

METRO POWER CORPORATION

The AMPERE Toolkit

Document Templates

Companion to the AMPERE Protocol, Version 5.1, and the AMPERE Toolkit workbook

Version 5.1 • September 2026

Status: Issued, approved September 22, 2026

Templates are starting points. Replace bracketed text, translate consumer materials into the local language, and have legal, regulatory, and safety content reviewed by the utility before use. This document is practitioner guidance, not a regulatory issuance.

Templates in This Document

#	Template	Used at	Protocol reference
T1	Gate Decision Paper	Every gate	Section 5.1; Annex B
T2	Pilot Evaluation Report	Stage E1 (deliverable E-1)	Section 9
T3	Regulatory Application Package Outline	Stage E1 (deliverable E-4)	Sections 14, 19
T4	AMI Requirements Specification and Tender Outline	Stage M (deliverables M-1, M-7)	Sections 7, 15; Annex E
T5	Consumer Pre-Installation Notice	Stages P and R	Section 17.1
T6	First AMI Bill Explanation Insert	Stages P and R	Sections 17.1, 18

#	Template	Used at	Protocol reference
T7	Field Installation and Safety Checklist	Stages P and R	Sections 8, 10
T8	Wave Completion Report	Stage R (deliverable R-2)	Section 10
T9	Independent Gate Review Report	Before Gates 2 and 4 (recommended at others)	Section 5.4
T10	Advisor Conflict-of-Interest Disclosure	Start of every advisory engagement	Section 13.3
T11	AMPERE Conformance Statement and Transition Mapping	At each gate, at program close, and on adoption of a sector framework	Sections 2.5, 23.4, 30.6
T12	Program Exit Checklist	When a program is stopped	Section 5.5
T13	Reviewer Accreditation Application and Conflict Declaration	Sector framework: reviewer accreditation	Section 28.2
T14	Framework Change Request	Any time	Section 30.2
T15	Adoption Checklist for an Adopting Body	Before adopting AMPERE as a sector framework	Section 23

Registers, trackers, calculators, and scoring sheets are in the AMPERE Toolkit workbook (.xlsx).

T1: Gate Decision Paper

Keep the paper to four pages or fewer, plus attachments. Record the decision in the workbook sheet “W1 Gate Log.”

Field	Entry
Utility	
Program	
Gate	
Decision owner	
Date of meeting	
Prepared by	
Reviewed by	

1. Decision Requested

[State the decision in one sentence, e.g., “The Board is asked to approve a pilot of [number] meters in [areas] with a budget of ₱[amount].”]

2. Recommendation

[Recommended outcome and the main reason, in one paragraph.]

3. Evidence Against Gate Criteria

#	Criterion (from Protocol)	Must / Should	Status (Met / Not met / Should waived)	Evidence reference
1				
2				
3				
4				
5				
6				
7				
8				
9				

#	Criterion (from Protocol)	Must / Should	Status (Met / Not met / Should waived)	Evidence reference
10				
11				
12				
13				
14				
15				
16				
17				
18				

4. Remaining Risks

Risk	Rating	Owner	Mitigation

5. Business Case Summary Under the Five Cases (Gates 2 and 4)

Case	Question	Summary and evidence reference
Strategic	Is there a compelling case for change?	
Economic	Which option offers the best value, including to consumers and society?	
Commercial	Can a viable, protective deal be secured and sustained?	
Financial	Is it affordable, and how will it be funded and recovered?	
Management	Can we deliver it and realize the benefits?	

6. Cost, Commitment, and Options

[Amounts to be spent or committed if approved; cost and consequences of delay or of not proceeding; each allowed outcome for this gate and its consequences.]

7. Proposed Conditions

Condition	Owner	Due date

8. Independent Review (Gates 2 and 4)

Field	Entry
Reviewer (name, organization)	
Delivery confidence rating	Green / Green-Amber / Amber / Amber-Red / Red (lean path at Gate 2: Green / Amber / Red)
Critical recommendations and how each was addressed	

9. Consultation and Approvals (Gate 4)

Field	Entry
Consumer or member consultation held (dates, forums, main questions and responses; Protocol 17.7)	
Workforce Transition Plan approved (date; consultation with employees or union; Protocol 12.1)	
ERC approval: obtained / pending (route and reference)	
Supervising agency and lender clearances: obtained / pending	
Rollout contracts conditional on pending approvals? (Protocol 9.7)	☐ Yes ☐ No contracts yet

10. Attachments

Document	Version	Approval status

11. Decision Record

Tick one outcome allowed for this gate (Protocol Annex B.1). Conditions are permitted only when every Must criterion is met; they may cover Should criteria, gap-plan items, or Minor defects, each with an owner and a deadline no later than the next gate or 90 days.

Gate	Allowed outcomes (tick one)
Gate 1	☐ Proceed ☐ Proceed with conditions ☐ Hold
Gate 2	☐ Approve as proposed ☐ Approve with changes ☐ Return for further design ☐ Stop
Gate 3 (by stratum if needed)	☐ Accept ☐ Accept with corrective actions (Minor only) ☐ Retest ☐ Reject
Gate 4 (by stratum if needed)	☐ Scale ☐ Scale with conditions ☐ Extend and correct ☐ Re-scope or re-procure ☐ Stop
Gate 5 cohort check	☐ Continue ☐ Continue on watch ☐ Pause and correct ☐ Re-plan remaining rollout
Gate 5 handover	☐ Accept handover ☐ Accept with conditions ☐ Defer

Field	Entry
Strata to which the decision applies	
Conditions (owner, deadline)	
Should criteria waived and reasons	
Board resolution number and date (for Board decisions)	
Signature, name, title, date	

T2: Pilot Evaluation Report

The report judges the pilot against the Pilot Evaluation Plan approved at Gate 2. It must report failures as clearly as successes.

1. Summary

[One page: what was tested, headline results against Must-Pass thresholds, and the recommended Gate 4 outcome under Protocol Section 9.6.]

2. Pilot Scope

[Areas, meters by stratum, technologies, vendors, dates of installation, SAT, and measurement period. Note any deviation from the approved plan and who approved it.]

3. Data Quality Statement and Analysis Plan Compliance

[Sources, completeness, exclusions, who calculated and who independently verified each KPI. Confirm that results were calculated as set out in the approved analysis plan (Protocol Annex C.2; Toolkit P7). List every amendment to the plan from the amendment log, and flag any change made after results were known.]

4. Results Against Hypotheses

Report every Must-Pass KPI separately for each stratum; a pooled result may be shown only in addition. Identify business-case KPIs. Apply the Gate 2 pass rule (Protocol 8.6): for each stratum report the result, n, and the one-sided 95% bound, and state the status as Met, Inconclusive, or Not met (Toolkit P1).

Hypothesis	KPI (designation)	Threshold / margin	Baseline	Stratum 1 result / n / bound	Stratum 2 result / n / bound	Stratum 3 result / n / bound	Stratum 4 result / n / bound	Status by stratum	Explanation

5. Comparison With Baseline and Comparison Area

[Method and results; how seasonal or other effects were separated from AMI effects.]

6. Consumer Findings

[Complaints by category, service-level performance, meter-test turnaround, survey results, issues affecting vulnerable consumers, and input from consumer representatives.]

7. Security and Privacy Findings

[Test results, incidents, open findings, privacy requests.]

8. Actual Costs

[Capital and operating costs from the pilot cost record, including internal labor; implications for full-deployment unit costs.]

9. Lessons Learned

[Technology, installation, integration, processes, consumer engagement, vendor performance, organization.]

10. Changes Required Before Scaling

[Technology, contract, process, staffing, and training changes, each with an owner.]

11. Recommendation

[Recommended Gate 4 outcome for each stratum and any conditions. If an advisor delivered or supplied the pilot, confirm that the utility prepared this report and that results were independently verified (Protocol 13.3; for Metro Power, also 30.5).]

T3: Regulatory Application Package Outline

Before you start

Confirm the approval route and filing requirements under the ERC Amended AMI Rules and any supplemental guidelines issued since, together with the utility's applicable CAPEX and rate rules. For electric cooperatives, confirm NEA requirements. Where the ERC prescribes a format, the prescribed format governs and this outline is used only as a completeness check.

Project Identification

Field	Entry
Project title	
Utility name and franchise area	
Project sponsor	
Project manager	
Proposed deployment area(s)	
Number of meters by type	
Project duration	
Total capital cost (P)	
Annual operating cost (P)	
Approval route (e.g., CAPEX application or rate reset)	
Related prior approvals	

Contents Checklist

Item	Included	N/A	Pending	Location / remarks
Executive summary: need, solution, cost, benefits, consumer impact	☐	☐	☐	
Need and justification with measured baseline (Toolkit A2)	☐	☐	☐	
Objectives and measurable targets	☐	☐	☐	

Item	Included	N/A	Pending	Location / remarks
Technical description: meters, communications, HES, MDMS, integration, CMDC	☐	☐	☐	
Alternatives considered, including technology options (Toolkit M1) and doing nothing	☐	☐	☐	
Pilot evidence: Pilot Evaluation Report (T2) and acceptance results	☐	☐	☐	
Type approval evidence for every meter model	☐	☐	☐	
Capital and operating costs over the asset life (Toolkit M2)	☐	☐	☐	
Benefits with baseline, mechanism, and owner	☐	☐	☐	
Financial evaluation and sensitivity analysis	☐	☐	☐	
Rate impact on consumers, computed under the applicable ERC methodology	☐	☐	☐	
Treatment of retired legacy meters	☐	☐	☐	
Consumer protection: communication, disconnection safeguards, complaints, vulnerable consumers	☐	☐	☐	
Cybersecurity and data privacy: controls, PIA, compliance with NPC and DOE requirements	☐	☐	☐	
Procurement process and contract protections	☐	☐	☐	
Implementation plan: waves, schedule, resources	☐	☐	☐	
Risk register and mitigation	☐	☐	☐	
Performance reporting plan	☐	☐	☐	
Board resolution and other internal approvals	☐	☐	☐	
Compliance matrix mapping each ERC requirement to its location in the package	☐	☐	☐	

T4: AMI Requirements Specification and Tender Outline

Use with Protocol Annex E. Requirements must apply to the architecture selected in Stage M and be written so that compliance can be tested.

Document Structure

1. Instructions to bidders and evaluation method (lifecycle cost basis; technical pass/fail items; scoring)
2. Scope of supply and services, by pilot and by optional later waves
3. Functional requirements (Annex E.1–E.5)
4. Performance requirements and service levels
5. Cybersecurity and data privacy requirements (Protocol Section 16)
6. Interoperability, data ownership, and exit requirements
7. Testing and acceptance (FAT, SAT, integration, security, UAT) with payment milestones
8. Training, documentation, and knowledge transfer
9. Warranty, spares, support, and lifecycle commitments
10. Commercial terms: pricing for later waves, foreign-exchange treatment, delivery, penalties
11. Compliance response forms

Independent specification review (every tender)

Before issue, have the package reviewed for vendor bias by a qualified party that did not prepare it; on the lean path this may be internal audit or a peer utility. If the advisor that prepared it intends to bid, the reviewer must be external to both, and the advisor is excluded from bid evaluation (Protocol 13.3).

Clauses the Utility Should Not Leave Out

Clause	Purpose
Utility owns all data, keys, and certificates	Prevents lock-in and protects security
Data export in documented, non-proprietary formats at no charge	Enables change of vendor or system
Documented APIs; standards-based protocols	Integration and multi-vendor options
Payments tied to acceptance milestones	Pays for working systems, not deliveries
ERC type approval before installation	Regulatory compliance
Service levels with remedies for availability, read performance, defect response, and security patching	Enforceable performance
Disclosure of cloud hosting locations, third-party components, and subcontractors with data access	Privacy and supply-chain security
Security incident notification to the utility within a defined time	Supports regulatory notification duties
Right to audit and to independent security testing	Assurance

Clause	Purpose
Firmware and software support period; end-of-life notice	Lifecycle planning
Price protection for later waves; foreign-exchange rule	Business case stability
Serial (batch-wide) failure clause: if failures in a batch exceed the agreed rate, the supplier replaces the whole batch at its cost	Protection against batch defects
Reference test-lab units supplied and supported for the life of the contract	Firmware regression testing
Interoperability conformance certificates for supplied models and firmware (e.g., DLMS UA, Wi-SUN)	Evidence, not claims
STS Edition 2 or later, post-2024 token identifiers, and utility-controlled vending keys from the KMC (if token prepaid)	Prepaid continuity
Wrapped key transfer, replacement of manufacturing keys after commissioning, and no supplier copies of utility keys	Key custody (Protocol 16.1)
Software bill of materials, vulnerability disclosure, protected signing keys, and vendor access only via a utility jump host	Supply-chain security (Annex E.6)
Disconnection windows, notice periods, and holiday calendar configurable as parameters	Regulatory change without software change
Private APN or VPN, multi-carrier or eSIM, and replaceable module for cellular meters	Security and network-shutdown protection
Processing agreement under the Data Privacy Act; hosting location and cross-border access disclosed	Privacy compliance
Security findings remediated within deadlines (Critical 15 days, High 30 days, Medium 90 days) with remedies	Security gate rule (Protocol 16.1)
Disaster recovery objectives and backup-power durations, tested at SAT	Resilience
Source code or configuration escrow and transition assistance	Continuity

T5: Consumer Pre-Installation Notice

Instructions

Translate into the local language, using a qualified translator, and back-check the translation. Test the draft with a small group of consumers, including senior citizens, and simplify anything they misread. Deliver at least [number] days before installation. Coordinate the schedule with barangay officials first. Provide assisted or verbal explanation for consumers who cannot read the notice (Protocol 17.6).

[Utility name and logo]

Dear Member-Consumer-Owner / Customer,

We are replacing your electric meter with a smart meter.

Between [dates], our authorized team will replace the meter at [address / account number]. The work takes about [minutes] and requires a brief power interruption of about [minutes].

Why we are doing this. Smart meters send readings to us automatically. This means fewer estimated bills, faster detection of outages, and access to information about your own electricity use.

What will happen. Before removing your old meter, our team will record its final reading and take a photo of it. You or a household member are welcome to witness this. The new meter will be sealed and its details recorded.

How to recognize our team. Our installers wear [uniform description] and carry a [utility] ID card with photo. We will never ask you for payment during installation. If in doubt, call [hotline] before allowing anyone to work on your meter.

Your bill. Your bill will be based on actual readings from your new meter, at the approved rates. If your previous bills were estimated, your first bills after the change may differ, and we will explain any difference if you ask. The cost of the smart meter program is recovered through rates only as approved by the Energy Regulatory Commission. **[Describe the approved rate treatment, if any, in plain language.]**

Your data. Your meter data is used to bill you correctly and to run the network. It is protected under the Data Privacy Act of 2012. Our privacy notice is available at [location / website].

Your rights. Remote disconnection follows the same notice and timing rules as a field disconnection. You may ask for your meter to be tested, and we will report the result within [number] working days.

Questions or concerns. Call [hotline], text [number], visit [office], or message [social media page].

[Name, title, signature]

T6: First AMI Bill Explanation Insert

About your first bill after your new smart meter

- This bill is based on an actual reading taken automatically from your new meter.
- Your final reading from the old meter was **[reading]** on **[date]**. It has been included in this bill / your previous bill.
- If some of your previous bills were estimated, this bill may be higher or lower as the actual reading corrects earlier estimates.
- Your usage can be viewed at **[channel]**, so you can see when you use the most electricity.
- If you think your bill is wrong, contact **[hotline]**. We will review it with you, and you may request a meter test under the applicable ERC rules.

T7: Field Installation and Safety Checklist

Safety first

This checklist supplements, and never replaces, the utility's safety rules and applicable occupational safety and health requirements, including RA 11058 and DOLE rules. Stop work if any condition is unsafe.

Before Work

Item	Yes	No	Partial	Evidence / Remarks
Installer wearing uniform and utility ID; work order matches address and account	☐	☐	☐	
Consumer or household informed on arrival; installation notice was delivered	☐	☐	☐	
Required personal protective equipment worn and in good condition	☐	☐	☐	
Voltage checked with a tested instrument before touching the installation	☐	☐	☐	
Checked for possible backfeed: rooftop solar or net-metered system, generators, or unauthorized connections	☐	☐	☐	
Meter base or socket, service drop, and conductors inspected; hazards recorded and reported	☐	☐	☐	
Old meter: final reading recorded and photographed with serial number and timestamp; consumer invited to witness	☐	☐	☐	
If there is evidence of tampering or an illegal connection: STOP. Photograph it, do not remove the meter, and call the loss-reduction team (Protocol 20.5)	☐	☐	☐	
CT-connected meters: short the CT secondaries using the test switch before removing the meter; never open a live CT circuit	☐	☐	☐	
Meter socket: check for heat damage, loose jaws, or burn marks (hot-socket risk) before removal	☐	☐	☐	
Working at height and heat stress controls in place; contractor safety compliance confirmed	☐	☐	☐	

During Work

Item	Yes	No	Partial	Evidence / Remarks
Correct meter type for the account (segment, phase, net-metering, prepaid)	☐	☐	☐	
Connections made and torqued per procedure	☐	☐	☐	
Meter sealed; seal numbers recorded	☐	☐	☐	
Tamper and cover-open events cleared or recorded after sealing	☐	☐	☐	
Meter-to-transformer mapping verified in the field (transformer ID confirmed)	☐	☐	☐	
GPS location and photos of installation recorded	☐	☐	☐	

After Work

Item	Yes	No	Partial	Evidence / Remarks
Supply restored; consumer's power confirmed	☐	☐	☐	
Meter communicates and appears in the HES; first read received	☐	☐	☐	
Installation record synchronized to CIS and MDMS	☐	☐	☐	
Consumer given information leaflet and hotline	☐	☐	☐	
Old meter tagged, secured, and returned for testing or disposal per procedure	☐	☐	☐	
Any safety observation or incident reported the same day	☐	☐	☐	

T8: Wave Completion Report

Use at the end of each wave (area). Cohort checks within the wave are recorded in the Toolkit sheet “Rollout Cohorts.”

Field	Entry
Wave	
Areas	
Meters planned / installed / commissioned	
Dates (planned vs actual)	
Prepared by	
Date	

Cohort Check Summary

Check	Result	Evidence
Cohorts checked; cohorts paused and why		
Must-Pass KPIs at first full billing cycle		
Installation audit defect rate and first-time-right rate		
Critical or High security findings past remediation deadline (P6; Protocol 16.1)		
Complaints versus pre-installation baseline		
Consumer notification for next area		

Performance, Issues, and Lessons

[KPIs, defects, safety observations, complaints and clusters, consumer feedback, vendor performance, changes for the next wave.]

Benefits Observed

[Early benefits against baseline for this wave’s area; update the Toolkit Benefits Tracker.]

Recommendation

[Proceed with next wave / pause and correct / re-plan remaining waves.]

T9: Independent Gate Review Report

Purpose and rules

An independent reviewer tests whether the evidence really supports the gate decision (Protocol Section 5.4). The reviewer must not have prepared the evidence or have a stake in the outcome. Metro Power never acts as an independent gate reviewer (Protocol 5.4, 30.5), and no advisor engaged on the program may review it (Protocol 13.3). The review is not a checklist exercise: judge actual progress and evidence, not the presence of documents.

Field	Entry
Utility and program	
Gate reviewed	
Reviewer(s), organization, independence statement	
Review dates	
People interviewed	
Documents reviewed (with versions)	

1. Delivery Confidence Rating

On the lean path (Protocol 2.5), a three-level rating (Green, Amber, Red) may be used.

Rating	Meaning	Select
Green	Successful delivery appears highly likely; no major issues threaten delivery	☐
Green/Amber	Successful delivery appears probable; issues need attention but should not threaten delivery	☐
Amber	Successful delivery is feasible, but significant issues need management attention now	☐
Amber/Red	Successful delivery is in doubt; major issues must be resolved urgently	☐
Red	Successful delivery appears unachievable without major changes to scope, plan, or approach	☐

2. Summary

[One paragraph: the reviewer's overall view and the main reason for the rating.]

3. Findings by Area

Area	Findings
Strategic case and objectives	
Evidence against gate criteria	
Economic and financial case (assumptions, sensitivity, rate impact)	
Commercial case (procurement, contract protections)	
Management case (governance, capacity, plan, risks)	
Consumer protection and engagement	
Cybersecurity and privacy	
Pilot evidence and analysis-plan compliance (Gate 4)	

4. Recommendations

#	Recommendation	Class (Critical / Essential / Recommended)	Owner	Due
1				
2				
3				
4				
5				
6				

Critical: address before the decision. Essential: address soon, with an owner and date. Recommended: would improve the program.

5. Sign-off

Field	Entry
Reviewer signature and date	
Received by (decision owner) and date	

T10: Advisor Conflict-of-Interest Disclosure

Given by any external advisor, including Metro Power, at the start of an engagement and updated if anything changes (Protocol 13.3; for Metro Power, also Section 30.5).

Field	Entry
Advisor and utility	
Engagement scope	
Technology partners and suppliers with which the advisor has a commercial relationship	
Commissions, margins, exclusivity, equity, or other interests relevant to the program	
Roles the advisor WILL seek (e.g., assessment, pilot management, supply)	
Roles the advisor will NOT take (e.g., independent reviewer, bid evaluator, author of the Pilot Evaluation Report for a pilot it supplied)	
Safeguards agreed (e.g., independent specification review; reviewer external to both advisor and utility if the advisor will bid)	
Where the advisor's current partner list is published (if applicable)	
Advisor acknowledges that a breach of Protocol 13.3 excludes it from the affected procurement	☐ Yes
Signed for the advisor (name, title, date)	
Acknowledged for the utility (name, title, date)	

T11: AMPERE Conformance Statement and Transition Mapping

Completed by the utility at each gate and at program close. It is the utility's own statement; it is not a certification by Metro Power or any other party.

Field	Entry
Utility and program	
Protocol and Toolkit versions followed	
Stage and gate	
Minimum mandatory set (Protocol 2.5) met in full?	☐ Yes ☐ No (explain)
Approved tailoring decisions (reference W1 Tailoring & Deviations)	
Deviations and their approvals	
Open conditions from earlier gates	
Transition mapping on adoption of a sector framework (Protocol 23.4): nearest AMPERE stage; gates passed in substance; gaps affecting consumer protection, security, or billing accuracy, with closure dates	
Signed (General Manager or program sponsor), date	

T12: Program Exit Checklist

Used when a gate decision stops the program (Protocol 5.5).

Item	Done	No	N/A	Owner / date / remarks
Stop decision recorded in the W1 Gate Log with reasons	☐	☐	☐	
Consumers with installed AMI meters notified of what happens next	☐	☐	☐	
Decision on installed meters: continue operating (with manual reading if needed) or replace	☐	☐	☐	
Personal data: retention or deletion decided under the Data Privacy Act; DPO sign-off	☐	☐	☐	
All data exported from vendor systems in documented formats	☐	☐	☐	
Contracts terminated or closed; exit assistance invoked; warranties and spares addressed	☐	☐	☐	
Security: accounts disabled, keys revoked or transferred, remote access closed	☐	☐	☐	
Asset accounting and any regulatory treatment of costs addressed	☐	☐	☐	
ERC and, for electric cooperatives, the NEA notified where required; Adopting Body notified under a sector framework	☐	☐	☐	
Lessons-learned review completed and shared with the Board	☐	☐	☐	

T13: Reviewer Accreditation Application and Conflict Declaration

Submitted to the Adopting Body to join the pool of accredited independent reviewers (Protocol Section 28.2). The declaration is renewed at each assignment.

Field	Entry
Name, organization, and position	
Relevant experience (utility operations, engineering, finance, audit, or AMI)	
AMPERE Reviewer training completed (date, provider)	
Current and past (3 years) relationships with AMI suppliers, integrators, or advisors	
Current and past (3 years) relationships with utilities in the sector	
Employment by or contract with Metro Power, now or in the past 2 years (not eligible if so)	
References	

Declaration for Each Assignment

Declaration	Yes	No	N/A	Details if No
I have no commercial interest in the program under review or in any supplier or advisor bidding for it	☐	☐	☐	
I did not prepare any of the evidence under review	☐	☐	☐	
This assignment will not be my fourth consecutive review of this utility	☐	☐	☐	
I will keep the utility's information confidential and use it only for this review	☐	☐	☐	
I will disclose immediately any conflict that arises during the review	☐	☐	☐	

Field	Entry
Utility and gate	
Signature and date	

T14: Framework Change Request

Send to the owner of the edition you use: the Adopting Body, through its technical committee, for an adopted edition; or Metro Power for the Metro Power edition (Protocol Sections 30.1–30.2).

Field	Entry
Submitted by (name, organization, contact)	
Date	
Protocol or Toolkit reference (section, annex, sheet, template)	
Proposed change (exact wording where possible)	
Reason and evidence (experience, data, regulation)	
Does it affect the core (Section 23.3), gates, Must criteria, or consumer safeguards?	☐ Yes (major revision) ☐ No (minor revision)
Impact on programs under way	
Edition concerned (Adopting Body edition or Metro Power edition)	
Decision, version, and date (completed by the edition owner)	

T15: Adoption Checklist for an Adopting Body

Decisions a government agency, regulator, supervising body, or association should record before adopting AMPERE as a sector framework (Protocol Part III).

Decision	Done	No	N/A	Reference / owner / date
Form of adoption chosen: reference, reissue, or condition of support (Section 23.2)	☐	☐	☐	
Legal authority and adoption instrument confirmed by counsel	☐	☐	☐	
Utilities and programs covered defined	☐	☐	☐	
Localized content decided and listed; core kept unchanged (Section 23.3)	☐	☐	☐	
Gates requiring concurrence and the processing time set, consistent with RA 11032 where applicable (Section 24.1)	☐	☐	☐	
Operating model decided: secretariat, technical committee, reviewer pool coordinator (Section 24.2)	☐	☐	☐	
Sector baseline values set: interval length, retention periods, cybersecurity outcome targets (Section 25)	☐	☐	☐	
Conformance and certification approach agreed with the ERC (Section 25.2)	☐	☐	☐	
Plan and owner for a sector companion specification agreed (Section 25.1)	☐	☐	☐	
Legal basis for sector reporting confirmed, or data-sharing agreements in place; FOI and COA treatment stated (Section 26)	☐	☐	☐	
Benchmark publication rules set, including minimum group size and peer groups (Section 26.3)	☐	☐	☐	
Approach to shared services and joint procurement decided (Section 27)	☐	☐	☐	
Reviewer pool established, with accreditation and rotation rules (Section 28.2)	☐	☐	☐	
Training plan for utility Boards, program teams, and reviewers (Section 28)	☐	☐	☐	
Transition rule for programs already under way applied (Section 23.4)	☐	☐	☐	
Staged adoption plan: reference adoption, field validation, consultation, revision, then any mandatory use (Section 30.3)	☐	☐	☐	

Decision	Done	No	N/A	Reference / owner / date
Edition name and attribution chosen under the license (Section 30.4); “AMPERE” name used only if the core is unchanged	☐	☐	☐	
Revision authority and technical committee for the adopted edition established (Sections 30.1–30.2)	☐	☐	☐	
Adoption instrument published and, where required for an administrative issuance, filed with the Office of the National Administrative Register	☐	☐	☐	