

**Without prejudice**



Our Ref: AA/ASPCoP/Application

November 2009

To ASPCoP applicants

ESTA Management  
Services Limited

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Dear Sir

### **ESTA Automatic Meter Reading Service Providers Code of Practice for Gas Meters**

This letter sets out the arrangement by which you can apply for accreditation under the ESTA ASPCoP, how it is being administered and the schedule of fees.

The associated document is the ESTA Automated Meter Reading (AMR) Service Providers (ASPs) Code of Practice for Gas Meters. This Code of Practice (CoP) is for Automatic Meter Reading (AMR) Service Providers (ASPs), who provide data relating to gas consumption from non-domestic Consumers. The CoP is hereafter referred to as the ASPCoP.

ASPCoP can be downloaded from the ESTA website at [www.esta.org.uk/ASPCoP.php](http://www.esta.org.uk/ASPCoP.php)

ASPCoP is a voluntary Code of Practice. It is not underpinned by legislation and does not confer any new obligations or rights on any party. Its purpose is to inform stakeholders of best practice and establish minimum standards for ASPs.

ASPCoP provides a standard for the provision of non-domestic sector gas (meter and/or converter) consumption and interval data. Compliance with the ASPCoP will be recognised by participants in the energy market.

The ASPCoP is designed to cover all requirements to be undertaken by an ASP but does not cover commercial and business information flows required between the Supplier, MAM or any contractual requirements.

#### **Structure**

The Scheme is administered by ESTA Management Services Limited [a wholly owned subsidiary of the Energy Services and Technology Association Limited] and incorporates the following functions:

#### **Management Committee**

To oversee and manage the ASPCoP including proposed variation to the ASPCoP, Administration Services for accrediting ASPs, Audit Services and future Datahub Services. Provision of Datahub Services is currently under discussion and is envisaged to be available during the 2010.

**Administration Services**

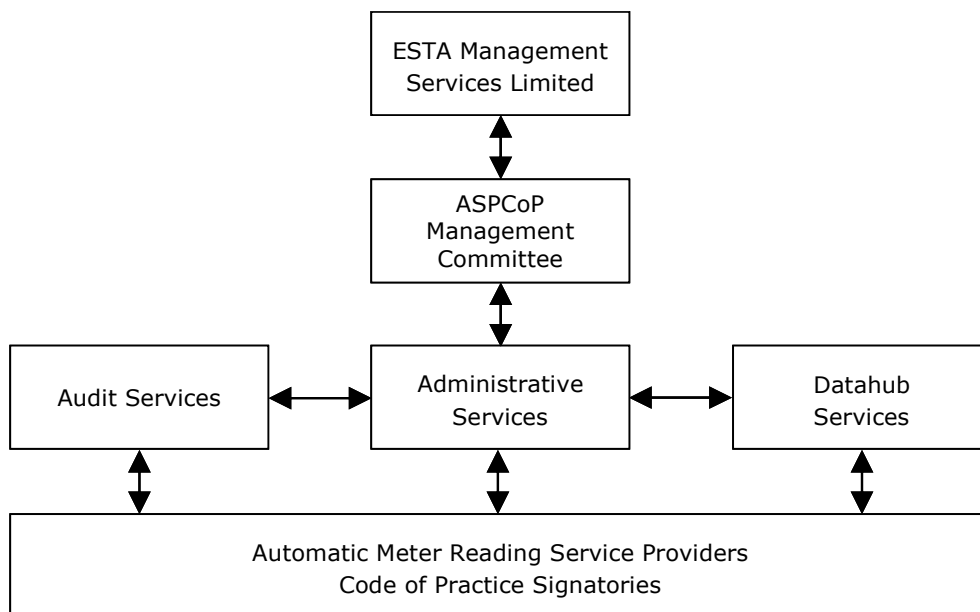
Administration Services are responsible for the day-to-day administration of the CoP, the accreditation procedures and holding and promoting the list of accredited ASPs. This includes making the details of the ASPCoP and accredited ASPs available on the internet.

**Audit Services**

The Audit Services will be responsible for carrying out the Accreditation of new entrants into the Scheme and also the ongoing Audit of existing members of the ASPCoP.

**Data Hub Services**

The Data Hub Services will be responsible for the provision and management of the ASP Data Hub which it is envisaged will provide key industry data for market participants.



**Application Process**

Should you wish to participate in the scheme please complete and return the attached application form, the proforma invoice and ASPCoP annual registration fee.

**Audit**

As part of the application process applicants must demonstrate, to the satisfaction of the scheme auditor, that both applicants and where relevant their appointed agents are compliant with the ASPCoP.

Initial assessment will be a Desktop audit. However, if the auditor requires a site visit to satisfy them that the applicant meets the appropriate level of competence then this will be charged as an additional service.

For example

If Company A applies and satisfies the auditor as a result of the Desktop exercise then Company A will pay the Desktop Audit Fee.

If Company B applies and fails to satisfy the auditor through the Desktop exercise then the auditor will undertake a Site Visit and Company B will pay both the Desktop Audit Fee and the Site Visit Audit Fee [see attached schedule].

### Transition Arrangements

During development of the ASPCoP we have recognised that a number of parties already operate in the market and thus we propose that for an initial period applicants will be able to 'self certify' their compliance with the ASPCoP subject to being audited by the scheme auditor before the anniversary of their registration.

This will be an undertaking confirming compliance with the whole of the ASPCoP.  
No caveats or deviations allowed.

From 1st October 2010 those wishing to sign up to the scheme will be subject to the Audit process prior to being deemed as Accredited under the ASPCoP.

### Fees

The annual fee will cover the costs associated with the management and administration of the scheme. A Schedule of Fees is attached to this document. The fees will be reviewed annually by the Management Committee and the Board of ESTA Management Services Limited. Any changes up or down, will be implemented on 1 January every year [first review 1 January 2011].

There is no application fee but the first annual fee must be provided with the application.

Until VAT registration for ESTA Management Services is confirmed, the proforma invoice includes an amount equivalent to VAT at 15%. Once payment is received and VAT registered is confirmed we will issue a VAT receipt. This adheres to HMRC guidance.

### Queries

If you have any further questions please contact the Scheme Administrator at:

ASPCoP Administration  
ESTA Management Services Limited  
252A High Road  
Benfleet  
Essex SS7 5LA  
T: 01268 569010  
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Yours sincerely



Alan Aldridge  
Director

Encl:

## **Schedule of fees for ASPs accredited under ASPCoP**

### **ASPCoP annual registration fee: £2,500-00p**

This fee is payable with the application and is due annually on the date of acceptance.

Each accredited applicant will have a registration number and certificate of compliance with ASPCoP. This certificate will be valid and dated up to the date of renewal. Subsequent certificates will only be issued when the annual fee has been paid and will run consecutively to the previous certificate.

Accredited ASPs who do not pay their fees by the due date may be removed from the list of accredited ASPs after Management Committee review.

If payment is received after the due date then the accreditation period will run continuously from the previous certificate for 12 months i.e. there is no 'free' period due to delays in payment.

### **Audit fees:**

Several auditors will be appointed by the ASPCoP Management Committee. These auditors will work on the agreed basis of the fees below. The contract arrangements for the audit is between the ASP and the appointed auditor and payment is to be made by the ASP directly to the auditor.

### **Desktop Audit fee: £ 500-00p**

This fee is fixed and to be paid directly by the ASP to the approved assessor.

### **Site visit Audit fee + £ 500-00p**

plus reasonable travelling expenses. Fee plus expenses capped at £1,000-00p.

When required this is in addition to the Desktop audit fee.

This fee is fixed and is to be paid directly by the ASP to the approved assessor.

These fees exclude VAT and are valid until 31 December 2010.

Note that fees for use of Data Hub services will be separate from the ASPCoP registration and audit fees. We envisage these will be based on a 'per use/per click' basis which will make the costs scalable to actual use by ASPs. Data Hub fees will be advised during 2010.