



The Certification Mark for Onsite
Sustainable Energy Technologies

MCS Standards Management Group

Terms of Reference

Version 4.0

Effective date: 2nd January 2018

Definition of Terms

Working Group:	Working Group established under the terms set out here-in
Steering Group:	MCS steering group
Manufacturer:	A manufacturer of products relevant to the Standards being developed.
MCS Contractor:	An individual, body corporate or body incorporate, applying for or holding MCS certification for delivery of supply, design and / or design review, installation, set to work, commissioning services and handover for systems covered by the relevant technology standard.
Standards Management Group Member:	<p>An individual whom fulfils the Membership Criteria, and is approved as such, per the mechanisms set out here-in</p>
Attendee:	An individual attending a particular meeting of the Standards Management Group. Not necessarily a Member
Simple majority:	More than 50% of Members in attendance. For clarity, this is a proportion of the attending Members who vote and does not include abstentions
MCS Licensee:	The body licensed from time to time by the Secretary of State for Business Energy and Industrial Strategy to hold and issue the MCS mark.
SMG:	Standards Management Group
Quorum:	Quorum shall be achieved when 40% or more of SMG voting members participating.

Where a working group has no representative or where a working group has been made dormant, that representation will not be counted when determining Quorum.

1. ROLE, OBJECTIVES & SCOPE

Under the authority of the MCS Steering Group the SMG shall:

- i. Constitute, instruct and supervise Technical Working Groups that will develop and maintain product and installer standards for the technologies currently within the scope of MCS
- ii. Constitute, instruct and supervise Technical Working Groups that will develop and maintain product and installer standards for the technologies that the Steering Group may deem from time to time appropriate to bring within the scope of MCS
- iii. Act as the final decision-making forum for any technical changes that may be proposed to the MCS installer and / or Product Standards or related MCS branded guides
- iv. Ensure that, to the extent required for the efficient functioning of the Scheme, the respective MCS installer and product Standards are consistent across the suite of Standards
- v. Carry out other analysis or review which the Steering Group may from time to time deem to fall within its scope

NOTE: The SMG's remit does not include the writing of technical content of MCS standards or scheme documents.

2. AUTHORITY

The Standards Management Group is formed by, and reports to, the Steering Group. Its Terms of Reference are set by the Steering Group. The Standards Management Group has powers that are delegated by the Steering Group, to review, amend and publish MCS related standards. Notwithstanding that, the Steering group shall remain the group with overall responsibility for the decisions taken by the Standards Management Group.

Expenditure that may be required to fulfil the above requirements in excess of costs associated with the running of the SMG meetings, shall be requested from the Management Panel.

3. CONFIDENTIALITY AND TRANSPARENCY

A list of Standards Management Group members will be publicly available on the MCS website. The website will also show the constituent group with which each member is associated and in which capacity they attend.

Discussions and materials will be confidential to the SMG, save where agreed otherwise by the Group in order to facilitate particular actions that may arise from time to time. An anonymised report will be made available externally.

4. SMG STRUCTURE, MEMBER ELIGIBILITY & OTHER ATTENDEES

4.1 MEMBER ELIGIBILITY

Each of the MCS groups listed below shall be entitled to 1 representative each, selected by that group, to a position on the SMG.

The SMG shall not make decisions on any standards without it having representation and / or input from the group concerned where decisions are based around technical matters.

The Standards Management Group shall consist of the following members each having full voting rights;

- One representative of MCS Contractor Certification Bodies
- One representative of MCS Product Certification Bodies
- One representative of MCS Working Group 1 - Solar Thermal
- One representative of MCS Working Group 2 – Solar PV
- One representative of MCS Working Group 3 – Wind
- One representative of MCS Working Group 4 – Hydro
- One representative of MCS Working Group 5 – Biomass
- One representative of MCS Working Group 6 – Heat Pumps
- One representative of MCS Working Group 7 – Micro CHP (also represents Renewable CHP WG 8 and Fuel Cell WG 9 as these 3 groups meet as one)
- One representative of MCS Working Group 10 – Roofing Issues
- One representative of MCS Working Group 11 – MCS 001

- One representative of the MCS Competency Working Group
- One representative of the MCS Metering Working Group
- One representative of the MCS 010 and MCS 011 Working Group

4.2 OTHER ATTENDEES

The following shall have a position on the group but have no voting rights

- One representative of the Department of Business Energy & Industrial Strategy
- MCS Licensee

From time to time the SMG may invite observers to the meetings as they see fit and where it is felt that the observer would usefully contribute to a particular topic or debate. Any such arrangements shall be made only with prior written approval by the Chair; any such request shall be made through the MCS Licensee.

Requests may be made to the SMG to attend the meetings and deliver presentations on particular topics. Any such arrangements shall be made only with prior written approval by the Chair; and any such request shall be made through the MCS Licensee.

Where persons are to attend the meetings in either of the above three capacities they shall have no voting rights and they shall be made aware of and agree to abiding by the rules of attendance in such a capacity as detailed in Appendix B. Attendance at the meeting will be for the duration of the discussion that the attendee is addressing, unless there is an agreed consensus at the meeting by the Members present that it would be valuable for the attendee to stay longer.

4.3 COMMITTEE STRUCTURE & ROLES

All members should be prepared for the meeting by soliciting views of their constituent (particularly Working Groups) where this has been approved to the meeting and shall be prepared to take actions and / or circulate material and report back to the constituent they represent on views and actions taken by the SMG subject to the rules of confidentiality as defined in clause 3 above.

The Group shall be made up of those eligible for membership of the SMG. The position of Chair and / or Vice chair is considered to be fundamental to the groups standing. At the inaugural meeting, the members of the Group eligible for membership shall put forward nominations to become the Chair or Vice Chair of the Group. A vote shall then take place amongst the members of the SMG, and both the Chair and Vice Chair shall be elected by simple majority. The Chair and Vice Chair shall hold their position for a period of 12 months and the positions shall be subject to election/ re-election every 12 months amongst the members of the Group when another nomination and vote shall take place.

At the discretion of a majority of voting members of the SMG, an independent Chair may be selected from a previous member of the SMG.

Where either the chair, in the first instance or vice chair position (in the absence of a chair) is vacant or not represented, the secretariat will direct the meeting and the members shall nominate and elect the positions of Chair and Vice Chair.

The chair or vice chair can resign from their position by giving a minimum of 14 days' notice to the Group in writing, unless there are extenuating circumstances surrounding their request to resign.

At any given time, the Group must have either a chair or vice chair elected, where the chairs position is vacant, or the chair is unavailable, the vice chair will assume all duties of the chair.

If for any reason the group is unable to fill the position of chair and if no vice chair is in position, then the MCS Licensee will direct the meeting as to the actions necessary to ensure continuity of the Group. Under these circumstances no votes may be cast and no matters discussed other than those matters relating to the structure of the Group.

CHAIR

Duties

The Chair's role will be:

- Other than in exceptional circumstances, to attend all meetings of the Group.

- To chair meetings, facilitate discussions and encourage consensus on issues for decision.
- Approve the agenda in advance of each meeting
- To act as the Group's liaison with the MCS Steering Group
- To act as the first point of decision regarding applications to add agenda items and for requests to allow non-members to attend particular meetings of the Group.

In any matter, the Chair has the same voting rights as any other member, i.e. he does not have a casting vote.

The vice chairs role will be to assist the chair in the matters detailed above and where appropriate, or where the chair is not available the vice chair shall fulfil the duties of the chair as required to maintain the continuity and representation of the group

5. MEETING FREQUENCY AND NOTICE

Meetings will be held at least every 6 months and more frequently if required to ensure the Scheme can function without undue delay in any particular matter, the convening of the group shall be at the discretion of the Chairman, or in their absence the Vice Chairman

The secretariat will notify the SMG members when the date of a meeting has been confirmed.

Other than in exceptional circumstances, notice of meetings, including a draft agenda will be sent to members not less than 15 working days in advance of each meeting, and a final agenda and any papers will be circulated not less than 5 working days in advance of each meeting.

The Chair will be entitled to cancel any scheduled meeting if, in their opinion, there are insufficient items of importance for debate at the meeting to warrant holding it. This should be notified to both the Group and the Steering Group as early as possible before the scheduled meeting date.

6. ROLES AND RESPONSIBILITIES OF MEMBERS

All members should be prepared for the meeting by soliciting views of their constituents where this is applicable, and shall be prepared to take actions and / or circulate material and report back to the constituents they represent on views and actions taken by the Standards Management Group, subject to the rules of confidentiality as defined elsewhere in this document.

To this end, members are expected to actively contribute and attend meetings and respond to communications in a timely manner, in particular where voting is required.

If a member fails to attend, or participate (e.g. By telephone) in a meeting or fails to participate in a vote (electronically or in person) on 3 consecutive occasions, the chairman of the group shall request that the member concerned shall either positively commit to contributing to the group in accordance with these terms of reference, or shall stand down from that group so as to allow other potential members to become involved.

Attendance and contributions to each group shall be monitored by the MCS Administrator and reported on periodically to the Standards Management Group Chair. The Standards Management Group Chair will act on the above.

7. ISSUES PROCESSING

The Standards Management Group will address issues as directed by the Chair, who reports to the Steering Group.

The normal business of the Group will be to consider requests by the MCS working groups to agree proposed changes to the MCS and MIS Standards

Proposed changes to the Standards, along with any other issues that might be considered by the Standards Management Group and/or its working groups, should be raised in the first instance with the secretariat, who will notify the Chair. It is at the discretion of the Chair as to whether issues are added to the agenda for a particular meeting, however issues cannot be permanently excluded from meetings on this basis. Issues may be permitted to be raised at the meeting at the discretion of the Chair under the standing agenda item of AOB.

8. DECISION MAKING

Decisions shall be made by the SMG on a scientific and rational basis. This rationale shall also be made publicly available alongside the chairs anonymised minutes for each meeting. These minutes shall be anonymised unless an attendee wishes to be attributed to a particular statement.

In order for a decision to be made a Quorum shall be present.

Any decision to be taken by the group must be voted on; where possible the group must aim to achieve a consensus. Where this is not possible a simple majority of votes cast (excluding abstentions for the purposes of calculating what constitutes a majority) will be required to pass any decisions made.

Votes may be made electronically by members unable to attend a particular meeting.

Votes may also be cast to resolve matters that need rapid attention as defined by the Chair. This latter option is only allowed where an attempt has been made to call a meeting but has been unsuccessful in the time required for any particular matter.

All votes shall be minuted and recorded to ensure that in the event of any dispute the SMG can call upon the records to clearly show the member, their vote and their means of voting. These records shall be kept confidential to the SMG and held by the MCS Licensee for a period of 6 years.

All decisions shall be taken in accordance with Appendix C: SMG Decision Making Checklist.

9. APPEALS

All decisions of the Standards Management Group in relation to changes to the technical aspects of the Standards are final. They may be appealed on procedural grounds, but the technical aspects can only be changed by proposing a further change to the relevant Standards.

Until an appeal is successful, any decision of the Standards Management Group will be implemented as scheduled. For clarity, this means that the implementation of a Standards Management Group decision cannot be delayed by an appeal, but can be reversed if the appeal is upheld.

10. REPORTING

The Standards Management Group reports directly to the Steering Group.

The Chair of the Standards Management Group will produce a Chair's Report for publication (see above).

11. ADMINISTRATION

Other than in exceptional circumstances, the following timetable will apply:

A draft agenda will be issued at least 15 working days in advance of the meeting, and a final agenda and any meeting papers will be issued five working days before the meeting.

The meeting report will be produced and issued to all Standards Management Group Members and, where appropriate, attendees, within ten working days of the meeting.

Any comments on that report's accuracy should be returned to the MCS Licensee within five Working Days following issue of the meeting report. The final report will be published on the MCS website no more than 20 Working Days following the meeting.

The secretariat function is to include: taking minutes; agreeing and sending out agenda/calling notices; booking meetings; controlling the logging and circulation of documents and maintaining contact lists.

Participants are invited to offer meeting facilities for the Group where possible.

APPENDIX A – CONDUCT AND CONFIDENTIALITY

To be signed by all members:

I declare that, for so long as I shall be a Member of this standards management group and to the extent allowed by law:

- I will treat all agendas, minutes, papers and other materials that I receive in connection with it as confidential to the Group and its members, and I will not disclose to anyone outside the Group the nature or detail of discussions, save where:
 - These are already in the public domain;
 - The Group agrees that information can be more widely circulated to help fulfil certain actions that may arise from time to time

- I will act within the bounds of the version of the Terms of Reference as signed below
- I will engage constructively with other Members of the Working Groups in order to help the SMG fulfil its remit
- I will disclose to the Chair, for the record, any personal or commercial affiliations that I may have with any organisation or group that may be perceived to be a conflict of interest in any decisions made or matters discussed.
- I consent to my name and associated organisation (if applicable) being published on the MCS website, with the proviso that it be clarified that I do not necessarily represent that organisation when attending the Working Group.

Signed: _____

Name: _____

Associated Organisation: _____

Date: _____

APPENDIX B – Method and Code of conduct for non-member attendees of the SMG at any SMG meeting.

Exceptionally an individual or group of individuals (hereafter referred to as the correspondent) may wish to make representation, either in person or by composing a paper to the SMG panel to express their views on a particular subject or topic, this activity should be encouraged within MCS to ensure that those who wish to do so are given the opportunity to input into the development of standards

In the first instance the Correspondent should be encouraged to submit a brief paper containing an overview relating to a particular matter. If the SMG agree then the Correspondent should then be given the opportunity to submit a full paper on their chosen topic which must be received no less than 15 days prior to the next meeting of the group.

The Correspondent shall be notified of when the group will discuss their paper and shall be given written feedback by the secretariat in conjunction with the chair no later than 20 working days after the meeting has taken place.

Where it is agreed by the group or, if timescales do not allow, then by the chair, the Correspondent can be given the opportunity to attend an SMG meeting to deliver a presentation / paper and be questioned by the panel on their topic.

Where this is the case and the Correspondent is made up of a number of representatives, no more than a combined total of 2 representatives may attend such a meeting.

When in attendance the Correspondent shall be given adequate time to introduce themselves to the group, after this they will be allowed a maximum time of 10 minutes to deliver a presentation or paper and a further 10 minutes to respond to the panels questions, overall the Correspondent shall not be permitted to attend the meeting for longer than 25 minutes for any one topic. Time periods detailed herein do not include time for any comments.

Attendees shall be made aware of these time constraints and it shall be emphasised at every point of communication with them that these times will be strictly adhered to. It should also be emphasised that during any meetings the Correspondent must remain respectful of

the SMG members and that any abuse or outbursts may result in them being asked to leave the meeting and their topic being removed from the agenda.

APPENDIX C – SMG Decision Making Checklist

Please see the table below of factors that the SMG must consider as part of a decision-making process:

No.	Factors to be considered
1	Quorate Achieved? <ul style="list-style-type: none">- Majority vote, greater than 40% of SMG voting members present
2	Has the SMG considered whether the decision supports the aims and objectives of MCS?
3	Conflicts of Interest; If identified: <ul style="list-style-type: none">- Have these been managed?- What mitigating actions have been implemented? (Provide details in comments section below)
4	Considered implications on all affected parties? These may include; <ul style="list-style-type: none">- Industry,- Consumers, and- The MCS Scheme
5	Technical expert present as observer, if considered necessary
6	Change Request approved by SMG?
7	Had visibility of, and fully considered, an Impact Assessment, to include consideration of; <ul style="list-style-type: none">- Proposed work plan- Funding arrangements

8	<p>Where the Change is 'material', the change has been circulated for public consultation</p> <ul style="list-style-type: none"> - <i>The decision as to whether a change is material or non-material is defined in the MCS Change Process, v1.1.</i>
9	<p>Any decisions relating to the strategy of the Scheme to be referred to the MCS Steering Group</p>
10	<p>Considered risk to the Scheme's reputation. These may include, but are not limited to;</p> <ul style="list-style-type: none"> - A challenge from outside of the Scheme due to a perceived barrier or barrier being put in place from a change being signed off to the standards - Leaving the Scheme open to challenge for an immediate implementation of a standard without fully considering the impacts
11	<p>Any decisions deemed to pose a high risk to the Scheme to be referred to the Steering Group. These may include, but are not limited to;</p> <ul style="list-style-type: none"> - Process not being followed for sign off of standards as per the MCS Change Process. - Not dealing with conduct that may bring the Scheme into disrepute. - Not addressing, minimising or being aware of any conflicts of interests.

AMENDMENTS ISSUED SINCE PUBLICATION

DOCUMENT NO.	APPROVAL	AMENDMENT DETAILS	DATE
1.0	Approved by MCS Management Panel	First issue	24/05/2011
2.0	Approved by MCS Steering Group	Updates to all sections	06/09/2011
3.0	Approved by MCS Steering Group	Updates to definition of “simple majority”, paragraph under section 2 – Authority, and extending the length of term for the Chair and Vice Chair from 6 months to 12 months.	18/06/2012
4.0	Approved by MCS Steering Group	Amend “Competency Criteria Working Group” to “Competency Working Group”, update Member Eligibility to include MCS 010 and 011 WG and Metering WG and remove MCSSCo Interim CEO, addition of roles and responsibilities section, the anonymization of minutes unless otherwise stated by a SMG member, inclusion of Appendix C - SMG Decision Making Checklist, updates from DECC to BEIS	02/01/2018