

13th MAMCoP Board Meeting

Quarterly meeting of the MAMCoP Scheme management board	From	11.30 am – 2.30 pm
	Date and time of Meeting	22 nd January 2008, 11:30
	Location	Ofgem Boardroom

Attendees List:

Present

Stephen Rowe (SR)
 Hassan Khan (HK)
 Steve Gandy (SG)
 Steve Brand (SB)
 Jim Dry (JD)
 Trevor Smallpeice (TS)
 Mike Buss (MB)
 Steve Hayden (SH)
 Mick Curtis (MC)
 Jim Sibley (JS)
 Dina Mihsein (DM)
 Steve Mulinganie (SM)
 Dave Perriam (DP)
 John Dale (JD)
 Nicola Wade (NW)
 Richard Marsh (RM)

Representing

OFGEM (Chair)
 OFGEM
 E-ON
 United Utilities PLC
 Scotia Gas Networks
 Corgi
 BSI
 Lloyd's Register
 Energy Market Consulting Company
 Advantica
 National Grid
 UKME
 Wales and West Utilities
 AIGT
 HSE
 EDF

1. Apologies

1.1. Alan Smith, Colin Townsend, John Heyburn, Barry Cook, Keith Needham, Peter Fawbert, Phil Daniels, Terry Mundy, Tom chevalier, Ian Smith, Bob Murray

2. Minutes of 12th meeting and matters arising (not covered on agenda)

2.1. TS mentioned that in the previous minutes Action 6 para 3 should not refer to the meters but should refer to the regulators.

2.2. Item 9.1 currently states that an issue (regarding ECV handles) is only raised when installers go for a customer query in fact the issue is raised when the installers go for all incidents.

2.3. SR: CORGI, HSE and Ofgem issued a letter regarding the IGEM standards the response date for this was the 4th of January but nothing was received.

JS: There was going to be a response from NGG but it was not sent, the response was regarding the performance curves that the pre-setting and setting to a performance curve are acceptable means of setting the regulators.

Both NW and TS agreed that GM8 3A covered this issue adequately. The Standard also gave information on what to do if the regulator was not set. (See Action Log).

2.4. SR mentioned that the appeals procedure document will be circulated in due course for comment. At this stage it is undergoing rigorous review from the legal team. The document will hopefully be circulated in the next few weeks however as this will require Exec approval this will dictate the timescales.

3. Review of Actions

Action (1) – Review of MAMCoP and Cop 1a/b /c	Person – By
1. SR mentioned that the OAMI CoPs documents are being developed prior to any review of the MAMCoP document.	Action (1): Steve Rowe
Action (2) – Appeal process for MAMCoP / AIGT	
1. It is currently being reviewed with in Ofgem.	Action (2): Steve Rowe
Action (3) – Action of HSE/Corgi to confirm requirement	
1. This action is now closed.	Action - Closed
Action (4) – MAM Audits	
<p>1. SH confirmed that the audits were due to finish in February and there was no main trend in the way the audits were carried out. There was one last audit left to be completed on the 8th of February after this is completed a full and thorough feedback will be given in the next meeting.</p> <p>2. SG raised a valid point saying that the work load in July/August was much lighter compared to the work load in Jan/Feb as a result the audits get in the way. Would it not be possible to delay the audits by 6 months and then carry on as normally (i.e. every year) as this would bring the audit checking date to July. Most of the board was content with this proposal.</p> <p>3. SH said that he would liaise with Terry and the point will be considered. SR will also like to liaise with SH on the moving of the surveillance visits.</p>	Action (3) – SH to give an update on the audits, and SR to liaise with SH on the issue of shifting the surveillance visits.
Action (5) – Technical update from Corgi	
1. As this is an ongoing issue it will be closed.	Action – Closed
Action (6) – Moving domestic meters and OAMI CoPs	
<p>1. This issue was raised previously and TS mentioned that the he discussed this issue with Corgi, and was questioning who would need to be informed and how would you do it if you were to move the meter. From the last meeting we confirmed that: 1. the gas supplier needs to be informed but the installer has problems contacting the supplier. 2. The phone number on the back of the meter can only be used by the tenant. 3. The BS6400 document mentions that everyone has to be informed if you are to move the meter. This way would be impractical as many meters are moved each day therefore would that mean you have to notify everyone every single time. If this is the case of notifying everyone how would the installer know who the MAM is? If refurbishment was going on and the meter had to be moved 7-8 inches, would they still have to notify?.</p> <p>JS replied by saying that any meter that will disconnected will need to go follow the disconnection/connection Regs. The Installer has a legal duty to inform the appropriate people 48 hrs before and after disconnection/connection. SM also added that as long as the procedure is done correctly you don't need to inform anyone, but it's not advisable as in the event of a serious injury the person carrying out the work will liable. Therefore it is advised to notify the appropriate people. The whole point of having the C&D regs is to identify issues; therefore this would be classed as a competency issue because if you can't find the supplier or the MAM then you can contact the transporter.</p>	

<p>JS: the law says you have to notify the appropriate people but the OAMI CoPs say otherwise, therefore shouldn't the CoPs be reviewed? One of the two should change as Ofgem wouldn't prosecute and the regs are out of date.</p> <p>TS: Things will get out of hand because the MAM the transporter etc. will get a phone call each time a cooker is changed or the meter is moved a short distance.</p> <p>SM: It doesn't have to be a phone call, can be a C & D notice etc.</p> <p>SG: issues relating to fitting a meter and connection/ disconnection are covered in C & D Regulations, gas supplier licence (Gas Act) and the OAMI CoPs.</p> <p>SR: It would appear that clarification is needed for the OAMI CoPs for the clause of temporary disconnection, because at the moment it appears to be unclear, especially with the procedures for removing a meter, and how competent a person must be in order to carry this out etc. Thousands of meters are probably being changed/replaced every day so each time a person will need to contact and inform the appropriate body. Will hold a meeting with the legal team to discuss this issue in depth.</p> <p>JS: Mentioned that he was one of several people who drafted the original guidelines, and these same guidelines are currently being used, hence they are out of date.</p>	<p>Action (4) – SR to talk to the Legal team regarding the issue of the OAMI CoP content.</p>
<p>Action (7) – Information request from the free phone number on the back of the meters</p> <ol style="list-style-type: none"> DM phoned the number and was asked the following options: <ul style="list-style-type: none"> A. Are you the house owner/Occupier? B. Are you about to occupy the house? C. Are you an agent acting on behalf of the house owner? When she used option C they gave out the relevant information. MC mentioned that the phone number will be changing from April the first, and calls will be charged per min. SM mentioned that the XOSERVE newsletter went out recently and it stated what MC said. 	<p>Action - Closed</p>
<p>Action (8) – Update on the issue of fitting handles and safety pins.</p> <ol style="list-style-type: none"> SG mentioned that there was no update to give as this was still a mute point and were still carrying on as before. SR asked whether there was a forum where NGG and the GT's meet and maybe this could be issue could be raised there. DP mentioned that there was the National Corgi Downstream meeting where this issue could possibly be raised. SM said that instead of visiting these forums it would far easier and more efficient to write to the DNO stating the issue and highlighting the benefits, he also volunteered to draft a letter regarding this issue. 	<p>Action (5) – SG to give an update on the same issue next meeting, SM to write a draft letter that would be submitted to the DNO's</p>
<p>Action (9) – GT2 site inspection and issue of installing meters without a warrant.</p> <ol style="list-style-type: none"> DM this issue is still ongoing as DM couldn't find / progress on this issue, by next meeting more information will be available. 	<p>Action (6) - Ongoing</p>

4. Review of Ofgem OAMI scheme and update on CoP development

4.1. SR updated the board on the development of the OAMI combined cops: After the last meeting comments submitted on the combined draft, which were comprehensive and useful. Ofgem and CORGI are currently reviewing the cops and comments.

4.2. SR mentioned that clarity is required with the COPS, concerning the definition of a "Responsible Engineer", his views were that the term responsible engineer referred to a

chartered engineer in the content of bespoke, high pressure meter designs. JS mentioned that the average installer doesn't need to be a chartered engineer but should be competent but an installer working on high pressure will have to be chartered. TS added that the term responsible engineer in the CORGI CoP 1c application form basically meant chartered as there was confusion on what a "responsible engineer was". SR asked the board then what the definition of responsible engineer should be, MB added that Actaris currently utilise a Chartered engineer for this type of works and considered that this is a sensible measure and requirement.

4.3. JS said that most of the designs were done by manufacturers who weren't chartered engineers but were competent and their work was checked by a chartered engineer. MB said that the same word "responsible engineer" was used in the document BS6400, if you were to change the meaning now it will cause confusion. SR said these were some of the comments they would need to consider in the next meeting and asked the board to forward their view on this matter.

5. Reports

5.1. Lloyd's Register (Steve Hayden)

A.	Standard update on progress – no change to registration of MAM's, SH will present to the board at the next meeting on the results of the surveillance visits.
----	---

5.2. HSE (Nicola Wade)

A.	At this stage comments and suggestions are being taken on the unsafe situation procedure and will be finalised by the end of February. Alongside changes on numerous issues there are significant changes to the LPG section of the document, if there are any metering issues which MAMs wish to raise they will need to do this promptly and submit them via Frank Williamson at CORGI. The latest draft for consultation will be on the CORGI website shortly.
B.	The Gas Review continues, the Registration body tender process has started and the invitation to tender document will be issued in due course.

5.3. CORGI (Phil Daniels)

A.	The REGT2 assessment has been approved by the certification committee, BPEC have sought approval to run courses regarding this mater. The stats on ACS will be updated by the next meeting.
----	---

5.4. BSI – Standard update(Jim Sibley)

A.	6400-3 document has been published. Will be attending a workshop on Tuesday 29-1-08 to have a look at the impact of smart metering. Will also be discussing the impact of CEN2327 on European standards.
----	---

5.5. IGEM – Standard Update (Jim Sibley)

A.	<p>GM5 ed 3 - 7th March 2008 closure for comments</p> <p>GM7 ed3 - 7th March 2008 closure for comments</p> <p>GM6 ed2 - work on regulators continuing</p> <p>up2 Published March 2008 with accompanying seminar</p> <p>td13 under revision – draft for comment summer 2008</p> <p>up1c Comments spring 2008</p>
----	---

6. IGE/GM/5 and 7 Edition 3 draft for comment

- 6.1. Sunset clause: the absence of either a legal or contractual requirement for I&C suppliers to use approved MAMs was raised yet again – pointed out that all or the vast majority of I&C suppliers are using approved MAMs – the majority of meters still being under National Grid’s management – highlighted that the Gas Forum I&C CoP requires signatories to use approved MAMs – request that MC circulate a list of signatories to this and confirm what I&C MAM’s are currently working to the MAMCoP.

7. Progress on the legal issues underpinning of the I&C meter work

7.1. NG have asked for HSE's views on the lapse of the sunset clause and were referred to HSE's letter to Ofgem which outlines HSE's position which is on Ofgem's website.. DM wanted the boards view on this issue. SR said that it was difficult to enforce it through licence action. SM added that the sunset clause was added to provide a degree of protection, 99% of the supplies of meters are under I&C code of practice, therefore it is unnecessary to have underpinning. SM also added that the I&C suppliers are using approved MAMS and the majority of the meter are still under National grids Management.

7.2. NW mentioned that the decision to allow the sunset clause to lapse was Ofgem's and HSE had provided it's views to them. SR mentioned that we had discussed any future opportunities for including MAMCOP and associated roles in the guidance to the Gas Regs. NW mentioned that it was unlikely that the Gas Regs would be updated in the near future but that this might be an option if Ofgem were to raise this in due course when the regs are being reviewed.

8. In service testing update

- 8.1. The IST document has been submitted to the IMAG executive for approval.

9. AOB

- 9.1. RM from EDF mentioned that they are installing pre-pay meters at IGT sites as they were having an ongoing problem with gas customers who were using the gas and not paying. To date it has been very successful and thinking of expanding this service.

10. Date of next meeting

10.1. The date of the next meeting was confirmed on the 13th May 2008 at 11.00am.

Action Log

<u>Action Ref</u>	<u>Issue</u>	<u>Date when issue originally raised</u>	<u>Action</u>	<u>Owner</u>
1	Review MAMCoP and CoP 1a/b	18/10/2006	<ul style="list-style-type: none"> ✚ All Board members to review and comment upon the CoP1a/1b before the next MAMCoP Board Meeting ✚ Merge all the comments and circulate among MAMs. ✚ To ask Lloyds if they can provide some specific feedback on the MAM audit process in terms of areas that MAM's are performing well on and possible areas for improvement or additional guidance. 	SR Corgi
2	Appeals Process for MAMCoP AIGT	17/01/2007	SR circulate lawyer comments' in due course	OFGEM (SR)
3	Commissioning and auditing	16/10/07	<ul style="list-style-type: none"> ✚ Steve will provide an update on this issue as there was not enough information received prior to this MAMCoP meeting. ✚ SR will liaise with SH about moving the audit date to July. 	Lloyds Register- (Steve Hayden) & SR to liaise with SH on moving the audit dates.
4	Moving Domestic meters and OAMI CoPs	16/10/07	<ul style="list-style-type: none"> ✚ Had a lengthy debate on this issue and Trevor will give an update on the issue of moving domestic meters. ✚ Update on the OAMI CoPs ✚ SR to have meeting with legal team regarding the wording in the CoPs. 	CORGI – Trevor Smallpeice & SR to meet with legal team to discuss the wording in CoPs
5	Update on the issue of fitting handles and safety pins.	16/10/07	<ul style="list-style-type: none"> ✚ Steve Gandy said this issue was still ongoing, and no change had taken place. ✚ SM will write a draft letter regarding this issue that will be sent to the DNO's. 	Steve Gandy to give and update & SM to present the draft letter
6	GT2 site inspection and issue of installing meters without a warrant.	16/10/07	<ul style="list-style-type: none"> ✚ Dina had no new information and said that it should be available in the next meeting. 	National Grid – Dina Mihsein
7	Review of	22/01/08	<ul style="list-style-type: none"> ✚ SR and TS were having a 	SR and TS to

	Ofgem OAMI scheme and update on CoP development		problem on defining the term "Responsible Engineer" and will liaise to resolve this issue.	give an update on the issue.
8	I&C meter obligation	22/01/08	✚ MC will check the I&C code of practice and present his thoughts and views on I&C meter obligation by the next meeting.	Mick Curtis