

Minutes of Meeting

ASPCoP Committee Meeting

Venue: Holiday Inn Express, Northampton **Chairman:** Tony Elphick, ADSL
Date: Wednesday 13 May 2010 **Recorded by:** Steve Mulinganie, Gazprom

Attendees:

Richard Street	Corona Energy	Nigel Orchard	Pilot Systems
Colin Boughton-Smith	EMT	Mark Pearce	Pulse 24
Eddie Profit	MEUC	Andy Beggs	SPAA / (Electralink)
Nino Barresi	NGM [for E Fowler]	Steve Howard	Technolog
Andy Jones	OnStream [for F Reynolds]	Alan Jones	Truread

Guests:

Tom Chevalier AMO

Apologies/cc:

Ben Mulcahy	Energy Assets	Fred Reynolds	OnStream
Keith Tait	G4S	Alex Spreadbury	REF/B+Q
Eric Fowler	NGM		

Copy on ESTA ASPCoP website

Approval of previous minutes

1. Approved.

Actions arising from previous minutes

2. Para. 14: Review the wording of ASPCoP and propose a change regarding 'material changes' if necessary. Outstanding. **Action: SM/EF**
3. Para. 23: Appointment of additional directors MRF/SM/AJ. Actioned but not yet complete. **Action: (AA)**
Memorandum of undertakings; insurance; board meeting. **Action: (AA)**
4. Para. 24: Fees for administration. Outstanding. **Action: ESTA MS Board**
"The Group discussed the formation of ESTA Management Services Limited and it was felt that this needed to be completed as soon as possible. Action: AA to move forward"
[**Post meeting note:** the company, ESTA Management Services Limited, is FULLY setup. Only appointment of additional Director's appointments as para. 4 outstanding]
5. Para. 27: Appointment of auditor(s) and audit programme. Outstanding. Interview due after this meeting. **Action: RS/SM/AJ**
MC felt that more interviews should be carried out and that the selection criteria can be demonstrated as correct. **Action: RS/SM/AJ**
6. Para. 33: Sub-group for promotion. Outstanding. **Action BM/RS/AS**
7. Para. 43: Training – review of TruRead package. Outstanding. **Action: (AA)/AJ**
Power Skills Academy set up by the Electricity and Gas Council industry to focus on recruiting for metering. Consider. **Action: (AA)/AJ**

Proposed amendments of ASPCoP v1.0

8. The legal review [BHJ Gately Wareing LLP] confirms that there are no identified major legal risks or duties as a result of the ASPCoP – either on Energy Services and Technology Association Limited or ESTA Management Services Limited.

9. The review did conclude that it would be desirable to substantially revise wording to use simpler English with less words – this itself will reduce the risk of misunderstanding in the meanings and interpretation of the text.
10. The proposed changes are quite extensive and it was agreed that to facilitate discussion the “Marked up” version should be issued via a formal change request
Action: SM to raise a formal Change Request with ASPCoP MC Chairman.
11. To avoid delay the group agreed that in accordance with Section 3.0 of Appendix 7 the Change Request shall proceed to the Consultation Phase as set out in Section 4.0 of Appendix 7.
12. Normally the process would then proceed to a Voting Phase – however due to the complexity & scope of the changes I [SM] believe that progressing to a Vote should be deferred to allow discussion on the responses and the potential for the CR to be amended in light of those responses.
13. **Action: Seek view of MC on a review of comments received before enacting the voting phase.**

Current status and new ASP applications to be considered

14. New accreditations since last meeting: OnStream and G4S – total 7 accredited.
15. Due pending payment: Siemens Metering Services.
16. No other outstanding applications.

ASP application appeals

17. None.

ASPCoP Accreditation

18. Updated ASPCoP logo, specific ASP accredited logo and ASPCoP certificate approved.
19. Prepare and distribute logos and certificates to accredited ASPs. **Action: (AA)**
20. Register the ESTA ASPCoP logo as a Trademark. **Action: (AA)**

ESTA Management Services Limited

21. The Group discussed the “Audit regime” and concern was raised over the fact that only 1 party was being interviewed. It was felt that details of any selection process needed to be made visible if only 1 party was to be interviewed.
22. Confirm that suitable due diligence had been undertaken. **Action: AA**
[**Post meeting note from ESTA:** The opportunity has been displayed to both the ASPCoP stakeholder group and to ESTA members. Two potential candidates came forward however, one decided not to proceed as the potential income from the activity was quite low – total about £10-12k pa.]
23. Members of the MC agreed to an initial meeting with the prospective auditor.
Action: AJ/MP/RS
[**Post meeting note from ESTA:** Following the interview, ESTA propose to appoint Mike Williams of Williams Associates as the **FIRST** ASPCoP auditor, to progress the initial audits and seek interest from further parties for a second auditor. It has been noted that several groups have the capability for these audits and we will ensure they are approached.]

24. The Group discussed the potential for ESTA Management Services Limited to provide training. **Action: AA** to write to the 'Power skills academy' to highlight the lack of an independent training course and to see if they can provide a solution.

Datahub: review of RFI Responses

25. The Group discussed the 6 responses and noted 1 substantially different as it relied on the existing party's ability to access to data via the Sites and Meters Data Base.
26. The two Suppliers present noted that actions have already been raised within distribution Workstream to clarify and facilitate fair access to such data. The Suppliers agreed to update the MC on progress.
Action: RS/BGB to update the MC.
27. The Group agreed that all of the 6 responses were credible and could be capable of providing an economic, workable solution. There were no major differences in the business and delivery approaches. It was therefore agreed that the process would move to a full tender and ALL 6 respondents would be invited to bid.
28. The group agreed to set up a DataHub Tender Sub Group to oversee the development of the Tender. Mark Pearce (Pulse 24) agreed to Chair the Group and representation was sought for the Group
29. Group members to include Andy Jones (MAM); Steve Mulinganie (Supplier); Richard Street (Distribution); Alan Jones (ASP); Nigel Orchard (software).
30. MP agreed to put a timetable together and circulate to the MC. **Action: MP**
31. The Group will Review and comment on RFI submissions, develop a tender (for approval by MC) and manage the tender process. More detailed Terms of Reference to be approved at the first meeting. **Action: MP**

AOB

32. The Group discussed concerns raised by DECC and Ofgem that consumers are experiencing problems on a Change of Supplier (CoS) event with maintaining continuity in respect of existing ASP arrangements. ESTA agreed to write out to Suppliers highlighting the issue of problems around CoS.
33. **Action: SM to Draft letter by Friday 14 May 2010**
34. **Action: (AA) to issue draft for comment by Friday 21 May 2010**
35. **Action: (AA) to issue letter to suggested list of Supplier contacts**
36. The Group discussed the need for a "Consumer Awareness" Letter & FAQ guidance note. **Action: MC to develop – CBS**
37. The Group discussed developing a letter to Ofgem to highlight the fact that in a number of cases it is the consumer who is interfacing directly with the ASP.

Next Meeting of ASPCoP Management Committee

13:00 Wednesday 11 August 2010

Blisworth Suite, Holiday Inn Express, Northampton