

MCS Steering Group Action Log				
Date: 27 th May, 2010			Meeting No.: 20	
Log No	Issue / Decisions	Decisions & Actions	Responsible	Target Date
SG.20.1	Several minor amendments were agreed to the previous minutes	Kelly Butler to provide revised words regarding SAP-Q. Amend accordingly and re-issue	Kelly Butler Gemserv	June 2010 Following revised words from KB.
SG.20.2	Record keeping of the meetings and transparency	Action Log to replace minutes of meeting, and be published on the website	Gemserv	From this meeting forwards
SG.20.3	<p>MCS New Structure</p> <p>New Structure with amendments accepted – see diagram below – including:</p> <ul style="list-style-type: none"> Management Panel to consist of Chairman, DECC, Licensee, CB Forum rep, Chair of SMP SMP to include a CB Forum rep; a Consumer rep (for which REAL volunteered); Competence Advisory Group rep SMP to have independent Chair, appointed by Management Panel 	<p>Identify an Independent Chair for SMG,</p> <p>Develop Principles of Membership</p> <p>Develop SMG ToRs and Chair Job Spec</p> <p>Table a paper on legal incorporation of MCS</p>	<p>Chair</p> <p>David Sowden & Gideon Richards</p> <p>Gemserv</p> <p>Chair</p>	<p>ASAP</p> <p>ASAP</p> <p>Following 'Principles of Membership'</p>

SG.20.4	Working Group Terms of Reference	Update to reflect agreed new structure, and issue to working group members to sign and confirm agreement to the rules	Gemserv	Earlier of end June or next meeting of each working group.
SG.20.5	Financing of Scheme	<ol style="list-style-type: none"> 1. Establish meeting with CBs to discuss collection process for per install fees 2. Full accounting system to be introduced, with financial reports and forecasts discussed at the Management Panel Meetings 	<ol style="list-style-type: none"> 1. Gemserv / CBs 2. Gemserv/MP 	ASAP
SG.20.6	MCS Metering Guidance – approved	<ol style="list-style-type: none"> 1. Standalone document to be referenced in the Installer standards, so installer companies will be required to make customers aware of metering requirements for FITS 	<ol style="list-style-type: none"> 1. Gemserv / WGs 	By end June
SG.20.7	MCS Installation Database – approved	It was agreed to insert text into MIS standards to inform installers of the new MCS Installation Database (MID) developed in support of FITs. The changes are to ensure that all MCS Installers enter all of their installations onto the MID.	Gemserv	By end June
SG.20.8	MCS Competences – Solar Thermal, Solar PV and Heat Pump have been developed along with Health and Safety and course recognition mapping by SummitSkills and the competences development group	Working Groups to review the documents and comment back to SummitSkills, including the response form	WGs to respond directly back to SummitSkills	Within 3 weeks
SG.20.9	mCHP Fuel Cell Standard	Meeting being arranged with PAS67 to develop Electric led standard	Micro CHP Group	Meeting scheduled for 25 th June 2010

SG.20.10	MCS001 review	<ol style="list-style-type: none"> 1. Group to be convened, reporting to SMG, to examine whether MCS001 remains fit for purpose, and recommend to the SMG any changes that might be required. Areas to cover include – terminology, scale of installer companies, design and issues relating to customer contractual requirements and responsibilities. 2. A calling notice is to be issued to MCS Steering Group Members and Certification Body Forum Members only for advice on who should sit on this Group to review the document 	<ol style="list-style-type: none"> 1. SMP 2. Gemserv 	July 2010
SG.20.11	NHBC update on their consultation on RE Chapter of NHBC's standards	Circulate NHBC consultation to MCS WG members, MCS SG and MCS CBs – Respond directly back to NHBC	Gemserv	Complete
SG.20.12	Marketing and Promotion Work <ol style="list-style-type: none"> 1. MCS distributed 42,000 Installer Guide; more being dispatched everyday 2. Events – ECOBUILD, EST events and Heat Pump Today events 3. Press articles on BBC Online and Times Online 	Text surrounding LCBP grants and benefits of MCS to be placed on website.	Gemserv	Complete
SG.20.13	PV Module listing on the website	Ray Noble, CBs and Gemserv to meet and resolve listing	RN/CBs /Gemserv	Before next Management Panel

MCS Structure

