

| Attendees | Apologies |
|--|--|
| Mo Sukumaran (SHET) Chair Donald Preston (SHET) Emma Clark (SHET) Technical Secretary Ian Fothergill (SHET) James Robb (SHET) Liz Statham (NGET) Mary Owen (NGET) Stuart Boyle (NGET) Damien Clough (NGET) Donald Smith (Ofgem) Alan Kelly (SPTL) Wendy Mantle (SPTL) George Moran (British Gas) | Tracy Joyce (SPTL) Sean Kelly (Transmission Capital) Tracey Mallett (NGET) |

Open Actions:

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Revised Date for completion |
|-------|--|-----------------------|-------------------------------|---------|----------------------|-----------------------------------|
| CH042 | STCP19-6 Working Group to update ChUG members of progress. | NGET – TM 26-09-13 | | Ongoing | Onshore/ Onshore | 31/07/14 |
| CH055 | Review proposed STCP24-1 templates | All 07-05-14 | TO/SO teleconferences ongoing | Open | Onshore | 30/06/14 |

Actions closed this meeting:

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|-------|---|-----------------------|---|--------|----------------------|-------------|
| CH045 | Review the STCP24-1 Timetable | All 26-09-13 | Duplicate of CH054 | Open | Onshore | 07-05-14 |
| CH050 | EC to arrange April 2014 (Teleconference) and September (in Perth) meetings | SHET – EC 09-01-14 | | Open | Onshore/ Offshore | 07-05-14 |
| CH052 | JD to confirm new SPTL ChUG representative | SPTL – JD 09-01-14 | Alan Kelly and Wendy Mantle will represent SPTL at future ChUG meetings | Open | Onshore/ Offshore | 07-05-14 |
| CH053 | TM to organise meeting to review TO Statement | NGET – TM 09-01-14 | | Open | Onshore | 07-05-14 |
| CH054 | Review the STCP24-1 Timetable | All 09-01-14 | Teleconference arranged for 22/04/14 to discuss. | Open | Onshore | 07-05-14 |

Closed Actions:

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|-------|---|------------------------|--|--------|----------------------|-------------|
| CH004 | All members to review the draft Walney I Charging statement and provide NGET with comments | All 16.02.2011 | Statement has been reviewed by all members and comments provided to NGET | Closed | | 29.09.2011 |
| CH005 | On completion of CH004 AP to send updated comments to PH | AP 16.02.2011 | NGET have provided comments to PH | Closed | | 29.09.2011 |
| CH002 | DM to send an e-mail to AP with suggested word changes to the terms of reference | DM/AP 16.02.2011 | Suggested wording has need received from DM and terms of reference updated | Closed | | 29.09.2011 |
| CH006 | AP to provide further comments to SPTL regarding the Charging Boundary | AP 16.02.2011 | Comments were provided regarding the charging boundary | Closed | | 29.09.2011 |
| CH003 | AP to arrange a teleconference with DM and DP to progress mid-year changes issue before the next ChUG meeting | AP/DM/DP 16.02.2011 | Action has now been closed and replaced by CH013a | Closed | | 29.09.2011 |
| CH007 | DP to provide comments regarding the reference guide for the Charging Boundary discussions | DP 16.02.2011 | This action has now been closed and replaced by action CH015 | Closed | | 29.09.2011 |
| CH008 | AP to send an updated and revised version of the work plan to all members for comment before the next meeting | AP 16.02.2011 | This action has now been closed and replaced by action CH011 | Closed | | 29.09.2011 |
| CH009 | DP to update the progress regarding the indicative Price Option | DP 16.02.2011 | This action has now been closed and replaced by action CH017 | Closed | | 29.09.2011 |
| CH010 | AM to provide update regarding the Charging Statement that has been submitted to Ofgem for approval | AM 16.02.2011 | This has been submitted to Ofgem – action closed | Closed | | 29.09.2011 |
| CH018 | DM to arrange next meeting | DM 29.09.2011 | Teleconference was arranged for 22.11.11 | Closed | | 22.11.2011 |
| CH019 | DP to arrange next meeting in Perth | DP 28.02.2012 | Meeting was not arranged due to timing RB arranged T-con instead | Closed | | 14.03.2012 |
| CH001 | Technical Secretary to arrange the next 3 meetings | RB 16.02.2011 | As NG will not be the next chair this action is no longer required | Closed | | 14.03.2012 |

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|--------|--|------------------|--|--------|----------------------|-------------|
| CH011 | Technical Secretary to formally request terms of reference comments | RB 29.09.2011 | Comments have all been received finalising TOR | Closed | | 14.03.2012 |
| CH012 | Technical Secretary to explore if ChUG documents can be made available through a shared website | RB 29.09.2011 | Options were looked at however as some information is sensitive and not for the public domain the external website could not be utilised. Sharepoint was also looked into however the site would have to be on NG's servers and we would not be able to give external companies access | Closed | | 14.03.2012 |
| CH011 | Technical Secretary to formally request terms of reference comments | RB 29.09.2011 | Comments have all been received finalising TOR | Closed | | 14.03.2012 |
| CH016 | Technical Secretary to send a copy of the Work Plan to all parties for comments | RB 29.09.2011 | Copy of work plan was sent to all parties | Closed | | 14.03.2012 |
| CH015 | AP to progress the issue regarding the Charging Boundary by arranging trilateral discussions with SPTL and SHETL | AP 29.09.2011 | This issue was discussed at a separate T-con where all parties agreed that they would need to discuss with there relevant technical Experts before a decision could be made – new Action CH024 | Closed | | 14.03.2012 |
| CH013b | Chair to send an e-mail briefing all parties on the issue | AP 29.09.2011 | Action now closed and replaced by CH020, CH021 and CH022. | Closed | | 14.03.2012 |

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|-------|---|------------------------------|--|--------|----------------------|----------------|
| CH014 | Everyone to review the timeline so that timely changes can be implemented before next year's charging statement approval | SHETL/ SPTL 29.09.2011 | <p>Action carried over Pending approval notice from Ofgem NGET have commented, as part of the consultation process, that the timeline for submission of TO charging statements would benefit from the TO's submitting their statements earlier.</p> <p>Ofgem would require the Statements by early Feb in order to allow the approval/consultation process.</p> <p>SPT/SHETL – agree to provide updated TO Statements by end of January each year/1st week in Feb latest.</p> | Closed | | 10.07.2012 |
| CH017 | Technical Secretary to arrange teleconference with DM, DP & AP) regarding progressing indicative price options issue | RB 29.09.2011 | SHETL Confirmed they are looking to implement Indicative Price Options from April 2013 | Closed | | 10.07.2012 |
| CH023 | NG to send out Strawman / data requirements and all parties to respond within a calendar month | All 14.03.2012 | NGET have now received comments and taking into account in drafting proposed changes to STC/STCPs | Closed | | 10.07.2012 |
| CH026 | RB to send out requests for a chair to all parties, in the event of no-one volunteering another option will be circulated within the group | RB 14.03.2012 | | Closed | | 10.07.2012 |
| CH034 | NGET to provide information on latest on TCMF | NG 11.07.12 | Complete | Closed | | 11.07.2012 |
| CH035 | NGET to circulate proposed changes to relevant STCPs to take into account issues with regards to midyear asset transfer with view of assisting the process. | NG 11.07.12 | Duplicated, closed | Open | Offshore | |

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|-------|--|-------------------|---|----------|----------------------|----------------|
| CH020 | NG to circulate definition of the Midyear changes to all parties | NG 14.03.2012 | Complete | Complete | Onshore | Apr 12 |
| CH025 | Action log and work plan to be combined into one document | RB 14.03.2012 | All agreed work plan not required, keep action log. | Closed | Onshore | Apr 12 |
| CH027 | Structure of Meeting – Steve requested if meeting structure could be arranged to focus on those items relevant to all TOs first, then to consider relevant items for offshore TOs. | All 11.07.12 | Actioned and completed | Closed | Offshore | Aug 12 |
| CH028 | NGET to circulate latest Charging Boundary Definition Slides in advance of telec on 21st Aug 2012 | NG 11.07.12 | | Closed | Onshore | Jul 12 |
| CH029 | NGET to issue list of all projects that require reconciliation of application fees to TOs during W/C 16th July 2012 | NG 11.07.12 | Projects have been issued – backlog has been issued and weekly enduring process implemented. NG agreed with SHETL and SPT that all progressing well and this item could now be removed | Closed | Onshore | Jul 12 |
| CH021 | All parties to provide comments on the definition | All 14.03.2012 | ACTION: AP - Information to be circulated | Closed | Onshore | Dec 12 |
| CH022 | All parties to provide alternative options regarding the threshold to NG | All 14.03.2012 | ACTION: AP - Information to be circulated | Closed | Onshore | Dec 12 |
| CH032 | CHUG members to provide comments back to NGET on proposals delivered under action CH031 before next CHUG meeting | NG 11.07.12 | As CH031 | Closed | Onshore/ Offshore | Sep 12 |

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|--------|--|-----------------------|--|--------|----------------------|----------------|
| CH030b | SPT to discuss with SHETL issues with regards to the invoicing process for Statement of Works | SPT - TJ 11.07.12 | Deborah has spoken with Kenny Stott and her issue is now resolved, action can be closed | Closed | Onshore | Aug 12 |
| CH037 | MS raised stakeholder question regarding statement of works fees. | NG – LS 05.10.12 | TM advised that this document is being produced by LS and this will be picked up at a separate meeting. Action to be closed and will be picked up at TCMS | Closed | Onshore | Oct 12 |
| CH033 | NGET to circulate proposed changes to relevant STCPs to take into account issues with regards to midyear asset transfer with view of assisting the process | NG - MO 11.07.12 | SK will pick up at the STC Committee – relates to Data submission. | Closed | Offshore | Dec 12 |
| CH039 | Lincs charging statement to be circulated to CHuG | Ofgem 23/11/12 | has been circulated by Ofgem and commented on. | closed | Offshore | Dec 12 |
| CH024 | NG to arrange a face to face meeting with technical experts present to resolve the charging Boundary issue | NG - AP 14.03.2012 | SSE and SPT confirmed approved | Closed | Onshore | April 13 |

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|--------|--|---------------------|---|--------|----------------------|----------------|
| CH030a | NGET are in active discussion with TOs to progress on reconciliation of application fees of backlog fees | NG 11.07.12 | <p>Item is to remain on log, to monitor progress to completion.</p> <p>SPT have submitted all backlog fees and moved to enduring process. NG and SSE to confirm complete.</p> <p>LS confirmed that process is progressing well and happy that enduring process is embedding well.</p> | Closed | Onshore | Dec 12 |
| CH031 | NGET to take into account all comments received following their circulation of the strawman for the provision of forecast information (CH023) and circulate proposed changes to relevant STCP by end of July | NG – DW 11.07.12 | <p>Comments provided by SPT to be taken into consideration. DW to distribute new template to CHUG members by Tuesday 27th, with objections by Thursday 29th November and submit to STC by 30th November.</p> <p>Was taken to STC and agreed with a small number of updates and changes. DW to confirm.</p> <p>DW confirmed now approved</p> | Closed | Onshore/ Offshore | |
| CH038 | To confirm process Data request for TNUoS charges – NETSO need figures for forthcoming RIIO price control – is this outside the scope of current STC? Clarification required. | Mary O 23/11/12 | <p>Mary Owen to take to next STC, for completion June 2013 – relevant to offshore. Await outcome.</p> <p>MaryO advised that STC does cover the fact that NG can ask for the data.</p> | Closed | Offshore | June 13 |

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|-------|---|--------------------|---|--------|----------------------|----------------|
| CH041 | Chair for ChUG to be considered for September 2013 meeting. SPT has completed year. | All | SSE agreed to take over chair for the next year. Donald advised that Mo Sukumaran would take position as Chair of ChUG from next meeting. | Closed | Onshore/ Offshore | June 2013 |
| CH040 | Charging Statement | For information | <p>TO charging statements submitted to Ofgem. NGET statement approved, Scottish TO's awaiting approval JDunn advised that there have been initial queries from SPD regarding inflated stage 1 SOW charge (SPT haven't changed SOW charge, Nor has SHET's) Has NGET's gone from £0 to £4.5k?</p> <p>NG to advise on SOW charge LS to arrange meeting to discuss and consider combined outcome of statements</p> | Closed | Onshore | 26-09-13 |

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|-------|---|-----------------------|---|---------|----------------------|----------------|
| CH036 | TCMF / Dave to distribute links to modifications and other relevant information | NGET - DW 05.10.12 | DW has distributed all TCMF information as agreed. Action all to assess content. DW will confirm at each CHuG to provide links to all applicable mods and should be a standard agenda item. June – DW Highlighted CMP213 Project TransMiT. Any questions DW requested members contact for discussion. | Ongoing | Onshore | 09-01-14 |
| CH043 | MS to speak with DS regarding the work/progress to date of the STCP19-6 Working Group | SHET – MS 26-09-13 | | Open | Onshore/ Offshore | 09-01-14 |
| CH044 | DP to circulate STCP Timetable to all ChUG members | SHET – DP 26-09-13 | | Open | Onshore/ Offshore | 09-01-14 |
| CH046 | SB to produce and circulate a summary document relating to the TO 5 year revenue forecasts. | NGET – SB 26-09-13 | Document will detail what information is required and key deliverable dates to ensure consistency across all TOs. | Open | Onshore/ Offshore | 09-01-14 |
| CH047 | JD to provide regular updates to the STC Panel of ChUG activities. | SPTL – JD 26-09-13 | | Ongoing | Onshore/ Offshore | 09-01-14 |
| CH048 | EC to arrange next meeting in January 2014 and send invites to all ChUG members | SHET – EC 26-09-13 | | Open | Onshore/ Offshore | 09-01-14 |
| CH049 | TM to advise EC of OFTO rep contact details (email/telephone) | NGET – TM 26-09-13 | London Array and Blue Transmission | Open | Onshore/ Offshore | 09-01-14 |

| Ref | Action | Assigned to | Comments | Status | Onshore/ Offshore | Date Closed |
|-------|---|------------------------|----------|--------|----------------------|----------------|
| CH051 | DS to confirm if TOs require a separate bank account to process NIC funding | Ofgem – DS 09-01-14 | | Closed | Onshore/ Offshore | 09-01-14 |