

OFGEM MAMCOP SCHEME MANAGEMENT BOARD MEETING

**DRAFT MINUTES OF THE 5TH MEETING HELD AT OFGEM, 9 MILLBANK
LONDON**

Thursday 19 January 2006

Present	Representing
Adrian Rudd	Ofgem
Rupa Kothari	Ofgem
Mick Curtis	Gas Forum
Barry Cook	SBGI
Steve Brand	MAM
Steven Fraser	MAM
Phil Kershaw	NGG (Distribution)
Chris Warner	NGG (Guest)
George Donaghue	Scottish Power (SPAA, Guest)
Dave Perriam	IDN (Wales and West Utilities)
Steve Hogarth	IDN (Northern Gas Networks)
Steve Hayden	Lloyd's Register
Mike Buss	SBGI/BSI
Dave Sharpe	IGEM
Phil Daniels	CORGI
Nicola Wade	HSE

1. Apologies for Absence

Phil Casper (AIGT), David Ainsworth (Gas Forum), Steve Gandy (MAM), Dominic Cummings (IDN, Scotia Gas)

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

Adrian Rudd (AR) opened the meeting and welcomed Dave Perriam (Wales and West Utilities), Steve Hogarth (Northern Gas Networks), Chris Warner (NGG), George Donaghue (Scottish Power) and Steve Hayden (Lloyd's Register) to the group.

No comments on minutes of the previous meeting and Draft V2 was approved.

3. Review of previous actions (Reference Previous Minutes)

08/09/2005 Action (1) – Complete. Dominic Cummings from Scotia Gas will also be involved in future meetings.

08/09/2005 Action (2) – Closed - No further action. It was agreed that MAMs would inform product suppliers of any quality/performance issues. It was agreed that a clear duty of care exists for those product suppliers to then inform other customers of those products when problems are found.

08/09/2005 Action (3) – Ongoing. See 6(b).

Action:

08/09/2005 Action (4) – Ongoing. The Gas Transporters Safety Forum had now ceased following the NG sales of the Gas Distribution networks.

A new forum had been formed which held its first meeting on the 13 October 2005. John Dale of GTC replaced Phil Casper as AIGT representative. The new Forum chaired by the HSE is called the Gas transporters' Operational Safety Group.

A request had now been sent to the new forum asking whether detailed information about metering defects was available via the new group. This request was now awaiting a response, pending the next scheduled meeting on 6 April 2006. It was noted that as a direct HSE link exists that this action may become superfluous.

Action 1 Phil Casper

08/09/2005 Action(5) Modified – Ongoing. Issue with distribution work scheme relating to Primes and Subs. Changes to CIG cannot be finished without information from suppliers. Schedule 8 changes are incomplete. Action on Mick Curtis to continue to update the group and to continue ongoing dialogue.

Action 1 Mick Curtis

08/09/2005 Action(6) – Complete. No further actions although Barry Cook to keep offer open to be contact for resolving problems.

08/09/2005 Action(7) Modified – Ongoing Phil Casper (PC) presented the request that iGTs should provide service pressure information to the MAMs when required, at the AIGT meeting on the 3rd November 2005. The AIGT recorded the following minute:

"The IGTs present were unaware of any case where they had been unable to provide this information and it was therefore agreed that the MAM should be advised to write to the particular IGT involved."

The MAMs present disagreed with this statement and stated that it was very difficult to obtain Pressure Information as many of the contact telephone numbers were out of date. The MAMs have also faced problems in being able to speak to the relevant person(s) who would be able to supply them with the information that they require. The same also holds for set and sealed policy and processed information.

Action on AR to draft a request to the iGTs to ask them to provide a list of contact information and also to ask if they would be prepared to use template in GM8.

Action 3 Adrian Rudd

Dave Sharpe (DS) noted that as this is part of the MAMCoP requirements the problem is not that the iGTs do not have the information required but that there is a problem of being able to gain access to the relevant person(s). DS agreed to raise the issue of providing training on GM8 for iGTs at the next IGEM meeting as a solution to this problem.

Action 1 Dave Sharpe

Nicola Wade agreed to raise the issue as a general safety concern at HSE.

Action 3 Nicola Wade

08/09/2005 Action(8) -

08/09/2005 Action(9) – Ongoing. Phil Kershaw (PK) to deliver report in 2 months time at next meeting.

Action 6 Phil Kershaw

08/09/2005 Action(10) – Ongoing. Phil Kershaw (PK) to deliver report in 2 months time at next meeting.

Action: Phil Kershaw

08/09/2005 Action(11) – . Draft of note has been sent. Access to GT-4 can be gained via Transco's Website.

08/09/2005 Action(12) – . No comments received.

08/09/2005 Action(13) – . PK explained that it was needed to provide seal mechanisms in GT4 so as to identify if the meter had been tampered with.

08/09/2005 Action(14) Modified – ongoing "To consider whether OAMI should be incorporated into MAMCoP, if not to consider expanding scope of CoP 1,2, and 3."

AR gave a brief overview of the history and drew attention to the fact that as CoP 1a, b and c were not OFGEM codes but OFGAS codes they should be up for review in any case.

George Donaghue (GD) expressed concerns related to consumer owned meters i.e. impact to present licence conditions.

Steve Fraser (SF) also raised the issue of what a meter installing company would be categorised as if OAMI was removed and Meter Installing duties were laid out in the MAMCoP. He pointed out that it would be inappropriate if they were classed as MAMs as they would not be carrying out all of the MAM duties.

AR noted this observation and confirmed that companies that were solely involved in meter installation would not be known as MAMs, but as competent (CORGI) meter installers.

SF reminded the board that while MAMCoP does not make any specifications between domestic and commercial meters the OAMI CoPs do make this distinction.

AR proposed a way forward and to look to preparing a first draft of a potential MAMCoP with OAMI annexes for the next meeting. However discussions regarding agenda item (7) overtook this. It was decided that this could be re-visited at a later date.

All to update AR with concerns if they feel that this is an issue

Action: All

08/09/2005 Action(15) Modified – ongoing Action on Barry Cook (BC) to suggest template for IGEM and OFGEM websites for the declaration of Meter Serial Number Formats used by MAMs.

Action: Barry Cook

Steve Brand (SB) to email BC details.

Action: Steve Brand

08/09/2005 Action(16) – See (Agenda Item 10) AOB.

4. MAMCoP Change Request – RGMA Compliance – SPAA

GD described the background of the proposal that the MAMCoP be changed to require that MAMs must use the RGMA baseline.

SF commented that as the RGMA baseline was very flexible, it would not provide any added security to the suppliers. GD explained that the baseline could be made more rigid in the future.

SF and SB objected to being forced to agree to comply with the baseline when they, as MAMs, had no say on changes to the baseline. They were advised that MAMs could influence proposals for changes and voting on the same through suppliers.

BC suggested that more time should be made available to consider the proposal. AR concurred and suggested a stand alone meeting to discuss the issue.

Action on George Donaghue to provide Adrian Rudd with a paper outlining issues and concerns raised.

Action 1: George Donaghue

Adrian Rudd to then organise Open Forum.

Action 2: Adrian Rudd

All to send input to Mark Pitchford (SPAA) via Adrian Rudd.

Action 3: All

5. Review of Membership List

The new membership list was approved and will be displayed on the Ofgem website shortly.

Action 4 – Rupa Kothari

6. Reports

a. Lloyd's Register

Steve Hayden (SH) outlined the MAM audit that had taken place so far, the key points of which were:

- Lloyd's Register has received applications from 16 MAMs,
- 11 Audits have now been completed; the remaining 5 will be complete by the end of January
- 8 MAMs have been recommended for accreditation status, 3 MAMs had a number of non-conformities requiring attention before Lloyd's would issue the MAMCoP compliance certificate.

AR stated that the MAMs not complying fully with MAMCoP would have corrective actions re-assessed by Lloyds within three months. This would then be followed by a further audit, after another three months, to ensure the corrective measures were being operated in full. AR reminded the group that any MAM found not to be complying with legal requirements would have their Ofgem approval immediately removed – the action plan for other levels of non-compliance are presently being followed.

DS mentioned that the Lloyd's register application form does not allow for specific applications to which SH replied that they would be changing it in future.

GD raised the question as to how MAMs would apply for accreditation on the future. AR verified that the self certification scheme was now discontinued and that a new MAM would have to apply directly to Lloyd's. Lloyds would then assess the applicant and subsequently provide the assessment report and recommendations to Ofgem. This would form the basis of Ofgem's approval decision.

b. HSE

Nicola Wade (NW) gave an overview of RIDDORs referred to HSE. At the present data is only available for half the country and RIDDORs were down to 13-15 to 1 MAM. This is consistent with the previous 6 months. NW has met with Emergency Service Providers (ESPs) and to discuss metering RIDDORs and is pressurising them to cooperate with MAMs.

Concerns were raised by the MAMs as they had difficulties in obtaining all parts of the installation that ESP may have removed as the ESPs and MAMs do not liaise directly but through suppliers.

Action on MAMs to continue discussion with suppliers and to feedback to NW on equipment requirements and other issues.

Action 5: MAMs

NW suggested MAMs should attend ESP meetings and agreed to take it forward and feedback concerns at the next meeting.

Action 6: Nicola Wade

c. CORGI – OAMI Scheme, competence and issues

Phil Daniels (PD) provided an update on certification competence. (See Appendix A). NGG has sold some LDZs. Discussions taking place on NVQs. Renewable NVQ 160204 can be renewed as an NVQ under a different number 160244.

AR raised the question of how IDNs would approach their GT metering responsibilities in the future. Dave Perriam (DP) stated that the structure for his IDN was still being developed, whilst Steve Hogarth (SH) noted that contracts were now being placed.

d. BSI – standards Update

MB noted the key points:

- 6400 Part 2 taking considerable time to review
- Amendment to 6400 Part 1 being worked on
- Other standards for European Measuring Instruments Directive are being considered by European Standards Body (CEN) for approval.

e. IGEM – Standards Update

DS provided an update:

- GM8
 - Part 1 – published
 - Part 2 – published
 - Part 3 – ready to go to GMC in 10 days time; will go to comment ASAP.
 - Part 4 – out for public comment; to be published in March
 - Part 5 – published
- GM4 – us ready for the GMC but has been pushed back because of GM8
- GM6 – no Fundamental change
- TD4 – out for public comment next week; has been split into 4 documents
- UP1B – will be going to TCC parent committee next week
- UP1C – no change
- UP15 – Renamed G5, Panel Meeting will be held to discuss major objections and proposals and there may be changes as an out come of that.

7. Network Code Modification 07/04 (Sunset Provision) Update

Chris Warner(CW) gave a presentation on the issue of expiry of sunset provisions within the Network Code to obligate the use of approved MAM's for I&C metering installations. CW provided the background, highlighted the need for a replacement regime and the relevant legislation and procedure. This requires placing an obligation within the OFGAS CoPs 1a, b and c to ensure that the OAMI will gain GT approval before 'set and seal' of the pressure regulator.

AR asked if Gas Forum could revisit their own I&C CoP. MC agreed to look into the issue and to see if the 'only use an approved MAM' term could be incorporated into ING.

Action 7: Mick Curtis

AR felt that the Gas Forum CoP was an important aspect of an 'industry led' solution. AR also suggested putting together a drafting group similar to the group originally tasked with drafting MAMCoP. NGG provisionally agreed to commission Advantica to rework the Ofgas codes to incorporate the proposal.

Action 8: Adrian Rudd

Action on all to provide nominations for the drafting group to AR by next week (27/1) for review, consistency and consultation.

Action 9: All

MC to involve Gas Forum.

Action 10: Mick Curtis

8. Supplier Standard Licence Review Update

AR provided an update. The key issue to this group is the 2 yearly inspection.

AR further mentioned that healthy debate was going on within the industry and that Ofgem has industry work groups looking at the issue.

The HSE view that there is a need for safety requirements to be maintained.

AR also provided an overview on the current status of metering innovation and urged the group to respond to the consultation that would be released at the end of the month, as it covered gas metering.

All to consider response to Innovative Metering consultation.

Action 11: All

It was brought to the attention on the board that a Launch Event would take place on 1 February 2006.

9. Technical Issues

a. Pressure Regulators – Broken Seals

Phil Kershaw reported that there were several ongoing issues regarding broken meter seals and that a review was going on.

Action on Phil Kershaw to continue to provide feedback to the Board.

Action 12: Phil Kershaw

10.AOB

Barry Cook read out the attached statement regarding [] (See Appendix B)

11.Date of Next Meeting

3rd May 2006

DRAFT V 1.0