

OFGEM MAMCOP SCHEME MANAGEMENT BOARD MEETING

MINUTES OF THE 2ND MEETING, HELD AT OFGEM, 9 MILLBANK LONDON WEDNESDAY 6TH JANUARY 2005

Present:	Adrian Rudd (Chairman)	Ofgem
	Peter Kakeeto (Secretary)	Ofgem
	David Ainsworth	Gas Forum – until 12:45
	Mick Curtis	Gas Forum
	Barry Cook	SBGI
	Steve Brand	MAM
	Stephen Fraser	MAM
	Mike Buss	BSI
	Phil Casper	AIGT
	Andrew Collins	NGT
	David Sharp	IGEM
	Phil Daniels	CORGI
	Noelle Walker	HSE
	Steve Gandy	MAM

1 Apologies for absence:

Steve Mulinganie (replaced by Mick Curtis).

2 Minutes of last meeting and matters arising (not covered on agenda)

- (a) Adrian welcomed the group for the second meeting of the MAMCoP Scheme Management Board and introduced David Sharp as the IGEM 'observer' member to the group permanently replacing Ian Smith.
- (b) Following modifications were made to the 1st meeting minutes:
 - Paragraph 2 of 4(b) of were to be modified to "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".
 - Paragraph 1(9) was to be modified to "TD 4 published April 2005".

The changes will be implemented into the final agreed version and will be published on the Ofgem website.

3 Review of actions

The following actions are still on going.

To consider distribution list to include suppliers, transporters, Spaco and Gas Forum. Mick Curtis to provide details of other relevant groups.

ACTION: ADRIAN RUDD/MICK CURTIS

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

ACTION: MIKE BUSS

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

ACTION: ANDREW COLLINS

Action 5.1 - It was agreed that the MAMCoP would be generally updated on annual basis – flexibility would exist to implement MAMCoP on an urgent basis if a critical changes are considered necessary by the Scheme Management Board.

Actions 3.1, 3.2, and 4.1 were satisfactory completed.

4 Reports

4.1 Ofgem – MAM Assessment and Auditing Contract

Adrian described the progress of the MAM assessment procurement exercise:

- 22 organisations have registered with Ofgem and an up to date list is published on the Ofgem website.
- Contract expected to go live by end February 2005 – healthy competition
- Outline time scales of 3 days for assessment audit and 1 day for annual audit could be subject to limited flexibility – all subject to agreement of MAM and service provider – Ofgem will settle any disputes based on evidence and justification of both parties
- Charges will on a daily rate – controlled by Ofgem for the duration of the contract
- Stressed that it is in MAM's interest to provide positive and active cooperation of in audit process – justifiable case to increase timescales and costs if cooperation is limited
- There will be a time scale of 4 - 6 weeks between the placing and getting contract live.
- Length of contract – five years plus option for further two years.
- Each MAM will be contacted as soon as the contract is in place.

The MAM representatives to provide Ofgem with the operational contacts of their own organisations and the groups they represent.

ACTION BC, SB, SF & SG

4.2 HSE

Noelle provided the group with a highlight report on dangerous gas fittings reported to HSE following meter work in 2004. Noelle described the background to the report and the limitations of the data provided. Noelle stated that the data should not be taken as a robust indication of the overall position within Great Britain. Noelle noted that discussions were taking place with the Emergency Service Provider (ESP) and HSE to gain more information. Phil Daniels noted that CORGI potentially had a role here as well.

Noelle would continue to liaise with ESP and CORGI and would update the group at the next meeting and continue to pursue whether more detailed information can be obtained for disclosure to the group.

ACTION: Noelle Walker

Phil Casper noted that the Gas Transporters Safety Forum were dealing with similar issues and agreed to liaise with this group and would attempt to gain any relevant metering information for consideration by the group.

ACTION: Phil Casper

4.3 CORGI – OAMI scheme, competence and issues

Phil Daniels provided a detailed update on all CORGI activity related to gas metering. Phil D. also informed the group that the medium pressure domestic meter Accredited Certification Scheme (REGT1) was now in place. BPEC Certification can now deliver the assessment. Phil D. noted that the assessment was based on IGEM TD15, and may be subject to minor modification when BS6400 Pt.2 was formally published. Dave Sharp informed that Ian Smith (IGEM) had undertaken a gap analysis of TD15 and BS6400 Pt.2 and indicated that some minor differences existed.

The significant progress made by CORGI was noted and appreciation was expressed by Adrian on behalf of the group and Ofgem.

To provide the REGT1 and BPEC contacts to Adrian for circulation to the group

ACTION: Phil Daniels

4.4 BSI – standards update

Mike Buss and Phil Casper updated the group about the progress of the BS 6400 part 2.

- Currently out for public consultation, awaiting comments.
- Response will determine final publication timescales – hopefully published by April 2005

Adrian informed the group that there was considerable activity in the standards area to provide standards that comply with the European Measuring Instruments Directive when it is implemented in November 2006.

4.5 IGEM – standards update

David Sharp provided the standards current review:

- GM8 part 1 - end of February 2005.
- GM8 part 2 - end of February 2005.
- GM8 part 3 – summer 2005
- GM8 part 4 – summer 2005
- GM8 part 5 – probably later than March 2005.
- GM4 - May 2005.
- GM6 - no date agreed - document is robust but review will take place once GM8 work is complete.
- TD 4 – Summer 2005
- UP 1B - March 2005.

Steve Fraser stated that various problems were found with GM7 that were communicated to IGEM.

To enquire whether comments were received and, if so, what action was to be taken.

ACTION: David Sharp

5 Review of proposed changes to MAMCoP

None submitted.

6 Technical Issues

6.1 SBGI: Part P – Minimums Technical Competence.

Andrew Collins described development of the building Regulations, Part P (Electrical Safety).

Corgi to consider Regulations and what relevant competence will be required by persons undertaking meter work

ACTION: Phil Daniels

6.2 Prime and Sub – Deduct Meter Installation Issues.

Mick Curtis described the work of a group tasked with reviewing arrangements for Prime and Sub-Deduct meter installations. Steve Muliganie had asked the group to consider technical issues associated with these installations. Mick updated the group on the current position and raised relevant issues related to identification of a Prime and Sub-Deduct meter installation, what the legal obligations of the various parties were and what was appropriate action for MAM's to undertake when working on such installations.

Issues were raised and possible solutions discussed.

It was agreed that Mick would consider this issue further with the Prime and Sub-Deduct Group with view of developing a firm proposal. It was agreed that the MAMCoP Scheme Management Board would actively consider and provide advice.

ACTION: Mick Curtis

6.3 Meter Moves – extending the GT Network

Adrian was asked by the GT Safety Forum to raise an issue related to MAM's inappropriately extending the GT Network when undertaking meter moves. The issue was discussed by the group. In short, the views covered:

- IGEM G1 defines the outlet of the Emergency Control Valve (ECV) as the end of the GT Network
- IGEM G1 and GM8 gives recommended configurations for meter installations – MAM's are required to work within these constraints
- If a meter is moved away from the ECV and an extension pipe and Additional ECV is fitted, in accordance with the regulations and standard, then these items form part of the meter installation and not an extension of the GT Network
- If the ECV has to be moved, for any reason, then this must involve authorisation by the GT.

6.4 In- service Meter Accuracy Testing

Adrian described the background of in – service testing and its current level in the UK. Adrian reminded the group that an obligation existed in the Gas Act for those responsible for meters to keep in proper order for registering the quantity supplied and this was related to the in-service testing requirements within MAMCoP.

Adrian explained that Transco fulfilled this obligation before competition by having their own scheme and results were shared with Ofgem, and all new MAM's should be developing their own systems.

To facilitate this Adrian advised the group that Advantica would be hosting a seminar in April 2005 to discuss and communicate requirements which would form the basis of agreeing an industry wide approach. Barry Cook stated that Transco Metering were actively considering their support for an industry wide scheme.

7 AOB

Steve Brand requested clarification of Transco's approach to some Domestic Medium Pressure installations that were not up to current standard – related to ECV handles/levers.

To provide confirm Transco's approach to installations noted above

ACTION: Andrew Collins

Steve Fraser noted that issues related to provision of live gas at the ECV when meters were installed was giving his company operational issues. Steve F asked whether the meter installer could undertake the duty of 'gassing up' the service pipework. The prevailing view of the group was that this is a duty that could only be undertaken by the GT or persons authorised. Adrian stated that if the issue was more directed at issues related to quality of service of third parties then this may be something that he may want to raise with Ofgem.

8 Date of Next Meeting.

10.30 am, Wednesday 6th April 2005, at Ofgem, London