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Technical Panel Meeting, 16<sup>th</sup> April 2009

Agreed Minutes

**Attendees**

Jeremy Atkinson (JA) - CMA (Chair)  
Kevin Ensell (KE) - Osprey  
Tom May (TM) - Business Stream  
Jessie McLeman (JMCL) - Scottish Water  
David Nicol (DN) - CMA (Secretary)  
Alastair Ross (AR) - Satec  
Neil Cohen (NC) - Kema (for item 5 only)

**Apologies**

Richard Khaldi (RK) - the Commission

**1. Minutes**

The minutes of the meetings of

- 24<sup>th</sup> February 2009

were approved.

**2. Actions and Administrative Update**

DN presented the "Actions and Administrative Update Report". He noted that most items were for noting, rather than decision or approval. He highlighted two (sets of) actions on the agenda. The first was action A022 where the CMA had an action to develop a change control mechanism for items not covered in the CSDs. Originally, concerns had been raised about the Market Data Set. The view of the CMA was now that all such documents should be properly controlled via inclusion in the CSDs. Indeed the CMA had brought forward a change proposal MCP022 specifically to cover the MDS at the last TP meeting, and that this action was no longer required.

JMCL asked about change control for the release plan. JA noted that matters such as the release plan would be covered in the presentation by KEMA and subsequent discussion later in the meeting.

DN also noted that JMCL had (subject to the approval of the TP) kindly volunteered to organise a meeting in respect of various items, namely: the Market Data Set, Meter Networks and Disaggregated Reports. This was agreed. **Action 039 JMCL**

**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

JMCL provided an update on this MCCP. The text for the legal drafting had been sent via RK to Shepherd & Wedderburn for consideration. The proposal was for a fixed timetable of R4 runs starting in July, with one run per week, and concluding at the end of August at which point the R4 runs would have caught up with the R3 runs. TM suggested that this timetable was too tight, in that it started too early for all the fixed charges for 2008-09 to have been sorted out; and that it would not be feasible to examine an extra disaggregated

report per week. After some discussion it was agreed that the R4 runs for 2008-09 should begin in August 2009, and then be run fortnightly through to November 2009.

DN noted that time was tight to agree this proposal and given that the TP now had to take account of the Commission's consultation period; it was proposed that the matter should continue to be progressed by correspondence between this meeting and the next. It was also agreed that:

The CMA should define a fixed timetable based on the August proposal: **Action 040 CMA**

JMcL should write to the Commission to ensure the drafting was progressed:

**Action 041 JMCL**

MCCP027– Specify the Market Data Set

DN noted that some work had been carried out on this in the background since the last TP meeting. He wished to present his findings in the near future to the working group being facilitated by JMCL.

At this point, and in relation to the working group meeting – the meeting moved into a short discussion on Meter Networks. DN noted that the CMA had not put forward any change proposals in respect of Meter Networks, as in order to facilitate correct settlement for RF for 2008-09; the most important matter was to ensure that correct data was loaded into the Central Systems, and that any errors in the settlement calculation were corrected.

OCCP018 – Amended Form F

OCCP018 had been put on hold at the last meeting pending resolution of the best way to take forward meter service requests. JMCL noted that SW now considered that more work was needed to develop comprehensive changes to the forms. In the meantime she noted that some LPs were in practice using the draft Form F; and that SW would accept either version of Form F. The meeting endorsed continued development of the relevant forms.

Continue to develop the relevant forms re Form F and meter service requests.

**Action 042 JMCL**

#### 4. New Change Proposals

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

MCCP030- Omm Meter Charge Band

JMcL introduced a formal change proposal in respect of a 0mm Charge Band. She stressed that the objective was not to introduce a change to the charges, but to amend the Central Systems to properly reflect the scheme of charges as in respect of combination meters the LPs were currently being overcharged.

DN noted that it was intended that the proposal would be implemented in two stages. The first via a change to the tariff bands; and the second via a systems change which it was intended should be implemented with the September software release. In answer to a question from TM, DN noted that the first change was a straightforward administrative change in respect of the systems.

JA asked if this paper had been explicitly discussed with the Commission. JMCL noted that it hadn't. TM while being generally supportive of the proposal, asked if it could deal with the situation, for example, where a shop had two supplies – and should only pay for one. JMCL noted that the Commission had already ruled against this proposal. DN noted however, that the proposal, had the technical capability of dealing with such charging, but that the charging scheme was outside the vires of the TP. The TP endorsed the proposal.

CMA to progress the report on this MCCP030 and submit to the Commission

**Action 043 CMA**

MCC031-20mm Premium

JMCL introduced a formal change proposal in respect of 20mm Premium. She stressed that the objective was not to introduce a change to the charges, but to amend the Central Systems to properly reflect the scheme of charges. She noted that in this case, the issue had been fully discussed with the Commission although the detailed text had not. The TP endorsed the proposal.

CMA to progress the report on this MCCP031 and submit to the Commission

**Action 044 CMA**

OCCP020 Operational Code Housekeeping 2009

JMCL introduced a formal change proposal in respect of housekeeping for the Operational Code. The changes were similar to those approved and implemented in respect of the Market Code. These were to introduce (i) version control; (ii) a table of changes; and (iii) update the CMA address. The TP endorsed the proposal.

CMA to progress the report on this OCCP020 and submit to the Commission

**Action 045 CMA**

OCCP021 - Process 9 Meter Accuracy Test

JMCL introduced a formal change proposal in respect testing of Meter Accuracy. She noted that the current process was not practicable. Currently the main meter manufacturers outsourced testing of meters to Eastern Europe. The timescales within the process were therefore impracticable. SW had attempted to tease out the process to make it consistent with other processes in the Operational Code.

TP members were broadly supportive of the changes, but queried one aspect in respect of what was intended under the case where an exchange was not “feasible” as proposed in the text. In response, JMCL noted that this would include “abortive visits”, for example where SW made a visit at an agreed time, and couldn't get access to the meter because of matters relating to the customer. A visit where SW was physically unable to remove a meter for matters unrelated to the customer would be an issue for Scottish Water. With that clarification, TP members agreed the proposals in principle.

JMCL to revise the wording of the OCCP and clarify “feasible”  
CMA to circulate for approval prior to the next meeting

**Action 046 JMCL**  
**Action 047 CMA**

## 5. Forward Plans

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JA introduced Neil Cohen from KEMA who had been doing a work with the CMA on process. NC then made a presentation.

The Question and Answer session drew out a number of points:

- The importance of formalising and introducing consistent change processes;
- The need to recognise that there will be a period of transition, meaning:
  - In light of the large number of issues currently on the issues list, it will not be sensible to produce a set of Change Proposals immediately; and
  - That there will be a need for judgement in prioritising the drafting of Change Proposals, and the timing of those should fit with the plan; and
- The formal processes and model will produce a rational baseline – there will always be a requirement for pragmatic manual interventions, for example, where there are factors which are not captured by the cost-benefit analysis.

Further details on a ‘front-end’ process to address how the link is made from the identified issues to the production of Change Proposals to be provided by the CMA.

**Action 048 CMA**

CMA to circulate a soft copy of Neil Cohen’s presentation

**Action 049 CMA**

DN then introduced the issues log, the key dates schedule, and the draft system release plan. He noted that these documents formed a transition to the new framework outlined by Neil Cohen. The focus on the key dates schedule was the next six months to RF. The items in the system release plan were still draft, and had to be finally agreed with the service provider. KE asked if the CMA would reissue the system release plan after the next release had been finalised.

There were questions whether the Issues log was complete. From the CMA’s point of view it was; but the CMA invited TP members to put forward additional issues onto the issues log. TP members discussed the development of the plans beyond the immediate six months, and forward for two years. It was agreed that the CMA should organise a meeting after the next system release had been finalised, and before the next TP (nominally at the end of May) to discuss the development of the system release plan over the next two years.

CMA to organise a system release plan meeting.

**Action 050 CMA**

## **6. Any Other Business**

There was no other business and the meeting closed.

Technical Panel Meeting, 16<sup>th</sup> April 2009

Actions

Action	Subject	Update
<b>From the minute of the meeting of 16<sup>th</sup> April 2009</b>		
Action 039 JMCL	To arrange a meeting to discuss: Disaggregated Reports, Specification of the Market Data Set & Meter Networks.	<i>Post meeting note – meeting request made on 22/4/2009</i>
Action 040 CMA	To define a fixed timetable for the R4 runs from August.	<i>Post meeting note – proposal made on 22/4/2009</i>
Action 041 JMCL	To write to the Commission to progress MCCP022 (including the drafting).	
Action 042 JMCL	To continue to develop the OCCP018 including Form F, and service request forms.	
Action 043 CMA	To progress the report on MCCP030 and submit to the Commission.	<i>Post meeting note – submitted on 22/4/2009</i>
Action 044 CMA	To progress the report on MCCP031 and submit to the Commission.	<i>Post meeting note – submitted on 22/4/2009</i>
Action 045 CMA	To progress the report on OCCP020 and submit to the Commission.	<i>Post meeting note – submitted on 22/4/2009</i>
Action 046 JMCL	To revise the wording on OCCP021 (Meter Accuracy Tests) to clarify “feasible”.	
Action 047 CMA	To circulate revised drafts of OCCP021 to the TP for approval before the next TP.	
Action 048 CMA	CMA to provide details on a front end process to move from the Issues list to the Workplan.	
Action 049 CMA	To circulate a soft copy of Neil Cohen’s presentation on the planning framework.	<i>Post meeting note: circulated on 17/4/2009</i>
Action 050 CMA	To organise a meeting on system release plans towards the end of May.	

