting and issue the newsletter by the technical seminar. The newsletter should comprise and update on the current work being undertaken by UKOPA in 2012/13. All members but in particular working group chairmen should propose areas to be included and look to supply suitable pictures in a high resolution format. It was agreed Southerly Communications should be asked to provide a price for preparing.

Action working group Chairmen, Secretary and Chairman

4. UKOPA and the Way Forward

4.1 Actions Arising (8.2)

(i) A disclaimer is considered to be of limited value but will be included on all new documents to be posted on the public section of the website and will be inserted on small print on the front page.

Action addressed and ongoing.

The spreadsheet recording responses to the “Way forward Questionnaire” is to be revisited and a summary note on the final proposals for way forward, taking account the outcome of discussions with Eversheds, is to be prepared and circulated to Members for approval to implement

Action completed and closed.

4.2 Update

The current Management Council members have formally ratified the list of nominations, as detailed in UKOPA/MC/12/0032. All those nominated have confirmed that they are prepared to be registered as named directors. The Secretary to notify Companies House relating to the resignation of existing Directors and appointment of new Directors. The nominated persons are:

Roger Ellis
Neil Jackson
Barry Dalus
Grant Rogers
Tony Stonehewer
Peter Davis
Ed Reeder
Graeme Pailor
Action: Secretary.

It was agreed that the managing group of UKOPA would be known from the 1st Jan 13 as ‘the Board’ i.e. the board of the Directors and the articles and terms of reference updated to reflect this.

Action Secretary.

The board appointees agreed that Roger Ellis should be appointed Chairman from 1st Jan 2013. (the period yet to be confirmed I think)

The appointment of board members and selection of the Chairman would be taken to the main meeting on 17th Oct for agreement/endorsement of the members

Action Chairman

5. Financial Issues

5.1 Finance Report (UKOPA/MC/12/0028)

5.1.1 Membership Fees for 2012

Phill Jones reported that all membership fees for 2012 had been paid.

5.1.2 VAT Return – April to June 2012 (UKOPA/MC/12/0029)

Phill Jones reported that the VAT return for the April to June quarter was completed on time and that a payment of £872.13 was made to HMRC.

5.1.3 VAT Return – July to September 2012 (UKOPA/MC/12/0030)

Phill Jones reported that the VAT return for the July to September quarter was also completed on time and that a payment of £4491.90 has been made to HMRC.

5.2 Expenditure Applications

5.2.1 Actions Arising (6.2.2)

UKOPA/MC/12/0021 – Neil Jackson was actioned to check and confirm whether the details listed in the proposal are in line with RAWG requirements.

Action completed and closed**5.2.2 New Expenditure Approval Applications**

Further to note 6.3.2.2 of the previous meeting an expenditure application had been received from the Emergency Planning Work Group in the sum of £11.75k and circulated to Council members in advance of the meeting. This application was considered by the Council and approved. EPWG chair to clarify deliverables that will be issued as part of the planned work as part of work process.

Action EPWG Chairman

5.3 Expenditure and Financial Forecast for 2012/2013**5.3.1 Actions Arising**

- i. Infringement Work Group - Secretary to amend forecast to record £1.5k instead of £15k for the No – Dig Breakfast event. (6.3.2.1)

Action completed and closed.

- ii. Grant Rogers to submit an expenditure application to be requested for an additional £1.5k for promotional requirements (6.3.2.1)

Action completed and closed.

- iii. Barry Dalus to submit application for additional expenditure of £11.75k and Phill Jones to amend forecast (6.3.2.2)

Actions completed and closed.

- iv. Secretary to contact Tony Stonehewer to enquire whether the PSWG has identified any additional expenditure for 2012 (6.3.2.5)

Action completed and closed.

- v. Secretary to include a standard item on the agenda of future meetings relating to updates on any changes to approved expenditure plans. (6.3.2.6)

Action completed – see agenda item 5.4

5.3.2 Expenditure and Financial Forecast for 2012/2013 – ref UKOPA/MC/12/0031

A copy of the latest outturn for 2012/2013 expenditure and financial forecast had been circulated in advance of the meeting.

In this connection it was reported that actual spend to the end of September is estimated to be around £41k below forecast (cell P42), but the revised estimated expenditure for the year is currently around £175.89K (cell Q42). This is £20.49k below the original forecast and, if correct will result in an outturn of £226.06 for 2012 (cell Q45) and an outturn of £259.62 for 2013 (cell V45).

Actual spend and estimated outturn figures noted, no specific comments by the Management Council.

5.4 Changes to approved expenditure plans

NJ confirmed that outturn figure for GLND support to RAWG was £30k (£50k budgeted). Forecast to be amended.

Action: Secretary.

5.5 Company Accounts for 2011

5.5.1 Actions Arising

Secretary to return to the accountant for signature and then arrange for a copy to be sent to Company House, for the accountant's invoice to be paid and for the corporation tax to be paid in due course. (6.4.2)

Actions completed and closed.

6. Technical Seminar 2013

The Management Council supported a Technical Seminar in 2013, and agreed to propose the theme of ‘external interference’ to the full meeting, for discussion and agreement. Eakring in Nottinghamshire NG training centre has been booked for 21 May 2013.

Agreed that the IWG (Nikki and Grant) would take the lead putting together the agenda for the day. A focus **would be made of** Operators feedback from recent high potential infringements from the database and faults and failures reported to the FDMG. This would be supported by more formal presentations on why we collect the data, how and importantly how it is used and gains benefit to pipeline Operators.

7. Website Matters

7.1 Actions Arising (9)

(i) Phill Jones to arrange to update the “latest news” and “useful information boxes”. On a say 3 monthly and to have the proposed updates reviewed at meetings.

On a 3 monthly basis, Secretary to request from Work Group Chairmen an update on “latest news” and “useful information boxes”, and Work Group Chairmen to respond as necessary.

Standing Action: Secretary / Work Group Chairmen

(ii) Work Group Chairmen to nominate persons who will be authorised to populate, add to and amend etc. the contents of the Work Group folders in the Members’ area.

NB confirmed as nominated person for populating the IWG, PSWG and EPWG files and Phill Jones is updating items on the Members Centre.

RAWG nominated Graham Goodfellow the secretary and FDMG nominated Rod Mcconnell. They should liaise with NB for general consistency across Work Groups.

Action: RAWG / FDMG Chairman

(iii) Phill Jones to ask Linux to prepare written guidance, for the nominated people to work to.

Discussed in 7.2.

(iv) The guidance to be prepared by Linux should include a statement that Management Council approval must be obtained before any document posted on the public section of the website.

Discussed under item 7.2.

(v) Phill Jones to forward a copy to of the automatically generated monthly report to Members.

It was agreed that summary information should be issued on a 3 monthly basis.

Action: Secretary

(vi) Disclaimer

Wording proposed by Neil Jackson would be accepted and implemented

Action implemented and ongoing

7.2 Website Update

The updated website is functioning, therefore it is agreed to release the monies withheld to Linux. It was confirmed that nominated Work Group representatives should update their respective Work Areas, and the Secretary should update other elements of the Members Area. The public part of the website should be updated by Linux under instruction from the Secretary. It was agreed that formal approval was required prior to updating the public part of the website, and that the Secretary should propose an approval process which will detail person(s) responsible for approval and the time required to approve.

Action: Secretary

Working group chairmen are to identify any documents that are their headline documents which should be easily retrievable from the website and a specific section is to be included for these. Working group chairmen should also look to identify and items that are dated and they be archived to the members section.

Action working Group Chairmen and Secretary

8. UKOPA Strategy

8.1 Actions Arising

(i) Phill Jones to chase outstanding contributions, and circulate a draft update for Management Council approval prior to circulation to all members. (11.2)

Phill Jones reported that there was a delay in receiving an outstanding contribution and the updated strategy has only recently been issued – reference UKOPA/12/0031.

(ii) Secretary was asked to review the HSE strategy and identify what UKOPA is expected to provide and to confirm that the UKOPA strategy includes the requirement. (11.2)

Nothing specific in terms of provision of data or information. The only specific reference to UKOPA is as follows under onshore pipelines:

“UK Onshore Pipelines Operators’ Association (UKOPA) - **High Influence** – Stakeholder body representing the majority of UK onshore pipeline operators. Regular liaison meetings held. Valuable two-way exchange of technical information. Particularly helpful during the PSR amendments process.”

8.2 UKOPA Strategy Review/Update

It was agreed that the Strategy document was very detailed, and it would be useful for the document to be reviewed and a revised format to be proposed. It was also requested that a summary of previous / current / planned work could be included in the Strategy document so that Members could gain an overview of work programmes completed and being progressed.

Action: Secretary

9. Application for Membership - Perenco

An email application to become a member of UKOPA has been received from Oghor Nwokoloh, Pipeline Engineer of Perenco, Wytchfarm, and Oghor has been asked to provide confirmation that they do own or operate onshore pipelines. The Management Council approved the application, which will be proposed to the full meeting for endorsement.

10. Agenda for the Main Meeting and the Meeting in February 2013

10.1 Actions Arising

Secretary to contact the proposed presenters to confirm availability, Neil Jackson to contact GLND regarding the Eagles update and Roger Ellis to contact HSL regarding an update on the GIS work being carried out for the HSE on MAHPs (10.2)

Actions completed and closed.

10.2 Full Meeting – February 2013

After discussion, the Management Council decided to propose the theme of “Ageing Pipelines” to the full meeting. Topics for consideration under this heading were suggested as follows: fatigue, SCC and design code compliance / revalidation. The topics were to be further discussed at the full meeting.

11. Amended Articles of the Association

Terms of Reference and Articles of Association need updating to reflect the news titles of The Board and Board of Directors.

Roger Ellis to update the terms of reference and Secretary to update articles of association and secretary to send to The Board for approval.

Discussion held on bylaws and given non exist currently and exact meaning was unclear it was considered should be avoided if possible

Action Roger Ellis / Secretary

It was agreed that a press release should be drafted and circulated (for potential inclusion in various publications, e.g. Gas International, The Engineer, etc) to coincide with the UKOPA new structure commencing in January 2013

Action Secretary

12. HSE Meeting on 21st November 2013

There was a discussion regarding the agenda for the meeting. It was agreed that Land Use Planning should be discussed with the focus on how UKOPA can help LAs engage with HSE – including a proposal to send out copies of the UKOPA brochure and 2012 newsletter. It was agreed that a copy of the notes from the last HSE / UKOPA meeting be circulated and members should suggest any additional items for discussion

Action Secretary / Members

13. Dates of Future Meetings

Management Council and full meeting - 12th / 13th February 2013, to be hosted by Essar, Stanlow (location to be confirmed).

Technical seminar – 21st May 2013 – Eakring.

Management Council and full meeting - October 2013 - host and location to be confirmed.