



MCS Standards Management Group Final Minutes

Date: 21st July 2015, 10:00 am – 16:00 pm

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

Attendees:

No.	Name	Representing	WG no.	Organisation
In attendance				
1	Griff Thomas (GT)	PV (Chair)	WG02	GTEC Training
2	Andrew Hopton (AH)	Biomass	WG05	HETAS
3	Gideon Richards (GR)	MCS Steering Group	n/a	Consulting with Purpose
4	Graham Hazell (GH)	Heat Pumps	WG06	HPA
5	David Sharman (DS)	Wind (Joint Vice-chair)	WG03a +3b	Sharman Associates
6	Martin Cotterell (MC)	Roofing Issues	WG10	Sundog
7	John Holden (JH)	MCS Contractor CBs (Joint Vice-chair)	n/a	BRE Global
8	Danny Jones (DJ)	Competency Criteria	n/a	Expertina
9	Chris Yates (CY)	MCS 001	WG11	Johnson and Starley
10	Kevin Lowe (KL)	Micro CHP	WG07, 08 and 09	British Gas
11	Neil Sawers (NS)	Solar Thermal	WG01	Grant UK
12	Paul Rochester (PR)	Government	n/a	DECC
13	Tom Chapman (TC)	MCS administrator	n/a	Gemserv
14	Louise Evans (LE)	MCS administrator	n/a	Gemserv
Apologies				
1.	Howard Roche	Metering (invitee with no voting rights until ToR updated)	n/a	Vital Energi
2.	Kevin Sweeney (KS)	Product Certification Bodies	n/a	Intertek



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8 **Agenda:**

9

No.	Item Name
1	Welcome and Approval of the Agenda
2	Minutes and Actions from last meeting
3	Update from the Steering Group
4	SMG Terms of Reference
5	Funding criteria paper
6	WG updates
7	Defined scope for technologies
8	European heat pump certification
9	MCS calculators for heat technologies
10	Valid Replacement Events - obsolete and unsupported equipment
11	The scope of MCS
12	AOB
13	Dates of next meetings

10

11 **1. Welcome and Approval of the Agenda**

12 The Chair welcomed the SMG members to the meeting and the apologies from members were
 13 noted. The Chair thanked the group for their nominations which resulted in the re-election of GT. JH
 14 and DS were elected as joint Vice Chairs.

15 There were no comments on the agenda and the Chair agreed the items for discussion.

16 **2. Minutes and actions from the last meeting**

17 The draft minutes from the last meeting were reviewed, edited and agreed to be an accurate
 18 reflection of the meeting, subject to the below amendments:

19

- 20 - Note that apologies were received for DJ + GR
- 21 - Add MC to the attendee list
- 22 - Amend DS organisation to Sharman Associates
- 23 - Amend 'Constituency' to 'Organisation' in the attendee list
- 24 - Switch Representing to Organisation and include the WG no.



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25

26 The SMG debated whether amendments made to the minutes from the previous meeting should be
27 noted in full in the minutes. The SMG agreed that a sentence which explains that the draft minutes
28 have been reviewed and edited would be sufficient.

29

30 GR requested that the minutes be updated to include a note that the SMG had discussed the voting
31 status of the heat metering representative. The SMG discussed and agreed that the outcome of the
32 conversation was sufficiently clear and no update was required.

33

34 The SMG agreed further amendments as follows:

35

36 - GR requested that it be minuted that the reason the Management Panel had not followed
37 the funding criteria process is because the funding criteria had not been finalised at the
38 time. GT suggested that the minutes are an accurate reflection of what was discussed and
39 reported to the group the information that was received at the time. DJ suggested that this
40 be a note made in the current minutes (meeting SMG 21/07/2015) but no amendment be
41 made to the previous minutes. The SMG agreed this.

42 - GR suggested that Action 20-003 be amended to 'MCS administrator to submit request to
43 the Chair of the Steering Group for funding criteria be added to the Steering Group agenda'.

44 - JH requested that line 214 be amended to 'PR had contacted IJ and informed her that' and
45 line 219 be amended to 'testing can be conducted by an external accredited laboratory or
46 using the manufacturer's own testing'.

47

48 **Action log and outstanding actions:**

49

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

51 **SMG 05-07:** Template to go on MCS website to go along with technology type. It was agreed that the
52 Roofing and Solar Thermal working groups should proceed with the templates.

53 GR suggested that if data was going to be used, it should be applied across all groups/ technologies
54 next to the product listing. GT felt the data would have value.

55

56 **ACTION 21-001:** MCS Administrator to collate feedback on data sheet templates and provide an
57 update at the next SMG. GH and KL to ask their respective groups for feedback on the data sheet
58 templates.

59



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60 **SMG 15-012:** A meeting took place at end of 2014 and it was agreed that MCS would launch a
61 consultation on the scheme size limits. The last email was circulated on 7th July asking for comments
62 on a draft consultation document. No response was received, therefore it was agreed to circulate a
63 copy to the SMG for final comments ahead of wider public consultation.

64

65 **ACTION 21-002:** MCS administrator to circulate draft consultation document (action SMG 15-012) to
66 SMG members for consideration.

67

68 **SMG 19-001:** DS noted that there is a proposal to be put forward at the next meeting.

69 **SMG 19-012:** GR sought clarification on the meaning of this action. GT explained that it varies
70 between technologies as to whether swimming pools are included in MCS standards. GR suggested
71 that the SMG should determine a view-point first before speaking to Ofgem.

72

73 The Chair agreed to review the remaining outstanding actions separately with TC and to provide
74 some information to KL, being new to the group, as to the history of the most high-priority actions. It
75 was noted that AH's action and subsequent paper would be reviewed at the next SMG.

76

77 **ACTION 21-003:** MCS Administrator to add 'Proposed revision to section 8 of standards' to next SMG
78 agenda and circulate a copy of AH's proposed changes.

79 **3. Update from the Steering Group**

80

81 GR updated the group on the current status of the establishment of the MCS Charity. It was
82 confirmed that the process is underway to appoint the trustees of the MCS Charity. To date 33
83 applications have been received and 12 interviews will be taking place towards the end of July 2015.
84 It is expected that the Trustees will be in place by the beginning of August.

85

86 The recommendation by A&G is that the IPR should be an asset of the MCS Charity Foundation (MCS
87 CF) as this will provide the MCS CF with a greater degree of control. The MCS CF will then issue the
88 licence to the MCSSCo Ltd. The group expressed concern with regards to novation, copyright of the
89 MCS mark and exclusivity. GR explained that the intention is to write into the novation documents



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90 that the IPR will remain with the MCS CF. GT asked whether WGs will need to formally handover
91 ownership of the standards. Other members of the group questioned whether ownership of these
92 documents belonged to the specific working groups or MCS as a whole. GR was asked to look into
93 this and provide confirmation at the next SMG.

94

95 **ACTION 21-004:** GR to confirm whether WGs own the MCS standards and, if so, whether a formal
96 handover is required.

97

98 Further updates were confirmed as:

99

- 100 - The MCS 2015/16 budget was approved
- 101 - A budget for audit and verification has been approved and the project will go to tender.
102 Gemserv will be running the tender process but not delivering the work. MC commented
103 that it must be clear how the audit results will be fed back to the WGs and suggested that
104 WGs be given the opportunity to comment on the proposals.
- 105 - GT informed the group that the SMG funding criteria budget was specified as £100k but
106 there is the potential for an additional pot of £50k to be made available subject to a 6 month
107 spending review by the Steering Group. GR noted that the availability of funds will be
108 dependent on the wider scheme finances.

108

109 **ACTION 21-005:** MCS administrator to add MCS Charity Status to the agenda for the next SMG
110 meeting.

111 **4. SMG Terms of Reference**

112

113 GT summarised the feedback from the Steering Group on the SMG ToR. GR and David Sowden had
114 requested that a clause be added to the ToR outlining the circumstances in which the directors of
115 the MCS Service Company might veto an SMG decision. GR and David Sowden have an action to
116 propose some text for consideration. GT suggested keeping the ToR as they are until the next SMG
117 meeting. The SMG agreed. DS enquired as to whether the Metering WG representative will have
118 voting rights. The SMG confirmed that the Metering WG representative would not have voting rights
119 until an update to the ToRs is agreed.



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120 5. Funding Criteria Paper

121
122 The Funding Criteria paper was discussed including feedback from the Steering Group and
123 Management Panel. GT informed the group that, at the previous SMG meeting, the SMG felt that
124 the WG should score the project proposals. DS asked the Chair whether the SMG could instruct a
125 WG to do the scoring of a proposal and this scoring could be accepted. GT answered that this would
126 not be acceptable. The Management Panel has proposed that the working group scrutinise the
127 proposal and then bring it to SMG who will do the scoring. CY suggested that as the WG are making a
128 recommendation to the SMG, it should be the WG doing the scoring. The Chair agreed that some
129 members of SMG may not be aware of all technologies and would not be best suited to scoring the
130 proposals.

131
132 GR explained that there is value in the SMG doing the scoring rather than the WG because the SMG
133 will have oversight of what other projects are being proposed. The Management Panel envisage the
134 WG assisting in writing the proposal and raising the project to ensure the proposal is presented to
135 SMG in the best light.

136
137 In terms of the process for identifying the proposals, the Management Panel felt it would not be
138 appropriate that the supplier be decided by the WG. GT asked GR whether the Management Panel
139 would accept a recommendation made by a WG for a supplier to deliver a project. GR explained that
140 the WG should make a recommendation of 3 or 4 suppliers in the proposal and the SMG should
141 make the selection.

142
143 The SMG agreed to progress with the current version of the funding criteria with a view to reviewing
144 the document in the future if issues arise. The SMG proceeded to review the document and agreed
145 further amendments. Key changes agreed include:

146
147 - Under Section 2 Criteria for Applications, amend the heading to 'all' of the following
148 requirements. And under point no. 4, amend to 'shall not enable commercial gain for a
149 specified product or organization'.



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- 150 - Under Section 3 Conflicts of Interest, state that where conflicts of interest are declared, it
151 should be clearly stated how these will be managed.
- 152 - Under Section 4 Submitting an Application, clarify that when a proposal originates from a
153 WG, the proposal shall be reviewed by the WG in line with the WG ToR. The funding
154 requests are reviewed by the WG and a final decision taken by the SMG. The application
155 shall ordinarily be dealt with in full within 12 weeks from the date of submission to the MCS
156 administrator.
- 157 - Under Section 5 Granting of Funding, remove 'Any appeal shall only be accepted in
158 accordance with the appeals process'.
- 159 - Minor typographical amendments.

160

161 Subject to the specified amendments, the funding criteria was agreed by the SMG and Management
162 Panel, a majority of whom were in attendance at the SMG meeting.

163 **6. WG Updates**

164

165 **MCS 001 – new MGD and QMS templates, MCS 001 approval**

166

167 CY updated the group on the proposed amendments to MCS 001, MGD, QMS templates and installer
168 inspections.

169

170 MCS 001 and new MGD

171 The group heard the MCS 001 WG's response to SMG concerns that MGD 001 doesn't cover all MCS
172 documents whereas the scope in MCS 001 lists each technology type. The WG's response is that the
173 first half of MCS 001 applies to Certification Bodies and not the installer. The clauses in the second
174 half of MCS 001 are aimed at the installer and this is what MGD 001 covers. As an aid to the installer,
175 the MCS 001 group will add a reference in each clause to the relevant MIS standard, if applicable.

176 Secondly, the MCS 001 WG will write to all WGs to inform them that the MGD 001 has been
177 published and will recommend that they write a similar document for their standard if they require
178 it, rather than incorporate it into MGD 001.

179



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180 The SMG reviewed the proposed amendments to MCS 001 and the SMG's attention was brought to
181 the inclusion of the line 'Where Commonly Agreed Positions (CAP) have been published relating to
182 the contents of this standard, Certification Bodies shall comply with them.'

183

184 GT queried how the CAPs are developed, where they should be published and enquired as to the
185 process for agreeing them. GT noted that, whilst CAPs are a good thing, there is no reviewing system
186 in place to approve the Certification Body interpretation of the standards. JH noted that it is not just
187 Certification Bodies that sit on the Certification Body Forum, other representatives are members
188 such as UKAS, DECC, MCS administrator and the Steering Group Chair.

189

190 The group agreed that it would be sensible to add a step into the CAP development process.

191 GR suggested that draft CAPs be circulated to those groups that would be affected. In terms of
192 ownership of CAPs, with the new MCSSCo structure, the documents could be owned by the
193 Governance Panel.

194

195 **ACTION 21-006:** GR to propose to the CB forum on 28th July that CAPs be circulated to the relevant
196 groups affected or relevant WG for consideration.

197

198 GR raised a concern regarding the intent of the first paragraph in the foreword of MCS 001. GR
199 stated that this clause appears to allow installers to pick and choose which standards they comply
200 with and, furthermore, the foreword is not the correct place for this clause. TC informed the group
201 that it is boiler plate text across all standards. DS noted that it is not just MCS boiler plate text but
202 also IEC boiler plate text.

203

204 **ACTION 21-007:** MCS administrator to add boiler plate text on applicable version of standards to the
205 next SMG agenda.

206

207 The SMG suggested a number of amendments to MCS 001 which the MCS administrator amended in
208 during the meeting.

209



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210 GT noted that the version of the standard that was circulated didn't appear to be the most up to
211 date version. It was suggested that, rather than duplicate work, this should be raised at the next
212 MCS 001 meeting. DJ also suggested that amendments may have already been made to Section 17 -
213 Training and Competence.

214

215 DJ suggested that under 15 - Records – the inclusion of 'where relevant' is too open to
216 interpretation. GT acknowledged that to write either a list of the relevant or non-relevant scenarios
217 would be extremely lengthy and therefore impractical. The group agreed that the inclusion of
218 'where relevant' does not alter the intent of the requirement, however, this could be considered at a
219 later date. GT suggested that more information could be provided under 16 - Complaints as
220 currently, the section refers to the MCS Complaints Guidelines which are consumer facing and do
221 not describe a complaints process for installers.

222

223 **ACTION 21-008: MCS administrator to feedback comments to MCS 001 WG. MCS 001 WG to update**
224 **standard accordingly and circulate a clean version for final SMG sign off by electronic vote.**

225

226 **ACTION 21-009: MCS 001 WG to add text into MGD 001 with relevant clauses in MIS standards and**
227 **draft website text. MCS administrator to circulate MGD 001 along with the updates to MCS 001 to**
228 **the SMG for final electronic sign off.**

229

230

231 QMS Templates

232 CY noted that the MCS 001 WG had considered the request to update the QMS templates to reflect
233 the technology specific QMS requirements. The MCS 001 WG responded that this was not necessary
234 and that a note would be added to the templates informing installers that they would also need to
235 consider technology specific QMS requirements.

236

237 DJ enquired as to whether there is a risk that non-MCS installers will download the QMS templates
238 from the MCS website and then later be told by Certification Bodies that they will have to do more in
239 order to develop a sufficient Quality Management System to cover specific technologies. On this



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240 basis, DJ suggested that the QMS templates should be updated to cover technology specific
241 requirements.

242

243 CY projected that completing this work would take approximately two years of additional work. The
244 group debated the benefits of completing the additional work per technology versus no QMS
245 templates being available to installers in the interim.

246

247 GT suggested that the development of a core QMS with an additional project file for each
248 technology would be an ideal candidate for a proposal for project funding. The group also agreed
249 that in order to approve the MGD and QMS templates, they would require visibility of the
250 documents.

251 **ACTION 21-010: MCS 001 WG to consider SMG feedback on QMS templates.**

252

253 **Roofing Kits – notification and fire classifications**

254 MC summarised the draft text developed by the MCS 012 WG to determine testing of PV modules
255 that form part of the fire barrier. The SMG queried why an Impact Assessment paper was not
256 provided at the SMG meeting.

257

258 Post- meeting note: Jon Sturgeon advised that Annex 2, 3 and 4 require an update from BRE to be
259 completed. Feedback is expected from BRE at the end of July and will be discussed at the next MCS
260 012 WG meeting on 5th August. A Change Request was therefore provided to SMG instead.

261

262 PR noted that DECC are in the process of drafting a MoU to oversee a distinct change cycle covering
263 updates to the MCS standards which will aim for a maximum of two updates per year. This will be as
264 a result of FIT and RHI legislation specifying MCS standard and version numbers.

265

266 **ACTION 21-011: MCS administrator to circulate the MCS 012 changes and impact assessment for**
267 **electronic vote by the SMG.**

268

269 **Biomass – biomass cookers**



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270 AH informed the SMG that a biomass cookers meeting was arranged in May to discuss a case where
271 a range of biomass cookers were wrongly certified. Following discussion at the biomass cookers
272 meeting, the group agreed to consider adding biomass cookers to the scope of MCS 008. Kiwa took
273 an action to draft an additional Annex in MCS 008 to cover stoves which use incidental heat for
274 cooking. No update has been provided by Kiwa on progress yet.

275

276 **Heat pumps – ErP, Compliance Certificate**

277 GH informed the SMG that an FAQ document is currently under development to provide additional
278 guidance to installers and manufacturers ahead of ErP implementation.

279

280 GH clarified to the SMG that manufacturers are being advised by MCS that, because documentation
281 was issued at the beginning of May, manufacturers are not expected to have to test immediately.
282 They can use the old version of the test standard to test products. GR suggested including a caveat
283 statement in the FAQ document to mitigate any risk of ambiguity.

284

285 **ACTION 21-012: GH to add a caveat statement at beginning of FAQ document.**

286

287 The group discussed two reports submitted to MCS by BEAMA relating to MCS heat pump
288 requirements and supporting materials. These papers included a number of recommendations and
289 were addressed to the MCS Management Panel.

290

291 As a result of these reports, GT informed the SMG that the Heat Pump WG identified that there are
292 some areas of the Heat Pump Compliance Certificate that could be improved. GT and GH are planning
293 a meeting to review the Heat Pump Compliance Certificate and remove unnecessary lines/
294 duplication. DECC would then need to take a view as to whether it included enough information for
295 RHI purposes.

296

297 **ACTION 21-013: Biomass (AH) and Solar Thermal (NS) SMG reps to review the Compliance Certificate**
298 **with their WGs and amend with highlights to specify areas of duplication.**

299



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300 Following discussion with representatives of the Heat Pump WG, GR and GT have an action to discuss
301 the costs of a graphical user tool for installers to support all technologies.

302

303 The SMG agreed that they would not be in a position to vote on the heat pump tool proposal and this
304 should be referred to the Management Panel along with a formal response to the BEAMA reports. GR
305 stressed the importance of following due process which was bypassed in this case. The MCS change
306 process should be referenced where necessary.

307

Solar PV – IET guide and proposed changes to standards

309 GT presented the change request to add a section to MCS 005 to cover product tolerances. This has
310 been proposed in order to prevent companies from gaming the bands of the Feed-in-Tariff. The
311 group unanimously agreed the changes. Separately, TC noted that the 61646 reference is out of date
312 and needs to be amended from 1997 to 2008. The group agreed that this update could also be
313 made.

314 **ACTION 21-014: MCS Administrator to publish updated version of MCS 005.**

315

IET Guide to replace Solar PV Guide

317 GT informed the SMG of the recommendation from the Solar PV WG to replace the Solar PV Guide
318 with the IET Guide. In terms of the routes to ensuring key information contained within the Solar PV
319 Guide is still available to installers, a review and a gap analysis could be conducted to remove any
320 duplicated guidance. A smaller PV supplementary guide could be produced with the information that
321 is not present in the IET guide.

322

323 GR enquired as to whether any conflicting points have been identified between the two guides, it
324 was noted that a few aspects have been identified such as string fusing, fire alarms and detections,
325 however, a gap analysis will provide a clearer picture of the conflicts. Should the Solar PV guide be
326 replaced by the IET guide, the SMG established that this would effectively mean all installers would
327 have to pay for the IET guide in order to be compliant.

328

329 The SMG discussed the costs associated with this and disagreed over whether the IET Guide should
330 replace the Solar PV Guide at considerable cost to installers or whether the Solar PV Guide should be



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331 further developed by the WG to cover any points of contention between the two. MCS commented
332 that updating the Solar PV Guide would require substantial work.

333

334 The main issue identified with either option is the timescales associated with the work. MC noted
335 that when IET guide and Solar PV guide have fundamental differences, this poses potential risk to
336 consumers as installers are at liberty to choose which guidance to follow. GR suggested that because
337 of these issues with safety, the standard consultation time could probably be shortened. PR
338 expressed concern that the process had not been followed as this should have gone to the Steering
339 Group for consideration.

340

341 DJ proposed that the issue be escalated to the SG immediately. The SMG agreed that this issue be
342 raised at the Steering Group via the Management Panel for an urgent review.

343

344 CY enquired as to whether any changes should be made to the existing Solar PV Guide in the interim
345 to cover any immediate safety issues. The SMG agreed that no further work should be completed
346 until a decision has been taken by the Steering Group.

347

348 **ACTION 21-015: GT to forward all information on Solar PV Guide and IET Guide to GR for discussion**
349 **at the Management Panel, ahead of discussion at the Steering Group.**

350

351 *At this point JH left the meeting.*

352

353 **Micro CHP – Boiler plate text, non-gas powered technologies**

354 KL introduced himself to the SMG as the new Chair for the Micro CHP WG and provided a summary
355 of recent discussion at the WG meetings. Currently BRE do not accept PAS 67:2013 performance
356 testing for low temperature conditions. Test results don't go into SAP.

357

358 There is an issue with the Standard Assessment Process (SAP) and the Annual Performance Method
359 (APM) as this works on the basis that the boiler does everything and the supplementary heater is an
360 electrical device. With regards to add-on products, the Micro CHP unit becomes the lead heating
361 system.



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362

363 It has been identified that with a non-condensing boiler the add-on unit would make the overall
364 system less efficient than without the add-on, however, would have overall lower carbon emissions.

365 This is an area that the WG are looking to explore further, to encourage the uptake of renewable
366 technologies with low carbon emissions, not limited by the efficiency of the product.

367

368 The SMG noted that there should be a clear method for reporting annual performance and this
369 should be covered in a new Change Request including all proposed amendments to the existing
370 Micro CHP standards. It was the SMG's view that the product and installer cogeneration add-on and
371 replacement standards currently under development would serve best as annexes in the existing
372 standards.

373

374 **ACTION 21-016: DJ to circulate information on Micro CHP defined scope to KL for information.**

375 **7. Defined Scope for Technologies**

376 DJ informed the group that the small meetings to discuss limited scope for assessing competence for
377 MCS technologies have taken place and a response will be provided towards the end of the week
378 (w/c 20/07/2015).

379

380 **8. European heat pump certification**

381 GR provided an update on the EHPA certification scheme and noted that they had decided to
382 partner with Keymark.

383 **9. MCS calculators for heat technologies**

384 This item was discussed during the review of actions.

385 **10. Valid Replacement Events - obsolete and unsupported equipment**

386 DS described instances of consumers seeking to partially replace their existing small wind turbines. It
387 is possible that another British small wind turbine manufacturer may already be offering an
388 equivalent replacement. However, installing replacement equipment to the turbines could affect the
389 customer's eligibility for the Feed-In-Tariff (FIT).



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390

391 DS informed the SMG that when a replacement is made to the system, under FIT, the system would
392 be considered a 'new system' and therefore re-set the customer's eligibility date for FIT.

393 In a situation where half a system is installed and the other half is not safe to use, and then part of
394 the system is replaced, the information that was provided on the compliance certificate will be
395 incorrect and the customer would appear to be fraudulent, should this be discovered in an audit.

396

397 One identified option appears to be declaring a valid replacement to the system. GR noted that DS
398 should think about the liabilities and risks associated with this. The SMG agreed that this is a valid
399 issue that would affect several technologies.

400

401 DS proposes that DECC ask MCS to set up a sub-committee charged with declaring "valid
402 replacement events", and instruct Ofgem to accept these in administering the FIT.

403

404 **ACTION 21-017: MCS administrator to add to next meeting agenda and re-circulate DS Letter to SMG**
405 **with the next meeting agenda and papers.**

406

407 **ACTION 21-018: MCS administrator to invite SMG to circulate any comments on letter to DS.**

408

409 **11. The scope of MCS**

410 As JH had left the meeting, TC agreed to confirm with JH whether this item requires discussion at the
411 next meeting.

412

413 **ACTION 21-019: MCS administrator to confirm with JH whether the Scope of MCS should be added**
414 **to the agenda of the next SMG meeting.**

415 **12. AOB**

- 416 - Add review of WG Terms of Reference to the agenda of the next SMG meeting.
417 - MC raised the issue of installers who only do non-domestic installations being required to be
418 a member of a TSI code. The SMG noted that this topic had been discussed before and
419 couldn't recall what the outcome was. It was agreed that this should be raised at the
420 Steering Group.



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421 - Impact Assessments - GR noted that when completing impact assessments, a more robust
422 analysis should be taken. The assessment should consider cost and affect, impact in terms of
423 bureaucracy as well as red tape issues.

424
425 **ACTION 21-020:** GR and TC to develop a more sophisticated Impact Assessment template to be
426 applied to MCS 001.
427

428 **ACTION 21-021:** MCS administrator to request that TSI codes be added to the agenda for the next
429 Steering Group meeting.
430

431 **13. Date for next meetings:**

432
433 Future SMG meeting dates are as follows:

- 434 • 22nd September 2015
- 435 • 17th November 2015
- 436 • 19th January 2016