

Venue: Hilton Hotel, Northampton
Date: Thursday 16 April 2009

Chairman: Tony Elphick, ADS Ltd
Recorded by: Tony Elphick, ADS Ltd

Attendees:

Alex Breadbury	Retail Energy Forum/B+Q	Andy James	OnStream
Colin Boughton-Smith	EMT	John Lees	SPAA / npower
Alan Aldridge	ESTA	Chris Childs	t-mac Technologies
Steve Mulinganie	Onshore Consulting		

Circulation: all stakeholders registered with ESTA.
See full list of Committee members in appendix 1.

Definition

1. **ASPCoP**
Automatic meter reading **S**ervice **P**roviders **C**ode **O**f **P**ractice
focus is the GAS market

Purpose of the meeting

2. To establish a Technical Committee made up of ESTA members and Stakeholders to take on the ultimate responsibility, release/change management and seek adoption of the code of practice by the industry i.e. MAM'S, Suppliers and Distribution Networks.
3. To consider feedback and gain agreement of content of recently released ASPCoP version 0.8.

Committee scope and title

4. Given the content that was discussed and needs to be progressed, it was agreed that the correct title for this forum would be the **Management Committee** (technical issues would only be part of the committees' responsibilities).
5. **Committee membership:** It was agreed that the current mix of members was aimed at developing and establishing the ASPCoP and this was likely to be different to the ongoing requirement to manage the ASPCoP.
6. It was therefore agreed that the current nominees would stand [although not quite the balance suggested previously] in order to ensure that all sections of the industry were fully represented.
7. A full list of Management Committee Members and contact details are given in Appendix 1. Total Membership 15 – ESTA Chairman; 5 ESTA Members; 7 non-ESTA/Supply side; 2 End User associations/demand side.

Conversion of volume to kWh

8. It was stated that Converter Volume (CV) accuracy problem was not covered in the current version of the ASPCoP. The issue is the timescale of availability of conversion data. Using current timescales for availability of conversion data would not allow delivery of kWh information within the stipulated 24 hour period.
9. There is a separate committee outside ASPCoP looking at the issues of conversion availability and this committee felt it would be advantageous to use the output of that committee when available.

10. It was agreed that ASPCoP should base its initial data transfer on volume data. Stage 2 to provide KWH reading in line with the requirements of the various legal schemes such as DECs and CRC.
11. SPAA to ensure liaison with customer and supplier on this matter.
Action: John Lees, SPAA

Explanatory notes

12. It was agreed that the ASPCoP should include a section of guidance notes so that interactions and use outside the ASPCoP could be put into context and assist those trying to implement systems. This is to include how to access data in the system.
13. Steve Mulinganie agreed to provide a description and source to recover CV info and a MAM representative for this committee.

Governance procedures and management

14. A formal definition of how the ASPCoP is to be managed is required. John Lees agreed to provide a copy of the SPAA terms of reference in order that ESTA could use this as a guide to their own terms of reference.
15. ESTA would welcome other examples from stakeholders that are appropriate to the ASPCoP.
16. It was stated we will need an independent arbitration service to settle any ASPCoP issues.

ASP Data Hub

17. Steve Mulinganie presented an approach to illustrate the requirements and possible structure of a datahub aimed at providing a mechanism for the industry to efficiently manage information about installations and service activity.
18. Copy of the presentation attached.
19. It was decided that with ESTA NOW managing the ASPCoP then it made sense to also take on the management of the ASP data hub. Commercial details would need to be developed but the meeting agreed that there was value in knowing details of a site before visiting and of having that data recorded. It would for example reduce the number of abortive visits.
20. Tony Elphick to attend the next SPAA meeting to declare ESTA's commitment to take on the generation and management of the ASP data hub. This being subject to further commercial investigation by ESTA.
21. It was stated that the installer's reports could be linked to the hub to ensure an accurate meter asset register. It could also include a client sign off before installation can commence and that any existing equipment should be carefully considered to best endeavours before removal. This should be a condition of final status on the installers report.

Timescale

22. An outline timetable was agreed as follows:
23. Wednesday 27 May 2009:
next Stakeholders meeting venue to be advised AA.
24. Wednesday 17 June 2009:
next Management Committee meeting at this venue.
25. Wednesday 1 July 2009:
ASPs to make expression of interest in becoming accredited
26. Thursday 1 October:
ASPs to make formal application against ASPCoP procedures and criteria.
27. End 2009:
Formal approval of ASPs through accreditation.
28. End 2009:
Management committee to reconstitute to facilitate on-going ASPCoP management.
This may involve voting on both ESTA and non-ESTA representatives.

Applicant Process and Criteria

29. Applicants to sign up to ASPCoP final version in conjunction with GM7.
30. Provide three references.
31. Commit to train installation staff to ASPCoP NVQ
32. Committee to consider current training standards of applicant companies in order that this training can be approved to meet the ESTA run NVQ.

Next Meeting

12:30 Wednesday 17 June 2009

Hilton Northampton

Agenda items to Tony Elphick please by Wednesday 3 June 2009. Thank you.

Appendix 1 Management Committee Members

Committee Member	Organisation	Telephone	Email
Chairman ESTA			
Tony Elphick	Advanced Desktop Systems Ltd	01444 454487	tony.elphick@advanceddesktop.com
ESTA Members			
Colin Boughton-Smith	EMT	01628 664056	cbs@energymeteringtechnology.com
Chris Childs	t-mac Technologies	01246 233632	chris.childs@t-mac.co.uk
Nigel orchard	Pilot Systems	020 8762 9845	nigel@pilotsystems.com
Alan Jones	TruRead	0845 260 1122	alan.jones@truread.co.uk
Paul Hamblyn	Pulse 24	0870 225 4660	paul.hamblyn@pulse-24.co.uk
Non-ESTA and supply side			
Richard Street	Corona Energy	020 8632 8136	richard.street@coronaenergy.co.uk
Andy James	OnStream	07866 816221	andy.james@uk.ngrid.com
John Lees	SPAA / npower	0190 534 0770	john.lees@npower.com
Steve Mulinganie	Onshore Consulting	07990 972568	steve@onshoreconsulting.co.uk
Keith Tait	Accuread	0191 201 7504	taitk@accuread.com
Eric Fowler	National Grid Metering	0121 424 8574	eric.g.fowler@uk.ngrid.com
Russel Gibson	Energy Assets	01506 425665	russellgibson@energyassets.co.uk
End User / demand side			
Alex Spreadbury	Retail Energy Forum / B & Q plc	023 8062 5222	alex.spreadbury@b-and-q.co.uk
Eddie Proffitt	MEUC	020 8997 3854	eddie.proffitt@meuc.co.uk