



The Certification Mark for Onsite Sustainable Energy Technologies

MCS Standards Management Group Final Minutes

Date: 22nd November 2017, 10:30 – 16:00
Venue: Gemserv, 5th Floor, 8 Fenchurch Place, EC3M 4AJ

Attendees:

No.	Representing	WG no.
In attendance		
1	PV (Chair)	WG02
2	MCS Product CBs (Vice-Chair)	n/a
3	MCS Contractor CBs	n/a
4	Biomass	WG05
5	Heat Pumps	WG06
6	Solar Thermal	WG01
7	mCHP	WG07,08,09
8	MCS 001	WG011
9	MCS Administrator	n/a
10	MCS Administrator	n/a
Apologies		
1.	MCSSCo Interim CEO	n/a
2.	MCS 001	WG011
3.	Heat Pumps	WG06
4.	Government	n/a
5.	Government	n/a

Agenda:

No.	Agenda Item	Document Reference	Time
1	Welcome and approval of the agenda	Verbal	10:30
2	Chair/ Vice-Chair	Verbal	
3	Minutes and actions from last meeting	<ul style="list-style-type: none">➤ SMG_171122-02a - Minutes from previous meeting➤ SMG_171122-02b - Action Log	10:35
4	MCS scheme updates: <ul style="list-style-type: none">• Novation• Management Panel• MCS Budget• Steering Group	Verbal	11:00
5	Terms of Reference	<ul style="list-style-type: none">➤ SMG_171122-05a - SMG Terms of Reference (tracked changed)➤ SMG_171122-05b - SMG Terms of Reference (clean)➤ SMG_171122-05c - CCWG Terms of Reference➤ SMG_171122-05d - Technical WG	11:30



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		Terms of Reference	
6	Competency Criteria deadline	Verbal	12:00
7	Performance Estimates alignment across heat technologies	Verbal	12:30
Lunch			13:00
8	MCS Working Group proposals and updates	➤ SMG_171122-08a - MCS 012	13:30
		➤ SMG_171122-08b - Impact Assessment	
		<i>Verbal/ Late paper TBC</i>	14:00
9	Draft commissioning scenarios	➤ SMG_171122-09 - Draft Commissioning Scenarios	14:30
10	BSI Battery Storage Letter	➤ SMG_171122-010 - BSI Open Letter	15:00
11	Review of external standards/ scheme risks	Verbal	15:30
12	AOB	Verbal	15:45
13	Dates of next meeting: • 30/01/2018	Verbal	16:00

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1. Welcome and approval of the agenda

The Vice-Chair welcomed members to the meeting and apologies were noted.

The Vice-Chair asked the Standards Management Group (SMG) members whether they had any AOBs to raise. The following items were raised:

- MCS 023
- Change Process

2. Chair/ Vice-Chair

The Vice-Chair informed the SMG that the Chair has been elected as the Chair of the Management Panel. This represents a potential conflict of interest between the SMG and Management Panel activities. Therefore, in the interest of transparency, it has been agreed that the Vice-Chair shall chair the SMG meetings until the point where the Management Panel is disbanded (i.e after novation) at which point the Chair will return to chairing SMG meetings.

3. Minutes and actions from last meeting

The minutes from the previous meeting (21st September 2017) were approved (Abstain:1, In favour:7, Against:0) subject to the following corrections:

- Page 8: Amend MCs to MCS
- Page 16: Remove the sentence "... added it was not the role of the Certification Body to prove adequacy"
- Page 16: Amend text to state "... questioned ~~w~~hat Certification Bodies are measuring against and ~~w~~here is the evidence? "
- Page 16: Amend legalisation to **legislation**
- Page 17: Remove the spacing between and/or
- Page 17: Clarifying the sentence "... is aware that most **if** not all regulated offerings are in fact out of date **in terms of the outputs aligning with the MCS standards.**"
- Page 17: Amend ~~are~~ to **is**



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- 44 • Page 18: Amend to “who were **early** adopters of the scheme, will be removed”
- 45 • Page 18: Amend date from “1st January” to “**3rd January**”

46
47 The SMG reviewed the statement *They are confirming the courses match but not commenting on the*
48 *quality* and were unable to determine who had said this or confirm the statement’s intent.

49
50 The SMG then discussed the matters arising from the previous minutes. The Vice-Chair queried
51 whether funding from the Scottish Government may have been lost due to the delay of the MGD 002
52 project proposal. A member confirmed that the funding was still available from the Scottish
53 Government and even without official funding, the project could be started at the authors risk in order
54 to achieve the completion date to secure funding.

55
56 *Post-meeting note: The contract has yet to be finalised and signed. The aimed completion date is now*
57 *the 30th March 2018.*

58
59 The Vice-Chair queried whether the MCS mCHP meeting took place, and the MCS Administrator
60 confirmed that the meeting took place via teleconference.

61
62 The Vice-Chair also enquired about the EWR Pilot and whether it had officially ended. The MCS
63 Administrator confirmed that the closure date of the Pilot has elapsed but there has been no official
64 closure. A member noted that the mandatory date of compliance with the scheme criteria is still the
65 3rd January and the SMG discussed the status of the Pilot. The MCS Administrator noted that one
66 installer had completed the EWR pilot programme however, despite requests, up to date statistics
67 have not been provided by the EWR providers. A member suggested that the high cost of the pilot
68 may lead to low numbers completing the process.

69
70 The SMG reviewed the outstanding actions and the following updates were noted:

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Reference	Action	Status	Update
SMG 22-001	A member to discuss CAPs with the Management Panel and confirm the change process for these documents.	Open	The draft CAPs document has been de-prioritised due to more pressing Scheme issues.
SMG 22-014	MCS Administrator to refer request for additional funding to carry out fire test to the Management Panel.	Open	This action is pending until novation is completed and will be considered as part of the budget discussions regarding SMG funded projects.
ACTION SMG 23-005	MCS Administrator to build into the SMG funding application process a cover note of contract from the service provider in cases where a third-party service provider is delivering the work.	Closed	The MCS Administrator informed the SMG that a cover note has not been completed for third party suppliers delivering work as part of the SMG funded projects and queried why this would not be covered via a sub-contract with the main supplier as is the case with the MGD 002 proposal. The SMG agreed that a cover note of contract should not be necessary and requested that the MCS Administrator raise this recommendation with the



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			Management Panel.
ACTION SMG_160928-04	The SMG to let the MCS Administrator know where unique work has been carried out as part of the due -diligence work being carried out.	Open	The Chair is currently discussing with BEIS, update to be provided at a future meeting.
ACTION SMG_160928-05	MCS Administrator to include the SMG ToR on the agenda for a future SMG meeting following a decision on where the SMG sits within the Scheme's governance structure.	Closed	SMG ToR have been added to the agenda of the 22nd November SMG and 5th December Steering Group meetings.
ACTION SMG_170125-05	MCS HP WG to review the term 'reasonable' for inclusion as a note in MGD 002.	Closed	MGD 002 was raised at the MCS Heat Pump WG meeting on the 1st November, but the Group did not discuss the inclusion of the term "reasonable".
ACTION SMG_170321-03	MCS HPWG to confirm MCS 007 testing requirements and how these relate to MCS 011.	Open	At the 22nd June SMG meeting, a member agreed to review notes and discuss this offline with another member.
ACTION SMG_170321-017	Two members to discuss the scheme with an appropriate ROI government contact.	Open	The MCS Administrator is following up with the Roofing Issues WG member who raised this for more information.
ACTION SMG_170622-01	MCS Administrator to circulate UKAS correspondence to the SMG to review.	Closed	The MCS Administrator queried what this correspondence refers to. It was confirmed that the most recent and original emails in a thread between UKAS and MCS have been circulated to SMG members however, not the email thread in its entirety. The SMG agreed that the MCS Administrator should write to the MCSSCo Interim CEO requesting the email thread.
ACTION SMG_170622-04	A member to collect positive reviews for calculator from various interested Groups.	Open	A member of the mCHP WG has been invited to complete a review of the Add-On calculator and a meeting took place between two mCHP WG member on the 9th October. A SMG member is now waiting for the updated spreadsheet with implemented recommendations.
ACTION SMG_170622-017	SMG members to check BSOL access and contact MCS Administrator if unable to access site.	Open	Scheme management are currently making arrangements for renewing BSOL access. The MCS Administrator has not received any reports since the SMG meeting of issues relating to access but will be completing a review of users. The MCS Administrator wrote to each



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			<p>Working Group Chair with the list of accessible standards requesting a review.</p> <p>A member raised difficulty accessing standards and the MCS Administrator confirmed this would be because the specific standards are not currently within the subscription as access is not automatically given to new revisions, however, additional standards will be included shortly.</p>
ACTION SMG_170622-018	A member to review copyright agreement with BEIS regarding information taken from PAS 2030.	Closed	<p>MCS 023 was approved for publication at the September SMG meeting subject to the inclusion of amendments agreed on the day and inclusion of minor changes by a member.</p> <p>The MCS Administrator published the revision on Monday 20th November.</p>
ACTION SMG_170622-020	MCS Administrator to invite Competency Criteria WG member to review MCS 023 for potential changes in competency criteria.	Open	This action will be raised with the CCWG to review competency criteria for inspector/ pre-installation surveys.
ACTION SMG_170622-022	MCS Administrator to raise with MCS Contractor CBs whether they are accredited to certify to the latest version of PAS 2030, confirm transitional arrangements and steps taken to demonstrate competence to assess against PAS 2030.	Closed	MCS Contractor CBs accreditation schedules are publicly available. Two members agreed to circulate their accreditation schedules to the MCS Administrator. MCS Administrator to contact remaining Contractor CBs requesting the same information.
ACTION SMG_170921-01	MCS Administrator to circulate the outstanding actions to the persons responsible and request progress updates by no later than 6th October 2017.	Open	Due to time constraints, this action has not been completed.
ACTION SMG_170921-02	MCS Administrator to review the outstanding actions with a member ahead of the November SMG meeting.	Open	Due to time constraints, this action has not been completed.
ACTION SMG_170921-04	BEIS to provide an update to the SMG when available regarding intellectual property of the MCS Standards and guidance	Open	An update will be provided at the January SMG meeting or electronically, if available.



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	documents.		
ACTION SMG_170921-13	A member to liaise with the mCHP WG member regarding updates to the Add-On Calculator and accompanying methodology and confirm funding arrangements.	Open	A member has contacted a mCHP WG member but has yet to receive the final documents but should receive them shortly.
ACTION SMG_170921-14	MCS Administrator to request a decision for the new Management Panel as to whether the website text regarding recommissioning be removed from the MCS website.	Open	The Management Panel will be presenting the replacement plants and recommissioning website text issues to the Steering Group on 5 th December.
ACTION SMG_170921-15	MCS Administrator to raise a review of the MID question 'Was the renewable heating system new when it was installed?' with the MCS Management Panel.	Open	This was raised the at the Management Panel meeting on the 21st November and will be raised at the Steering Group meeting on the 5th December.
ACTION SMG_170921-17	A member and MCS Administrator to draft an agreed position statement and ask for comments for scenario 8, to help populate the rest of the table.	Open	The SMG reviewed the commissioning scenarios at the SMG meeting on the 22nd November under agenda item 9.
ACTION SMG_170921-19	MCS Administrator to publish the amended version of MCS 023 with no transition period.	Closed	MCS 023 was published on 20 th November.

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Action SMG 171122-01: MCS Administrator to raise SMG recommendation with the Management Panel that the main supplier arrange payment to sub-contractors for SMG funded projects.

Action SMG 171122-02: MCS Administrator to review the subscription with BSOL.

Action SMG 171122-03: Two members to provide the MCS Administrator with their Certification Body Accreditation schedule.

A member noted that the Certsure Accreditation Schedule covers both Certification Bodies.

Action SMG 171122-04: MCS Administrator to contact the remaining Certification Bodies to request their Accreditation Schedule.

Action SMG 171122-05: MCS Administrator to include IP on the agenda for all Working Group meetings.

Action SMG 171122-06: MCS Administrator to contact a MCS Service Company Director and request a copy of the email thread with UKAS regarding EWR.



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93 *At this point, the SMG received apologies from BEIS.*

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4. MCS scheme updates

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- Novation

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The Vice-Chair informed the SMG that there is activity going on with Novation but there is no confirmed end date, however, every effort is being made to complete as soon as possible.

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At this point, the Chair joined the meeting.

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- Management Panel

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The Vice-Chair updated the SMG that the Management Panel have developed a list of topics and assigned responsibilities for these topics amongst members and have developed a draft 17/18 scheme budget.

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- MCS Budget

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The draft 17/18 MCS budget has been circulated to the Steering Group and will be considered at the 5th December Steering Group meeting. The budget includes recommendations for a potential per Installation Fee increase and provision for SMG funded projects. The Chair reassured the SMG that any increase in installation fee would go through the correct procedures.

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The intention of the draft budget was for it to be balanced and ensure that the MCS Administrator is adequately resourced.

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- Steering Group

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The Vice-Chair informed the SMG that the next Steering Group meeting was scheduled for the 5th December and encouraged the SMG members who are also members of the Steering Group to attend, noting that the Directors Designates and Trustees have also been invited as per the last Steering Group meeting.

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5. Terms of Reference

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- SMG Terms of Reference (ToR)

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The SMG reviewed the proposed amendments to the SMG ToR to date.

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The SMG agreed the following amendments:

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- Replace “Installer” with “MCS Contractor”
- Keep reference SMG reporting line to Steering Group and remove references to MCSSCo until Novation
- Update Member Eligibility to include MCS 010 and 011
- Update Member Eligibility to include Metering WG
- Update Member Eligibility to remove MCSSCo Interim CEO
- Add roles and responsibilities section
- The anonymization of minutes unless otherwise stated by a SMG member.
- Remove SMG Decision Making from section 8: Decision Making
- Include Appendix C - SMG Decision Making Checklist without the checkboxes to be used as guidance

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- 146
- Update DECC to BEIS
 - Amend “Competency Criteria Working Group” to “Competency Working Group”
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149 Once the ToR has been reviewed and approved by the Chair and Vice-Chair of the SMG they will be
150 circulated to the Steering Group for review.

151

152 The MCS Administrator questioned what a Working Group should do if a SMG representative has not
153 been nominated e.g. MCS Roofing Issues Working Group, as currently the position of SMG
154 representative has defaulted to MCS Administrator. The Chair commented that if the Working Group
155 raise proposals to the SMG to consider, it would be appropriate for a working group representative to
156 attend that section of the meeting as a minimum, however, the SMG agreed to review this under the
157 Working Group ToR.

158

159 **Action SMG 171122-07: MCS Administrator to update the current published version of the**
160 **SMG Terms of Reference with the agreed changes and circulate to the SMG Chair and Vice-**
161 **Chair for review.**

162

163 **Action SMG 171122-08: MCS Administrator to include SMG Terms of Reference on the agenda**
164 **of the next Steering Group meeting.**

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- 166 – CCWG ToR
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168 The Chair informed the SMG that the current Competency Criteria Working Group (CCWG) ToR state
169 that the Management Panel must nominate a suitable and independent Chair for the CCWG. The
170 Chair proposed that nominations for Chair of the CCWG is amended so the Working Group members
171 can nominate a Chair, which is in line with the other Working Group ToRs, this proposal was
172 seconded.

173

174

175 The SMG further agreed that the name of the Competency Criteria Working Group should be
176 amended to Competency Working Group and this change should be reflected in the amended SMG
177 ToR.

178

179 A member suggested that the Competency Working Group (CWG) should be governed by the
180 Technical Working Group ToR. The SMG compared the Working Groups ToR with the CWG ToR and
181 agreed to withdraw the CWG ToR and that the WG ToR should apply to the committee going forward.

182

- 183 – Technical Working Group ToR
- 184

185 The following amendments were agreed to the Technical Working Group ToR:

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- Amendment of “Structure” to “Structure & Criteria of Membership”
 - Amend the need to have a technical knowledge and replace with an understanding and knowledge of the “scope of the Working Group” under “Structure & Criteria of Membership”
 - Removal of “Academia” for “Training and education Sector” under Structure & Criteria of Membership
 - Inclusion of “subject matter expert” within Structure & Criteria of Membership
 - Clarification of MCS Licensee and Secretariat as non-voting members
 - Amendment from “must” to “should” on page 3
 - Update to Chair appointment process
 - Inclusion of Chair election process and term guidance from SMG ToR
- 197
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199 As per the ToR, the Chair of the Working Group will review and assess any applications to join the
200 Working Group. A member raised that he may have a conflict of interest with a recent applicant to join
201 the MCS 001 WG as they are certified by a Certification Body which also certified another WG
202 member which could be viewed as distorted representation. The SMG agreed that they were happy
203 for the Chair of the WG to determine the best course of action.

204
205 The MCS Administrator enquired how a Working Group would be affected if a Certification Body
206 member issued a non-conformity to a Working Group member. The SMG agreed this should not be a
207 problem however, if this causes disruption, it should be for the Chair to decide the best course of
208 action.

209
210 It was also suggested to include Sub-Groups within the ToR but the SMG agreed that this was not
211 necessary at this time and could be included in the next review of the ToR.

212
213 **Action SMG 171122 09: The inclusion of Sub-Groups to be considered by the SMG as part of**
214 **the next review of the Working Group Terms of Reference.**

215 216 6. Competency Criteria deadline

217
218 The Chair informed the SMG that the Management Panel held an extraordinary meeting with
219 interested parties regarding the competency criteria deadline of 3rd January 2018.

220
221 The Vice-Chair noted that if the 3rd January 2018 deadline remained then contractors would still have
222 the option to provide evidence of training via the Competency Checker Tool or the EWR Pilot. The
223 MCS Administrator added that Contractors are able to use EWR outside of the EWR Pilot.

224
225 The Vice-Chair raised that there is a risk to the scheme as contractors may not be able to
226 demonstrate competency using the currently mapped courses and could be unable to use EWR due
227 to time and/or cost and the number of EWR providers decreasing. The MCS Administrator confirmed
228 that EWR providers had been written to in order to obtain statistics on contractors and the different
229 stages reached within the Pilot, but these statistics have not been provided.

230
231 A member confirmed that contractors can meet the requirements of MCS 025 through the use of
232 courses and supplementary evidence which can be broken down to show which employee is
233 competent in which areas but this can vary between companies. MCS 025 provides clear routes to
234 demonstrating competency.

235
236 The Chair proposed to make MCS 025 a guidance document with no mandatory implementation date.
237 This was seconded by another member. For transparency, a member acknowledged that 4 members
238 of the SMG were present at the Extraordinary Competency Criteria meeting where the proposal was
239 made and 3 members also sit on the Management Panel.

240
241 The SMG reviewed the recommendations made at the extraordinary meeting:

- 242
- 243 1. Remove the mandatory compliance timeline but retain the content of MCS 025 as a guidance
244 document instead of being mandatory
 - 245 2. Request for the CWG to review all documentation/ tools/ criteria and to suggest a proposal for
246 the competency workstreams
 - 247 3. To withdraw the Competency Criteria Terms of Reference and include the Competency
248 Working Group as a Technical Working Group going forward
- 249

250 A member raised that the Competency Working Group would appreciate set deadlines and goals from
251 the SMG going forward in order for the Group to have more direction.

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253 The following proposal was made by the Chair and seconded by another member. To remove the
254 mandatory implementation date of MCS 025 but keep the document as preferred guide of
255 demonstrating competency.

256
257 The SMG voted as follows:

258
259 Abstain:1. In favour: 6, Against: 1.

260
261 *The proposal was approved.*

262
263 The SMG reviewed the implications of MCS 025 being used as guidance and discussed references to
264 MCS 025 in other scheme documents. Although it is not referenced in legislation, it is referenced in
265 MCS 001 but without a date or version number.

266
267 The MCS Administrator raised the following reference in MIS 3005 Issue 5.0:

268
269 *With regards to the competence criteria identified MCS 025 and the timeline detailed in*
270 *Table 1 of MCS 025 shall be applicable for this criteria.*

271
272 The SMG agreed the following changes to MCS 025:

- 273
- 274 - Remove from the Introduction - *Installers of microgeneration systems who are certificated in*
275 *accordance with the Scheme requirements shall commence working in accordance with this*
276 *document according to the timetable set out in Table 1, below.*
 - 277 - Remove the Table 1 contents but add 'Table 1' as a heading and include the following note:
278 *MCS 025 is considered guidance and is no longer considered mandatory.*

279
280
281 The SMG agreed that MCS 025 should be amended and published by the MCS Administrator to
282 reflect the agreed changes. Furthermore, the MCS Administrator should arrange for an election of a
283 CWG Chair and once a Chair has been nominated, for the Group to review the current published
284 documents within 6 months.

285
286 **Action SMG 171122-10: MCS Administrator to amend and publish MCS 025 Issue 1.1.**

287
288 **Action SMG 171122-11: MCS Administrator to initiate election of a Competency Working**
289 **Group Chair and SMG representative.**

290
291 **Action SMG-171122-12: The SMG to invite the Competency Working Group to review the**
292 **information collated so far and propose a workable solution to achieve the scheme's direction**
293 **to ensuring a consistent and robust approach for the determination on the MCS Contractors**
294 **competence within 6 months.**

295
296 7. Performance Estimates alignment across heat technologies

297
298 A member explained that a Trading Standards Institute (TSI) Approved Consumer Code have raised
299 issues with Biomass performance estimates with the Management Panel. The MCS Heat Pump
300 System Performance Estimate Template (PET) was published to address issues identified with heat
301 pump performance estimates and the TSI Approved Consumer Code have reiterated the importance
302 of a similar template for the remaining MCS heat technologies.

303
304 The SMG then discussed the Energy Performance Validation Scheme (EPVS) set up by a TSI
305 Approved Consumer Code, which according to a member is a robust scheme. The Chair queried
306 whether other TSI Approved Consumer Codes may consider adopting a similar scheme to address



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307 issues with performance estimates. A member assured that a TSI Approved Consumer Code has
308 been involved with resolving these issues and are encouraging the development of PETs for all MCS
309 heat technologies.

310
311 A member agreed that it would be possible to adapt the Heat Pump PET to suit biomass systems and
312 that this is being considered by the Biomass Working Group as it would provide a level playing field
313 for consumers.

314
315 The Chair advised a member to contact the relevant TSI Approved Consumer Code with an official
316 response from the scheme.

317
318 **Action SMG 171122-13: A member to provide a formal response on behalf of the SMG and**
319 **MCS to a TSI Approved Consumer Code about the Performance Estimates.**
320

321 *At this point, a member left the meeting.*
322

323 A member raised that performance estimates were not referred to in the competency criteria and the
324 Chair suggested that it may be appropriate to inform the MCS Charity to see if training packages
325 could be regularised.

326
327 8. MCS Working Group proposals and updates

328 – Roofing Issues WG Representative/ MCS Administrator

329
330 *This item was discussed after the mCHP update*
331

332
333 As there was no representative from the MCS Roofing Issues Working Group, the SMG reviewed the
334 proposed changes to MCS 012 and the accompanying impact assessment. It was agreed that the
335 MCS Administrator should check if the external standards referred to are accessible via BSOL.

336
337 **Action SMG 171122-14: MCS Administrator to confirm whether the external standards**
338 **referenced in MCS 012 are accessible via BSOL.**
339

340 The proposed changes are as follows:
341

- 342 • Amend the references from prEN 15601:2006 to PD CEN/TR 15601:2012 throughout the
- 343 standard
- 344 • Amend the references from BS 5534:2003 to BS 5534:2014+A1:2015 throughout the
- 345 standard
- 346 • Addition of requirement to make performance test results publicly available
- 347 • Clarify failure modes text
- 348 • Amend 'roofing membrane' to 'barrier material' as recommended by BRE
- 349

350 The MCS Administrator explained that the proposed changes to MCS 012 were issued for
351 consultation and the scheme received no feedback. The Vice-Chair suggested amending 'must' to
352 'shall' in the following line:
353

354 The results of the roof mounting kit's performance against the test procedures ~~must~~ shall be made
355 publicly available on the MCS product certificate holder's website.
356

357 A member requested clarification on whether the product test methodology would be amended. The
358 Vice-Chair confirmed that products would not require retesting, the changes aim to provide
359 clarification to existing requirements.
360



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361 The MCS Administrator also noted that it has been proposed that the failure criteria be updated as
362 Certification Bodies assess failures which often do not fall into one of the currently available
363 categories.
364

365 A member questioned whether the MCS Solar PV Working Group have been informed of this change
366 to MCS 012 as it is mandatory for Solar PV contractors to use an MCS 012 approved kit on pitched
367 roofs for solar PV systems. The Chair did not believe there would be an impact on the Solar PV
368 Working Group and the MCS Administrator clarified that there is a potential overlap between the two
369 but the proposed changes were published for consultation and no comments were received. MCS 012
370 is also a test and declare standard for products and doesn't contain installer requirements.
371

372 Although a MCS Roofing Issues Working Group member was not present to explain the reason for the
373 amendments, the SMG voted on the proposal made by the Vice-Chair which was seconded by the
374 Chair.
375

376 Proposal: For the SMG to accept the proposed changes in MCS 012 based on the impact assessment
377 and updated documents.
378

379 The SMG voted with the following results:
380 Abstain: 0, In favour: 8, Against: 0.
381

382 *This proposal was approved.*
383

384 It was agreed by the SMG that this decision should be fed back to the MCS Roofing Issues Working
385 Group with a note regarding attendance.
386

387 **Action SMG 171122-15: MCS Administrator to inform the MCS Roofing Issues Working Group**
388 **of SMG vote and to include a note about attendance to the SMG meetings.**
389

390 – mCHP WG Representative
391

392 *This item was discussed after agenda item 6 - Competency Criteria deadline.*
393

394 A member updated the SMG that limited progress has been made with regards to the review of the
395 Add-On calculator and test methodology. Currently a member of the mCHP WG has the calculators
396 and expects to sign them off shortly. The next steps will be to circulate to the SMG for voting either in
397 a meeting or electronically depending on the timescales.
398

399 **Action SMG 171122-16: MCS Administrator to circulate the mCHP Add-On calculator and test**
400 **methodology to the SMG for decision once a review has been completed.**
401

402 9. Draft commissioning scenarios
403

404 *Due to time constraints this item was discussed after agenda item 12 - AOB.*
405

406 The SMG had previously agreed on the table up to scenario 8 and therefore discussed an ongoing
407 compliance case which related to the scenarios in the table. The Chair commented that BEIS would
408 like to resolve this case as soon as possible.
409

410 Following on from this conversation, a member raised that OFGEM had conducted an investigation on
411 the number of compliance certificates that were missing or had incorrect information but even with
412 these checks there may not be a lot the scheme can do as some of the installations could have been
413 done years ago or the contractor did not leave the customer any information.
414



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415 The Vice-Chair was concerned that the MCS Installation Database (MID) would allow contractors to
416 upload an incomplete or incorrect compliance certificate. A member commented that this had been
417 discussed at the Certification Body Forum and one of the suggestions was to invest in a new
418 database which would check the documents uploaded by using a correct template to compare against
419 and the SMG agreed that it would be good to get further details on this software.

420
421 **Action SMG 171122-17: A member to circulate information about potential MID software**
422 **solution to SMG.**
423

424 A member continued that a Certification Body had conducted the same experiment as OFGEM finding
425 7% of certificates did not have the correct compliance certificate or that the compliance certificate was
426 incomplete.

427
428 The Vice-Chair asked the SMG to provide any ideas on how to reduce this number, however the SMG
429 thought that the main problem was what to do with MID certificates with missing or incorrect
430 compliance certificates. If the installer was no longer on the scheme, there is no current process for
431 rectifying non-conformities. Currently on the MCS website it states that a MCS Contractor can raise a
432 MCS certificate for an installation that was commissioned by another non-certified installer but it would
433 not be eligible for Government Incentives.

434
435 The SMG then reviewed the potential to regularise the scheme, using a process similar to that used
436 by Local Authorities if work was carried out without building regulations approval. It was noted that
437 BEIS was currently looking into this.

438
439 A potential solution raised to address missing compliance certificates could be to recommission the
440 system and issue a new certificate from the time of recommissioning and the Chair suggested adding
441 a note to the commissioning scenarios table and it was agreed for two members to draft a note which
442 could be circulated to the SMG for comment.

443
444 **Action SMG 171122-18: Two members to draft a sentence for the Commissioning scenarios**
445 **document and circulate to MCS Administrator. The MCS Administrator will then circulate the**
446 **scenarios to the SMG for comment.**
447

448 *At this point, a member left the meeting.*

449 10. BSI Battery Storage Letter

450
451 The Chair explained to the SMG that BSI has written an open letter to BEIS about funding a PAS for
452 battery storage and BEIS had enquired whether MCS would be interested in producing guidance as
453 the Solar PV Working Group have already requested funding for projects regarding load profiling and
454 load estimates.

455
456 A member thought it would be good to consult with IET first as they may consider the proposal more
457 electrical than renewable.

458
459 After considering this, the Chair proposed the following:

460
461 To ask the Steering Group to expand the scope of MCS to cover battery storage systems on the
462 condition that there is a consultation with IET and other parties.

463
464 Before the SMG voted on the proposal a member asked if IET would just cover the electrical safety of
465 the system and not consider efficiency, which a member confirmed that the 18th edition covered
466 efficiency as well as Part L, and the Chair noted that MCS would cover the technical side of the
467 document.
468



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The Vice-Chair then seconded the proposal and the SMG then voted:

Abstain: 2, In favour: 5, Against: 0

This proposal was approved

At this point, a member left the meeting.

Before approaching the Steering Group, the SMG agreed that a representative from the Management Panel should approach a member of Electrotechnical Assessment Specification (EAS) Management Committee to ask whether MCS would be able attend a meeting to discuss the proposal.

Action SMG 171122-19: A member to contact EAS Management Committee to ask if a representative from MCS could attend a meeting to discuss Battery Storage.

11. Review of external standards/ scheme risks

The Vice-Chair explained to the SMG that the scheme would like to update the BSOL subscription so that a member of each WG has access to relevant external standards. The Management Panel have requested that each working group review the scheme standards for areas of risk. A risk register is also under development to capture any risks identified.

A member question how the scheme would create and continue a risk register as they are usually an internal process which review timescales and stages and can require a significant amount of work to maintain. The Chair informed the SMG that this would be pre-novation and the MCS Administrator confirmed that there was not an agreed plan on how to take this forward but scheme risks have been included as a standing agenda item for each WG. A Management Panel teleconference has been scheduled to discuss further details.

12. AOB

- Change process

As this was an ongoing action it was agreed to be discussed at the next meeting due to time constraints.

Action SMG 171122-20: MCS Administrator to include Change Process on the agenda of the next SMG meeting.

- Standards in Rol

A member of the MCS Roofing Issues Working Group raised whether MCS would consider the possibility of initiating a process such that MCS Standards could be implemented in the Irish Market.

The SMG agreed that the decision should be put to the Steering Group with the endorsement from the SMG.

Action SMG 171122-21: MCS Administrator to raise standards in ROI with the MCS Steering Group with the endorsement of the SMG.

- MCS 023



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523 A member raised that MCS 023 was amended and published on the 20th October 2017 to be in line
524 with PAS 2030 changes however the implementation was the same date of publication as agreed by
525 the SMG which has caused a problem for Certification Bodies as they cannot assess the installers in
526 time to keep them live which is a risk to the scheme. A member had since started the process of
527 assessing contractors in line with the changes to MCS 023 however, this still means that contractors
528 will not be certified until this process has been completed.

529
530 After further discussion, the SMG proposed for Issue 2.1 of MCS 023 to be amended and published
531 with the implementation date extended for another 3 months leaving enough time for installers to meet
532 the new requirements.

533
534 The SMG voted on the proposal with the following results:

535
536 Abstain:0, In favour: 5, Against: 0.

537
538 *This proposal was approved*

539
540 **Action SMG 171122-22: MCS Administrator to publish MCS 023 v2.1 with the amended**
541 **implementation timeline on 23rd November 2017.**

542
543 – Compliment

544
545 The Vice-Chair read out a complimentary email from a new Heat Pump Working Group member,
546 praising the MCS Administrator and due consideration provided by the working group for the last Heat
547 Pump meeting. The Chair noted that the compliment came from a well recommended MCS
548 Contractor.

549
550 13. Dates of next meeting

551
552 • 30/01/2018