

OFGEM MAMCOP SCHEME MANAGEMENT BOARD MEETING

DRAFT MINUTES OF THE 1ST MEETING, HELD AT OFGEM, 9 MILLBANK LONDON WEDNESDAY 6TH OCTOBER 2004

Present:	Adrian Rudd (Chairman)	Ofgem
	Peter Kakeeto (Secretary)	Ofgem
	David Ainsworth	Gas Forum
	Mick Curtis	Gas Forum
	Barry Cook	SBGI
	Steve Brand	MAM
	Stephen Fraser	MAM
	Mike Buss	BSI
	Phil Casper	AIGT
	Andrew Collins	NGT
	Ian Smith	IGEM
	Noelle Walker	HSE
	John Byrne	CORGI

1 *Welcome and introductions:*

Adrian Rudd welcomed the group for the first meeting of the MAMCOP Scheme Management Board and provided some back ground to the development of MAMCOP and the relevance in the new gas metering competitive market

Each member introduced him/her self.

2 *Apologies for absence:*

Steve Mulinganie (replaced by Mick Curtis).
Phil Daniels (replaced by John Byrne).
Steve Gandy

3 *Terms of reference:*

The draft terms of reference were discussed and Adrian Rudd suggested the following.

- a) A new clause 1.4 which enables the board to seek further advice where issues arise that are either outside the competence of the group or where technical agreement can't be made.
- b) A new section 1.5 to state the protocol for proposing and communicating suggested changes to the MAMCOP.

To modify terms of reference to reflect agreed update and circulate to the group.

ACTION: ADRIAN RUDD.

Mick Curtis raised a concern related to information communication and whether suppliers are able to get timely accurate information.

Andrew Collins suggested an addition bullet 1.2 covering dissemination of information and duty on the board to undertake.

ACTION: ADRIAN RUDD.

To consider distribution list to include suppliers, transporters, Spaco and Gas Forum.

ACTION: ADRIAN RUDD.

Consider with SBGI a protocol for dealing with product issues to ensure communication to all relevant parties.

ACTION: MIKE BUSS.

4 Reports

a) Ofgem – MAM Assessment and Auditing Contract.

Adrian Rudd gave an overview of the MAM assessment procurement exercise:

- ITT sent out on 30th September 2004 to five groups.
- Contract expected to go live by end of February 2005.
- Assessments are based on a reasonable estimate of 3 days.
- Periodic auditing is 1 day annually (tenderers to confirm both the periods of assessment and auditing within their proposal – may therefore be subject to change).
- Cost will be borne by MAMs but rates will be controlled by Ofgem – subject to annual RPI raise.
- Length of the contract – five plus three years.
- Any non-conformance auditing in addition to the timescales will be agreed by Ofgem.

b) HSE

Noelle Walker provided an overview of HSE's role covering gas and safety and reporting mechanisms.

Noelle explained that changes to GS (M) R and GS (I&U) R are on hold but no fixed dates can be given at this stage as HSE are under going policy reviews.

Phi Casper asked about HSE's and Ofgem's response to risk assessment. Adrian Rudd confirmed that an Ofgem response was published and available on the Ofgem website. Most issues have been addressed or still being actively pursued.

Ofgem and HSE were working closely together to complete the outstanding work.

Ofgem and HSE also noted that suppliers need to ensure that statutory obligations are being appropriately fulfilled by the MAM's they have contracted with. Supplier audits of contractors are one method of achieving this.

c) ***Corgi – OAMI scheme competence and issues.***

John Byrne explained the role of Corgi in relation to Corgi registered installers and Ofgem approved meter installers.

John explained the process for upgrading competence and the necessity to have British Standards in place.

Stephen Fraser asked if Ofgas COPs 1a, 1b, 1c were to be revised. Adrian Rudd explained that the overall intent was that these COPs would be replaced by the MAMCOP when standards and training requirements were in place.

The following outline time scale was developed for this process:

1. British Standards complete in four – six months.
2. Corgi ACS development for three months
3. New OAMI specification for MAMCOP – summer 2005
4. Transition of all the OAMI's to MAMCOP by January 2006

d) ***BSI***

Mike Buss described the development of the BS 6400 part 1 and 2. The part 2 standard is particularly relevant to the CORGI ACS for medium pressure domestic metering installation.

He explained the draft standard should be out for public consultation by the end of 2004. There would then be another gap of 1 to 3 months to consider responses - depending on the level and number from the public consultation.

e) ***IGEM – standards update.***

Ian Smith provided the standards current review:

1. GM6 upgrade complete early next year.
2. GM8 part 1 published first January 2005.
3. GM8 part 2 published first January 2005.
4. GM8 part 3 published first March/April 2005.
5. GM8 part 4 published first April 2005.
6. GM8 part 5 published first March 2005.
7. GM4 published April 2005.
8. UP 1B published February 2005.
9. TD 4 published April 2005.

Andrew Collins suggested the group would benefit from a review of relevant safety information that is available from industry sources to enable trends and ongoing problems to be identified.

It was agreed that a number of members could provide information in a useful form to the Scheme Management Board at each meeting. The format and provision will be considered by relevant members – see action names

ACTION: AR, AC, NW, JB

To consider input to the Scheme Management Board of the emergency service provider.

ACTION: ANDREW COLLINS

5 *Review of proposed changes to MAMCOP.*

The eight proposed changes to the MAMCOP were discussed and the output can be found on the attached change control log.

To update MAMCOP to reflect agreed changes.

ACTION: ADRIAN RUDD

6 *AOB*

None

7 *Date of next meeting.*

10.30 am, Wednesday 12th January 2005, at Ofgem, London.