

Industry Metering Advisory Group

Expert Group (IST3) Governance Arrangements for In-Service Testing

Terms of Reference (subject to IMAG endorsement)

Objective

To develop proposals, for consideration by IMAG/Electricity and Gas Metering Executive, for the following work identified as required by the IMAG.

To consider the alternatives, and provide recommendations, for the Governance Arrangements of In Service Testing of MID approved gas and electricity meters.

This work will complement the arrangements already proposed by the in-service testing sub-groups (under IST1 and IST2) for maintaining acceptable in-service accuracy.

The expert group will maintain its own work plan that will contain a summary of the work and expected delivery dates.

To deliver a report to the IMAG by end December 2008.

Scope

The scope will include responding to the following questions: -

1. Should in-service testing be governed under an existing arrangement, e.g. BSC CoP4 and MAMCoP, another existing framework(s), by NWML or a new specific framework?
2. How are all Suppliers, Meter Operators / Meter Asset Managers and Meter Asset Providers brought within the scope of Governance?
3. What operational structure should be adopted to:
 - a. Determine the range of meters that need to be tested
 - b. Managing meter tests (by respective participants or centrally procured)
 - c. Consolidation of the results
 - d. Reporting on conclusions, required actions.
4. If a new framework is established, who is represented on the management group?
5. Consideration whether the framework acts as a restriction of free trade?
6. How do the alternatives compare with the objectives of the Ofgem Codes review which is seeking to simplify or consolidate the industry codes?
7. What are the indicative costs for operating the framework and how are these costs to be recovered?
8. How is a change process managed to allow the IST framework to evolve with experience, changes to technology, and commercial structures?
9. Should all participants be required to participate in the framework?

10. How are the commercial sensitivities managed with Freedom of Information requests to bodies like Ofgem or NWML?

Membership

The number of participants will be limited but to include a representative of:

- Licensed Gas and Electricity Supplier
- Association of Meter Operators (AMO)
- UK Metering Forum (UKMF) (for electricity MAPs)
- NG Metering (for gas MAPs)
- National Weights and Measures Laboratory (NWML)
- Ofgem
- ELEXON

All members will be expected to ensure their attendance on a consistent basis and ensure their commitment toward making the expert group a success in the best interests of the GB customers.

Any party may request, to the Chairman of the expert group, that a relevant party may accompany them to the meeting (the chair will have sole discretion).

Chairmanship

The Chairman will encourage consensus for the proposals, and manage the planned work. In the event the Chairman is unable to attend a meeting of the expert group they may appoint a person to act as their alternate. Attendees will be notified of this on or before the date of the meeting concerned.

The Chairman will be expected to draft a progress report and the final recommendation(s) of the group to be presented to IMAG.

Secretary

A secretary will be provided to capture clear and concise notes of key issues discussed at meetings and to maintain an issues/risks/assumptions register for agreement by the group.

Meetings

To be held monthly, initially, commencing Aug 2008, and expected to complete by end December 2008. Additional meetings may be scheduled as required. The Chairman will be required to give a minimum of 5 days notice of any such meeting.

Nominations

Name	Representation
Alan Dick	UKMF
Bob Gibbs	ERA (for Suppliers)
David Moorhouse	NWML
Eric Fowler	AMO (for gas MAMs/MAPs)
Keith Campion	ELEXON
Sarah Jones	ELEXON
Steve Rowe	Ofgem
Tom Chevalier	AMO (for MAM/MOP/MAPs)