

## 14<sup>th</sup> MAMCoP Board Meeting

This meeting was arranged to discuss MAMCoP and issues arising from the CoP	From	nunnb	29 August 2008
	Date and time of Meeting	29th August 2008	11:00
	Location	OFGEM Boardroom	

### 1. Present

Name	Representing
Stephen Rowe	Ofgem
Steve Brown	Ofgem
Duncan Mills	Ofgem
Ben Nunn	Ofgem
Dina Mihsein	National Grid
Phil Daniels	CORGI
Ian Smith	IGEM
Scott Agar	EDF
Jim Dry	Scotia Gas Networks
Tom Chevalier	AMO
Bob Murray	AIGT
Mike Buss	BSI
Jim Sibley	Advantica

### 2. Apologies

Barry Cook, David Ainsworth, David Perriam, Steve Gandy, Nicola Wade, Terry Mundy and Trevor Smallpeice.

### 3. Approval / Review of 14<sup>th</sup> MAMCoP Minutes

3.1. It was agreed that several minor alterations needed to be made to the Minutes of the 14<sup>th</sup> MAMCoP Meeting.

### 4. Review of Actions

Action	Person - By
Action (1) – Review of MAMCoP and Cop 1a/b	
1.	<b>Action (1) : Ofgem – Ongoing</b>
Action (2) – Appeals Process for MAMCoP / AIGT	
1. There has been some delay in getting comments from Lawyer because there have been some movements in the legal department 2. There was a lot of discussion around the recognition of competency assessments between different network areas and the implications this has on auditing by Lloyds. The lack of progress with the EU Skills register was also discussed.	<b>Action (2) : SR to talk to Lawyers to see when this could proceed to Exec and if something could be circulated prior to the next meeting.</b>

	<b>SB to get an opinion from Roger and EUS to overview progress</b>
<b>Action (3) – Commissioning and Auditing</b>	
<ol style="list-style-type: none"> <li>1. SR has spoken to Lloyds about moving the audit date on request by MAMs, he received a response but had only just been received this with little time to review the information. It was agreed that Lloyds would go through their response at the next meeting.</li> <li>2. There was discussion as to whether any changes would be made before the next round of audits; SR would liaise with Lloyds over this.</li> </ol>	<b>Action (3) SR to liaise with Lloyds</b>
<b>Action (4) – Moving Domestic Meters and OAMI CoPs</b>	
<ol style="list-style-type: none"> <li>1. OFGEM are looking at how any scheme would work, the Corporate and Consumer Affairs team are evaluating service alteration in relation to moving domestic meters.</li> <li>2. There was discussion as to the scope within the existing technical codes to allow meters to be moved.</li> <li>3. This matter was also discussed in the meeting.</li> </ol>	<b>Action (4) Ongoing – Ofgem Steve Brown</b>
<b>Action (5) – Update on the issue of fitting handles and safety pins</b>	
<ol style="list-style-type: none"> <li>1. This was on the agenda and so was discussed in the main part of the meeting</li> </ol>	<b>Closed Out</b>
<b>Action (6) GT2 site inspection and issue of installing meters without a warrant</b>	
<ol style="list-style-type: none"> <li>1. DM said those installers who had installed a meter without warrants were being contacted and being asked to resubmit for one.</li> <li>2. DM also said that CORGI has taken the step of refreshing meter installers of their GT2 obligations</li> </ol>	<b>Closed Out</b>
<b>Action (7) Review of OAMI scheme and update on CoP development</b>	
<ol style="list-style-type: none"> <li>1. SR said that this was an ongoing process</li> </ol>	<b>Ongoing</b>
<b>Action (8) I&amp;C Meter Obligation</b>	
<ol style="list-style-type: none"> <li>1. JS considered that within the I&amp;C market there is no obligation to use MAM because the development of MAMCoP assumed that this was covered in the Gas Act, but the Gas Act only referred to domestic customers.</li> <li>2. There was some discussion as to how GDN's and NG felt uneasy about this. DM said that she had drafted a letter to SR about their unease at the situation.</li> </ol>	<b>Action (5) SR to chase Mick Curtis for I&amp;C MAM compliance letter</b>  <b>DM to progress outside of MAMCoP</b>

## 5. Matters Arising

### 5.1. Ofgem structural changes

5.1.1. SR said that the Technical Directorate within Ofgem no longer existed and members of the technical team were now distributed throughout the organization, he had been moved to GB Markets and that a new director, Ian Marlee, would be in charge of trading arrangements which may include metrology and gas quality, but that no major changes were to be expected.

5.1.2. SB also said that the Technical Director's role had not yet been filled; a replacement was being sought but would not be on a like-for-like basis.

## **5.2. Metering Technical Responsibilities**

- 5.2.1. There was some discussion about some MID meters coming through for repair which were not stamped and therefore cannot be stamped when repaired. It was highlighted that there were no provisions for this and whether this means an inspector needs to investigate the situation. It was suggested that any enquiries relating to the matter should be directed towards NWML.

## **5.3. Medium Pressure Installations**

- 5.3.1. SR said he would circulate the questions from CORGI
- 5.3.2. There was discussion on the problems caused by medium pressure meters where the outlets passed through the back of the meters housing and into the cavity of the dwelling. The CORGI unsafe situations guidance draft is planned to be issued early September, this practice may lead to consumers being isolated and cut-off.

## **6. Outcome of PEMS Workshop**

- 6.1. Duncan said that they had looked at where there could be improvements in PEMS he also said that he had gone to National Grid to investigate where there had been PEM failures which had been taken back to suppliers. Eric will come back with what has been learnt.
- 6.2. Duncan also said that guidelines had been issued on the Ofgem website to smooth PEMS processes.
- 6.3. Tom said that he had some notes available relating to PEMS and expressed concern at the high proportion of PEMS jobs against Emergency callouts (11.6%).

## **7. Update on IMAG Service Testing**

- 7.1. It was discussed that there were several proposed options to the governance and spending structure and the role of Ofgem. This is currently being considered at the IST 3 expert group. Ofgem is currently considering the IMAG IST report.

## **8. Service Alterations and Meter Relocation**

- 8.1. There was a large amount of discussion on this topic about moving meters without GDN approval by CORGI approved installers. SB said that there were provisions in BS6400 for relocation; however there was a feeling that MAMs would become liable for extensions from the ECV1 and would want to ensure the quality of any extensions. There were also grey areas as to what work a CORGI registered person could do.
- 8.2. It was agreed that any service alteration/meter relocation requests from consumers should go through to suppliers who would contact MAMs, to ensure that records are accurate.

## **9. Update on Missing ECV Handles**

- 9.1. SR issued a letter to the GDNs setting out the background and proposed way forward. SR confirmed that the GDNs are content with the proposal and would be happy to discuss how to progress.
- 9.2. It was decided that MAMs and interested parties should meet. TC is to arrange this via Eric Fowler to facilitate an industry discussion.

## 10. Reports

### 10.1. IGEM- Standard Update (Ian Smith)

A.	Documents to be published by the end of September
B.	The Technical, Gas Meter Installer Seminar is on 27 <sup>th</sup> November at East Midlands Airport
C.	Competency courses may be arranged.
D.	GM6 is making slow progress it is expected to be completed by the end of this year.

### 10.2. BSI Update (Mike Buss)

A.	Meter standards and volume connectors are move towards a conclusion
B.	Some progress has been made in smart metering

### 10.3. CORGI Update (Phil Daniels)

A.	Information requested at the last meeting has now been made available on the CORGI website to enable the status of industry competence to be viewed.
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## 11. AOB

11.1. The initial report on Smart meters has now been published on the Ofgem website.

11.2. Capita/Corgi/HSE situation (Phil Daniels)

11.2.1. CORGI is waiting for the contract between HSE and Capita to be signed and then wait for the cooling-off period to conclude before evaluating the relationships between Capita/Corgi/HSE. It was also discussed that Capita should be invited to MAMCoP meetings, pending the contract with the HSE.

11.2.2. It was decided that the HSE should update the MAMCoP Board on the situation with Capita at the next meeting.

## 12. Date of Next Meeting

12.1. It was decided that the next meeting would be held on **Thursday 4<sup>th</sup> December at 10:30 at Ofgem.**

# **ACTION LOG**

<b>Action Ref</b>	<b>Issue</b>	<b>Date when originally raised</b>	<b>Action</b>	<b>Owner</b>
<b>1</b>	<b>Review MAMCoP and CoP 1a/b</b>	18/10/2006	<ul style="list-style-type: none"> <li>SR- update relevant documents.</li> <li>SR- ensure that everything is in place to conduct the review</li> </ul>	Ofgem (SR) CORGI
<b>2</b>	<b>Appeals Process for MAMCoP/AIGT</b>	17/01/2007	<ul style="list-style-type: none"> <li>SR to obtain and circulate Lawyers comments</li> <li>Bob- Get an opinion from Roger and talk to EUS to get update</li> </ul>	Ofgem AIGT
<b>3</b>	<b>Commissioning and Auditing</b>	16/10/2007	<ul style="list-style-type: none"> <li>SR to liaise with Lloyds and to review the information sent</li> <li>Lloyds to present at next meeting</li> </ul>	Lloyds and SR
<b>4</b>	<b>Moving Domestic Meter and OAMI CoPs</b>	16/10/2007	<ul style="list-style-type: none"> <li>Ensure that MAMs are always consulted on the moving of domestic meters and that queries to do so are directed at suppliers.</li> </ul>	Ofgem
<b>5</b>	<b>I&amp;C Meter Obligation</b>	22/01/2008	<ul style="list-style-type: none"> <li>SR to chase MC for I&amp;C MAM compliance letter</li> </ul>	SR/MC
<b>6</b>	<b>Metering Technical Responsibilities</b>	29/08/2008	<ul style="list-style-type: none"> <li>All enquiries regarding stamping and MID meters to be directed towards NWML</li> </ul>	Ofgem
<b>7</b>	<b>Update on missing ECVH</b>	16/10/2007	<ul style="list-style-type: none"> <li>Tom to meet with Eric and arrange discussions with industry</li> </ul>	TC
<b>8</b>	<b>PEMs Workshop</b>	28/08/2008	<ul style="list-style-type: none"> <li>Eric to present what has been learnt</li> </ul>	NGM
<b>9</b>	<b>Capita and HSE</b>	28/08/2008	<ul style="list-style-type: none"> <li>HSE to present update</li> </ul>	HSE and

	<b>contract</b>		on Capita situation at next meeting	CORGI
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