
Technical Panel Meeting, 18th June 2009

Minutes

Attendees

Brian Saunders (BS) - CMA (Chair)
Kevin Ensell (KE) - Osprey
Tom May (TM) - Business Stream
Jessie McLeman (JMCL) - Scottish Water
Amanda Murray (AM) – CMA (Incoming Secretary)
David Nicol (DN) - CMA (Secretary)
Alastair Ross (AR) - Satec
Mark Nolan (MN) – the Commission

1. Minutes

The minutes of the meetings of 16th April 2009 were approved.

2. Actions and Administrative Update

DN presented the “Actions and Administrative Update Report”.

He noted that most actions had been carried out. Action 42 (re Meter Form F) would be covered on the agenda under “Change Proposals in Progress”, while actions 48 and 50 (re the work plan and system release plans) would be covered on the agenda under “Forward Plans”.

MCCP030 had been approved by the Commission. The CMA proposed that it should be implemented in two stages, by (i) an administrative change to resolve the standing charges in July, and (ii) the next software release to resolve the volumetric charges. JMCL asked for clarification. DN confirmed that following the administrative change, all the standing charges for 0mm meters would be changed for all the settlement runs carried out from the end of July onwards.

MCCP031 had also been approved by the Commission. The CMA proposed that it should be implemented in the next software release. In discussions with the software implementers it had been discovered that there was a mistake in the CSD which had existed before Go-live. The mistake effectively requires the 20mm Charging Premium to be applied twice. This mistake had not been affected by MCCP031. The CMA suggested that it would now be appropriate for SW to bring forward a small change proposal to bring the CSD in line with the Charging Scheme. After some debate as to whether this merited an urgent change or not, JMCL offered to bring forward a change to the next TP.

JMCL to bring forward an MCCP to correct CSD0201 for next TP

Action 051 JMCL

DN further noted that the Central Systems could now properly handle the SGES credit (i.e. potentially separate credits for water and sewerage) and that this would be implemented immediately. There would be minimal changes to overall settlement bills, though some changes to the disaggregated reports. JMCL observed that for the current financial year, the two credits were the same.

3. Change Proposals in Progress

DN presented a summary overview of the “Change Proposals in Process Report”. The meeting considered each of the change proposals in turn.

MCCP022 – Reconciliation Reports

DN observed that JMcl had carried out large amount of detailed drafting work on this MCCP with the Commission’s lawyers to bring the draft to the current stage. To allow the R4 settlement runs to be carried out in August, the TP had to agree to the proposal at or shortly after this TP meeting. JMcl commented that while the drafting had been extensively discussed with the Commission’s lawyers, that this would not fetter the Commission’s discretion. She also noted discussions regarding detailed wording of CSD0206.

The TP agreed that the proposals met the TP’s broad requirements. BS noted that given the legal drafting which had already been carried out, there was little merit in the TP delaying a decision to accept the detailed wording. The TP agreed, and agreed the MCCP032 Change Proposal

The CMA to submit the agreed Change Proposal to the Commission **Action 052 CMA**

MCCP026 – Produce a Disaggregated Settlement Report for RF

DN noted that work was ongoing. The CMA’s Service Provider had been asked to carry out work based upon the draft specification which the CMA discussed with the TP working group in May.

TM asked why all such decisions always came back to the TP, to “endorse continue development etc”. BS noted that as some initial proposals were not well defined it was good governance to provide the TP with the opportunity to decide to carry on with a development or to abort further work.

TM further asked why some specific items on the specification had queries against them. DN explained that this was because the specification for the RF Disaggregated Settlement Report was based upon the draft specification for the Monthly Disaggregated Settlement report, which the CMA was still developing.

JMcl stressed the urgency in finalising the RF Disaggregated Settlement Report Specification. SW would need to instruct its software developers based upon the specification. She also asked for clarification as to whether the RF Disaggregated Settlement report would comprise a single report for the year or twelve monthly reports. DN confirmed that it would be a single report for the year.

BS offered to send a letter to Gemserv stressing the urgency of delivery of this and emphasising the impact on Trading Parties’ systems and the development work which would require to be carried out in a short period of time.

CMA to draft proposed letter for BS **Action 053 CMA**

JMcl requested confirmation on how Trade Effluent would be treated as part of the RF Disaggregated Settlement run. DN agreed to confirm back to TP, but noted that he thought it was already disaggregated in the “aggregated” settlement report.

CMA to confirm how Trade Effluent would be dealt with as part of the RF Settlement Reports

Action 054 CMA

The TP endorsed continued development of the Disaggregated Settlement Report.

MCCP027– Specify the Market Data Set

DN noted that the CMA had provided a short report on the work being carried out to specify the Market Data Set (MDS). There were some suggestions in respect of legal drafting, there was draft work in respect of format of the fields, but there were still ambiguities about the rules for data extraction. Indeed there were some known errors in the rules.

TM suggested that there were some extra fields that BS would like to see in the MDS. BS noted that de-facto the MDS was under change control, and that the aim of the current exercise was to complete the formal specification rather than introduce changes.

DN concluded that it was the CMA's intention to bring back proposals to the next TP.

OCCP018 – Amended Form F

JMcL introduced this proposal which had been discussed at previous TPs. The TP had previously not approved this proposal as it stood, as there were possible requirements for additional information to be included in respect of enquiries. SW now proposed that this issue was best addressed via Form K. The TP agreed with this approach, and endorsed the changes to Form F.

The CMA to submit the agreed Change Proposal to the Commission

Action 055 CMA

OCCP021 Process 9: Meter Accuracy Test

DN had circulated this to TP members ten days prior to the TP asking for signoff. No TP member had responded. At the meeting TM requested timescales on SW in respect of the quotation step in the process. SW noted that there should also be timescales on LPs to respond to quotation. It was agreed that the CMA should advise members on timescales to make comments on the process. SW would then make changes to the drafts, and the CMA would circulate the revised version offline to TP members for approval in advance of the next TP meeting.

CMA to advise TP members on timescales for comments on OCCP021

Action 056 CMA

TP members to respond with comments

Action 057 All LPs

SW to update the drafts reflecting the comments

Action 058 SW

The CMA to submit the changes for approval by the TP

Action 059 CMA

4. New Change Proposals

DN introduced the paper on New Change Proposals. Individual sponsors then spoke on each new change.

MCCP032- CSD 0001 Housekeeping

DN introduced MCCP032. This was a complementary housekeeping change to CSD0001 similar to those which had already been approved to both the Market Code and the Operational Code in respect of the CMA's address change. TM pointed out a minor mistake in the email address, which the CMA agreed to correct. The TP then had a discussion about the merit of housekeeping changes, but approved the Change Proposal subject to correction of the minor mistake.

The CMA to submit the agreed Change Proposal to the Commission **Action 060 CMA**

MCCP033-Change to 30 day vacancy rule

TM introduced this proposal for Business Stream. He noted that this change would make the rules in respect of vacancy symmetric between occupancy and vacancy, and also remove unfair charges on LPs. There was general support for his proposal. The CMA noted that there were no central system implications. However, MN raised the question of vires, as this appeared to be a charging issue. The TP accepted this point, though it agreed that the 30 day rule was only currently included in the Market Code, and not in SW's scheme of charges. It was agreed that initially this was a matter for discussion between SW and Commission.

On the basis that this matter was outside the vires of the TP, TM agreed to withdraw his proposal.

CMA to note that MCCP033 is withdrawn. **Action 061 CMA**

OCCP022 Gap Site supply Point Registration Process

JMcL introduced a formal change proposal in respect of gap site registrations process. She noted that the current process was not in the Operational Code and the information requirements were not defined and had led to difficulties, including the multiple registrations of properties. She suggested that formalising and standardising the process and information requirements would assist significantly in reducing problems. The proposal met with general assent. TM had some specific points that it might not always be possible to provide all the proposed information.

MN noted that the Commission were about to review the gap site process. The Commission might come forward with their own proposals. After discussion, the TP agreed not to submit the current proposals in respect of OCCP022 to the Commission. However, it would still be worthwhile for the TP to conclude their current work on OCCP032.

TM had comments on the proposed process and agreed that whilst the proposal would not be coming forward at this stage, it was wise to work with JMCL to ensure if it was to come back to the table, it would be in an agreed format.

TP members to submit comments on OCCP022 to SW **Action 062 All LPs**
SW to appropriately update draft of OCCP022 **Action 063 SW**
CMA to circulate revised OCCP for CMA to agree that proposals were appropriate **Action 064 CMA**

OCCP023 –Revisions to New Connections Process

TM put forward this proposal on behalf of BS to facilitate and speed up the connection process. The proposal would allowing SW to discuss technical matters directly with customers. TM noted that before market go-live, SW had significantly improved their new connections process. The introduction of LPs had again made the process less efficient. JMCL noted that if technical discussions led to changes to the proposed contract, then the LPs needed to be involved. However, there was general support for the proposals, but agreement that some additional clarity was needed in respect of responsibilities and

rights. TM agreed to take forward the proposals, to invite all parties to attend. For the CMA, BS noted that the CMA need not be involved.

TM to organised meeting re OCCP023

Action 065 TM

5. Forward Plans

DN introduced the forward plans. He noted that “Forward Plans” was now a standing item on the agenda and that they were still in the process of development. There were three parts: the Issues List, the Release Plan and the Work Plan. The CMA had included a slide about how the CMA takes issues from the issues list and moves them onto the Work Plan and Release Plan.

TP members welcomed the ongoing improvements but made a number of specific points. They would like to see detail as to what was new, changed and about to be deleted, and perhaps an indication of matters that were moving up and down the priority list. The CMA agreed to consider.

In respect of the Work Plan, the TP agreed it was a basis for future development work, but that it involved a substantial commitment.

There were detailed questions about both the Release Plan and the Work Plan. It was noted that not all items on the Release Plan or the Work Plan were properly reflected back to the Issues List. There were also questions about where and when a system solution to meter rollover was going to be addressed. JMcl noted that the proposed timescales were too long. Manual processes were fraught with danger and had to be refreshed from time to time.

6. Participant Performance

DN introduced the report, and noted that it would be a standing item. He apologised that he had only just heard that Gemserv were unable to attend, although they had been invited to attend. He noted that at the last TP meeting, TP members had indicated what they wanted to see with respect to Performance Measurement i.e. clarity of the measures, and assurance of data quality. DN noted on behalf of Jeremy that before the next TP, the CMA would do everything in its power to ensure disaggregated results before the next TP meeting. The report included both the market level aggregated report, and the proposed processes in respect of performance data.

7. Any Other Business

None

Actions

Action	Subject	Update
<i>From the minute of the meeting of 18th June 2009</i>		
Action 051 SW	Bring forward an MCCP to correct double application of 20mm Charging Premium in CSD0201	
Action 052 CMA	Submit agreed Change Proposal on MCCP022 (R4 Reconciliation Reports) to the Commission	
Action 053 CMA	CMA to draft letter for BS to send to Gemserv re urgency of specification for Disaggregated Reports	
Action 054 CMA	CMA to confirm how Trade Effluent is reported at RF	
Action 055 CMA	Submit agreed Change Proposal on OCCP018 (Amended Form F) to the Commission	
Action 056 CMA	CMA to set out a timetable for comments on OCCP021 (Meter Accuracy Test)	
Action 057 LPs	LPs to respond to SW with comments to SW (copied to CMA) re OCCP021	
Action 058 SW	SW to update the draft of OCCP021 reflecting comments	
Action 059 CMA	CMA to circulate revised draft to TP for approval	
Action060 CMA	Submit agreed Change Proposal on MCCP032 (CSD 0001 Housekeeping) to the Commission	
Action061 CMA	CMA to note that MCCP033 was withdrawn	
Action062 LPs	TP members to submit comments on OCCP022 (Gap Site Registration Process) to SW (copied to CMA)	
Action 063 SW	SW to update draft of OCCP022	
Action064 CMA	CMA to circulate revised draft to TP members so that TP members can	

Action	Subject	Update
	agree that they are appropriate (but not for formal approval).	
Action 065 TM	TM to organise a meeting re OCCP023(Revisions to the New Connection Process)	