

Venue: Hilton Hotel, Northampton
Date: Wednesday 17 June 2009

Chairman: Tony Elphick, ADSL
Recorded by: Tony Elphick, ADSL

Attendees:

Alex Spreadbury	B&Q plc	Steve Mulinganie	OnShore Consulting
Richard Street	Corona Energy	Fred Reynolds	OnStream
Colin Boughton-Smith	EMT	Alan Jones	TruRead
Eric Fowler	National Grid Metering	Gareth Jenkins	Siemens Metering

Circulation: ASPCoP Management Committee Members
Available on ESTA website at [ASPCoP for GAS](#)

Code of Practice

1. Draft version v0.8 now released to incorporate Onstream comments. No other feedback from Stakeholders.

Issues and actions:

2. Following the release of version v0.8, it would appear that not all interested parties had access to the document therefore it could not be finalised. It was agreed that the method of distribution and access must be improved in order that transparency can be achieved. ESTA to resolve and test with final distribution list.
[ESTA note: all documents are available on the public ESTA website at: www.esta.org.uk/ASPCoP.php (this IS case sensitive) and can also be browsed via www.esta.org.uk > Links > ASPCoP for GAS]
3. Steve Mulinganie to set up a conference call on 25 June 2009 at 10:00 to finalise version v0.8. Target to finalise = End of June 2009 = version v0.9.
4. Target date for release of Management Committee approved version v1.00 = 1 August 2009.
5. Concern was raised by Eric Fowler that not all parties have been told of the ASPCoP. For example, the Independent Gas Networkers (reference given = Bob Murray, David Speak and Mike Gibson iGT-UNC@gemserv.com) and installers not connected with ESTA need to be made aware. Is it possible that ESTA in conjunction with OFGEM could ensure that all parties are covered and therefore documented evidence then exist of communication to all?
[ESTA note: YES but stakeholders and Management Committee members also have a responsibility to propagate involvement. Each email circulation on ASPCoP includes the ability to forward the email to additional interested parties. Please forward and ask contacts to register with ESTA as a stakeholder]
6. Above actions should ensure that the industry is aware that the Code of Practice is transparent and open to all via the change management scheme.
7. It was stated we would need an independent arbitration service to settle any ASPCoP issues.

Management committee list

8. It was agreed that Management Committee membership would be adjusted to:
 - Fred Reynolds, OnStream, M: 07774 237943, E: fred.reynolds@uk.ngrid.com [replacing Andy James of OnSteam].

- Mark Pearce, Pulse 24, M: 07919 893912, E: mark.pearce@pulse-24.co.uk [replacing Paul Hamblyn, Pulse 24].
9. Gareth Jenkins, Siemens Metering Services, T: 0115 906 6771, E: gareth.jenkins@siemens.com. Membership to be discussed with TE.

[**ESTA Note:** lists of Management Committee members and Stakeholders are posted at [ASPCoP for GAS](#)]

Training

10. Training was discussed and it was agreed that in order to ensure competence all concerned must go through some form of relevant training. This could be by offering training to participating companies or approval of company private schemes by the Management Committee!
11. CMIT limited scope guidelines for comparison still to be provided by Steve Howard of Technolog as agreed at Stakeholder meeting 27 May 2009.

ASPCoP Accreditation

12. It was generally agreed that self-certification was the most practical method of operation. Policing of this would be by the independent auditing service. Auditing could be by site visit or laptop in order to minimize costs. Richard Street confirmed he could generate an accreditation tick list and questionnaire for this purpose. The scheme would be managed via the participating company's database.

Method to start the scheme

13. Signatory on participating companies headed paper to include accreditation tick list and answers to questionnaire.
14. Auditing of signatories'.
15. Accreditation if auditing is satisfactory.
16. Non-acceptance appeal to be via the Management Committee and escalation to independent auditor if disputed.

Costs and Business Plan

17. The general consensus of opinion was that ESTA should take on the management of the ASPCoP scheme. In the long term, it may be possible that funds to support ESTA and ASPCoP management may be derived by agreement with the Data Hub provider. License (3 years) costs would be derived by ESTA admin costs plus audit framework costs (provided by Fred Reynolds and Richard Street) divided into the number of participants. Audit and training costs will be provided by the ASP. Data Hub provider will be determined by relevant tender.
18. It was stated that although ESTA had shown interest in providing the DATA Hub that this might be seen as a conflict of interest! Richard Street volunteered to attend next ESTA Council meeting to discuss the community approach to this type of Industry initiative.

Next Meeting

Wednesday 22 July 2009
Watford at facilities provided by Richard Street.