

## 22<sup>nd</sup> MAMCoP Board Meeting

The MAMCoP Board meets quarterly to discuss issues arising from the MAMCoP and also to discuss industry developments.	From Date and time of Meeting Location	Mansurm 6 <sup>th</sup> July 2010 13:30-17:00 Ofgem
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### 1. Attendance List

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|--------------------------|-------------------------|
| 1. Bob Murray            | AIGT                    |
| 2. John Meehan           | National Grid           |
| 3. Mark Burrows          | National Grid           |
| 4. Ian Aldridge          | National Grid           |
| 5. Dave Thorley          | National Grid           |
| 6. John Heyburn          | Scotia Gas Networks     |
| 7. Mike Buss             | Itron                   |
| 8. Jim Sibley            | GL Noble Denton         |
| 9. Kelly Sherwood        | Siemens                 |
| 10. Rodney Hancox        | Exoteric                |
| 11. Gary Cottrell        | SBGI                    |
| 12. Ian Moss             | EU Skills               |
| 13. Mark Rolfe           | GSR                     |
| 14. Vic Tuffen           | Wilcock Consultants Ltd |
| 15. Mark Pacitti         | UK SMG                  |
| 16. Nick Watson          | SGN                     |
| 17. Peter Hurst          | IGEM                    |
| 18. Terry Mundy          | Llyods Register         |
| 19. Tom Chevalier        | Power Data Associates   |
| 20. Christopher Chambers | HSE                     |

Ofgem Attendees;

Belinda Littleton; Krystle Thorpe; Mehadi Mansur;

Created 16/03/2010 14:08  
Modified 16/03/2010 14:17

## 2. Apologies:

Steve Hayden - Lloyds Register

Andy Goodfellow - United Utilities

John Dale - Gastrans

David Perriam - WW Utilities

Steven Gandy - E.On

Trevor Smallpeice - EAGA

Steve Brand - United Utilities

Russell Gibson - Energy Assets

Scott Agar - EDF Energy

AMO - Power Data Associates

## 3. Review of Minutes from 21<sup>st</sup> MAMCoP Board Meeting

**3.1.** Going forward the minutes will be emailed to the MAMCoP board members for review within one week of the meeting. Any comments will be received within the second week and published to Ofgem's website within one month. Reviewing the minutes during the following meeting will be discontinued.

## 4. Review of Action Log

Action Ref	Issue	Date when originally raised	Action	Owner
<b>1a</b>	<b>Review MAMCoP</b>	18/10/2006	SR to send invites out to convene a working group to review the MAMCoP and develop Terms of Reference document. Working Group Meeting to be held on 15 <sup>th</sup> July.	OFGEM
<b>1b</b>	<b>OAMI Cops review</b>	18/10/2006	Wilcocks Consulting to lead in liaison with Ofgem	Wilcock
<b>2</b>	<b>Appeals Process for MAMCoP/AIGT</b>	17/01/2007	SR to progress within Ofgem, Bob Murray suggested that Lawyers meet to discuss if that is helpful for Ofgem.	OFGEM
<b>3</b>	<b>Moving Domestic Meters and OAMI CoPs</b>	16/10/2007	IGEM to keep everyone posted on report/progress. IGEM's Gas Measurement Committee considered the comments and have attached (please see related documents) an extract from the Minutes. IS states the Committee (and many of the Working Group are Members of GMC) had some issues	CLOSED

			<p>with the comments which were mainly about presentation rather than content. However, as the original document nominally is Ofgem's property, IS is preparing a reply for Ofgem's consideration that is hoped will lead to a document agreed by all parties that would like to make the Guidance public.</p> <p>MR through GSR to publish item as a technical bulletin. BL to respond to email so that bulletin can be published.</p>	
<b>4</b>	<b>Disconnection and Removal of a Meter by a Distribution Engineer</b>	16/06/2009	<p>MR: EUS as the Standard Setting Body have signed-off the required assessment criteria submitted by National Grid's chosen Accredited Certification Body and GSR are set up to receive downloaded competences in this regard from both EUS and the Certification Body so that operatives can be registered for this 'limited scope' gas activity. Pilots have been run and ID cards will be issued.</p> <p>MR: As far as HSE are concerned, not a voluntary agreement. MR &amp; IM will find out driver from HSE.</p> <p>DT: Can find out driver from National Grid.</p> <p>IA provided update from NG perspective and set out the scheme that has been developed with HSE, GSR and EUSkills.</p>	CLOSED
<b>5</b>	<b>Smart Metering</b>	16/06/2009	MB to update board on smart metering progress.	MB
<b>6</b>	<b>Permal Meter Boxes</b>	16/06/2009	DT to provide info in the form of an Agenda item for July 2010 to feedback to group.	TS/DT
<b>7</b>	<b>Structures Built around External Meter Boxes</b>	8/09/2009	DT to provide update on issue under GIUSP Committee and through GSR and report back	DT

			<p>on progress to MAMCoP Board.</p> <p>DT took issue to Unsafe 6 Committee – agreement to review whether it should be classed as at risk.</p> <p>DT will be reviewing the amendments and taking situation back to unsafe 6 Open to discuss at next meeting.</p>	
<b>8</b>	<b>Meter/ECV washers</b>	15/12/2009	<p>BC produced note to MAMCoP board in December 2009. Action on MR to send bulletin to Ofgem for circulation and approval before being published by GSR.</p>	MR
<b>9</b>	<b>Auditing of Assessment Centres.</b>	16/03/2010	<p>Mark Rolfe to report on progress of review of auditing of assessment centres.</p> <p>Now run through UKAS auditing program.</p>	CLOSED
<b>10</b>	<b>Industry Standard Update (ISU)</b>	16/03/2010	Ofgem to Circulate relevant documents on behalf of EU Skills.	SR
<b>11</b>	<b>Downstream Gas Qualification Framework (NVQ)</b>	16/03/2010	<p>IM will circulate the NVQ units framework and detail into core.</p> <p>IM/TC to update MAMCoP Board on progress for Gas Metering qualification.</p>	CLOSED

## 5. Agenda Items

### 5.1. Update on Permali - Ian Aldridge

5.1.1. IA presented a paper (see <http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/MAMCOP%20Presentation%202July2010%20pdf.pdf>)

5.1.1.1. PDF version of bulletin (as in slide 4) will be circulated with comments requested for the end of next week.

5.1.2. IA presented a paper regarding the Permali (A-Type) Meter Installations. Originally 50,000 were installed in West Midlands, surrounding areas and DNs. 60% of the original population have already been replaced with a population of c20,000 remaining and with potential small populations in other DNs. Since fragmentation it is unclear who is obligated to the exchange.

5.1.3. 520 locations and lab tests have been examined.

- 5.1.4. A technical bulletin will be published through Gas Safe Register (GSR) detailing the risk assessments and courses of action following a traffic light system. TC commented that additional information could be sent out through other channels to reach MAMs etc.

- 5.1.5. **Action to be taken: IA to provide an update at next meeting in the form of an agenda item at the October 2010 meeting.**

## **5.2. Update on Technical Bulletin Working Group – Mark Rolfe**

- 5.2.1. MR presented update on the Technical Bulletin working group that soon to be published is a bulletin on flue systems in voids. The Bulletin is currently on schedule and is anticipated to be published in October
- 5.2.2. As this is an issue not only for gas engineers but also for builders and consumers, in addition to the technical bulletin, communications tools will be used to reach consumers and other parties. The HSE and GSR safety alert in September will help set the scene.

## **5.3. Old Chestnuts – Gas – Tom Chevalier**

- 5.3.1. TC presented a paper. (See <http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/MAMCoP%20gas%20old%20chestnuts%2030Jun10.pdf>)
- 5.3.2. TC presented a draft outline of 'Old Chestnut' issues for gas that would likely need to be resolved prior to Smart Metering implementation, and would be best solved through an industry working group. Tom has suggested creating a subgroup under MAMCoP to work through the issues so that a consistent manner of response can be agreed upon before the issues come to life.
- 5.3.3. All agreed the taking and publishing of minutes has been beneficial to the MAMCoP meetings and would be desirable for these meetings.
- 5.3.4. BL commented that Ofgem had limited resources to dedicate to a Secretariat to host the group. GC suggested that SBGI would be well-placed to host such a group.
- 5.3.5. Action: GC to confirm arrangements with TC.
- 5.3.6. TC commented that his document would be completed by the end of the week, ready for comments and additions. List to be added to by members, and members to put forward names for subgroup.
- 5.3.7. **Action to be taken: TC to provide an update at the October 2010 meeting.**

## **5.4. Review of Metering Arrangement update – Belinda Littleton**

- 5.4.1. BL referred to a paper during her presentation. Link to document on website: <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=2&refer=Markets/RetMkts/Metrng/Comp>

BL set out the main areas for the ROMA review, which is available on the website. These include:

- 1) Network companies' obligations
- 2) Vertical Integration

- 3) Commercial interoperability
- 4) Consumer protection

BL also listed out exclusions to the scope of the review. One of these exclusions is Stranding, to which BM expressed that he believed it to be an industry-wide problem, not just for price-regulated networks.

## **6. Reports/Updates**

### **6.1. Gas Safe Register – Mark Rolfe**

- 6.1.1. Covered in Agenda items.

### **6.2. EU Skills – Ian Smith**

- 6.2.1. No updates.

### **6.3. IGEM- Peter Hurst**

- 6.3.1. PH commented that there is a committee vacancy for a MAM other than NG on the GMC. People who would like to join IGEM and GMC should send him an email. Updates will be provided in magazines and internet.

### **6.4. BSI- Mike Buss**

- 6.4.1. Major issues are smart metering and the divergent view that exists between European countries and GB on the Communications devices for gas meters. Some European countries don't necessarily want two-way communication, however with DECC's potential view on the gas valve, 2-way communications will be necessary. National definitions will therefore be required.
- 6.4.2. JS also commented that a review of the Measuring Instrument Directive (MID) will need to be completed in the near future, so a consultation document will be published in August 2010. MB will forward to Ofgem for circulation upon receipt.

### **6.5. AMO- Tom Chevalier.**

- 6.5.1. TC raised a Smart Metering issue on the extent of training that should be provided to the meter operator. TC updated the board that there is an EU Skills workshop on 7/7/10 to look at the training requirements of Meter Operators and the workforce in general in preparation for smart.
- 6.5.2. He also raised a Smart Metering issue that was originally raised in MOCOPA. In the case that a gas smart meter is fitted in advance of the electricity smart meter, the gas smart meter requires the installation of an electricity-powered communications device. Should this be completed by the gas meter installer? Or should electricity meter fitters be present at the installation of the gas meter?

### **6.6. OAMI- Vic Tuffen.**

- 6.6.1. Thirty Seven audits have been completed nationally. The annual audit programme complete, however, five more visits are planned. 16 companies on the register are planned for removal (but only one as a result of a visit). Six new companies audited and due to be added to the register.

In terms of lessons learned, in VT's opinion the area of design authority needs to be reviewed. Under the Code of Practice the approved meter installer is responsible for the selection and design of the asset. However, in most cases, current industry processes preclude the OAMI from the decisions on meter size and pressure tier. As a result these decisions have been made before the installer is asked to quote for the work. Further more in the case of new connections, the load assessment is made based on an estimate. The situation is compounded where the installer is supplied with the asset, which had been specified and purchased by the Meter Asset Manager. It would be more expedient for the responsibilities for design authority to be held by the Meter Asset Manager.

There was some general agreement amongst the group, although it was commented that the Licence Condition may recognise the OAMI not the MAM as the design authority. However, RH replied that it seemed right that the design authority sat with the MAM.

This issue will be discussed in the context of the MAMCoP review.

#### **6.7.Overview of the MAMCOP audits – Terry Mundy.**

- 6.7.1. TM provided feedback on the annual audits, with a set of slides (see: <http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/MAMCoP%20presentation%20July%202010.pdf> )

### **7. Any Other Business**

BM presented an issue that had arisen as a result of the dislodgement of a wallmounted meter box which resulted in a RIDDOR Report being raised by the Emergency Service Provider (ESP). There were no grounds raise a RIDDOR in this case, but BM wished to share the learning from this event. A Panel of Enquiry (POE) was formed and one of the recommendations was from BM to report to the MAMCoP Board on the outcomes from the POE.

In essence, a correctly installed wall-mounted meter box situated in a public area and became dislodged, most likely due to a heavy load being placed on it (or persons sitting on the box). The box was fixed to the wall with the correctly supplied screw fixings. However due to the inappropriate load, the top set of screws became loose, and the customer called the the emergency number. The customer confirmed it was incorrectly reported as a gas escape. The ECV was in closed position and the meter outlet correctly capped. There was no escape of gas.

Recommendations from this incident suggest that where wall mounted meter boxes are sited in public areas consideration should be given to fitting larger bolts, or as part of the site specific risk assessment, the UIP should consider the potential for meter boxes to come loose due to potential interference damage.

As a safety precaution, a number similar jobs completed by the UIP were audited.

BM commented that the overall message was that a RIDDOR should only raised by the Network Owner. In line with the POE recommendations, a technical bulletin has been issued on this incident to all Inexus Group Companies.

## **8. Date for next meeting**

**8.1.October 12<sup>th</sup> 2010**

**8.2. December 14<sup>th</sup>2010**

**8.3.March (TBC) 2011**



# **ACTION**

# **LOG**

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<b>7</b>	<b>Structures Built around External Meter Boxes</b>	8/09/2009	DT to provide update on issue under Gas Industry Unsafe Situations forum and through GSR and report back on progress to MAMCoP Board.  DT took issue to Unsafe Situations Committee – agreement to review whether it should be classed as at risk.  DT will be reviewing the amendments and taking situation back to Unsafe Situations  Will be agenda item at October 2010 meeting.	DT
<b>8</b>	<b>Meter/ECV washers</b>	15/12/2009	BC produced note to MAMCoP board in December 2009. Action on MR to send bulletin to Ofgem for circulation and approval before being published by GSR.	MR
<b>10</b>	<b>Industry Standard Update (ISU)</b>	16/03/2010	Ofgem to Circulate relevant documents on behalf of EU Skills.	SR

<b>11</b>	<b>Old Chestnuts</b>	06/07/2010	TC to present update on Old Chestnuts working group work completed to date	TC
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