

## **Ofgem Code of Practice for Gas Meter Asset Managers (MAMCoP)**

### **MAMCoP Scheme Management Board - Terms of Reference**

#### **1. Scope**

##### **1.1 Objectives**

The Scheme Management Board shall ensure that the MAMCoP:

- is compliant with statutory requirements;
- maintains effective control of the gas meter asset management in the competitive environment; and
- continues to meet the needs of all relevant stakeholders.

##### **1.2 Ways of Working**

The Scheme Management Board will review and update the MAMCoP in consideration of:

- changes to legislation
- changing technology
- technical and safety information from relevant sources
- representations from industry
- technical standards review and update
- competency and skill requirements
- feedback from the group contracted to assess gas meter asset managers for Ofgem approval
- reports from CORGI, HSE and other relevant bodies

1.3 Ofgem will endeavour to implement all agreed recommendations of the Scheme Management Board. Ofgem will openly communicate reasons if recommendations cannot be accepted due to legal or regulatory issues.

1.4 The Scheme Management Board may seek advice from other organisations, groups or bodies where issues arise:

- that are outside the knowledge, competence or experience of the Scheme Management Board; and/or
- where no consensus on technical changes to MAMCoP is apparent

1.5 The Scheme Management Board shall use the Change Request Protocol for the management of MAMCoP change requests, decision making processes and communications

1.6 The Scheme Management Board shall endeavour to ensure that all information relating to this work is communicated and disseminated to any organisation, group or body with any interest in Meter Asset Management

## 2. Membership

2.1 The MAMCoP Scheme Management Board shall be comprised of the following:

**(a) Members**

- Ofgem – Chairman (1);
- Ofgem (appointed) – Secretary (1);
- Gas Forum – representing domestic and I&C suppliers/shippers (2)
- SBGI – MAM's representing domestic and I&C (2)
- Independent MAM's - representing domestic and I&C (2)
- SBGI – representing metering installation component manufacturers (1)
- AIGT – representing independent gas transporters (1)
- NGT – representing NGT (1)

**(b) Reporting Observers**

- Ofgem contractor – MAM approval status and issues (1)
- BSI – British Standards review and update (1)
- IGEM – gas industry standards review and update (1)
- CORGI – training, competency and non-compliance issues (1)
- HSE – relevant legislation and gas safety incident data (1)

From time to time additional members or reporting observers may be co-opted onto the Scheme Management Board.

2.2 Members:

- attend meetings
- undertake to represent, where relevant, the nominating group
- actively participate in the proceedings and consequent work programme agreed by the Scheme Management Board
- be nominated based on their technical expertise
- propose an appropriate alternate when the nominee cannot attend meetings

2.3 Reporting Observers

- provide relevant information to assist the work of the Scheme Management Board
- may attend meetings
- may actively participate in the proceedings and consequent work programme agreed by the Scheme Management Board

## 3. Meetings

3.1 Meetings shall take place at Ofgem, 9 Millbank, London or any other venue agreed by the Scheme Management Board

- 3.2 The first meeting will take place in early October 2004
- 3.3 Subsequent meeting dates will be agreed by the Scheme Management Board at the end of each meeting
- 3.4 The gap between meetings shall not exceed six months
- 3.5 Notes of meetings will be available within 10 business days of each meeting for comment
- 3.6 Draft meeting agendas will be circulated at least 5 business days before each meeting
- 3.7 Final meeting agendas will be circulated two days before each meeting
- 3.8 Ofgem will publish notes of meetings, agendas and any other relevant correspondence on the Ofgem web-site
- 3.9 A MAMCoP change control log will be maintained and published detailing acceptance or rejection of modifications to the MAMCoP