

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

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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	Harpal Bansal 4 <sup>th</sup> October 2011 10:30-15:00 Ofgem
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### 1. Attendance List

#### Attendance List

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|--------------------------|-----------------------------|
| 1. Kelly Sherwood        | Siemens                     |
| 2. John Meehan           | National Grid               |
| 3. Stephen Hanman        | WW Utilities                |
| 4. Mark Burrows          | National Grid               |
| 5. Peter Hurst           | IGEM                        |
| 6. John Heyburn          | Scotia Gas Networks         |
| 7. David Moorhouse       | National Measurement Office |
| 8. Jim Sibley            | GL Industrial Services      |
| 9. Perry Duhig           | EDF Energy EFS              |
| 10. Steve Brand          | United Utilities            |
| 11. Tom Chevalier        | Power Data Associates       |
| 12. Chris Chambers       | Health & Safety Executive   |
| 13. Ian Moss             | EU Skills                   |
| 14. Mark Rolfe           | GSR                         |
| 15. Dave Thorley         | National Grid               |
| 16. Steve Hayden         | Lloyds Register             |
| 17. Carlan Wickham-Hills | Engage Consulting Limited   |
| 18. Tom Pollock          | NGN                         |
| 19. Eric Greaves         | Energy Assets               |
| 20. Jim Dry              | SGN                         |

#### Ofgem Attendees;

Steve Rowe; Harpal Bansal

**Apologies:**

- |                      |                               |
|----------------------|-------------------------------|
| 1. Scott Agar        | EDF Energy                    |
| 2. Trevor Smallpeice | EAGA                          |
| 3. John Dale         | GTC                           |
| 4. David Perriam     | WW Utilities                  |
| 5. Mike Monkman      | Northern Gas Networks         |
| 6. Russell Gibson    | Energy Assets                 |
| 7. Rodney Hancox     | Energy Metering Solutions Ltd |
| 8. Vic Tuffen        | Wilcock Consultants Ltd       |
| 9. Michael Worrell   | National Measurement Office   |
| 10. Gary Cottrell    | SBGI                          |
| 11. Ian Aldridge     | NGrid                         |
| 12. Steven Gandy     | E.ON                          |
| 13. Andy Ritchie     | SMS                           |
| 14. Terry Mundy      | Llyods Register               |
| 15. Keith Johnston   | AIGT                          |
| 16. Ian Smith        | EU Skills                     |
| 17. Tim Nicholson    | Meter Provida Ltd             |

## 2. Review of Minutes from 26<sup>th</sup> MAMCoP Board Meeting

- 2.1. 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.

## 3. Review of Action Log

Action Ref	Issue	Date when originally raised	Action	Owner
1a	Review MAMCoP	18/10/2006	IGEM MAMCoP review approved by Board, subject to definition of 'should' revised to remove relation to 'best practice' and further references to such and also minor amendments.	Closed
1b	OAMI Cops review	18/10/2006	VT updated group, OAMI CoP updated. To be circulated for comment in parallel with MAMCoP revised version. To be agreed at October meeting. The Board agreed that the CoPs will not be overlapping in terms of content, and that in order to progress and accurately cross reference the documents, the MAM and OAMI CoPs should enter the public domain as soon as possible.	Closed
2	Appeals Process for MAMCoP/AIGT	17/01/2007	Right to appeal is needed in the MAMCoP, however Ofgem have no desire to be the appeals body, except perhaps under emergency circumstances. Some commented that a sub group could be selected by the MAMCoP board to arbitrate. MAMCoP document now approved by Board with appeals process.	OFGEM
3	Permalink Meter Boxes	16/06/2009	JS provided draft document for unsafe situations group. Comments to be fed back to JS by 05/07/2011. <a href="http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/Technical%20Bulletin%20-%20Gas%20safety%20conce">http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/Technical%20Bulletin%20-%20Gas%20safety%20conce</a>	Closed

			<a href="#">rn%20regarding%20the%20P ermali%20A%20type%20met er%20box.pdf</a>	
<b>4</b>	<b>EU Skills Information</b>	15/03/2011	Steve Collier sent out template for MAM smart meter rollout modelling	Closed
<b>5</b>	<b>Smart Metering Installation CoP (ERA)</b>	15/03/2011	Agenda item for October 2011 meeting.	Closed

## 4. Agenda Items

### 4.1. Smart Metering Installation Code of Practice – Carlan Wickham-Hills

4.1.1. CWH presented the following presentation on the the progress of the Smart Metering Installation Code of Practice.

**Link here (once published)**

4.1.2. CWH discussed the background of the code and past developments. He pointed out the main objectives of the code are to ensure all consumers receive a high standard of service during their smart meter installation, understand what to expect from the installation visit, how to use their In Home Display (IHD) and how their actions can improve their energy efficiency. CWH also noted that the code will not overlap with other codes.

4.1.3. He discussed what is included in the code, listing the recruitment requirements and the rules regarding sales and marketing. CWH pointed out that the industry is to own the code in principle.

4.1.4. The code is now open for public consultation which can be found in the link below. Please note, the consultation closes on 10 November 2011. CWH mentioned that GEMA is to approve the code in April next year.

<http://www.energy-retail.org.uk/documents/InstallationCodeofPracticeAug11v027.pdf>

### 4.2. <http://www.redtapechallenge.cabinetoffice.gov.uk/home/index/> MAMCoP Consultation – Steve Rowe

4.2.1. SR stated that the MAMCoP consultation is due to be published on 5<sup>th</sup> October 2011. Please see below for the link to the consultation.

<http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=105&refer=Markets/sm/metering/crf>

4.2.2. In discussion around the consultation, SR said that under the current framework, the MAMCoP scheme is unable to reach its full potential.

4.2.3. Currently, Ofgem is liasing with Supply Point Administration Agreement (SPAA) to transfer the code. Should the transfer be successful, SPAA will operate the MAMCoP board, audit functions and governance code. SR mentioned that the new owners of MAMCoP will need to procure an audit function.

- 4.2.4. Under the current framework, only suppliers have voting rights however, there is the potential that Meter Assesment Managers (MAMs) may get the right to vote should the code transfer to SPAA.
- 4.2.5. SR mentioned that there is an aspiration to get I&C into the code. In addition, SR noted there is not a proposal to transfer Ofgem Approved Meter Installers (OAMI).
- 4.2.6. Ofgem believe the transfer will allow the scheme to reach its full potential as SPAA has additional legal powers.
- 4.2.7. There is an aspiration to transfer the scheme to SPAA by early next year, this takes into account the need for SPAA to do some additional procurement and licence changes.
- 4.2.8. In relation to point 4.3 - change of the MAMCoP code- board members voiced their concern over why the changes cannot be implemented immediately. Tom Chevalier asked the following question:

**SR Action: Tom Chevalier asked SR to give a written reponse to the following question:**

“Putting the appeals process to one side, why can’t the proposed changes to the Meter Asset Manager Code of Practice be implemented by April 1st 2012?”

### **4.3. Meter Asset Management Accreditation Scheme – Steve Hayden**

- 4.3.1. Following the proposed publication of the revised MAMCoP in late 2011, Lloyds Register is proposing to include the following additional areas shown below within surveillance and re-accreditation cycles planned for late 2011/2012. For any new organisations seeking accreditation following publication of the revised document, the changes shown below shall form part of the initial assessment.

Please see below for a link to the proposed changes:

**Link here (once live)**

### **4.4. Update on Meter Washer Issue – Mark Burrows**

- 4.4.1. MB gave an update on the issue of faulty meter washers. MB stated that there have been tests on three manufacturers washes to identify the problem and tests on samples gained from suppliers.
- 4.4.2. New washers have been trailed in 94 installations and no problems have been identified on revisits.
- 4.4.3. JS and MB are testing new washers and these washers are currently under review at GSE/25 and BS746.
- 4.4.4. MB commented that the problem is more persistant on smaller sites in comparion to industrial and commercial sites.

Action: CC to liase with Trading Standards on how the issue will affect the smart meter rollout and to relay back to the board.

### **4.5. Copper Theft Complaint – Chris Chambers**

- 4.5.1. CC described a concern raised by a tenant of a block of flats who had his meter removed from under his sink to an external wall. CC noted that the Health and Safety Executive (HSE) investigated the situation.
- 4.5.2. The board and CC discussed the problems this raises, most notably the increased risk of copper theft.
- 4.5.3. CC asked if any board members want to be a representative on the BS6891 panel to discuss the issue. Please get in touch with CC should you want to be a representative.

#### **4.6. Discussion on Electrical Cross Bonding Label – Tom Chevalier**

- 4.6.1. TC presented to the board a label titled: Electrical Cross Bonding. TC noted that the label did not have anything which could identify who it belonged to. TC asked the board if they knew who the label belonged to.
- 4.6.2. A board member noted that the label may belong to the Electrical Networks Energy (ENE).

## **5. Reports/Updates**

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

- 5.1.1. MR gave a short report covering the success and activities undertaken during Gas Safety Week 12-18<sup>th</sup> September:

An advertising reach of over 21 million was achieved which included

8 x mainstream TV interview pieces

62 x radio interviews

92 x newspaper promotions and articles

26 x on-line

922 organisations signed up and actively supported the event.

Due to this success it is very likely that this will be an annual event and MR thanked anyone who provided support from the group.

### **5.2. EU Skills – Ian Moss**

- 5.2.1. Normative standards:

- IGEM/UP/1C -Strength testing, tightness testing and direct purging of NG and LPG meter installations. Meter installations only (and which are out of scope of IGEM UP/UP/1B). Requires means to isolate meter installation from downstream pipework, MOP up to and including 7 bar; volume up to and including 1 m<sup>3</sup>, no PE pipe or fittings.

- TPCP1C to be introduced as a new ACS assessment criteria. Operatives may choose to use another Standard and UP/1C has a limited application and therefore should be an 'optional' assessment.
- IGEM/GM/6 Edition 2 – Non-domestic meter installations, Standard designs, CMET 1 and Met4 to be amended to include changes to GM/6. CMET1 covers the scope of GM/6 entirely whereas MET4 covers the scope up to U40 installations.
- Main changes are that operatives working on by-passes will have to use GM/8, therefore the operation of a by-pass will move to CMET2 which covers GM/8. The issue is whether parts of GM/8 should be included.

#### 5.2.2. QCF Smart metering qualification (EUSGU 023 Level 2 Diploma in Gas Smart Metering)

- BPEC, City & Guilds to offer the qualification
- EAL and Logic are also Awarding Bodies offering gas qualifications
- Qualification is aligned to CMA1 and MET1 for Gas Safe Registration
- Additional qualification to be produced to include medium pressure (REGT1 & MET4)

#### 5.2.3. Smart metering apprenticeship framework:

- Submitted for funding to the 'Skills Funding Agency'
- Results for funding soon.
- Dual fuel minimum

#### 5.2.4. Smart metering accreditation:

- Smart metering approved provider
- National database for installers (for gas aligned to Gas Safe Register)
- Gas, electric and dual fuel qualification
- Independent expert appraisal for accreditation (Kelly Sherwood from MAMCoP)
- Quality assurance to be applied
- Approved methods for the up-skilling of existing meter operatives to be offered by the Skills Academy.

### 5.3. IGEM- Peter Hurst

Standards recently published:

5.3.1. IGEM/TD/13 Edition 2 Pressure regulating installations for Natural Gas, Liquefied Petroleum Gas and Liquefied Petroleum Gas/Air published in September 2011. Seminars on 27<sup>th</sup> October and 9<sup>th</sup> February 2012.

5.3.2. IGEM/UP/16 Design for Natural Gas installations on industrial and commercial premises with respect to hazardous area classification and preparation of risk assessments published in October 2011. Seminar 20<sup>th</sup> October.

Standards in review

- 5.3.3. IGEM/G/1 Defining the end of the network – draft for comment to be issued in October 2011.
- 5.3.4. IGEM/SR/29 Edition 2 Dealing with reported gas escapes is in draft after comment publish in November.
- 5.3.5. IGEM/GM/7B Edition 2 Hazard area classification for gas metering equipment – review will start shortly.

#### **5.4. BSI- Jim Sibley**

JS noted that standard 6400-1 – the specification for the installation, exchange, relocation and removal of gas meters with a maximum capacity not exceeding 6 m<sup>3</sup>/h is current up for comment and is seeking representatives.

#### **5.5. AMO- Tom Chevalier**

- 5.5.1. TC shared knowledge of DECC's smart programme. He noted that DECC currently have a Home Area Network (HAN) distribution group which is currently testing the use of a HAN.

#### **5.6. OAMI- Vic Tuffen**

Vic Tuffen was unable to provide a verbal update to the board however, he submitted the following comments before the meeting:

- 5.6.1. Applications for OAMI's continues to be relatively high at 28 for the year to date. Approximately 23 have been converted to Ofgem approved gas meter installers. This compares with 12 completed in each year of 2009 and 2010.
- 5.6.2. Review of OAMI codes of practice. I have now created a circulation list of all OAMIs and MAMs and I will shortly be circulating the revised text. I will also send a copy to yourselves to be sent out to all MAMCoP board members. I will allow four weeks for comments.
- 5.6.3. Review of the GT suite of documents. This is progressing with GT1 and GT2 nearing completion of the first draft. If Dave Thorley is at the meeting he will be able to give you more information. Once they are ready we will send you copies for circulation to the MAMCoP board and we will circulate them to the MAMs for comment.
- 5.6.4. The SBGI has written to Steve Rowe to try to get clarification on Ofgem's position on SMICoP and the impact of the Smart Meter Programme on other legislation. It would be helpful if Ofgem had a response to this letter.
- 5.6.5. There is a rumour that there is a consideration that the governance of the MAMCoP and OAMI would be moved to Supply Point Administration (SPA). Again it would be useful to clarify whether this debate is taking place and perhaps open it wider or kill the rumour.

## **6. Any Other Business**

- 6.1.1. Dave Thorley from National Grid raised the issue that National Grid has received over 1000 calls in regards to the damage of the gas test nipple. In discussion, DT noted that the damage does not always result in the escape of



gas and such issues should be the responsibility of the supplier/meter asset manager (MAM).

## **7. Date for next meeting**

08 December 2011

# **ACTION**

# **LOG**

<b>Action Ref</b>	<b>Issue</b>	<b>Date when originally raised</b>	<b>Action</b>	<b>Owner</b>
<b>1a</b>	<b>Changes to MAMCoP</b>	18/10/2006	MAMCoP to be presented for information as final draft.  Ofgem to update references and contacts.	IGEM/Ofgem
<b>1b</b>	<b>OAMI Cops review</b>	18/10/2006	VT updated group, OAMI CoP updated. To be circulated for comment in parallel with MAMCoP revised version. To be agreed at October meeting.  The Board agreed that the CoPs will not be overlapping in terms of content, and that in order to progress and accurately cross reference the documents, the MAM and OAMI CoPs should enter the public domain as soon as possible.	Wilcock
<b>2</b>	<b>Appeals Process for MAMCoP/AIGT</b>	17/01/2007	Right to appeal is needed in the MAMCoP, however Ofgem have no desire to be the appeals body, except perhaps under emergency circumstances.  Some commented that a sub group could be selected by the MAMCoP board to arbitrate.  MAMCoP document now approved by Board with appeals process.	Ofgem
<b>3</b>	<b>Smart Metering Installation CoP (ERA)</b>	15/03/2011	ERA will be running and looking to make use of the SMICoP later in the year. Document underpinned by license conditions.  Ofgem needs to show position on SMICoP.  Many MAMCoP members uninformed so will be added as an agenda item for October's meeting. ERA will give and update with potentially a representative from DECC to give an overview of Smart meter implementation and rollout.	ERA/Ofgem
<b>4</b>	<b>MAMCoP Audits</b>	<b>28/06/2011</b>	Lloyds Register will present at the October Board meeting	<b>TM/SH</b>

			with their proposed changes to the audit scheme.	
<b>5</b>	<b>MAMCoP Competency</b>	<b>28/06/2011</b>	PH to email out a revised copy having taken into account comments, which Board members can comment on.	<b>PH</b>
<b>6</b>	<b>Meter Washer Issue</b>	<b>04/10/2011</b>	CC to liase with Trading Standards on how the meter washer issues will affect the smart meter rollout and to relay back to the board.	<b>CC</b>
<b>7</b>	<b>Proposed MAMCoP changes</b>	<b>04/10/2011</b>	SR to answer the following question put forward by Tom Tom Chevalier "Putting the appeals process to one side, why can't the proposed changes to the Meter Asset Manager Code of Practice be implemented by April 1st 2012?"	<b>SR</b>