

Venue: Corona Energy
Edward Hyde Building
38 Clarendon Road
Watford
WD17 1JW

Date: Thursday 13 August 2009
9:00 for 9:30; Finish by 14:00 latest

Agenda:

1. ASPCoP v0.9.1
 - Review and agree individual clauses
2. Review ASPCoP v0.9.1 for overall comments and omissions
 - See track changes comments on first page of v0.9.1
3. Review outstanding action items – page 2
4. Role of observers at MC meetings
5. Programme and actions to issue ASPCoP v1.0
6. Accreditation procedures, applications and management
 - ASP Expressions of interest
 - Fee structure and probationary periods
 - Timetable
 - Identifying and tendering for scheme contractor
7. Datahub
 - Developing structure and industry processes
 - Identifying and tendering for datahub contractor
 - Timetable

8. AOB

Close 14:00 latest

ASPCoP Action Log at 7 August 2009

Reference	Date	Issue	Assumption	Status	Solution	Owner
V09-01	6th July 2009	Update Clause Cross Referencing in the Governance / Change Control Section		Outstanding		S M
V09-02	6th July 2009	Arrange Administration Services	ESTA will appoint an Administrator to run the Scheme	Outstanding		ESTA
V09-03	6th July 2009	Arrange Audit Services	ESTA will appoint an Audit Service Provider	Outstanding		ESTA
V09-04	6th July 2009	Arrange Data Hub Services	ESTA will appoint a Data Hub Services Provider	Outstanding		ESTA
V09-05	6th July 2009	Confirm Charges for ASP Licence		Outstanding		ESTA
V09-06	6th July 2009	Confirm Charges for ASP Auditor		Outstanding		ESTA
V09-07	6th July 2009	Confirm Charges for Data Hub Transactional Services		Outstanding		ESTA
V09-08	6th July 2009	Definition required for MPU		Outstanding	MPU is the agreement between the MAM and the ASP which covers the terms under which the ASP can utilise the MAM's Assets.	S M
V09-09	6th July 2009	Definition of Converter is required		Outstanding		S M
V09-10	6th July 2009	Date of Creation of the Management Committee is required		Outstanding		AA/TE
V09-11	6th July 2009	Confirm period for Management Committee members		Outstanding	Proposal of 1, 2 or 3 years	Mgmt Committee
V09-12	6th July 2009	Who can raise Change Proposals?		Outstanding		ALL
V09-13	6th July 2009	What will the audit period be?	Proposals range from Annual to [3] yearly	Outstanding		ALL
V09-14	6th July 2009	We are proposing a level of Public Liability insurance at £[3] million		Outstanding		ALL
V09-15	6th July 2009	Data Protection Compliance		Outstanding		ESTA