



MCS Standards Management Group – Final Minutes

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Date and time: Thursday 26th July 11-4.30pm

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

Attendees:

No.	Representing
1.	PV (Chair)
2.	Product CBs (Vice Chair)
3.	Installer CBs
4.	MCS 001
5.	Heat Pumps
6.	MCS 010 and MCS 011
7.	Solar Thermal
8.	Competency
9.	Roofing Issues (<i>part</i>)
10.	BEIS (observer) (<i>part</i>) (dial-in)
11.	MCS Compliance and Enforcement Manager (Observer)
12.	MCSSCo Directors (Observer) (<i>part</i>)
13.	MCS Administrator
14.	MCS Administrator
Apologies	
1.	Biomass
2.	Heat Pumps
3.	BEIS Observer
4.	MCS Administrator
5.	Trustee
6.	BEIS

Agenda:

Item No.	Item Name	Led by	Paper Reference	Time
1.	Welcome and approval of the Agenda	Chair	Verbal	11:00 – 11:05
2.	Recommendation, minutes and actions from the previous meetings	Chair	<ul style="list-style-type: none"> ➤ SMG_180726-02a - Minutes from previous meeting ➤ SMG_180726-02b - Action Log 	11:05 – 12:00
3.	MCS Scheme updates: <ul style="list-style-type: none"> • Stakeholder Advisory Group 	MCS Administrator	Verbal	12:00 – 12:15
4.	Working Group Updates	Roofing Issues WG Representative	<ul style="list-style-type: none"> ➤ SMG_180726-04f - Change request – 036 ➤ SMG_180726-04g - MCS 012 	
Lunch 13:00 – 13:30				
		MCS 001 WG Representative	<ul style="list-style-type: none"> ➤ SMG_180726-04c - MGD 001 	



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		Heat Pump WG Representative	<ul style="list-style-type: none"> ➤ SMG_180726-04a – PET/ Heat Technology Installer standards Disclaimer ➤ SMG_180726-04b - MCS 007 	
		Solar PV WG Representative	<ul style="list-style-type: none"> ➤ SMG_180726-04d - Change request – 029 ➤ SMG_180726-04e - MCS 005 	14:00 – 14:30
		Roofing Issues WG Representative	<ul style="list-style-type: none"> ➤ SMG_180726-04f - Change request – 036 ➤ SMG_180726-04g - MCS 012 	14:30 – 15:00
		MCS 010 and MCS 011 WG Representative	<ul style="list-style-type: none"> ➤ SMG_180726-04h - MCS 010 	15:00 – 15:20
		Competency WG Representative/ Installer CBs Representative	<ul style="list-style-type: none"> ➤ SMG_180726-04i - Competency Guidance Document 	15:20 – 15:45
5.	Change Process	MCS Administrator	<ul style="list-style-type: none"> ➤ SMG_180726-05 - Review process and include CAPs 	15:45 – 16:15
6.	AOB	All	<ul style="list-style-type: none"> ➤ Verbal 	16:15 – 16:25
7.	Date of next meeting: <ul style="list-style-type: none"> • 27.09.2018 • 29.11.2018 • 31.01.2019 	All	<ul style="list-style-type: none"> ➤ Verbal 	16:25 – 16:30

1. Welcome and approval of the Agenda

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

The Standards Management Group (SMG) agreed to amend agenda item 4 “Working Group Updates” so the Roofing Issues Working Group (WG) update was provided before the Heat Pump WG update.

The Chair then enquired if there were any items to be raised under AOB and it was requested that “definition of Standards” and “Fee increase” be raised.

2. Minutes, actions and recommendation from the previous meetings

Before the SMG reviewed the minutes and actions from the previous meeting, the Chair raised the recommendations made at the 31st May SMG meeting.



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The Chair proposed that the SMG be provided with a statement of direction from the MCSSCo Directors, that defines the scope of the Scheme, to allow proposals/ change requests to be assessed against to ensure a consistent approach.

The MCSSCo Director informed the SMG that a CEO for the MCS Company will start on the 1st October.

The MCSSCo Director explained that the Scheme was set up to provide consumer protection and provide set minimum technical requirements and Quality Management Systems (QMS) to ensure that the standards are being met. While the Scheme could consider the Financial aspects within the industry, it should be providing estimates using kilowatt-hours (kWh) to create a level playing field, while Consumer Codes could consider the financial outputs using the estimates. It was noted that this had been considered by the SMG for the Performance Estimate Template (PET)/ Heat Technology disclaimer. The Chair added that the inclusion of financial information linking to incentives was encouraged to allow for the consumer to conduct an easier comparison of quotes.

The Vice-Chair commented that one of the main factors of the original disclaimer was to provide protection for the installer as estimates can vary from the actual output, though pointed out that some MCS Contractors may use this disclaimer to justify inadequate work.

The Heat Pump Working Group (HPWG) representative confirmed that the two Consumer Codes who have contributed to the proposed amendments to the disclaimer, main concerns were the accuracy of the calculators and values within the PET, which in turn affected the outputs of the PET. However, the MCSSCo Director commented that it would be the responsibility of the HPWG to go through the process of amending the calculations.

Regarding recommendation 3 *“Have a mandatory requirement for MCS Contractors to have a minimum of £2 million for Public Liability insurance and a minimum of £250,000 for Professional Indemnity insurance.”*, the MCSSCo Director advised that this had not been included within the scheme beforehand and could be more relevant to the Consumer Codes as it is similar to the Insurance Backed Warranty (IBW) that MCS Contractors must provide. If the Consumer Codes believe it should be included within the scheme, then they would have to go through the change process.

The MCS 001 Working Group (WG) representative agreed that direction from the MCSSCo Directors was required and suggested that the change process should be amended to include a scope which the Scheme can refer to. However, regarding Recommendation 3, the MCS 001 WG representative thought that the scheme could consider Public Liability (PL) insurance and Professional Indemnity (PI) insurance under contractor requirements along with QMS and IBW which could also be provided by Consumer Codes.

It was explained to the SMG that the suggestion for the Scheme to include PI and PL was originally raised by the Metering WG, however, as this was outside of their scope, they requested it was raised to the SMG. It was proposed that the recommendation could be referred to the MCS 001 WG who could then decide the next steps and whether it should be a requirement of the Consumer Codes. While the SMG agreed with this course of action, it was noted that from the vote circulated the proposal was not clear as to the next steps. The Competency WG representative commented that



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from previous experience PI insurance can be hard to get, though the MCS 001 WG representative commented that other schemes including Each Home Counts (EHC) include PL and financial aspects.

The Solar Thermal WG representative enquired about the decision-making process for the SMG and the SMG agreed that as the SMG Terms of Reference (ToR) needed to be updated, an appeal process regarding decision making (including intervention from the MCSSCo Directors) could be incorporated.

The MCSSCo clarified that it is important to the MCSSCo Board that the Scheme continues to be developed by industry and do not want to steer or be involved in standards, only determine the direction of the Scheme. It was suggested that the MCSSCo Directors provide objectives for the Scheme which can be included within the change request.

The Chair informed the SMG that the Scheme is looking to develop the standards, including copywriting aspects using a professional standards writer, during which there may be a 6-month “stand-still” period for Scheme documents while a review is being completed.

While this project is being conducted, the Chair asked for the MCSSCo Directors to provide a statement to guide and direct the SMG and the MCS 001 WG representative thought the Board should review the key principles in the EHC framework.

Action SMG 180726-01: The MCSSCo Director to provide the SMG with a mission statement on the direction of the Scheme.

The MCS Administrator agreed to follow up with BEIS and Ofgem and produce a timeline for updates required to the MCS Standards required before the next statutory change take place in Autumn 2018.

Action SMG 180726-02: MCS Administrator to confirm with BEIS when the next statutory change will be implemented and provide a timeline for all expected Scheme document updates

Relating back to the financial aspects of the PET, the HPWG representative raised that while the PET was being developed, the parameters of what should be communicated to the consumer was easier to represent in pounds. The MCSSCo Director thought that if the PET only provided values in kWhs then the financial values could be provided by the Consumer Code. It could be possible have one disclaimer for the Scheme and another for the Consumer Codes.

The minutes were reviewed and agreed to be an accurate reflection of the meeting, subject to the correction of the below:

- Page 7: Amendment from “document” to “documents”
- Page 10: Correction of “...and the Heat Pump WG Representative confirmed HIES and RECC ~~also agreed~~ are ~~concerned~~ with ~~their overall accuracy of the PET. concern.~~”
- Page 11: Correction of post-meeting note

At this point, the Installer Certification Body (CB) representative joined the meeting.

- Page 13: Amendment from “originally” to “at one point”
- Page 13: Removal of “Post-meeting note”



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- Page 13: Amendment from “complaints” to “liabilities arising from complaints”
- Page 14: Inclusion of “The Heat Pump WG representative said that there would be opposition to PI.”
- Page 14: Amendment from “MCS Contractor” to “Scheme”
- Page 15: Amendment of “18 metres in height ~~10 stories~~”
- Amendment from “SMG” to “the majority of those present/ of those present”

Action SMG 180726-03: Chair to review the previous May SMG minutes for references to the “SMG” as part of the meeting was not quorate.

During the review of the minutes, the Chair enquired when the Consumer Codes last met and was informed that the Consumers Code had met after the last MCS CB Forum meeting to discuss how they could be more involved within the Scheme including the Stakeholder Advisory Group (SAG) which they now both have representation on. The MCS Service Company (MCSSCo) Director agreed that the Consumer Codes could meet informally.

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

Action:	Description:
Action_SMG_171122-05	MCS Administrator to include IP on the agenda for all Working Group meetings.
<p>Update: The Chair suggested that this action would be put on hold due to the project proposal to review the MCS standards. The Chair continued that he will complete an initial assessment of the Scheme documents which will raise areas of review to the MCSSCo Directors or MCS Charitable Foundation (CF). The aim of the review is to develop and clarify the documents. The IP of the documents will also be reviewed.</p> <p>The Roofing Issues WG representative commented that the process for changing a document can be drawn-out due to the wording used. The Chair confirmed that a request has been made to either pay an expert to draft text or train WG members to make changes to Scheme documents, though other models were also being considered by the MCSSCo Board as this could be relevant to the development of a Battery Storage WG.</p> <p>The Vice-Chair agreed with an expert being brought in as the wording within Scheme documents influence perception and would reduce the pressure on committee members who volunteer to work on the Scheme documents and could make the documents more streamlined.</p>	

Action:	Description:
Action_SMG_171122-16	MCS Administrator to circulate the mCHP Add-On calculator and test methodology to the SMG for a decision once the Enertek review has been completed.
<p>Update: A Micro CHP WG member has provided a draft version of the Add-on Calculator which will be reviewed by the mCHP WG at the next meeting on 17th August 2018.</p>	



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Action:	Description:
Action_SMG_180130-02	MCS Administrator to follow up with the member of the MCS Roofing Issues WG who offered to make introductions to the relevant bodies and personnel in Ireland and request that the introductions be made.
Update: The MCS Administrator will follow up with the Roofing Issues WG member for an update.	

Action:	Description:
Action_SMG_180427-02	MCS Administrator to ask the MCSSCo Directors to provide a list of items which are being considered for the MID rebuild and to circulate this list to all WGs for comment.
Update: The MCS Administrator updated the SMG that the MCS Installation Database (MID) rebuild was in the discovering and how to build phase. The build phase should be completed by December 2018. The rebuild went out for tender and the contract is due to commence soon.	

Action:	Description:
Action_SMG_180427-08	The MCS 001 Working Group Representative to amend the proposed complaint text for MCS 001-1 to state that responsibility of the system starts from the date of commissioning.
Update: This action will be discussed during the next MCS 001 WG meeting on 29th August 2018.	

Action:	Description:
Action_SMG_180427-09	The MCS 001 WG to apply changes to MGD 001 electronically and send to the SMG for an electronic vote by the 26th June.
Update: While the SMG had previously approved the changes to MGD 001, following a legal review by BEIS, further amendments have been proposed which were circulated and approved by the MCS 001 WG. This was discussed under agenda item 4 “Working Group Updates – MCS 001 WG update”.	

Action:	Description:
Action_SMG_180427-010	MCS Administrator to circulate an email to inform all MCS WGs of the proposed removal of the subcontracting text in MIS documents and proposed replacement text in MCS 001.
Update: The MCS 001 WG explained that the WGs should be informed of the changes to MCS 001 regarding sub-contracting so any objections can be submitted.	

Action:	Description:
Action_SMG_180427-011	MCS Administrator to request the MCS 001 WG add clarification of QMS via annual return application for larger companies i.e. Umbrella schemes, in the changes to MCS 001.
Update: This action will be discussed during the next MCS 001 WG meeting on 29th August 2018.	



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Action:	Description:
Action_SMG _180427-013	MCS Administrator to raise the wording for Inverter sizing with the MCS Solar PV WG.
Update: The existing energy estimation and existing shading analysis are being reviewed by a member of the SPV WG which will be reviewed by the WG when available.	

Post-meeting note: Members of the SPVWG have requested for funding from the MCS Charity to complete a review of existing energy estimation and existing shading analysis.

Action:	Description:
Action_SMG _180427-015	MCS Administrator ask the MCS Solar PV WG to review the external references in MCS 005.
Update: The MCS Solar PV WG has proposed revised wording for the foreword of MCS 005 as well as updating references for BS EN 61215. Further updates to external references could be included as part of the changes.	

Action:	Description:
Action_SMG _180427-016	Competency WG to discuss the potential for MCS to map courses against the Scheme criteria and to provide a training and materials package, which could then be raised with the MCSSCo Directors.
Update: The Chair informed the SMG that an area of the proposed project to review the Scheme documents will be to look at any issues with providing training and materials packages and look at how they could be resolved. Further information should be available for the next Competency WG meeting (3 rd October 2018) which will be a dedicated meeting to review the requirements of the Scheme's criteria.	
The feedback provided by the HPWG and Competency WG was positive.	

Action:	Description:
Action_SMG _180427-018	The Chair and the BEIS Representative to discuss funding of the battery storage research project offline.
Update: The Chair updated the SMG that he had emailed BEIS but had yet to receive a response.	

Action:	Description:
Action_SMG _180427-019	MCS Administrator to contact the MCSSCo Directors regarding the expansion of the scope of the Scheme to include battery storage.
Update: The MCS Administrator confirmed that this was being reviewed by the MCSSCo Directors. The MCSSCo Directors advised that this action was closed as a communication will be circulated out to the industry inviting volunteers to join an MCS Battery Storage WG.	

Action:	Description:
Action_SMG _180427-020	The Chair and the MCS 001 WG Representative to follow up with IET about the battery storage standard being discussed at the 8th May IET meeting.
Update: The Chair confirmed that he had received authority to attend the next IET meeting and the action was closed.	



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Action:	Description:
Action_SMG_180531-03	Chair to discuss MCS representation at IET with the MCSSCo Directors (CR).
Update: The Chair confirmed that he had received authority to attend the next IET meeting and the action was closed.	

Action:	Description:
Action_SMG_180531-06	MCS Administrator to circulate the amended WG ToR to the SMG for an electronic vote.
Update: This action was closed, as the ToR are being reviewed.	

Action:	Description:
Action_SMG_180531-10	The Heat Pump WG Representative to contact the Consumer Codes to discuss Consumer Codes providing financial estimates based on the energy output of the PET.
Update: This action was closed as the HPWG representative had been in contact with two Consumers Codes to discuss updates to the PET/ Heat Technology disclaimer.	

Action:	Description:
Action_SMG_180531-11	The MCS Administrator to include technology-specific performance estimate disclaimers on the agenda of all heat technology WGs.
Update: This action is ongoing and will be raised with the relevant Working Groups. The Chair asked for the SMG's opinion regarding the consistency of documents and the SMG believed that having technology specific performance estimate disclaimers would be beneficial.	

Action:	Description:
Action_SMG_180531-13	MCS 001 WG Representative to provide requirement text for public liability and professional indemnity insurance pending the outcome of Recommendation 03.
Update: The SMG agreed to wait for the objectives from Directors before continuing with the action.	

Action:	Description:
Action_SMG_180531-14	Vice-Chair to assist with the updates to the revised forward in MCS 005 if required by the Chair of the MCS Solar PV WG.
Update: The foreword of MCS 005 has been amended by the SPVWG and will be discussed at 26th July SMG meeting under agenda item 4 "Working Group Updates - Solar PV WG Representative". This action was closed.	

3. MCS scheme updates:

Stakeholder Advisory Group

The MCS Administrator informed the SMG that the Stakeholder Advisory Group (SAG) met on 28th June. The meeting was well attended and a presentation was delivered by the MCS CF Trustee and



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MCSSCo Directors, followed by a facilitated workshop. The outcomes and feedback have now been shared with the MCSSCo Directors and the next meeting is expected to be scheduled for December.

The SMG provided positive feedback on the SAG meeting.

4. Working Group Updates

Roofing Issues WG Representative

The Roofing Issues WG representative explained that the Roofing Issues WG have reviewed *MCS 012: Product Certification Scheme Requirements – Pitched Roof Installation Kits*, which is a test and declare requirement. When a roofing kit is tested by a CB, a certificate is issued however this does not mean that the associated product is suitable for use anywhere in the UK and the declared data for the product should be used by MCS Contractors to determine its suitability on a case by case basis.

The WG are aware of the certificate being viewed as a quality mark to indicate that the kit is appropriate to install anywhere in the UK. While some CBs publish the MCS 012 certificates, there is currently the voluntary requirement for CBs to provide the kit information to the Scheme to upload onto the MCS product search page to make it easier for an MCS Contractor to access the relevant information. However, the WG would like to make it mandatory for CB's to submit this information to the MCS Administrator as there has not been enough uptake with the voluntary requirement.

The Solar Thermal WG representative enquired about the sunrise period for MCS 012 of 6 months and the Roofing Issues WG representative thought this was justified as no additional testing was required for the CBs to upload the performance values. The change should also create an incentive to comply as products could be removed from the Scheme if they do not meet the requirements.

The Chair added that there would be no amendments required to the MID, though there would be additional work for the MCS Administrator to upload the information from the CBs.

The Solar Thermal WG representative inquired if MCS 012 only applied to the connection parts of roofing kits or if it would apply to the panels. The Roofing Issues WG representative clarified that MCS 012 applied to the kit that wanted to be accredited and was not mandatory for solar thermal installations.

While the Vice-Chair agreed with the amendments, he raised that some CBs may need guidance on what data should be uploaded and how, and suggested the MCS Administrator provide a response to the MCS Helpdesk to deal with any enquiries.

Action SMG 180726-04: MCS Administrator to provide a response to the MCS Helpdesk to help with enquiries regarding the amendment to MCS 012.

The Roofing Issues WG representative proposed the approval of MCS 012 Issue 2.3 which was seconded by the Solar Thermal WG representative.

In Favour: 9, Against: 0, Abstention: 0

This proposal was approved and MCS 012 will be published with the agreed amendments.



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The Chair reiterated that changes are expected to bring standard amendments to a “standstill” and if any amendments were required to Scheme documents, they should be raised as soon as possible.

MCS 001 WG Representative

At this point, a BEIS representative dialled in for this agenda item and the Roofing Issues WG representative left the meeting.

The MCS 001 WG representative informed the SMG that a proposal had been made to amend *MGD 001: Guidance Document for MCS 001* to accommodate the Assignment of Rights (AoR) and informed MCS Contractors on how to comply with clause 4.8 within *MCS 001: MCS Contractor Certification Scheme Requirements*. The SMG had previously approved the changes though following a legal review from BEIS, additional changes were made to the technical terminology used. These changes have been reviewed by the MCS 001 WG.

The MCS 001 WG representative added that while the Guidance document would be published after the implementation of AoRs, the impact/ risk should be minimal as AoR cannot be used in practice yet.

Along with the terminology changes including the amendment to “zero/nominal value contract”, amendments were also suggested to emphasise the responsibility of the MCS Contractor for commissioning and registering the installation on the MID.

The BEIS representative added that as part of the AoR, MCS Contractors could also be the investors and the text has been adjusted to ensure that is the investors responsibility to ensure the system is working, which should also be stated in the contract.

Following a review of the changes, the Vice-Chair suggested the below amendments which the SMG and BEIS representative agreed with:

“In such cases ~~there will be a separate Third Party (as the funder) will enter into a separate commercial contract between~~with the Third Party (as the funder) and the MCS Contractor (as the installer) setting out each party’s responsibilities in respect of the installation and confirming that the installation will be fully compliant with the relevant MCS Product and Installer Standards.”

The Competency WG representative was concerned that the level of protection for the householder could not be ensured and the MCS 001 WG representative commented that as part of the AoR, the investor must be registered with a Consumer Code and Ofgem and there will be a contractual link between the consumer and MCS Contractor.

The MCS 001 WG representative proposed the approval of the amendments to MGD 001 subject to the agreed changes, which the HPWG representative seconded.

In Favour: 6, Against 0, Abstention: 2.

This proposal was approved and MGD 001 will be published at the earliest convenience with the agreed amendments from the SMG.

The Competency WG representative raised concerns that AoR would impact consumer protection. The BEIS representative requested that any concerns be submitted directly to BEIS and confirmed



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the MCS Administrator may circulate the appropriate email address. The MCS Administrator will also provide the BEIS representative with the approved version of MGD 001.

Action SMG 180726-05: The MCS Administrator to provide the SMG with the BEIS representatives email address for any concerns or questions regarding AoR.

Action SMG 180726-06: The MCS Administrator to provide the BEIS representative with the agreed version of MGD 001.

Heat Pump WG Representative

During the development of the Performance Estimate Template (PET), the disclaimer was updated to consider the accuracy of the calculator due to a number of variables. Taking away the comments from the SMG, the HPWG representative worked with two of the Consumer Codes to develop the disclaimer. One of the main concerns was that the disclaimer should be more specific and should represent the impacts of flow temperate and product rather than the actual accuracy and a list of impacting factors. To cover all these concerns, the HPWG representative explained that the disclaimer has now been adapted to be on two pages, the first with the disclaimer and a second page for additional information.

Also included in the revised disclaimer was an example of the Seasonal Coefficient of Performance (SCoP) and a list of variables separated out into 3 key types “Fixed”, “Variable” and “Random”. The Consumer Codes also suggested to include a +/- 20% percentage variability, which was not included, as well as an area for the consumer to sign and date the PET to prove that they had read and understood the disclaimer.

The SMG thought that the disclaimer changes would need to go through the change process and could possibly require a consultation period. In addition, any changes to the disclaimer would need to be reflected in the relevant MCS Installer Standards (MIS) which would need to be updated in the next changes to the statutory regulations and an action was raised for the MCS Administrator to inquire when the next updates to regulations would be and if BEIS and the Scheme had a Memorandum of Understanding (MoU) in place.

Action SMG 180726-07: MCS Administrator to find out if there is a memorandum of understanding (MoU) between the Scheme and BEIS.

In response to this, the HPWG representative noted that the Consumer Codes believe that the Scheme would be at risk as the current disclaimer may not stand up in the eyes of the law.

According to the Trading Standards Primary Authority (TSPA), the current disclaimer is not consistent with consumer protection and did not agree with the separation of the disclaimer even if it makes the disclaimer more readable. The SMG discussed whether the HPWG should ask for the TSPA’s view of the disclaimer and what the two Consumer Codes would like to achieve.

The SMG discussed the potential to include an area for the consumer to sign and date the estimate. Questions were raised whether it was necessary to include this as it would be provided to the consumer as part of the contract and would only be referred to if there was an issue with the performance of the system.



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The Competency WG representative questioned who the disclaimer protected and was informed by the MCS 001 WG representative that it was originally to provide MCS Contractors with protection if the product output is different from the estimate provided, as there is a risk for the MCS Contractor being charged for a breach of contract.

The Solar Thermal WG representative raised that the MCS Contractor should explain the estimates provided as part of the contract.

The Chair summarised that the disclaimer should be taken forward by the HPWG and could potentially include “Key Facts” within the disclaimer.

The SMG discussed how a consumer can file a complaint if they experience issues with their installations. The Chair commented that Trading Standards Institute (TSI) would not review issues with a consumer contract as it would be a civil matter. The Installer CB representative raised that a complaint regarding a contract could be referred to the Consumer Codes, as the MCS Contractor would need to abide by the code requirements.

The HPWG representative suggested that the main concern with the PET was the SCoP values used, which are available on the MCS website, and how they are used in a system estimate but do not reflect in-situ performance.

The Installer CB representative suggested splitting the disclaimer so that the consumer guidance could provide variables. The SMG raised that the disclaimer does not cover that the outputs are estimates and does not advise that the outputs should be used as a comparison.

The Chair concluded that the SMG cannot amend the disclaimer as the HPWG will need to follow the change process and clarify the desired outcomes from the two Consumer Codes. It was raised that the TSPA and Competition Market Authority may need to be contacted for more advice.

It was also thought that a decision between the Scheme and the two Consumers Codes was required to agree the scope of the disclaimer and to outline the objectives of the Scheme and an action was raised for the MCSSCo Director to provide the next steps and direction for the disclaimer.

Action SMG 180726-08: The MCSSCo Director to review the PET/ Heat Technology disclaimer and provide direction on the next steps.

MCS 007

The HPWG representative informed the SMG that proposed amendments have been made to *MCS 007: Product Certification Scheme Requirements – Heat Pumps* and the MCS 007 sub-group have reviewed MCS 007 to make it clearer, up to date and have amended the definitions.

The Solar Thermal WG representative asked if the changes aligned with the ErP and the MCS 010 and MCS 011 representative believed they did as the document now refers to different temperature applications as per the ErP data labels. The Vice-Chair also explained that the specific clauses are referenced to align with other schemes.

The Vice-Chair continued, that evidence has been sought from both Heat Pump Keymark and Eurovent Certita Certification on the validation of the product family grouping which could form part of the impact assessment.



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The Chair agreed that the current version of MCS 007 should follow the change process and an impact assessment should be completed. This can then be circulated electronically and depending on the content of the impact assessment, the SMG could vote on the approval of the text electronically.

Action SMG 180726-09: The HPWG representative to complete an Impact Assessment provided by the MCS Administrator.

Action SMG 180726-010: MCS Administrator to circulate the MCS 007 Impact Assessment to the SMG electronically and pending the context, initiate an electronic vote on the approval of the proposed amendments.

MCS 010 WG Representative

The MCS 010 and MCS 011 WG representative informed the SMG of the proposed changes to *MCS 010: Factory Production Control Requirements* to make the document clearer and easier to interpret.

The next steps are for an Impact assessment to be completed by the MCS 010 and MCS 011 WG representative. This will then enable the SMG to determine whether MCS 010 would need to be submitted for public consultation. After a review of the change process, the SMG agreed that if the MCS 010 and MCS 011 WG representative can provide an Impact assessment this can be circulated to the SMG electronically and then if no objections are received then MCS 010 will go out for public consultation.

Action SMG 180726-011: The MCS 010 and MCS 011 WG representative to provide an impact assessment for MCS 010 which will be provided by the MCS Administrator.

Action SMG 180726-012: MCS Administrator to circulate the MCS 010 Impact Assessment to the SMG electronically and if no objections are received the document will be submitted for public consultation.

Solar PV WG Representative

The Chair led the SMG through the change request for *MCS 005: Product Certification Scheme Requirements – Photovoltaic Panels* and explained that the amendments were required to remove a barrier to products that cannot become MCS certified as they have been tested according to the latest version of BS EN 61215 and not the previous version as specified in the current version of MCS 005.

If the changes are not approved, it would result in a number of products being unable to achieve certification. Due to the negative impacts if the changes are not approved and there being no detrimental impact as a result of these changes being approved, the SMG agreed that an Impact Assessment was not required for the changes and the Chair proposed that the changes were approved with a transition period of 2 years. This was seconded by the Vice-Chair.

In favour: 8, Against: 0, Abstention: 0.

This proposal was approved and MCS 005 will be published following amendments to the foreword as amended in AOB and a review of the external references.



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Competency WG Representative/ Installer CBs Representative

Version 1.1 of the MCS Competency Guidance document had been circulated to the SMG and the Competency WG representative informed the SMG that a member of the WG intends to question the exclusion of the IDHEE heating course. The SMG agreed that this should be followed by the Competency WG.

The Installer CB representative added that the version 1.1 of competency guidance had amendments to the Annex and requested the opinion of the SMG on how to move forward with the document. The SMG discussed the process in which a course could be included within the list and how they can be mapped to the scheme.

The Competency WG representative also updated the SMG that the Competency WG is looking to review the pre-requisites for the scheme's criteria and the Chair noted that the scheme's criteria may be included within the project of reviewing documents which the WG can refer to.

The SMG were also informed that the Competency WG are intending to merge *MCS 025: Installer Certification Scheme Competency Criteria Guidance* with the MCS Competency Guidance document. The next steps are for the changes to be agreed by the Competency WG and then a change request can be submitted to the SMG.

Regarding the MCS Competency Guidance document v1.1, the Installer CB representative and the MCS Administrator will consider where the Guidance document is within the Change Process and will take the appropriate steps to move the document forward.

Action SMG 180726-013: MCS Administrator and Installer CB representative to determine the next steps for MCS Competency Guidance v1.1 as per the Change Process.

The HPWG representative raised that the other relevant WGs had not been asked to contribute or review the list of courses and was informed that all WGs were involved in developing the scheme's original criteria - which have not been changed since - and courses must demonstrate that they meet the scheme criteria.

The SMG agreed that as no material changes were being made, it would not have to go out for public consultation. Once an Impact Assessment has been provided, then it can be submitted to the SMG electronically and following a review of the content, an electronic vote can be conducted.

Action SMG 180726-014: MCS Administrator to submit the Competency Guidance Document v1.1 to the SMG for electronic vote with an accompanying Impact Assessment.

Action SMG 180726-015: The SMG to vote on the approval of Competency Guidance Document v1.1 electronically.

5. Change Process

Due to time constraints, this item was not discussed. An action was raised to include this item at the beginning of the next meeting agenda.

Action SMG 180726-016: MCS Administrator to include "Change Process" at the start of the next SMG agenda.



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6. AOB

MCS 005

Further to the MCS 005 change request, the Vice-Chair advised amending the Foreword from “minor update” to “major update”. The SMG agreed.

Standards

The Vice-Chair raised references to the Scheme documents and the SMG discussed that Installation documents are referred to as standards and product documents as requirements.

Fee increase

The MCS Administrator raised that the scheme is going through the process of increasing the Per Installation Fee from £15 to £30 and will give one month notice to CBs to inform MCS Contractors. The increase is due to take place on the 3rd September as the period of opposition with the Register of Marks has ended. The MCS Administrator continued that an announcement will be communicated out after the CBs are informed. A notification of the change will be available on the website with FAQs.

Post-meeting note: A communication was circulated to the CBs on the 26th July and FAQs have been published on the MCS website.

The SMG advised that a communication should be sent to MCS Contractors from the Scheme to inform them of the price changes and provide the reasons why the change has been implemented and how it would benefit the scheme and installers.

The Installer CB representative noted that the communication would give time for CBs to adjust their tariffs and that Consumer Codes should be included in the communication which the MCS Administrators had already intended to do.

The HPWG representative also offered to publicise the increase via social media at an appropriate time.

Additionally, the SMG raised that the Sub-licence and Sub-sub-licence should be reviewed accordingly as there is a reference to the Per-Installation Fee on page 15 of the sub-licence.

Post meeting note: Further to correspondence with the MCS Charitable Foundation and MCS Service Company Ltd, the MCS Administrator will be issuing a new sub-licence and sub-sub-licence to all Certification Bodies. The update will reflect the change of scheme ownership and the per installation fee increase from £15 to £30 with effect from 3rd September. The revised sub-licence is currently being reviewed by the MCSSCo Directors. Certification Bodies still have permission to include the sub-licence terms in their scheme rules.

The MCS Administrator informed the SMG that the feedback collected will be passed along to the MCSSCo Directors for deliberation.

Action SMG 180726-017: The MCS Administrator to communicate the SMG’s feedback on the Per Installation Fee increase to the MCSSCo including the communication from the Scheme and the Sub-licence.



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Post meeting note: After the meeting, the MCSSCo Directors agreed that a communication should be circulated to MCS Contractors from the Scheme, which was circulated to MCS Contractors, CBs and Consumer Codes on the 31st July.

MGD 002

MGD 002 was circulated to the HPWG for comments which are now being reviewed and implemented by the HPWG representative and EST and the HPWG representative asked the SMG to confirm the next steps for the Guidance document.

It was agreed that the next steps should be decided by Gemserv as they hold the contract and a revised timescale should be agreed.

7. Date of next meeting

- 27.09.2018

The Chair then closed the meeting.