



The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final minutes

Date: 30th January 2018, 10:30 – 16:00

Venue: Gemserv, 5th Floor, 8 Fenchurch Place, EC3M 4AJ

Attendees:

Number	Name	Organisation	Representing	Initials
1.	Griff Thomas	GTEC Training	PV	Chair
2.	John Holden	BRE Global	Product CBs	Vice-Chair
3.	Andrew Hopton	HETAS	Biomass	AH
4.	Dani Putney	Certsure LLP	Installer CBs	DP
5.	Christine Schams (part, until afternoon)	BEIS	BEIS Observer	CS
6.	David Cowburn	NAPIT	MCS 001	DC
7.	Peter Beasley	Independent	Micro CHP	PB
8.	Robert Carter	Geothermique	Competency	RC
9.	Lorna Clarke	Gemserv	MCS Administrator	LC
10.	Louise Evans	Gemserv	MCS Administrator	LE
<b>Apologies</b>				
1.	Graham Hazell	HPA	Heat Pumps	GH
2.	Graham Wright	Daikin	Heat Pumps	GW
3.	Neil Sawers	Grant UK	Solar Thermal	NS
4.	Stuart Elmes	Viridian Solar	Roofing Issues	SE
5.	Tony Bowen	HPA	Heat Pumps	TB
6.	Virginia Graham	RECC	MCS 001	VG
7.	Michelle Kennard	BEIS	BEIS Observer	MK
8.	Phil Hurley	NIBE	Heat Pumps	PH

Agenda:

No.	Agenda Item	Led by	Paper reference	Time
1	Welcome and approval of the agenda	Vice Chair	Verbal	10:30
2	Minutes and actions from last meeting	Vice Chair/ MCS Administrator	<ul style="list-style-type: none"> <li>➤ SMG_180130-02a - Minutes from previous meeting</li> <li>➤ SMG_180130-02b - Actions</li> </ul>	10:35
3	MCS scheme updates: <ul style="list-style-type: none"> <li>• Novation</li> <li>• Management Panel</li> <li>• Steering Group</li> </ul>	Vice Chair	Verbal	11:00
4	SMG Terms of Reference	MCS Administrator	Verbal	11:30
5	MCS Working Group proposals and updates	MCS 012 - MCS Administrator	Verbal	12:00
		mCHP WG Representative	<ul style="list-style-type: none"> <li>➤ SMG_180130-05a - MCS 014</li> </ul>	12:10



The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final minutes

			<ul style="list-style-type: none"> <li>➤ SMG_180130-05b - MCS 015</li> <li>➤ SMG_180130-05c - MIS 3007</li> <li>➤ SMG_180130-05d - MIS 3007-2</li> </ul>	
		Competency WG Representative	Verbal	12:30
Lunch				13:00
6	Draft commissioning scenarios	Vice Chair	➤ SMG_180130-06 - Draft scenarios	13:30
7	Grace period for product removals	Vice Chair	Verbal	14:00
8	Compliance Certificate requirement	MCS Administrator	Verbal	14:15
9	Commonly Agreed Positions (CAPs)	MCS Administrator	<ul style="list-style-type: none"> <li>➤ SMG_180130-09a - CAP 01</li> <li>➤ SMG_180130-09b - CAP 02</li> </ul>	14:25
10	Change Process	MCS Administrator	➤ SMG_180130-010 – Change Process	14:40
11	IP position	Vice Chair	Verbal	15:05
12	Battery Storage	Vice Chair	Verbal	15:15
13	Connected Devices	MCS Administrator	➤ SMG_180130-013 – Connected device change request	15:30
14	AOB	All	Verbal	15:50
15	Dates of next meeting: <ul style="list-style-type: none"> <li>• 29/03/2018</li> <li>• 31/05/2018</li> </ul>	MCS Administrator	Verbal	16:00

### 1. Welcome and approval of the agenda

The Chair welcomed the attendees to the meeting and apologies were noted.

For the minutes, PB clarified that he would like to be recorded as an Independent Organisation.

It was requested prior to the meeting by CS that the Competency Working Group (CWG) update for agenda item 5 is discussed after lunch in order for CS to attend. The Standards Management Group (SMG) agreed to this and moved items 9 “Commonly Agreed Positions (CAPs)” and 10 “Change Process” forward to accommodate this request.

At this time, the SMG did not raise any additional items for discussion under item 14 “AOB”.

### 2. Minutes and actions from last meeting

The minutes were reviewed and agreed to be an accurate reflection of the meeting subject to the following corrections:



The Certification Mark for Onsite Sustainable Energy Technologies

### MCS Standards Management Group Final minutes

- Page 3: Clarification of the sentence “A member confirmed that the funding was still available from the Scottish Government and even without official funding, the project could be started at the authors risk in order to achieve the completion date to secure funding.”
- Page 4: Add post meeting note “*Post-meeting note: The contract has yet to be finalised and signed. The aimed completion date is now the 30<sup>th</sup> March 2018.*”
- Page 15: Clarify the abbreviation of EAS “**Electrotechnical Assessment Specification (EAS) Management Committee**”
- Page 16: Change progress to **process**

The outstanding actions were reviewed, and the following updates were noted.

No.	Action	Update
SMG 22-001	GT to discuss CAPs with the Management Panel and confirm the change process for these documents.	The SMG were informed that the CAPs are now owned by the SMG and that they will be responsible for them.

*At this point, the Chair (GT) joined the meeting.*

No.	Action	Update
SMG 22-014	MCS Administrator to refer request for additional funding to carry out fire test to the Management Panel.	The SMG were updated that the Roofing Issues WG project has been on hold due to novation.  It was noted that other SMG Funded projects have been approved and an application will be made in the next financial year (18/19) when a budget has been approved. The projects approved in the 17/18 budget will have an allotted amount of money available in the 18/19 financial year.

The SMG Funded projects are now waiting for the contract to be finalised and the Chair informed the SMG that BEIS legal has reviewed IPR clauses and Gemserv are completing a review the contract following feedback received. The Management Panel (MP) are satisfied with the wording within the contract and the contract is also now pending the approval from Energy Saving Trust (EST). An action was raised for GH to follow up with EST regarding the contract.

#### **Action SMG 180130-01: GH to follow up with EST regarding the SMG Funded Projects contract review.**

No.	Action	Update
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	The Chair updated the SMG that the MP are currently asking where the IP will reside following novation. The view of the SMG was that anything owned by BEIS should be transferred to open licence which was



The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final minutes

	carried out.	supported by the Steering Group.
--	--------------	----------------------------------

The Chair has recently received permission to view the questions regarding IP and the responses from the Council. The Chair then went into further detail about the questions and the Vice-Chair advised that this be discussed under agenda item 3 “MCS scheme updates”.

No.	Action	Update
ACTION SMG_170321-03	MCS HPWG to confirm MCS 007 testing requirements and how these relate to MCS 011.	The Vice-Chair has yet to speak to CS but there is a MCS 007 sub-group of the Heat Pump Working Group (WG), led by Rebecca Hogg who will update the WG at the next Heat Pump WG meeting on the 7 <sup>th</sup> of February 2018.

LE suggested that the MCS 007 sub-group may wish to review the latest draft of MCS 011 to ensure that the two standards are aligned.

No.	Action	Update
ACTION SMG_170321-017	JH and GR to discuss the scheme with an appropriate ROI government contact.	A member of the MCS Roofing Issues WG offered to make introductions to the relevant bodies and personnel in Ireland and the SMG agreed that this offer should be taken up on.  This action has been closed and will be carried forward via Action_SMG_180130-02.

**Action SMG 180130-02: MCS Administrator to follow up with the member of the MCS Roofing Issue WG who offered to make introductions to the relevant bodies and personnel in Ireland and request that the introductions be made.**

No.	Action	Update
ACTION SMG_170622-04	PB to collect positive reviews for calculator from various interested groups.	An update will be provided under agenda item 5 “MCS Working Group proposals and updates”.

No.	Action	Update
ACTION SMG_170622-020	MCS Administrator to invite DJ to review MCS 023 for potential changes in competency criteria.	As DJ is no longer involved with the scheme, this action will be raised at the next Competency WG meeting. This action will be closed and carried forward via Action_SMG_180130-03.

**Action SMG 180130-03: MCS Administrator to raise ACTION SMG 170622-020 with the MCS Competency WG.**

No.	Action	Update
ACTION SMG_170622-022	MCS Administrator to raise with MCS Contractor CBs	The MCS Administrator received accreditation schedules from DC and DP. DP also provided



The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final minutes

	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.	the schedules for all active Certification Bodies (CBs) and the action was closed.
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

No.	Action	Update
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.	As not all of the actions were circulated previously, the SMG agreed to close this action and that a reminder be circulated to the SMG at the end of February

**Action SMG 180130-04:** MCS Administrator to circulate the outstanding actions to the persons responsible and request progress updates by the end of February.

No.	Action	Update
ACTION SMG_170921-02	MCS Administrator to review the outstanding actions with GT ahead of the November SMG meeting.	<p>Due to time constraints this action has not been completed.</p> <p>The Chair could not guarantee that he would be able to provide the necessary time to complete this action but agreed that it should be left open for the time being.</p> <p>The Vice-Chair advised that if actions cannot be completed by the person originally assigned to them, then an alternative responsible person should be found. If the action can still not be completed the it will be up to the SMG to discuss whether the action can be closed.</p>

No.	Action	Update
ACTION SMG_170921-04	BEIS to provide an update to the SMG when available regarding intellectual property of the MCS Standards and guidance documents.	An update was not provided for this action as BEIS were unable to attend the last meeting.



The Certification Mark for Onsite Sustainable Energy Technologies

### MCS Standards Management Group Final minutes

No.	Action	Update
ACTION SMG_170921-13	PB to liaise with SG regarding updates to the Add-On Calculator and accompanying methodology and confirm funding arrangements.	An update will be provided under agenda item 5 "MCS Working Group proposals and updates".

No.	Action	Update
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.	<p>This is currently being considered by a sub-group of the Management Panel along with Replacement Plants.</p> <p>The Vice-Chair asked what the purpose of this question was on the MCS Installation Database (MID) and was informed that feedback had been received from MCS Contractors regarding the different interpretations of the word "system" and what is classified as new.</p> <p>DP commented that this has been raised at another committee and the Vice-Chair advised to keep the action open.</p>

No.	Action	Update
ACTION SMG_170921-17	GT and MCS Administrator to draft an agreed position statement and ask for comments for scenario 8, to help populate the rest of the table.	An update will be provided under agenda item 6 "Draft commissioning scenarios".

No.	Action	Update
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.	LE updated the SMG that Gemserv are completing a review of the contract following feedback from BEIS legal.

No.	Action	Update
Action_SMG_171122-04	MCS Administrator to contact the remaining Certification Bodies to	The MCS Administrator received accreditation schedules from DC and DP. DP also provided the schedules for all active Certification



The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final minutes

	request their Accreditation Schedule.	Bodies (CBs) and the action was closed.
--	---------------------------------------	-----------------------------------------

No.	Action	Update
Action_SMG_171122-05	MCS Administrator to include IP on the agenda for all Working Group meetings.	LE informed the SMG that this has not been completed as it was unclear what the SMG would like to ask the WGs.

The Chair commented that this action was raised from the need to include a clause in the WG Terms of Reference (ToR) to ensure that any IP generated by the WG would belong to the owner of all the IP once that has been confirmed. The issue of IP is currently with CS to be legally reviewed and update the SMG on the outcome.

The Chair thought that the WGs should be aware that the issue is being dealt with as part of novation. Furthermore, the Vice Chair wanted to clarify with the WG the ownership of documents.

DP raised that there are currently 3 similar actions involving IP which should be combined under one action.

No.	Action	Update
Action_SMG_171122-06	MCS Administrator to contact GR and request a copy of the email thread with UKAS regarding EWR.	LE noted that GR has left the scheme and the Chair had previously provided some of the emails but not the full email chain. Although there was some interest in seeing the full chain of emails, the SMG agreed to close this action.

No.	Action	Update
Action_SMG_171122_09	The inclusion of Sub-Groups to be considered by the SMG as part of the next review of the Working Group Terms of Reference	This action is still ongoing and will be included on the next SMG agenda.

### **Action\_SMG\_180130-05: MCS Administrator to include the WG ToR on the agenda for the next SMG meeting.**

The Vice-Chair enquired whether the current WG ToRs include the IP of sub-groups and the Chair confirmed that this was not the case but should be considered in the future.

No.	Action	Update
Action_SMG_171122_12	The SMG to invite the Competency Working Group to review the information collated so far and propose a workable solution to achieve the	This will be discussed under agenda item 5 "MCS Working Group proposals and updates".





The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final minutes

	scheme's direction to ensuring a consistent and robust approach for the determination on the MCS Contractors competence within 6 months.	
--	------------------------------------------------------------------------------------------------------------------------------------------	--

The Chair noted that David Matthews (DM) had produced a document that could be discussed under agenda item 5 with the CWG update and requested that the MCS Administrator circulate this paper to the attendees for review.

**Action\_SMG\_180130-06: MCS Administrator to circulate the paper produced by DM to the attendees of the SMG meeting.**

*Post-meeting note: Action\_SMG\_180130-08 was completed during the meeting and is therefore closed.*

No.	Action	Update
Action_SMG_171122-13	GH to provide a formal response on behalf of the SMG and MCS to a TSI Approved Consumer Code about the Performance Estimates.	GH was not present to provide an update on this action at this meeting.

No.	Action	Update
Action_SMG_171122-16	MCS Administrator to circulate the mCHP Add-On calculator and test methodology to the SMG for decision once the Enertek review has been completed.	This will be discussed under agenda item 5 "MCS Working Group proposals and updates".

No.	Action	Update
Action_SMG_171122-17	DC to circulate information about potential MID software solutions to SMG	This action has been closed as DC emailed the information to the Chair.

DC explained to the SMG that the software would help identify missing Compliance Certificate on the MID. As this was not on the agenda it was suggested that it should be discussed further under agenda item 8 "Compliance Certificate requirement"

No.	Action	Update
Action_SMG_171122-18	DP and DC to draft a sentence for the Commissioning scenarios document and circulate to	DP suggested that a sentence had been drafted and DC agreed to follow up after the meeting.





The Certification Mark for Onsite Sustainable Energy Technologies

## MCS Standards Management Group Final minutes

	MCS Administrator. The MCS Administrator will then circulate the scenarios to the SMG for comment.	
--	----------------------------------------------------------------------------------------------------	--

No.	Action	Update
Action_SMG_171122-21	MCS Administrator to raise standards in ROI with the MCS Steering Group with the endorsement of the SMG.	This was not raised at the Steering Group but could be circulated electronically. It was agreed that <i>Action_SMG_180130-02</i> should be completed in the first instance.

### 3. MCS scheme updates:

- Novation - The Vice-Chair informed the SMG that novation was ongoing but there is no official date for completion. Current topics being discussed by BEIS include moving towards a fixed fee structure for legal fees, though there has been an agreement to pay historic fees so as not to hold up the novation process.

The Chair raised that the Gemserv contract cannot be extended past April therefore novation will need to happen before this. DC asked whether the contract would go out for public procurement after novation and raised how this would affect the venture between Each Home Counts (EHC) and MCS, the Chair commented that EHC discussions are taking place at trustee level but is unlikely to occur until novation is complete. DC further commented that this may not be the case as EHC framework documentation comes into force in October 2018 and the quality mark is required to meet this deadline. With regards to the Gemserv contract, the Chair noted that it will be for the MCSSCo directors to determine the procurement process but it would be private procurement rather than public.

- Management Panel - The Chair noted his historical frustration regarding the output of the Management Panel (MP) and their timeframes on making decisions but has since realised that the MP cover a large volume of topics.

The Vice-Chair updated the SMG that Chris Roberts (CR) has left the Steering Group and therefore the Management Panel as he is no longer a representative of the Solar Trade Association (STA). This means that there is a space available on the Management Panel, however the Management Panel will be disbanded after novation.

Currently, the scheme Directors do not sit on the Management Panel but are invited when applicable and do attend Working Group (WG) meetings including MCS 001 and have visited the MCS Helpdesk.

- Steering Group - The Vice Chair commented that the last Steering Group meeting was not well attended but decisions were made on the 17/18 MCS Budget and the installation fee increase. The decision to increase the per-installation fee has been communicated via the publication of the Steering Group Decisions and Actions paper which is available on the MCS website. This explains that the fee will be increased to £30 on or as soon as practicably after 1<sup>st</sup> March 2018. There is also the possibility that the provision of providing MCS certificate copies to customers could be chargeable in future.



The Certification Mark for Onsite Sustainable Energy Technologies

## **MCS Standards Management Group Final minutes**

Further to this, BEIS has proposed a letter regarding the liability of the scheme. This letter gives a level of assurance coupled with an insurance policy that can be changed. The SMG were informed that one comment has been received regarding the letter. The SMG asked why the letter had not been circulated to the group. This was because the Chair wanted to ensure that the Steering Group where content with the letter prior to circulation which covers the unincorporated association (Steering Group, Management Panel and SMG).

### **4. SMG Terms of Reference**

LE updated the SMG that the Steering Group approved SMG Terms of Reference (ToR) and that have been published on the MCS website. The updated ToR include the addition of two WG SMG representative from Metering and MCS 010 and 011.

An action was raised for the SMG to sign the updated version of the ToR.

#### **Action SMG 180130-07: SMG to sign updated Terms of Reference.**

*Post-meeting note: The attendees of this meeting signed the ToR and the MCS Administrator will circulate the SMG ToR electronically to be signed by the remaining members.*

The next update of the SMG ToR should include representation of the Chartered Trading Standards Institute (CTSI) Approved Consumer Codes. The Chair suggested postponing this until after novation and the Consumer Codes will need to agree a representative between themselves. LE noted that this is on the agenda for discussion at the Consumer Codes WG on 1<sup>st</sup> February. GT queried if the Consumer Codes WG was a new committee. LE commented that the Consumer Codes WG have met once previously and a meeting had been included in the MCS budget for the 18/19 financial year. There is a draft copy of the WG ToR which will be reviewed at the meeting.

### **5. MCS Working Group proposals and updates**

- MCS 012

LE notified the SMG that version 2.2 of MCS 012 was published on the 10th January 2018 and the MCS Administrator did raise the feedback from the SMG to the Roofing Issues WG about nominating a SMG representative. The outcome of this was that the Roofing Issues WG agreed to send a representative when a proposal is being made by the WG. Both the Chair and Vice-Chair were disappointed with this as the SMG discuss important risks such as fire, which the Roofing Issues WG should participate in.

As there is nothing in the WG ToR which states that a SMG representative must be present at all SMG meetings, the Vice-Chair suggested that the decisions and actions paper from each SMG meeting is included on the agenda for each committee, although DP disagreed with this as it may not be helpful to the committee.

LE continued that the Chair of the Roofing Issues WG did not agree with the structure of the committees and only agreed to encourage a WG member to attend a SMG meeting if something is being raised by the WG. When questioned why the Roofing Issues WG Chair did not agree with the SMG structure, LE commented that they disagreed with the amount of time and resource required to participate.

As the newest member of the SMG, the Chair invited RC's opinion on the structure and his experience so far. RC noted that this experience with the SMG was limited to this one meeting, however was able to appreciate the bigger picture of the scheme and its structure.



## **MCS Standards Management Group Final minutes**

DC suggested that committee representatives should be allowed to overlap as it is currently restricting that one SMG representative can only represent 1 WG. The Vice-Chair thought that this could be raised to the scheme Directors to review although the Chair thought that having 1 representative to provide updates on multiple WGs could limit the viewpoints expressed. LE continued that a SMG representative can only submit 1 vote but this does not mean that the views of the WG could not be presented if the SMG representative is unable to attend.

- mCHP

PB updated the SMG and explained that following the actions raised previously, several attempts to contact Santokh Gataora (SG) were made but were unsuccessful. PB was able to contact Steffan Cook who will be taking over responsibility on working with Enertek and informed the SMG that Enertek have started the review but are requesting additional funding from British Gas to complete the review.

PB also informed the SMG that he will be resigning as Chair of the mCHP and his position in the SMG but will continue to act as Chair until another can be appointed.

PB was disappointed with the progress made by Enertek and their request for additional funding. Enertek have commented that the guidance should be clearer and more understandable and that the guidance works but needs amending to display graphics.

The Chair asked about the market appetite for the changes, PB commented that the industry is declining as British Gas has since withdrawn its involvement and team. Although there is not a big market for it, DP noted that it is included in the trailblazers.

LE enquired about the timescales of getting the add-on calculator and methodology approved by Enertek as BEIS are due to set new regulations and need to know if they should include amended references to the MIS documents by 19th February 2018. PB replied that Enertek will not complete the review unless they get additional funding. An action was raised for PB to find out what Enertek need to complete the review and put the SMG in touch with Steffan Cook who will lead the project.

**Action SMG 180130-08: PB to find out what Enerket needs to complete the review and how much extra funding they will need and ask Steffan Cook to contact the SMG.**

As the deadline to respond to BEIS is close, the Chair suggested that BEIS may be able fund the work. The Vice-Chair also noted that the SMG have already approved the updates to MIS 3007, MIS 3007-2, MCS 014 and MCS 015 but the standards reference the add-on calculator. LE commented that while the wording has been approved, the timescales are out of date and it may not be possible to publish the standards without the add-on calculator and guidance even with a sunset period or cross over.

The SMG then deliberated the current market for mCHP, text within MCS 014, water efficiency and the purpose of the add-on calculator.

Referring back to the calculator, the Vice-Chair advised to wait and see what Enertek need to complete the review and amendments to the calculator to act as industry sign-off. Furthermore, the standards cannot be published without the appropriate sign off. It was agreed that Enertek should be given a deadline of 9th February 2018 to complete the review and for PB to update the Chair and Vice-Chair if he receives any information

**Action SMG 180130-09: PB to update Enertek on the deadline set by the SMG and inform them of the implications of this deadline being missed and inform the Chair and Vice-Chair of any response.**



The Certification Mark for Onsite  
Sustainable Energy Technologies

## **MCS Standards Management Group Final minutes**

The Vice-Chair enquired how long it would take the SMG to review and sign off the calculator, or if they would accept the word of the industry expert. DC thought that the SMG should be happy with the review from Enertek and RC volunteered to review the calculator if necessary.

Overall the Chair thought that the calculator would be too technical to review and the SMG should take the word of industry experts but Enertek should be aware of the deadline from BEIS and its implications if it is not published as it will not be included in the regulations. If/ when Enertek complete the review, the SMG will need to agree on the recommendations and changes made, this can be done by electronic vote with a deadline of 1 week.

**Action SMG 180130-09: MCS Administrator to circulate the recommendations from Enertek with voting deadline of 1 week.**

The SMG continued to discuss the number of votes, the vote procedure and whether the scheme could pay for Enertek to complete the review but would prefer industry to pay however this could lead to the deadline being missed.

- Competency

*This was discussed after agenda item 9 “Commonly Agreed Positions (CAPs)”.*

*At this time, CS joined the meeting.*

RC informed the SMG of the Competency Working Group’s (CWG) recommendation to close the EWR Pilot scheme. Then moved on to raise that within MCS 025 it explains that there are multiple routes to compliance which do not include gaining qualification through CBs. DC commended that by removing the mandatory date in MCS 025 did not remove the obligation for installer to demonstrate competency, it provided flexibility in how this is demonstrated.

Relating back to the EWR pilot, LE informed the SMG that there was not a lot of activity on the programme which is one of the reasons the CWG recommend it is closed. DP noted that it was still unclear if the pilot was still running therefore information should be communicated to clarify the closure to the industry. This was agreed by RC who as an EWR Provider for the pilot programme, originally believed the closure date for the Pilot was August 2017 and did not receive any communication regarding its extension and therefore ceased activity. The SMG were also under the impression that the pilot programme was running and DP read out the current text on the MCS website which states that the pilot would be closed in August 2017.

DP clarified that the suggestion was made to extend the pilot by 3 months but this was not agreed by the WG, therefore a communication needs to be sent out to inform contractors that the EWR Pilot is closed but the EWR route will remain open. The CWG will take the opportunity to review the statistics from the EWR pilot programmes and discuss suitable alternatives.

At this point LE presented the 4 recommendations made by the CWG regarding the Competency Workstreams:

- 1) EWR Pilot to be closed.
- 2) SMG to consider moving the EWR offering to align with PAS, CPS, APEL and EHC, subject to reviewing the outputs of those schemes.
- 3) 3-month extension to the Competency Checker Tool (CCT)



## **MCS Standards Management Group Final minutes**

- 4) Set-up access to V2 of the CCT for user testing.

RC thought that one of the reasons the EWR pilot was not more successful was due to the pilot being company based rather than based on individuals which was noted in the minutes for the previous CWG meeting.

The Chair raised that these recommendations have already been seen by MP, although the CWG originally made the recommendation to the SMG.

LE explained that some of the recommendations (3 and 4) required MP approval of the costs. All 4 recommendations were circulated to the MP as the MP set the scope of the CWG discussions and decision making. The recommendations have also been provided to the SMG during this meeting as requested.

When asked about the decision made by the MP regarding recommendation 1, it was confirmed that the MP agreed to support the recommendation to close the EWR pilot programme.

The SMG then moved on to review recommendation 2. The Vice-Chair noted that 2 other companies (Stroma and SWATT) had signed up to be EWR Providers as part of the programme but did not engage. EWR Pilot statistics have been requested from the Providers however have not been provided. Previously the Chair had conducted some mystery shopping and found that only RC's company were activity providing the pilot programme.

The Vice-Chair proposed to close the EWR pilot programme which was seconded by DP. The Vice Chair asked if RC would be conflicted as he was an EWR provider which RC confirmed he was not.

*At this point, PB left the meeting.*

The votes were as follows:

Abstain: 0, Favour: 5, Against: 1.

*This proposal was approved by the SMG.*

DC raised that an objection from RC was a personal vote and not the opinion of the CWG. DP and the Chair agreed with DC's statement. The SMG then resubmitted their votes:

Abstain: 0, Favour: 6, Against: 0.

*This proposal was approved by the SMG.*

The recommendation was agreed however the SMG do not have the authority to close the programme and can only make the recommendation to the MCS Steering Group.

*At this point, PB re-joined the meeting and informed the SMG that Enertek would do the work by the 9th February for free.*

*Post-meeting note: PB informed the MCS Administrator on the 31st January that Enertek require another 3 months to complete the calculator review and PB will be resigning as Chair of the mCHP WG with immediate effect.*

The Vice-Chair suggested passing on the recommendation from the CWG with the backing from the SMG regarding the EWR Pilot to the Steering Group who have the authority to close the Pilot.



The Certification Mark for Onsite Sustainable Energy Technologies

## **MCS Standards Management Group Final minutes**

### **Action SMG 180130-010: MCS Administrator to raise the closure of EWR Pilot and ownership with the Steering Group.**

Referring to Recommendation 2, as the recommendation is to align the EWR offering with EHC and PAS, APEL and CPS, the SMG were informed that a new umbrella standard PAS 2035 is under development and idea will be to have an assessment process of competency similar to the other scheme which could be easily mapped across. DP also confirmed that engagement between the schemes has begun noting that Ian Drummond (ID) from Department for Communities and Local Government (DCLG) attended the most recent CWG meeting and that DC and DP are on the board for EHC.

The Chair proposed to approve recommendation 2 so if possible, the EWR offering will align with the other schemes by the CWG and was seconded by DP. The votes were as follows:

Abstain: 0, Favour: 7, Against: 0.

*This proposal was approved by the SMG.*

The Chair explained that recommendations 3 and 4 are subject to deliberation by the Management Panel however, the Chair invited feedback from the SMG as the timescales for confirming the next steps for the CCT which is due to close on 31st January 2018 are short.

The SMG discussed recommendation 3 first and RC explained that the recommendation to keep the tool for an additional 3 months was so the CWG could have time to review the tool or to develop and implement a suitable alternative. The CWG's view was that the tool was useful and an extension was required to keep the information that has been collected in the tool which would be hard to find elsewhere. DP also commented that there was currently no alternative to the tool which has been provided.

The Chair asked about the statistics of the tool and LE confirmed that the MCS Administrator was notified the server was working at full capacity over the Christmas period and that the MCS Helpdesk do receive calls regarding the tool however the specific statistics are not available.

The Chair continued that one of the main issue with the CCT is the cost and the contract between the service provider and Gemserv which does not allow the contract to be viewed by another party due to a confidentiality clause. The Chair informed the SMG that he would not endorse the extension of the CCT.

It was noted that the recommendations from the CWG did not consider finance.

DC raised the potential risks to the scheme if the CCT is not extended, as the CBs would not be able to refer to recognised courses on the tool. The Chair correct DC as the courses were not recognised by the scheme although DP added that the courses in version 1 were mapped by SummitSkills and ~600 courses have been included in version 2.0 of the CCT.

Following the Management Panel discussion on the 15<sup>th</sup> of January 2018, David Matthews has proposed an alternative to the CCT which installers can do manually on paper and the SMG were asked for their comments and if they thought it could be used as an alternative.

DP commented that while it was well done, it could not be implemented widely enough and that issues may occur if installers cannot access the data already entered in the CCT. The Chair agreed with this concern and thought the installer should still have access to the information on the tool although this would need to be reviewed. The SMG also discussed that the risk to the scheme is that there no overlap time for installers to download their information from the CCT if it was to be stopped and an





The Certification Mark for Onsite Sustainable Energy Technologies

## **MCS Standards Management Group Final minutes**

action was raised for the MCS Administrator to confirm if the CCT was closed, whether there would be any legacy data available and who would own it.

### **Action SMG 180130-011: MCS Administrator to find out if there would be any legacy data available and who would own it, if the CCT was closed.**

After reviewing the paper, DC raised that an action was taken at the CWG for DC and DP to propose a strawman alternative to the CCT, that while the alternative could be similar to what DM has suggested the content and detail could be improved which DP and RC agreed with.

The Vice-Chair raised concerns about whether the paper could be implemented in time with all the changes needed and thought that it would not be ready in time.

The Chair enquired about the timeframe for the CWG to review the current tool and if necessary propose an alternative which would then have to be consulted on and agreed and communicated. DP informed the SMG that the review should be completed within 3 months. The rationale behind the actions raised by the CWG was to reduce the complexity of the CCT, DC added that the CWG are not looking to withdraw MCS 025 as a guidance document. CS noted that the draft paper alternative should clearly be reviewed by the CWG in the first instance before any decisions can be made regarding implementation.

AH added that a benefit of the tool is to show installers the gaps in the requirements they need to demonstrate competence.

DC raised that if the licence for the CCT is not extended, the references to the CCT would need to be removed in MCS 025 and a note issued to state that instead of using the CCT, relevant assessment of courses will take place.

Recommendations 3 and 4 will be discussed at the Management Panel after the SMG meeting.

*Post-meeting note: The Management Panel agreed to extend the CCT for a further 3 months following the recommendation from the CWG. The Chair of the SMG resigned from his position on the Management Panel.*

## **6. Draft commissioning scenarios**

*This item was discussed after agenda item 7 "Grace period for product removals".*

Due to time constraints, the SMG agreed to move this item forward on the agenda for the next meeting.

### **Action SMG 180130-012: MCS Administrator to include "Draft commissioning scenarios" and other outstanding items high on the agenda for the next SMG meeting.**

## **7. Grace period for product removals**

*This item was discussed after agenda item 13 "Connected Devices".*

The SMG were informed that a request was made to the MP by a CB to waive the 6-month grace period for a large volume of PV modules. Following further investigation of the current removal process, the MP concluded that the process was not clearly set out and lacked detail.

The SMG deliberated the impact of removing a product's certification and whether the products used within the grace period would meet the scheme requirements as there is limited assurance that the





## **MCS Standards Management Group Final minutes**

standards have been met. Therefore, the MP have suggested removing the products from the scheme without the allotted grace period.

DP raised that the 6-month grace period was in place to allow installers to install the product which they have bought and enquired what the installer would do in these circumstances if there is no grace period. The Chair responded that it should be dealt with in a similar way to a MCS Contractor being removed from the scheme and consequently not be eligible for a MCS Certification.

RC commented that there should be some protection available for MCS Contractors who have bought the product before it was removed from the scheme and LE explained that the protection was the 6-month grace period which allows the MCS Contractor to register the MCS Certificate but the product will not appear on the public MCS Website. The Chair's thoughts were that the product should not be available online (MID or MCS website) as there is no guarantee the product manufacturer met the standards.

It was agreed to keep this item on the agenda for the next meeting. LE added that the item has been included on the agenda of the next CB forum to invite CB views on the grace period.

**Action SMG 180130-013: MCS Administrator to include "Grace period for product removals" on the agenda for the next SMG meeting.**

### **8. Compliance Certificate requirement**

Due to time constraints, this time was not discussed.

### **9. Commonly Agreed Positions (CAPs)**

*This item was discussed after the mCHP update.*

LE updated the SMG that the SMG now own the CAPs and that there are two draft CAPs, one of which has since been incorporated into MCS 001 and one regarding complaints handling. The Chair noted that as there is no complaint process for CBs, and the CAP could be included in the review being conducted by Chris Roberts (CR).

DP explained that this item has been included on the agenda of the MCS CB Forum meeting on the 1<sup>st</sup> February 2018 and LE commented that there is a process in place, 'MCS Complaints Guidelines' and the document is available on the MCS website and is referenced in MCS 001.

The latest update to the document was to include the third Chartered Trading Standards Institute (CTSI) Approved Consumer Code, Glass and Glazing Federation (GGF) which was completed by the MCS Administrator as the document has no official owner. The Chair disagreed with this amendment as the ownership of this document is unclear and the document has never been formally approved.

DP commented on a potential amendment to the MCS Complaints Guidelines (to clarify which CBs are active on the scheme) which can be included within the action to ask the Steering Group to decide on the ownership of this document.

The SMG discussed which committee should be responsible for this document and the Chair suggested that CBs amend the document to be approved by the SMG with the possible involvement of CR.

**Action SMG 180130-014: MCS Administrator to inform the Steering Group of the SMG's recommendation that the SMG take ownership of the MCS Complaint Guidelines and may want to consult with CBs and CR if deemed necessary.**



## **MCS Standards Management Group Final minutes**

The SMG deliberated on whether CAP01 could be included in 001-2 where further detail could be provided on how to handle a complaint and questions were also raised about how enforceable the document currently is.

The SMG reviewed the Document Library to determine the ownership of published MCS documents and the Vice-Chair suggested that the library should be reviewed at scheme Director level.

**Action SMG 180130-015: MCS Administrator to request that the MCSSCo Directors review the scheme Document Library.**

Following the review of CAP 02, the Chair proposed to nullify the CAP on the basis that it is already included in MCS 001, which was seconded by DC.

Abstain: 0, Favour: 7, Against: 0.

*This proposal was approved by the SMG.*

AH noted that CAP 01 references version 1.2 of the MCS Complaint Guidance instead of 2.2.

### **10. Change Process**

Due to time constraints this agenda item was not discussed.

### **11. IP position**

Due to time constraints this agenda item was not discussed.

### **12. Battery Storage**

Due to time constraints this agenda item was not discussed.

### **13. Connected Devices**

*This item was discussed after the CWG update.*

RC requested further clarification for this agenda item and was informed by the Vice-Chair that a number of news channels have been reporting on the use of default passwords from connected devices to access a property's Wi-Fi and possibly gain personal information.

This could be a risk to MCS customers as some of the components used in installation are wireless. The change request has proposed the inclusion of a requirement in all MCS Installer Standards (MIS) that the MCS Contractor must advise the customer to change the customer's default password. However, some MCS Contractors change the customer's passwords themselves therefore causing a problem by knowing the customer's password.

DP suggested that this text be included in MCS 001 instead of all the MIS' and the Chair enquired whether any text from the smart metering industry could be used to make customers aware of this requirement.

The Chair continued to suggest that the MCS Administrator ask the Smart Metering department within Genserv for any appropriate text that the scheme could use.

**Action SMG 180130-016: MCS Administrator to speak to the Smart Metering department**



The Certification Mark for Onsite  
Sustainable Energy Technologies

**MCS Standards Management Group  
Final minutes**  
**within Gemserv about potential text which could be used in MCS 001.**

Concerns were raised about the enforcement of this text.

The Vice-Chair proposed raising this to the MCS 001 WG to determine the best course of action, this was seconded by the Chair.

Abstain: 1, Favour: 6, Against: 0.

*This proposal was approved by the SMG.*

**Action SMG 180130-017: MCS Administrator to include “Connected Devices” on the agenda for the next MCS 001 WG meeting.**

**14. AOB**

No further business was raised.

**15. Dates of next meeting:**

- 29/03/2018
- 31/05/2018

CS noted that she will not be able to attend the next meeting but will try and find an alternative representative from BEIS to attend.

**Action SMG 180130-018: CS to try and find an alternative BEIS representative to attend the next SMG meeting.**