

Attendees

Brian Saunders - CMA (Chair);

Edgar Speak – Satec;

James Bream - Business Stream (BS);

Kevin Ensell – Osprey;

Jessie McLeman - Scottish Water (SW);

Alastair Ross attending as non-voting observer from Satec;

Jim McKenzie attending as non-voting observers from Ondeo;

Jeremy Atkinson (JA) - CMA CEO (attending as a non-voting Affiliated Member);

Richard Khaldi - the Commission (attending as a non-voting Affiliated Member);

Alan Jones CMA -TP Secretary and the CMA Technical Officer (TO).

1. Minute of the Last Meeting held on 19/06/2008**1.1 Clarification**

- SW sought clarification as to whether Action AP002 was a joint SW/CMA action.
- The CMA considered that it was not a joint action but it was happy to be part of the discussion.

1.2 Approval of the minute

- The minute of the August TP was unanimously approved.

2. Current Status of Existing Change Proposals**2.1 MCCP011****2.1.1 Introduction by the CMA**

- This work has been ongoing since the start of the year.
- The main delivery of a Disaggregated Settlement Extract (DSE) was implemented in October and used for two reconciliation runs.
- The CMA had not received any feedback from users however we ourselves have found the DSE most useful.
- There are some outstanding fields to be populated.
- CSD0201 has yet to be updated with the specification; it will be updated in due course so the specification can be brought under formal change control.

2.1.2 General feedback

- SW is still working through the loading of the large extract into their reporting tool; BS is in a similar position.
- SW reported that what has been produced appears consistent with the specification.

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- 2.1.3 Feedback on unpopulated fields
- BS considered that LUVA was very important and that the Estimated and Actual volume fields were important.
 - SW considered that the YVe derivation method was important.
- 2.1.4 Changes to SPID Standing Data (that affects wholesale charges)
- The CMA advised that this work had not started.
 - There was consensus that this work was of lesser priority than dealing with Negative Rollovers and Zero EWAs.
- 2.1.5 Priorities
- TP members considered that it was not possible consistently apply a RAG status to the outstanding items until they has covered all the major outstanding issues tabled for this TP meeting.
 - It was the CMA view that dealing with Negative Rollovers and Zero EWAs were the main priorities and that the CMA would work on this basis unless the TP wanted a change.
 - There was consensus that the delivery of outstanding items should be on a forward system delivery plan.
- 2.1.6 SW sought clarification about the Market Dataset (MDS)
- The MDS runs each month and is the same each month; the CMA is aware that the MDS does not report all data and this will be investigated.
 - SW sought clarification on whether the specification had been issued **AP021 Action CMA¹**
 - The specification is not under change control; SW considered that it should be under change control.
 - The CMA will develop a change control mechanism for items that are not covered by CSD but where it is important to TP members that change is controlled by the TP. **AP022 Action CMA.**
 - It was agreed that MDS would be brought under “non CSD Change Control”. **AP023 Action CMA.**
- 2.2 **OCCP014**
- This had been approved by the Commission; see letter in Annex AA.
- 2.3 **MCCP017**
- This had been approved by the Commission; see letter in Annex AA.
 - The release of the revised CSDs would be coordinated with the release of the system change; this was expected in November.
- 2.4 **MCCP016**
- Update pending.
 - It is probable that work will be done in the same tranche as the update to the same CSD for the Disaggregated Settlement Extract.

¹ For information during drafting – had been issued to SW and SWBS in mid-June in emails with subject line DR02 replacement

2.5 Summary Status of MCCPs and OCCPs

- The tables at the end of this minute show the status of all changes immediately AFTER this Technical Panel and reflects any decisions taken during the meeting.

3. Code Releases

3.1 Market Code and Operational Code Releases since the last TP

- There have been none since the August TP.

3.2 Planned for the Market Code (main document)

- The schedule had included a release on October 29 however there are no outstanding MCCPs so it will not take place.
- The next scheduled release date will be April 1, 2009 with interim releases if needed.
- The Commission advised that it would be consulting on Market Code changes that were administrative in nature and would not affect the Central System.

3.3 Planned for CSDs to the Market Code

- The CMA advised that CSD releases tend to be driven by specific MCCPs and that MCCP017 requires updates to CSD0202 and CSD0301.
- The consensus was that CSD proposed publication dates need to be published in advance.
- The consensus was that CSD publication needs to be part of the implementation plan.
- The Chair noted that in Electricity when a document was revised a release configuration defined the version of each document currently in operation on the effective date of the update to the market document set.

3.4 Planned for the Operational Code

- SW to advise of the publication date of the Operational Code that will contain OCCP014.
AP024 Action SW

4. Proposed Code Changes

- There were no MCCPs.
- There were no OCCPs.

5. Standing Items

5.1 Working Procedures Issued

- None had been issued since the last TP.

5.2 Guidance Notes Issued

- GN003-Detailed Settlement Extract Field Guide had been issued since the last TP.

6. Matters Arising and AOB

6.1 Market Participant Forum Terms of reference approved (final version attached)

- The TOR was revised by the CMA after the last TP and reviewed by the CMA lawyers.
- It was sent to TP members who approved it via email.
- As the MPF was to be held after the TP further discussion was held over until that meeting.

6.2 Paper on Assessed Charges (TP014)

6.2.1 Introduction by the CMA

- A business requirements/system specification was drafted and circulated by the CMA to members of the TP and to Gemserv.
- It has been recently amended due to new information being received from SW.

6.2.2 Discussion

- SW noted that the charges had not been approved by the Commission or the SW Board.
- The Commission advised that meetings were planned for next week and that the structure would be agreed in about two weeks.
- The CMA advised that recent changes had added to the scope of the change to the Central System and that the later things were finalised the bigger was the impact on other systems development. The CMA advised that they were concerned about delivery.

6.2.3 Decisions

- The TP noted the work done to date and the planned approach to delivery.
- The TP noted the tight timescale for delivery.
- The TP noted the urgent priority status attached to this system change.

6.3 Performance Measures and Charges

6.3.1 Statement by the CMA

- JA advised that SW's data entry activities are clouding the measurement of performance; difficulties with some flows are also causing delay resulting in apparent performance failures.
- Because of these matters, at a meeting of the CMA Board on September 18th, the Board determined that performance charges would be dis-applied until 1st April 2009.
- The CMA will continue to monitor performance and take action if it sees non-performance.

6.3.2 Issues of interpretation

- JA noted that there were differences in interpretation and that a good specification would be needed before charges can be applied.
- CMA to share information on interpretation that it has sent to SW. **AP025 Action CMA**

6.4 Paper on Roll-over (Summary) (TP015)

6.4.1 Introduction by the CMA

- Unidentified meter roll-overs have resulted in a significant under-calculation of the wholesale charges.
- The CMA has developed a three stage plan to remedy the matter; discussion was held over until the MPF which was to follow.

6.4.2 Decision

- The TP noted the work done to date and the planned approach to remedying the situation.
- The TP noted that the CMA had given this a high priority.

6.5 System Release Plan

6.5.1 Introduction by the CMA

- The current system release plan was developed in September 2008 and may be considered as a framework for planning.
- The current plan looked at the next nine months.
- Dealing with roll-over is not shown on the plan because the strategy was not fully developed at the time the plan was produced.
- Once the outcomes of today's TP decisions have been reviewed and the impact of assessment of Assessed Charges has been received there will need to be some adjustments to the detail of the delivery.

6.5.2 Discussion

- There was a general sentiment that TP members wanted to see longer term plans that looked forward about two years .
- The CMA advised that current known items filled up system change capability until summer 2009.
- It was recognised that long term plans would be provisional in nature however it was important to provide an indication as to where open issues could be slotted in.
- The CMA was working on a system release plan. **AP026 Action CMA**

6.6 Open Issues Log

6.6.1 Introduction by JA

- The CMA will publish a list of open issues; it will comprise known system bugs that need correction and possible changes that will require approval. **AP027 Action CMA**
- The list will be informed by information from the CMA enquiries process; discussion with participants and discussions at the Market Participant Forum.

6.7 **Outstanding Actions**

6.7.1 AP003

- The CMA had not received feedback on the method of publication of the OCCPs and MCCPs prior to the meeting.
- There was general consensus that other than the matters discussed under item 3.3 there were no concerns about the method.
- BS was not able to finalise its position and undertook to confirm after the meeting; this was subsequently received after the meeting.

6.7.2 Items Closed by the end of this TP

Action	Section	Subject	Action By	Closed
From the minute of the August meeting				
AP004	5.1.4 MCCP016	Issue revised document for sign-off	CMA	Yes
AP005	5.1.4 MCCP016	Sign-off revised document if appropriate	TP Members	Yes
AP006	5.2.4 MCCP017	Issue revised document for sign-off	CMA	Yes
AP007	5.2.4 MCCP017	Sign-off revised document if appropriate	TP Members	Yes
AP008	8.1.3 MPF-Paper TP013	Issue revised TOR	CMA	Yes
AP009	8.1.3 MPF-Paper TP013	Review TOR & vote by Email	TP Members	Yes

6.7.3 Items Carried forward to the next TP

Action	Section	Subject	Action By	Closed
From the minute of the August TP meeting				
AP001	1.2	Minute Taker for TP minutes	CMA	
AP002	2.2.5	Develop & document the workaround for TE Partial Treatment	SW	

Action	Section	Subject	Action By	Closed
AP003	3.3	Comment on the method of publication of MCCPs and OCCPs	BS	
From this minute				
AP021	2.1	Clarify whether the specification for the market dataset had been issued	CMA	
AP022	2.1	Develop a change control mechanism for items that are not covered by CSDs	CMA	
AP023	2.1	Bring Market Dataset und change control	CMA	
AP024	3.4 Operational Code	Advise of the next publication date of the Operational Code	SW	
AP025	6.3 Performance Measures and Charges	CMA to share information on its interpretation of performance measures that it has sent to SW	CMA	
AP026	6.5	Issue System Release plan	CMA	
AP027	6.6	Publish open issues list	CMA	

6.8 **Next meetings**

- Next meeting is Thursday 11/12/08; papers by Wednesday 27/11/08; JA to chair.
- Future Dates:

Meeting	Papers to the CMA by	Time of Meeting
7 th TP Meeting	Wednesday 27/11/2008 23:59	Thursday 11 th December 2008 @ 10.00
8 th TP Meeting	Wednesday 04/02/2009 23:59	Thursday 19 th February 2009@10.00
9 th TP Meeting	Wednesday 01/04/2009 23:59	Thursday 16 th April 2009@10.00
10 th TP Meeting	Wednesday 03/06/2009 23:59	Thursday 18 th June 2009@10.00
11 th TP Meeting	Wednesday 05/08/2009 23:59	Thursday 20 th August 2009@10.00

7. **Annex AA Correspondence from the Commission concerning the MCCPs and OCCPs submitted to the Commission for approval after the June Technical Panel**



Date: 8 October 2008
Our Ref: 081008 Letter to CMA re TP meeting on 080828
Your Ref:

Alan Jones
Technical Panel Secretary
Central Market Agency
Ochil House
Springkerse Business Park
Stirling
FK7 7XE

Dear Alan

Technical Panel

I write regarding the Technical Panel (TP) meeting that took place on 28 August 2008 and the two Code change proposals that the TP requested the Commission approve subsequently.

I set out below the Commission's view on the change proposals put forward by the TP:

MCCP017 – Enable Re-Reads to be submitted in the T17 Meter Swap Record;

The Commission has no comment on Market Code Change Proposal MCCP017 and therefore confirms its consent to this change proposal in accordance with Section 8.7.1(xi) of the Market Code.

OCCP014 – First time provision of services to a community

The Commission has no comment on Operational Code Change Proposal MCCP014 and therefore confirms its consent to this change proposal in accordance with Section 8.8.1(x) of the Market Code.

Please let me know if you have any questions on the above.

Yours sincerely

A handwritten signature in black ink, appearing to read "R. Khaldi".

Richard Khaldi
Analyst

MCCP Changes

Reference No	From Whom	Title of Change Proposal	Date of Meeting	TP Approved	Date of Commission Response	Response	Comment
MCCP-001	Jessie McLeman-SW	CSD0201	Revised before meeting	NA			Revised before meeting
MCCP-001 V3	Jessie McLeman-SW	CSD0201 / Reconciliation	17/01/2008				Work in Progress - see TP010
MCCP-002	Gemserv	Monthly Read Meters	17/01/2008	NA			
MCCP-002			21/02/2008	Yes	07/03/2008	Accepted	Implemented 01/06/2008
MCCP-003	Jeremy Atkinson CMA	Alignment of Article and Market Code	17/01/2008	Yes	12/02/2008	Blocked Pending more work	Ongoing dialogue with CMA lawyers
MCCP-003			19/06/2008	Yes	08/07/2008	Accepted	Implemented 15/07/2008
MCCP004	Alan Jones	Submission of papers to the TP Secretary	21/02/2008	Yes	07/03/2008	Accepted	Implemented 01/06/2008
MCCP005	Alan Jones	Amend scope of implementation details approved by the TP	21/02/2008	N/A			withdrawn at the meeting will not be re-presented
MCCP006	Alan Jones	Revised the method of reporting the TP decision	21/02/2008	N/A			withdrawn at the meeting will not be re-presented
MCCP007	Alan Jones	Simplify the procedure for an Urgent Change.	21/02/2008	Yes	20/03/2008	Blocked	
MCCP008	Alan Jones	Discretion to determine the frequency of Performance	21/08/2008	Yes	20/03/2008	Blocked	

Reference No	From Whom	Title of Change Proposal	Date of Meeting	TP Approved	Date of Commission Response	Response	Comment
		Standards reporting.					
MCCP009	Alan Jones	Correction of Errata	21/02/2008	Yes	20/03/2008	Accepted	Implemented 01/06/2008
MCCP010	Business Stream	Customer own reads	21/02/2008	Yes	07/03/2008	Accepted	Implemented 01/06/2008
MCCP011	Alan Jones	Changes to CMA charges	21/02/2008				withdrawn at the meeting pending more work
MCCP011	Alan Jones	Changes to CMA charges	19/06/2008	Yes	08/07/2008	Accepted	Implemented 01/08/2008
MCCP012	Jessie McLeman-SW	Use of TE Treatment Type Indicators in charging	17/04/2008				TP sought clarification before item is sent for technical impact Business clarification obtained. High level technical impact indicated a significant change. TP sought further assessment of the current workaround Insufficient Business Case so change rejected by the TP
MCCP012	Jessie McLeman-SW	Use of TE Treatment Type Indicators in charging	19/06/2008				
MCCP012	Jessie McLeman-SW	Use of TE Treatment Type Indicators in charging	28/08/2008	No			
MCCP013	Kevin Milne - CMA	CSD0101 Errata	17/04/2008	Yes	15/05/2008	Accepted	Implemented 01/06/2008
MCCP014	Alan Jones - CMA	Remove Example Calendar from the CSD0201	17/04/2008				withdrawn at the meeting pending more work
MCCP014		Remove Example Calendar from the CSD0201	19/06/2008	Yes	08/07/2008	Blocked	

Reference No	From Whom	Title of Change Proposal	Date of Meeting	TP Approved	Date of Commission Response	Response	Comment
MCCP015	Jessie McLeman-SW	Format of existing aggregated reconciliation reports	19/06/2008				Work suspended after TP due to introduction of MCCP016
MCCP015	Jessie McLeman-SW	Format of existing aggregated reconciliation reports	19/06/2008				Suspended pending review of MCCP016
MCCP016	Alan Jones - CMA	Baseline the format of the existing aggregated reconciliation reports	28/08/2008	Business Case approved			CMA to refine specification and send for email review
MCCP017	Alan Jones - CMA	Enable Re-Reads to be submitted in the T0017.n Meter Swap record	28/08/2008	Yes	08/10/2008	Accepted	To be included in Central System release 1.4.1

OCCP Changes

Reference No	Date Received	From Whom	Relative Process	Title of the Change Proposal	Date of Meeting	Evaluation Required Y/N	TP Approved	Date of Commission Response	Commission Decision	Comment
OCCP-001	13/11/2007	Jessie McLeman-SW	Processes 1 & 2	Quotation for Connection						Withdrawn December 2007
OCCP-002	13/11/2007	Jessie McLeman-SW	Processes 1 -4	New connection						Withdrawn December 2007
OCCP-003	21/11/2007	Tom May-SWBS	Process 8	Existing unmetered supply point	17/01/2008	Yes	No			
OCCP-003			Process 8	Existing unmetered supply point			Yes	20/03/2008	Blocked	
OCCP-004	21/11/2007	Tom May-SWBS	Process 27	Application for a non-return to sewer allowance			Yes	12/02/2008	Blocked	CMA modification was rejected by the Commission so original was resubmitted at following TP
OCCP-004				-	21/02/2008		Yes	20/03/2008	Accepted	Implemented June 1. 2008
OCCP-005	27/11/2007	Jessie McLeman-SW	Form H-Processes 22 & 25	Trade Effluent Form H	17/01/2007		Yes	12/02/2008	Accepted	Implemented June 1. 2008
OCCP-006	11/02/2008	Jessie McLeman-SW	Supply Point Process	Verification of Supply Point Request	21/02/2008		Yes	20/03/2008	Accepted	Implemented June 1. 2008

Reference No	Date Received	From Whom	Relative Process	Title of the Change Proposal	Date of Meeting	Evaluation Required Y/N	TP Approved	Date of Commission Response	Commission Decision	Comment
OCCP-007	11/02/2008	Jessie McLeman-SW	Form A and B	Connection Quotation Request Form	21/02/2008		Yes	20/03/2008	Blocked	
OCCP-008	11/02/2008	Jessie McLeman-SW	Form A1	New Connection Request	21/02/2008		Yes	20/03/2008	Blocked	
OCCP-009	11/02/2008	Jessie McLeman-SW	Forms C & D	Modification of Forms	21/02/2008		Yes	20/03/2008	Blocked	
OCCP-010	11/02/2008	Jessie McLeman-SW	Forms C1 & D1	New Forms	21/02/2008		Yes	03/04/2008	Blocked	
OCCP-011	11/02/2008	Jessie McLeman-SW	Form E	Development Appraisal Process	21/02/2008		No			Withdrawn pending further work by SW
OCCP-012	11/02/2008	Jessie McLeman-SW	Form J	Building Water	21/02/2008		Yes	07/03/2008	Accepted	Implemented June 1. 2008
OCCP-014	18/08/2008	Jessie McLeman-SW	New Process 1a and 1b	First Time Provision of Services	28/08/2008		Yes	08/10/2008	Accepted	Awaiting Publication of updated Ops Code
OCCP-016	01/04/2008	M Powles - BS	Process 8	Amend Process 8 Performance Standard	17/04/2008		Yes	15/05/2008	Accepted	Implemented June 1. 2008