



## MCS Standards Management Group Final Minutes

**Date: 29<sup>th</sup> March 2016, 10:30 am – 16:00 pm**

**Venue: Gemserv offices, 8 Fenchurch Place, London, EC3M 4AJ**

### Attendees:

No.	Name	Representing	WG no.	Organisation
<b>In attendance</b>				
1	Griff Thomas (GT)	PV (Chair)	WG02	GTEC Training
2	Mark Lewitt (ML)	Biomass	WG05	KIWA
3	Gideon Richards (GR)	MCS Steering Group	n/a	Consulting with Purpose
4	Graham Hazell (GH)	Heat Pumps	WG06	HPA
5	Dani Putney (DP)	MCS 001	WG11	NICEIC
6	Margarita Vigrande-Ashe (MVA) <i>(part)</i>	Government	n/a	DECC
8	John Holden (JH)	MCS Contractor CBs (Joint Vice-chair)	n/a	BRE Global
9	Danny Jones (DJ)	Competence Criteria	n/a	Expertina
10	Dean Boyce (DB)	Wind	WG03a +3b	ETC
11	Jon Sturgeon (JS) <i>(part)</i>	Roofing Issues	WG10	Helios Energy
12	Neil Sawers (NS) <i>(part)</i>	Solar Thermal	WG04	Grant UK
13	Alan Binks (AB)	MCS Product CBs	n/a	TUV Sud
14	Patricia Chale (PC) <i>(part)</i>	Trustee	n/a	n/a
15	Sandra Walmsley (SW) <i>(part)</i>	Trustee	n/a	n/a
16	Louise Evans (LE)	MCS administrator	n/a	Gemserv
17	Brendan Murphy (BM)	MCS administrator	n/a	Gemserv
<b>Apologies</b>				
1.	Chris Yates	MCS 001	WG11	Johnson and Starley
2.	Graham Wright	Heat Pumps	WG06	Daikin
3.	Tony Bowen	Heat Pumps	WG06	HPA
4.	Paul Collins	MCS Contractor CBs	n/a	Certsure
5.	Howard Roche	Metering (invitee with no voting rights until ToR updated)	n/a	Vital Energi
6.	Andrew Hopton	Biomass	WG05	HETAS
7.	Martin Cotterell	Roofing Issues	WG10	Sundog
8.	Kevin Lowe	Micro CHP	WG07, 08 and 09	British Gas

### Agenda:

No.	Agenda Item	Lead by	Document Reference	Time
1	Welcome and approval of the agenda	Administrator	Verbal	10:30
2	Minutes and actions from last meeting	Chair/ Administrator	<ul style="list-style-type: none"> <li>➤ SMG_160329-01 – Minutes from previous meeting</li> <li>➤ SMG_160329-02 – Actions Paper</li> </ul>	10:35
3	MCS Working Group proposals and updates	Roofing WG Representative	<ul style="list-style-type: none"> <li>➤ SMG_160329-03 – MCS 012 V2.1</li> <li>➤ SMG_160329-04 – Impact Assessment</li> </ul>	10:45



The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final Minutes

			➤ SMG_160329-05 – BRE Scoping Study	
		Biomass WG Representative	SMG_160329-06 – MCS 008	11:25
		MCS 001 WG Representative	MCS 001 v3.0 MGD v1.0 QMS templates (verbal update)	11:35
		Heat Pump WG Representative	SMG_160329-07	11:45
		Wind WG Representative	Verbal update	12:05
		Solar Thermal WG Representative	SMG_160329-08 – MIS 3001 Change Request	12:15
		Competence Criteria Representative	Verbal update	12:25
		Micro CHP Representative	Verbal update	12:35
4	MCS scheme updates: <ul style="list-style-type: none"> <li>Steering Group/ MCS Novation</li> <li>Management Panel</li> <li>MCS 4 key projects</li> </ul>	GR/ MCS Administrator	Verbal update	12:45
<b>Lunch</b>				<b>13:00 - 30 mins</b>
6	Draft boiler plate text	MCS Administrator	SMG_160329-09 – MCS Standards Foreword SMG_160329-10 – Material Scope Definitions	13:30
7	The scope of the MCS	John Holden	Verbal update	13:45
8	Product Data Sheets	MCS Administrator	SMG_160329-11 – Product Data Sheets Feedback	14:05
9	AOB	All	Verbal update	14:20
10	Dates of next meetings: <ul style="list-style-type: none"> <li>24/05/2016</li> <li>20/07/2016</li> </ul>	MCS Administrator	Verbal update	14:35

9

### 10 **1. Welcome and Approval of the Agenda**

11 The Chair welcomed the SMG members to the meeting and noted apologies.

12

13 The following items were noted for discussion under AOB:

14

- 15 1. JH – ErP listings update – It was agreed that an electronic update on the SCOP data provided  
16 for Heat Pump products should be circulated by the MCS Administrator.

17

18 **ACTION SMG 160329-01: MCS Administrator to circulate an update to the SMG on the SCOP data**  
19 **received for Heat Pump products.**

20

### 21 **2. Minutes and actions from the last meeting**

22 The draft minutes from the 20<sup>th</sup> January SMG meeting were reviewed, amended and approved to be  
23 an accurate reflection of the meeting, subject to some minor amendments.

24

### 25 **Action log and outstanding actions:**

26

27 The outstanding actions on the action log were reviewed and updated as follows:



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## MCS Standards Management Group Final Minutes

- 28 ➤ **SMG 019-001:** This action will be discussed under agenda item 5.
- 29 ➤ **SMG 021-004:** GR explained that the novation process is ongoing. GT summarised the Steering
- 30 Group discussion concerning MCS intellectual property. Should an MCS technology be
- 31 removed from the scope of the Scheme, the SMG felt that the technology standards should
- 32 be freely available given significant industry investment in the Scheme.
- 33 ➤ **SMG 022-001:** BM informed the SMG that the Commonly Agreed Positions (CAPs) document
- 34 is being finalised and should be presented at the next SMG meeting following electronic sign-
- 35 off by the Management Panel.
- 36 ➤ **SMG 023-005:** The SMG heard that the MCS Administrator are collating the feedback on the
- 37 SMG funding criteria process and are continuing to develop the contracts for the funding
- 38 proposals that have been received to date.
- 39 ➤ **SMG 023-008:** BM noted that RECC are completing a second stage of analysis of
- 40 performance estimates complaints. Following this, the MCS Administrator will look to
- 41 establish a performance estimates sub-group formed of representatives from each of the
- 42 heat technology working groups.
- 43 ➤ **SMG 024-004:** The MCS 001 WG are currently reviewing the QMS templates website text.
- 44 Once the text has been agreed, this will be published with the templates and circulated to the
- 45 SMG for information.
- 46 ➤ **SMG 024-007:** The SMG heard that Certification Bodies agreed that they would be happy to
- 47 circulate their assessment strategy documents to contribute to technology specific QMS
- 48 templates, however, felt they would not be useful as the result would comprise of checklists
- 49 referencing the specific clauses of the MIS documents.
- 50

### 51 3. MCS Working Group proposals and updates

52

#### 53 Roofing kits WG

54

#### 55 Implementation timetable for of MCS 012 Issue 2.1

56

57 JS provided a background on the development of v2.0 of MCS 012 by the Roofing WG.

- 58 ➤ The priority of the group is to ensure the mandatory implementation of the standard.
- 59 ➤ Certificates have been issued to two similar products by two different Certification Bodies
- 60 with different interpretations of the standard.
- 61 ➤ The standard cannot be made mandatory while this conflict of interpretations exists, as it
- 62 undermines its credibility and could provide an unfair distortion of the market.
- 63 ➤ The working group have agreed a clarification of the wording based on test results provided
- 64 in the BRE Scoping study and precedent set by other standards (UL).
- 65 ➤ Manufacturers have multiple routes and sufficient time to comply with the standard (and UK
- 66 building regulations) with reasonable certification costs.
- 67 ➤ Ensuring compliance with UK building regulations and public safety must take priority.
- 68

69 GR noted that MCS had received a threat of a legal challenge in relation to the implementation

70 timetable of MCS 012 Issue 2.0. In relation to this threat, and other concerns, DJ raised the following

71 questions and concerns:



## MCS Standards Management Group Final Minutes

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<i>Issue</i>	<i>WG response</i>
1) Did the SMG agreed to a sunset clause of an additional 12 months?	The sunset clause in MCS 012 Issue 2.0 would have facilitated the usual certification process timeframe.
2) Has there been a legal challenge on the outcome of the decision taken by the SMG?	MCS received a threat of a legal challenge. However, the organisation concerned had the MCS change process explained to them and the company subsequently withdrew their threat of a legal challenge.
3) What was the basis for the legal challenge?	No legal challenge was received by MCS, therefore the basis for the challenge is unknown.
4) Has the organisation challenging the decision been involved at working group discussions and is the working group confident a fair and robust process has been followed in accordance with the scheme requirements?	Yes, the organisation has been present at working group meetings, and included in relevant correspondence.
5) Have all CBs agreed to the costs?	CBs have been consulted on the administrative cost of implementing the Standard, which has been factored into the Impact Assessment.
6) Given that there could be potential risks associated with some products – are there any arrangements in place to ensure the safety of those installations that were certified to the previous issues of the standard?	Installations completed to the required installation standard would meet Building Regulations.

73

74 The Roofing working group propose that V1.2 of the standard is withdrawn on 2<sup>nd</sup> August 2016. V2.0  
75 will be replaced with V2.1 on the date of publication. Any products that are not compliant with V2.1  
76 are de-listed from the MCS database after the 2<sup>nd</sup> August 2016.

77

78 The SMG agreed to a small number of amendments and proceeded to vote on publishing Issue 2.1 of  
79 MCS 012. The SMG voted to approve the publication of MCS 012 v2.1 (**Vote: 8 in favour, 2**  
80 **abstentions**).

81

82 **ACTION SMG 160329-02:** MCS Administrator to work with JS to develop a communication to go to  
83 PV and ST Installers and CBs regarding the publication of v2.1 of MCS 012.



## MCS Standards Management Group Final Minutes

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**ACTION SMG 160329-03: MCS Administrator to inform CBs that data needs to be submitted the Friday before the MCS 012 deadline.**

*At this point JS left the meeting and NS joined the meeting.*

### **Biomass WG**

#### **MCS 008 – Incidental Cooking Annex**

ML explained the background to the drafting of the annex to cover Biomass appliances with incidental cooking capability.

At the January SMG meeting, concern was raised regarding the inclusion of requirements specific to a product functioning as a cooking appliance which are drawn from a British Standard which has since been withdrawn and two prEN standards which have yet to be adopted.

Following the meeting, the MCS Administrator reviewed the existing MCS standards to identify any references to withdrawn, or draft, published standards. The only reference to prEN standards that was identified can be found in MCS 012 Clauses A6.2.1.1 and 1.1.8 regarding the test procedure for wind driven rain performance based upon prEN 15601: 2006.

The MCS Biomass WG propose the adoption of a similar approach for MCS 008. The requirements could be transposed from the standard and the methodology be referenced from the “relevant prEN and/or the withdrawn EN”. A footnote could then be included to specify that the withdrawn EN or prEN can be used until publication of the new EN.

The SMG heard that the existing standard was withdrawn prior to the newer version being finalised and prENs have been written into regulations before.

The SMG agreed that it would be beneficial to know where in the publication process the new version of the standard is currently. DB added that following a yearlong debate, the Small Wind WG agreed that a standard at an advanced stage of publication could be referenced in an MCS standard.

GT suggested that 18 months away from publication would be a reasonable timeframe for the standard to be referenced. JH agreed that, in principle, as long as the standard is readily available this should be acceptable.

GR raised a concern that there may be similar issues related to a fuel standard.

**ACTION SMG 160329-04: GR to liaise with CEN regarding the timescales for publication of prEN 16510-1 and prEN 16510-2-3 ahead of the 14<sup>th</sup> April Biomass WG meeting.**

### **MCS 001 WG**



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## MCS Standards Management Group Final Minutes

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### 130 MCS 001

131 DP introduced v3.0 MCS 001 document for approval by the SMG. Since the decision taken by the SMG  
132 to approve this version of the standard at the 22<sup>nd</sup> September meeting, the WG agreed to remove  
133 references to arbitration and the complaints process.

134

135 The SMG proceeded to review the document.

136

137 ➤ With regards to the Foreword, the SMG discussed whether CAPs should be included in  
138 version 3.0 of MCS 001.

139 ➤ It was noted that no publication date has been provided in the standard as the date depends  
140 on whether the reference to the arbitration/ ADR framework remains in v3.0 of the  
141 standard.

142 ➤ Clause 2.2 amend 'involved in' to 'undertaking'.

143 ➤ DJ noted the following to align with terminology used across the Scheme:

144 • Clause 5.1.1 should reference the 'MCS Contractor Nominated Technical Person (NTP)'  
145 rather than 'relevant technical representatives'

146 • Clause 5.1.2 amend 'technical competence' to technical compliance'

147 • 5.1.4 amend 'technical competence to technical compliance'

148 ○ GT requested that DJ provide a copy of UKAS' correspondence which can be  
149 circulated to MCS 001 WG for consideration.

150 ➤ ML suggested that Clause 15 Records could be clearer so that the CB can easily identify what  
151 the actual requirement is. DP noted that this wording was included to cover sub-contractual  
152 arrangements which may or may not exist.

153 ➤ JH suggested that the MCS 001 WG may wish to clarify the MID notifications in Records.

154

155 The SMG agreed not to publish MCS 001 and for GT, DP, DJ and JH to discuss feedback to be provided  
156 to the 001 WG.

157

### 158 MGD

159 The SMG heard that MGD is separate from 001, however, it would be beneficial for Installers for the  
160 two documents to be aligned. It was agreed that MGD v1.0 may be considered by the SMG following  
161 amendments made to MCS 001.

162

163 DJ added that MGD references the standard Scheme terms throughout the document, which may  
164 require updating.

165

166 **ACTION SMG 160329-05:** DJ to provide a copy of the correspondence with UKAS regarding MCS 001  
167 and competence terminology in relation to MCS 001 and feed back to the SMG.

168

169

170 **ACTION SMG 160329-06:** GR, DP, DJ and JH to discuss SMG feedback on MCS 001 and provide  
171 feedback to the MCS 001 WG.

172

173



The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final Minutes

### 174 QMS Templates

175 The SMG heard that the QMS templates text for the website is under review and will be published  
176 with the templates following the finalisation and publication of MGD version 1.0.

177

### 178 **Heat Pump WG**

179

#### 180 SPATA MCS 020 referencing

181 GH informed the group that a member of the Swimming Pool Alliance Trade Association (SPATA)  
182 came to present at the 4<sup>th</sup> February MCS Heat Pump WG meeting on the issues they are currently  
183 facing with swimming pool heat pump installations.

184

185 A local authority did not accept permitted development rights for installing heat pumps in swimming  
186 pools as development is only permitted if the heat pump installation complies with MCS 020 - *MCS*  
187 *Planning Standards For permitted development installations of wind turbines and air source heat*  
188 *pumps on domestic premises* or equivalent standards, as required by Part 14, Class H.1 of The Town  
189 and Country Planning (General Permitted Development) (England) Order 2015.

190

191 SPATA responded to the council noting the need for, and their intention to develop, a standard or  
192 document that is accessible to Installers for their members to follow to ensure the installation of  
193 swimming pool heat pumps is done to a minimum expected standard.

194

195 Heat Pump WG members did not identify, in principle, any issues with SPATA cross-referencing of  
196 MCS 020 in a SPATA standards or guidance document.

197

198 GH noted that the Heat Pump WG did include swimming pool heat pumps within MCS 007 but no  
199 applications for MCS product certification has been sought, therefore there has been no driving  
200 force to amend MIS 3005.

201

202 GT suggested this would be a good opportunity to invite to SPATA to work with MCS and the Heat  
203 Pump WG could consider inviting SPATA to be a member of the WG. The SMG agreed that they  
204 could not identify an issue with SPATA referencing MCS 020.

205

206 **ACTION SMG 160329-07: MCS Administrator to invite SPATA to be a member of the heat pump WG**  
207 **and draft a proposal to include text for the Installer Standard.**

208

209 *At this point GH left the meeting.*

210

### 211 **Wind WG**

212

213 The SMG heard the key outputs of the Small Wind WG:

214 ➤ DB introduced himself as the new Small Wind WG Chair following the resignation of David  
215 Sharman.

216 ➤ The WG is awaiting the publication of the medium wind standard.

217 ➤ Discussion regarding Valid Replacement Events is continuing

218 ➤ Complaints for Wind are the largest proportion of complaints for any of the MCS technologies.

219



## MCS Standards Management Group Final Minutes

220 GT explained that The SMG heard that Ofgem have extensive guidelines for FIT regarding valid  
221 replacement events but not for RHI. DP noted that this was discussed at the 2<sup>nd</sup> March Metering WG  
222 meeting with regards to retrofitting meters.  
223

224 The SMG agreed that the MCS Administrator should follow up with the Ofgem RHI team to see if  
225 further guidance can be obtained regarding valid replacement events.  
226

227 **ACTION SMG 160329-08: MCS Administrator to follow up with the Ofgem RHI team on valid**  
228 **replacement events discussion.**  
229

230 **ACTION SMG 160329-09: MCS Administrator to provide statistics on wind performance estimates**  
231 **complaints ahead of the next Small Wind WG meeting.**  
232  
233

### 234 Solar Thermal

235  
236 NS introduced the Solar Thermal MIS 3001 change request which proposes to update MIS 3001 4.5.5  
237 to include a requirement for installers to provide the TSPEC report to all customers at the pre-  
238 contractual stage (before the contract has been signed).  
239

240 It was agreed that the SMG should write to the heat technology Working Groups to request each to  
241 consider implementing the same change within their Standards at their next Working Group meeting  
242 and report back to the SMG.  
243

244 The SMG suggested that a Commonly Agreed Position (CAP) document may be a possible route and  
245 discussed whether a CAP could be drafted and agreed in the interim between the next RHI legislative  
246 changes (albeit the MCS CAP process has not yet been formalised). It was reported that DECC is  
247 considering a change to the DRHI regulations that would de-link the MCS Standards' issue number to  
248 the regulations, thereby lifting restrictions on issue number changes within the Regulatory change  
249 cycle. It was agreed that the Administrator would follow up with DECC regarding this potential change  
250 in policy.  
251

252 The SMG heard that an 'Emergency RHI' meeting was hosted by the Solar Thermal Association (STA)  
253 on 21<sup>st</sup> March 2016.  
254

255 Attendees at the 21<sup>st</sup> March STA meeting noted:

- 256 ➤ Disappointment that Solar Thermal has been identified for removal from the RHI Scheme.
- 257 ➤ Surprise at the presentation of information within the *The Renewable Heat Incentive: A*  
258 *reformed and refocused scheme - impact assessment* which mentions that approximately  
259 50% of customers who have a solar thermal installation would have installed the system  
260 regardless of RHI support, however the figures for Biomass and Heat Pumps were also  
261 reasonably high but were not featured in the impact assessment.  
262

263 Following the meeting, attendees requested that MCS consider either circulating a questionnaire to  
264 all Solar Thermal installers to raise awareness of the importance of submitting responses to the RHI





The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final Minutes

265 consultation or for MCS to provide the STA with access to Installer contact details for the purpose of  
266 this communication.

267  
268 DJ suggested that given that ST Installers make up the ST WG as stipulated in the MCS Working Group  
269 ToR, the request seems reasonable. The SMG agreed that proceeding with the questionnaire would  
270 be in the interest of the Scheme, as long as no data protection issues are breached. The MCS  
271 Administrator agreed to confirm the most appropriate way forward.

272  
273 It was agreed that the questionnaire would be drafted by NS in conjunction with the MCS Solar  
274 Thermal WG Chair.

275  
276 SW noted that from a consumer perspective, Solar Thermal could stand alone from the RHI Scheme  
277 as a technology.

278  
279 **ACTION SMG 160329-010: MCS Administrator to write to each of the heat technology working**  
280 **groups to request each consider amending the respective installer standard to specify that**  
281 **performance estimates be provided to customers at the pre-contractual stage.**

282  
283 **ACTION SMG 160329-011: MCS Administrator to follow up with DECC RHI team regarding de-linking**  
284 **DRHI Regulations and MCS Standards issue numbers.**

285  
286 **ACTION SMG 160329-012: MCS Administrator to support Solar Thermal WG members to draft a**  
287 **short questionnaire to be circulated to MCS Solar Thermal Installers by the MCS Administrator.**

### 288 289 **Competence Criteria**

#### 290 Defined Scope Consultation

291 DJ informed the SMG that following the closure of the defined scope WG consultation period on 31st  
292 December, the MCS Administrator arranged a set of meetings with the Competence Criteria WG Chair  
293 and some of the individuals who provided feedback during the first stage of consultation in order to  
294 agree the next steps ahead of going for public consultation. These conversations resulted in largely  
295 positive outcomes.

296  
297  
298 An issue identified within these meetings was a lack of communication where WG members often did  
299 not feel comfortable submitting a stance in lieu of direction from the WG Chair. DJ requested that  
300 SMG members encourage their respective WG members to respond to the consultation which closes  
301 on 2<sup>nd</sup> May 2016.

#### 302 303 Experienced Workers Route (EWR) pilot

304 DJ explained that Version 1 of the Competence Checker Tool (CCT) allows Installers to insert their  
305 qualifications and experience to produce a self-declaration of competence which can be submitted to  
306 Certification Bodies to check and will take a decision as to whether to certify the Installer. However,  
307 there has been no take-up in the industry and there are currently no established EWR Providers. The  
308 Pilot was developed to assess industry interest and test a process.

309



The Certification Mark for Onsite  
Sustainable Energy Technologies

## MCS Standards Management Group Final Minutes

310 DJ noted that the EWR pilot was published and a large number of positive responses have been  
311 received. To date the MCS Administrator has received 35 expressions of interest wishing to undertake  
312 the route from Installers, 5 Expressions of interest from potential EWR Providers and a further 5  
313 enquiries.

314  
315 Additionally, DJ noted that positive conversations are taking place as part of the Bonfield Review/  
316 Every Home Matters regarding aligning Minimum Technical Competencies (MTCs) with EWR.

317  
318 GT stated that the MCS Steering Group has not had visibility of the EWR work, nor confirmation of the  
319 associated costs and budgets.

320  
321 The SMG heard that there are currently no EWR providers and discussed what the role of the provider  
322 would be and whether MCS would be acting as the Awarding Organisation (AO) within the pilot.

323  
324 DJ explained that the role of the provider would be to provide the assessment and certificate of  
325 competence. At this stage, there is no accrediting body within the framework as MCS is simply testing  
326 a pilot.

327  
328 DP noted that under the BS EN ISO/IEC 17065 framework, Certification Bodies would need to have  
329 assurance from the EWR Provider that there was sufficient evidence that the Installer was competent.  
330 The Certification Body then have the prerogative to accept or reject this. PC added that there would  
331 need to be some robust underpinning of the accreditation process.

332  
333 **ACTION SMG 160329-013: GR to forward correspondence regarding EWR with UKAS to the SMG**  
334 **ahead of the 20th April Steering Group meeting.**

### 335 336 **Micro CHP**

337  
338 LE explained that the Micro CHP WG wish to amend the definition of 'Dwelling' to 'Building' in MCS  
339 014 and MCS 015, however, 'Dwelling' is an agreed SMG definition.

340  
341 JH explained that the definition of 'Dwelling' was introduced to restrict the outputs of Micro CHP  
342 products to 2kW.

343  
344 *Post meeting note:*  
345 *The term dwelling was used in MCS 014 and MCS 015 because both relied on testing to PAS 67*  
346 *'Laboratory tests to determine the heating and electrical performance of heat-led micro-*  
347 *cogeneration packages primarily intended for heating dwellings.'*

348  
349 *At the time, neither MCS 014 nor MCS 015 were considered appropriate for systems delivering above*  
350 *16A per phase (hence the requirement for compliance with G83 rather than G59 in both MCS 014 and*  
351 *MCS 015). The 2kW limit was adopted for the FIT available for CHP.*

352  
353 **ACTION SMG 160329-014: MCS Administrator to feedback SMG comments on the definition of**  
354 **'Dwelling' to the Micro CHP WG. The SMG suggest that WG agree a new term.**



## MCS Standards Management Group Final Minutes

### 355 4. MCS scheme updates:

#### 356 Steering Group – Update on MCS Charity

357 GR provided an update to the SMG on the MCS Charity novation process and the four key projects.

358

359 ➤ The Charity Commission have approved MCS' charitable status. MCS are currently awaiting  
360 Companies House' response and then charity can be incorporated into the MCSSCo. The  
361 appointed MCSSCo Directors remain director designates until such time as the transfer goes  
362 ahead.

363 ➤ The question about intellectual property and the MCS Standards is being considered as part  
364 of the novation process.

365 ➤ The next MCS Steering Group (SG) meeting has been postponed until the Scheme's 2016/17  
366 budget is agreed, a specific focus of budget consideration has been on the Scheme's  
367 sustainability following a reduction in Scheme income.

368 ○ It is anticipated that the next SG meeting will be the last SG meeting and the board  
369 of directors will take over their fiduciary duties. The Stakeholder Advisory Group  
370 may then propose to begin work with its own chair.

371 ○ It is expected that the next SG meeting will take place towards the end of April /  
372 early May. The SMG agreed that the SG meeting date should be set as soon as  
373 possible to ensure members are able to attend.

#### 374 Arbitration

375 The SMG heard that the Arbitration Framework has been redrafted to be an Alternative Dispute  
376 Resolution (ADR) framework. One additional comment has been received to date which will be  
377 incorporated into the document.

378

#### 379 CB requirements document

380 A Heads of CBs meeting took place on 17th March to discuss the document and agree the next steps  
381 which focussed on the proposed methodology for calculating the number of surveillance visits an  
382 MCS contractor would be subject to. It was agreed that that MCS would use the feedback to refine  
383 the approach, with the view of making it more risk-based.

384

#### 385 Audit and procurement

386 Progression on this, as well as other, projects has been halted until the final 2016/17 budget has  
387 been agreed.

388

#### 389 Management Panel

390 ➤ The focus of the Management Panel currently has been on developing the 2016/17 MCS  
391 budget.

392 ➤ Discussion regarding the adoption of IET sections within the Solar PV Guide – IET have initially  
393 agreed to make an open offer of 30% reduction on cost of use for MCS Installers.

394 ○ A member of the Solar PV WG is conducting a gap analysis between the IET guide and  
395 Solar PV guide which will then go be submitted to the SPV WG. GT noted that he was  
396 unaware of this activity.

397



The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final Minutes

### 398 5. Draft boiler plate text

#### 399 Foreword text

400 The SMG reviewed the proposed addition of the below note in the foreword of all MCS standards.

401

402 *“Note: Parties applying this document should remember that some MCS Standards are used within*  
403 *regulations to support incentives and therefore the most recent version of the standard may not be*  
404 *referenced in legislation at the time of viewing.”*

405

406 The SMG agreed that the potential note would require further development and the SMG may need  
407 to consider a more appropriate place in the document to include the text.

408

409 DP confirmed with Karen Smith at DECC that the RHI regulations may be changed to state the  
410 application of the current version of the MCS Standards rather than including referencing Issue  
411 numbers. Until this has been clarified, the SMG agreed to that further development of MCS Standards  
412 should be temporarily halted.

413

#### 414 Material changes

415 The SMG heard that previously Kevin Sweeney and David Sharman proposed text taken from RUK and  
416 IEC to form the basis for MCS boiler plate material changes text.

417

418 GT proposed putting the action to develop material change text on hold as there is little to suggest  
419 the work is a priority for the industry.

420

421 The SMG agreed that this item should be removed from the agenda and the corresponding action  
422 (**SMG 019-001**) should be closed.

423

424 **ACTION SMG 160329-015:** MCS Administrator to confirm exact wording of the RHI regulations with  
425 regards to referencing MCS standards, when made available. Further work on amending boiler plate  
426 text for the standards forewords is to be put on hold.

427

### 428 6. The scope of the MCS

429 JH raised an issue with MCS complaints and whether they fall within or outside the scope of the  
430 Scheme. DP suggested that this would be defined within the MCS complaints guidelines.

431

432 JH agreed to draft a paper inclusive of complaints examples to be circulated to the SMG for further  
433 discussion.

434

435 **ACTION SMG 160329-016:** JH to draft a paper including examples of complaints and whether they  
436 fall under the scope of MCS to be circulated to the SMG for consideration.

437



## MCS Standards Management Group Final Minutes

### 438 7. Product Data Sheets

439 Following the completion of action SMG 22-007, the MCS Administrator presented the feedback  
440 received from the Biomass, Solar PV and Roofing WGs.

441

#### 442 Biomass

443 At the 15th October Biomass working group meeting, the group agreed that although the datasheets  
444 had value when initially proposed four years ago, they are no longer deemed necessary.

445

#### 446 Solar PV

447 At the 8th July 2015 Solar PV working group meeting, it was agreed that the MCS Administrator should  
448 feedback to the SMG that the Solar PV working group feel the data sheets are not required as they are  
449 too technical to be beneficial to consumers.

450

#### 451 Roofing WG

452

453 An additional 11 columns have been added to the CB product data template to include product  
454 performance data. The aim is for this to be made available on the product search page under 'more  
455 info' for each product on the MCS website presented in the format shown in the Annex of this  
456 document. Changes have been made to the MCS website to accommodate the additional data.

457

458 The SMG agreed the following:

459 ➤ The Biomass and Solar PV WGs do not need to proceed with the development of data sheets;  
460 and

461 ➤ A requirement should be built into MCS 012 v2.2 to cover the manufacturer publication of  
462 data.

463

464 **ACTION SMG 160329-017:** MCS Administrator to raise including a requirement in MCS 012 Issue 2.2  
465 to cover manufacturer publication of data at the next Roofing WG meeting.

466

### 467 8. AOB

468 GH noted the simplification work that is taking place with regards to heat pumps. It was agreed by  
469 the Heat Pump Simplification sub-group that MIS 3005 is prescriptive regarding the level of detail  
470 provided to consumers. Due to time constraints, this item will be considered for discussion at the  
471 next SMG meeting.

472

473 There was no further business and the Chair closed the meeting.

474

### 475 9. Date for next meetings:

476 Future SMG meeting dates are as follows:

477 • 24<sup>th</sup> May 2016

478 • 20<sup>th</sup> July 2016



The Certification Mark for Onsite  
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## **MCS Standards Management Group Final Minutes**

- 479 • 28<sup>th</sup> September 2016
- 480 • 22<sup>nd</sup> November 2016
- 481 • 25<sup>th</sup> January 2017
- 482 • 21<sup>st</sup> March 2017