CentralMarketAgency

Technical Panel Meeting, 15th April 2010

Approved Minute

Attendees
Brian Saunders (BS) - CMA (Chair)
Hazel McKinley (HM) - CMA
James Bream (JB) - Business Stream
Jessie McLeman (JMcL) - Scottish Water
Amanda Hancock (AH) – CMA (TP Secretary)
Edgar Speak (ES) – Satec
Kevin Ensell (KE) – Osprey
David Walters (DW) - Commission

Apologies
Alasdair Ross (AR) - Satec
David Nicol (DN) - CMA

1. **Minute**
The minute of the meeting of 18th February 2010 was approved.

2. **Actions and Administrative Update**

AH provided an update on the action log.

AH confirmed that Action 098 can be approved offline once Scottish Water submits the revised form.

Action 101 has been amended by Scottish Water and will be addressed through the meeting agenda.

AH confirmed that MCCP044 had been withdrawn since the last meeting.

AH confirmed that MCCP040 had been approved since the last meeting, and had been implemented with the changes for RF.

AH confirmed that since the TP papers had been issued MCCP037 and MCCP043 had now been approved by the Commission, and that the CMA would advise on an implementation date as soon as possible.

AH confirmed that the Commission Change, MCCP046 had been implemented since the last TP meeting.

AH advised that a new Commission Change, OCCP029 – Gap Site Review had been introduced since the last TP meeting.

AH confirmed that there had been four bulletins, namely BU063, BU064, BU065 and BU066, issued by the CMA since the last TP Meeting. A few questions had arisen from

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BU063 and these were being addressed by the CMA through the enquiries process. There had been no new Guidance Notes issued since the last TP meeting.

3. Change Proposals in Progress

OCCP026 –Burst Allowance Process and Allowance Request Form

AH confirmed that Scottish Water were working on re-drafting this proposal and would circulate to the TP for approval off line once it was received.

OCCP028 –Changes to Form K

AH advised that this proposal was agreed in principle at the last TP meeting and the revised form was issued for approval at this meeting.

BS invited TP members to approve or reject the proposed form. The TP unanimously approved this OCCP.

4. New Change Proposals

AH advised that no new Change Proposals has been submitted since the last TP Meeting.

5. Forward Plans

AH presented the Issues list with supporting document for information. It was highlighted that there was an update section in the supporting word document which would detail changes from previous documents at each TP meeting.

Issues List

AH confirmed that a note of all new issues added to the issues list was contained in the supporting document. AH went on to say that effort had been made to clean up the replicated issues and a general sanitisation of the issues list had been undertaken. AH highlighted that although the RF issues had been addressed, the CMA were keen to keep these on the list until they are certain that these can be closed.

KE highlighted his concern on the number of Issues on the list. AH assured the TP that plans were in place in order to bring the numbers down. AH went onto say that many of the issues will be scheduled into the upcoming Software Releases. JMcL commented that many of the issues were not System related and issues relating to CSDs, the Market Code and workarounds. In the light of the new interim Service Provider, KE suggested that it would be useful to have a short executive overview summarising how issues were to be managed in the coming months to help put the numbers into context. AH agreed that the CMA would look into this.

AP104 CMA to look into Projection and forward planning for Items on Issues List

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6. **Participant Performance**

AH confirmed that the Performance Statistics were produced quarterly, and that Quarter 4 stats were included for information. AH went onto say that a new item of 'CMA Business Indicators' had been introduced as part of its compliance with the Market Code. The new item will track a number of business indicators and monitor the effectiveness of its business processes. AH presented a paper with Performance from February and March 2010. AH advised that this work was being undertaken in conjunction with its Service Provider.

7. **Any Other Business**

ERRA Process
AH advised that a number of issues had been raised by Participants in relation to the Retrospective Amendment process, and that the CMA would welcome a review. JMcL commented that there was a recommendation already in place to have a session on this. AH took an action to set up a workshop.

AP105 AH to set up ERRA workshop.

Actions

Action	Subject	Update
From the minute of the meeting of 18th February 2010		
AP098 Scottish Water	JMcL to update OCCP026 following agreement reached at the 15th TP meeting and re-issue for approval by the TP.	
AP100 Scottish Water	JMcL to standardise the proposed Form K for OCCP028 and forward to CMA.	Complete
AP101 CMA	Once OCCP028 is updated, CMA to forward to Commission for consultation and approval.	
From the minute of the meeting of 15th April 2010		
AP104 CMA	CMA to look into projection and forward planning for the Issues List	
AP105 CMA	AH to set up an ERRA workshop.	