

# Audio Recordings at MRASCo Meetings

## CHANGE HISTORY

VERSION	STATUS	ISSUE DATE	AUTHOR	COMMENTS
0.1	Draft	12 <sup>th</sup> July 2019	Paul Rocke – Senior Client Manager	First Draft for submission to MEC
1.0	Final	30 <sup>th</sup> July 2019	Paul Rocke – Senior Client Manager	Following MEC approval
1.1	Final	2 <sup>nd</sup> August 2019	Paul Rocke – Senior Client Manager	Removal of reference to ETPAB

## DOCUMENT CONTROLS

REVIEWER	ROLE	RESPONSIBILITY	DATE
Paul Rocke	Senior Client Manager	Owner	12 <sup>th</sup> July 2019
Michelle Awosoga	MRA Governance and Communications Manager	QA Review	16 <sup>th</sup> July 2019
MEC	MRA Executive Committee	Approval	23 <sup>rd</sup> July 2019

## 1. INTRODUCTION

The purpose of this policy is to provide a transparent framework on the purpose and control of audio recordings for meetings held under the auspices of the MRA.

Meetings captured under this policy include the MRA Executive Committee (MEC), MRASCo Board, Forum, General Meetings, Finance and Audit Committee (FAC), Services Agreement Committee (SAC), MRA Development Board (MDB), Issue Resolution Expert Group (IREG), Green Deal Expert Group (GDEG), Faster Switching Expert Group (FSEG), MRASCo Security Committee (MSC), and any further sub-committees established solely under the remit of MEC or the MRASCo Board.

## 2. AUDIO RECORDING POLICY PRINCIPLES

- A. Gemserv may opt to record the audio at any meeting held under the auspices of the MRA for the purpose of ensuring accurate capture of discussions and actions recorded in the meeting minutes.
- B. Audio recordings will not be published, will not be used for any purpose except ensuring accuracy of minutes, and will not be shared outside of Gemserv.
- C. In the event that Gemserv intends to record the audio for a meeting, a statement will be included to that effect on the final agenda for the meeting, and the meeting chair (or senior Gemserv representative in the event that Gemserv does not provide the chair) will advise parties of the fact at the commencement of the meeting.
- D. The recording will be paused in the event that the meeting is temporarily adjourned (e.g. for lunch breaks). In each case, Gemserv will confirm when recording has started and when it has paused or stopped.
- E. By attending and/or participating in the meetings held under the MRA, attendees agree that their contributions will be recorded for the purposes of accurate preparation of the minutes.
- F. Once the audio file has been created, Gemserv will store the file in a secure location on its server. Internal access to the file will be strictly controlled in accordance with Gemserv procedures, and only made available to those who require access for the purpose for which the recording is made.

- G. The audio file will be destroyed within five working days of the minutes of the meeting being agreed by the attendees as an accurate record of the meeting. In no event will the audio file be stored for a period exceeding six months.
- H. The approved meeting minutes will always form the agreed record of the meeting, and parties will not be able to interrogate the audio recording to challenge the minutes after the minutes have been formally approved.
- I. The purpose of capturing the audio is not to produce a verbatim set of minutes. Gemserv will continue to ensure that minutes capture an appropriate level of detail, including discussions, agreements, dissenting views and actions, and will not seek to recreate a word-for-word record of the meeting.