

1. Minute of the last meeting (attached)
 - Approval of last minute

2. Current Status of existing Change Proposals
 - M CCP001 – Detailed Settlement Extract
 - OCCP014 – First Time Provision of Services: with the Commission : Implemented 01/12/2008
 - M CCP017 – Enable Re-Reads to be submitted in the T0017.n Meter Swap record: with the Commission : Implemented 01/12/2008
 - M CCP016 –Baseline the format of the Aggregated Settlement Report : update pending

3. Code Releases
 - Operational Code update implemented 01/12/2008 for OCCP014
 - CSD0202 and CSD0301 updates implemented 01/12/2008 as part of M CCP017
 - Planned for the Market Code: 01/04/2009
 - Planned for CSDs: as per forthcoming M CCPs
 - Planned for the Operational Code: OCCP018 if approved

4. Proposed Code Changes
 - Undetected Meter Rollovers (presented by the CMA)
 - Paper TP016 Undetected MeterRollover December2008 (attached)
 - M CCP019 UndetectedMeterRolloverInterimProcess(two documents attached)
 - M CCP020 Improve Meter Reading Usage Validation (two document attached)

 - Amendment to Meter Service Request Form F (presented by SW)
 - OCCP018 (two documents attached)

5. Standing Items
 - Working Procedures Issued – none
 - Guidance Notes Issued
 - GN004: Meter-ID (attached)
 - GN005: Guidance on the Running of R3 and RF (attached)
 - GN006: Performance Measure Calculations (attached)

6. Matters Arising and AOB
 - Delivery Framework (presented by the CMA)
 - Update on Market Issues (attached)
 - System Release Plan (attached)
 - Paper on Reassessed Charges (presented by the CMA)
 - TP017 Paper and two Annexes are attached
 - Outstanding Actions
 - Next meeting Tuesday 24/02/09; papers by Wednesday 04/02/09