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Technical Panel Meeting, 19<sup>th</sup> August 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)  
Kevin Ensell (KE) – Osprey  
Richard Khaldi (RK) - Commission

**Apologies**

None received

**1. Minute**

The minute of the meeting of 17<sup>th</sup> June 2010 was approved.

**2. Actions and Administrative Update**

AH provided an update on the action log.

AH confirmed that AP105 had been completed and the ERRA workshop is arranged for 31<sup>st</sup> August.

AH highlighted that AP106 and AP107 were complete and the content would be discussed in Item 5 of the agenda.

AH explained to the group that AP108 is Ongoing and the Data Working Group would be set up once the report from the Auditor had been issued. She indicated that the working group was likely to take place early October.

AH confirmed that M CCP047 had been approved since the last meeting, and implemented 12<sup>th</sup> August.

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AH confirmed that O CCP026 had been approved since the last meeting, and implemented 28<sup>th</sup> June.

AH confirmed that O CCP028 had been approved since the last meeting, and implemented 28<sup>th</sup> June.

AH confirmed that two new Commission Changes had been implemented since the last meeting. The first being MCCP41-CC Customer Names and the second, MCCP048-CC is for 'X & Y Co-ordinates'. Both Changes were implemented on 28<sup>th</sup> June.

AH confirmed there had been no new Commission Changes introduced since the last TP meeting.

AH confirmed that there had been two Bulletins, namely BU068 and BU069, issued by the CMA since the last TP Meeting. There had been no new Guidance Notes issued since the last TP meeting.

JB raised a concern over the tight time frame from when papers are issued until the date of the TP meeting. He explained that on some occasions there are a number of papers and it can be difficult to review these within the current timescale. All agreed that this can sometimes cause problems. JB proposed that the papers be sent out to the TP members two weeks prior to the meeting and all agreed with this proposal. AH took an action to issue papers two weeks prior to the TP Meeting.

**AP109** CMA to issue TP papers two weeks prior to TP Meeting.

### 3. Change Proposals in Progress

AH advised that there were no new Change Proposals in progress.

### 4. New Change Proposals

BS explained to the Group that there were 18 new change proposals submitted for discussion. He advised that the majority of these are marked as urgent as they are to be included in the September 2010 Release. He went on to say that it was good practice to inform the TP of all the changes, however explained that it is the CMA Chief Executive's decision as to whether to take an MCCP forward as urgent as defined in the Market Code. AH commented that on some occasions MCCPs may not be reviewed by the TP, for example in the case where a significant bug is identified and it needs to be fixed immediately due to it having a major impact on the Market. RK commented that due to the high number of changes put forward, and the fact they were all urgent changes under the Market Code, he thought it was unlikely that the Commission would need to consult on them all. AH highlighted that there was still time for feedback on the CSDs and requested comments by 26<sup>th</sup> August.

#### MCCP051 – Notification to Scottish Water of Changes in Vacancy Status

AH advised that this proposal had been put forward by Scottish Water and invited JMcl to give an overview of the proposal. JMcl explained to the TP that currently information on changes to occupancy status is provided to Scottish Water (SW) through the disaggregated Settlement Reports. However, it is incomplete and not sufficiently frequent for the purposes of administering the Vacancy Incentive Scheme and to satisfy audit and governance requirements. JMcl suggested that this new process could be implemented by means of a new data flow or a report. AH raised concern with the data flow option as it would potentially contain Customer Names details which SW don't have access to. KE

asked how many requests are submitted. JMcl advised that there are approximately 140,000 applications a year. RK advised that his understanding of the proposal was that SW had requested the change mainly for auditing purposes. JB commented that the LVI looked a more attractive option as transaction costs can be expensive. The TP were invited to agree, appropriately amend, reject or take forward the proposal. The TP unanimously agreed to take forward this proposal and AH took an action to look into the options presented for the next TP Meeting.

**AP110** CMA to look into options for changes in vacancy status.

MCCP052 – De-Registration Transaction Flows, and  
OCCP030 – De-Registration Process

JMcl explained that the two proposals are closely linked and had been submitted in respect of the creation of a de-registration process. She went onto say that currently Supply Points can be physically disconnected on a permanent basis, to reflect disconnection of the water supply. However, there is no separate process for Supply Points to be withdrawn from the Market without an accompanying physical disconnection. She indicated that SW receives approximately 75 requests per week. JMcl advised that the proposal is for a new Market process for De-registration of Supply Points along with corresponding transaction flows. The proposal would also require new Operational Code processes and a form to be used by Scottish Water and Licensed Providers. A draft form was circulated with the papers 'Form O' prior to the meeting and comments were invited from the TP.

JB highlighted his concern over another new form, and with this being 13 pages in length, he believed that a lot of the information requested was not essential. However, he did agree that the issue needed to be addressed. RK expressed concern that as there was an incentive for the LP the process could be open to abuse, for example, an LP could register a gap site, take the payment and then submit a new registration. He suggested SW would need to monitor this. He also asked why SW were making this De-registration Process request as all SPIDS are allocated to LPs and it should be the LPs decision to remove it. JB commented that he thought a process already existed for NAPS using a T9.2 transaction. However, if there wasn't a way to do this already it could be that new transactions could be used for NAPs. RK agreed that as long as the form filling did not put too much of a burden on the LP, then he had no issues with taking this proposal forward. The TP agreed this proposal in principle, however it was noted that some further refinement was required before taking this forward. Comments were invited on Form O and the CMA took an action to look at both the MCCP and OCCP to determine any impacts on the Central Systems.

**AP111** CMA to look into impacts on Central Systems for MCCP052 and OCCP030

MCCP053 – Enduring Rollover Solution

AH advised that this proposal had been put forward by the CMA in respect of changes to the current Rollover Process, to a more enduring solution. JB highlighted a typo in the text and the change to the text was agreed by the Group. JMcl asked if the flag will be made visible to SW. AH was unsure and agreed to find out and confirm the details with JMcl offline. The TP unanimously agreed to take this proposal forward.

**AP112** CMA to confirm if flag will be made visible to SW

MCCP054 – POLR Process

AH advised that this proposal had been raised by the CMA in respect of changes to the current POLR process. There are currently two steps in the process (d and e) in relation to calculating and issuing a transfer read. These reads are not used in settlement calculation, and therefore are meaningless. These will be removed from CSD0003. A new “step d” will be added to ensure the Customer Name is transferred to the LP.CSD0003 has been updated to reflect the proposed amendments. The TP unanimously agreed to take this proposal forward.

MCCP055 – T016.0 Unmeasureable Status Fix

AH advised that this proposal had been raised by the CMA in respect of changes scheduled for the September 2010 Release. Currently the transaction T016 fails when sent to the Central Systems for Supply Points with Status Partial, this MCCP will rectify the situation in the system. CSD0101 and DSD0104 have been updated to reflect the change. The TP unanimously agreed to take this proposal forward.

MCCP056 – T004 Transaction: Update to Information Provision

AH advised that this MCCP had been raised by the CMA in respect of proposed changes scheduled for the September 2010 Release. Participants have requested this modification whereby notifications of any meter changes during periods of transfer will be sent to both the outgoing and incoming LP. CSD0102 and CSD0104 have been updated to reflect the impact on the process. The TP unanimously agreed to take this proposal forward.

MCCP057 – Removal of T031 Transaction

AH advised that this MCCP had been raised by the CMA in respect of proposed changes scheduled for the September 2010 Release. Since the introduction of the EWA Refresh process, these notifications are no longer required and therefore should be removed. JB asked whether there would be an impact on Participant systems in light of this change. AH advised that the CSD documentation will be updated to state that the transaction will not be in use, however will not be removed from the Schema at this time, negating the impact on Participants. All references to the T031 will be removed from the CSDs, including CSD0003, 0101, 0102, 0104, 0301 and 0301 Annex. The TP unanimously agreed to take this proposal forward.

MCCP058 – T017: Meter Swap Fix

AH advised that this MCCP had been raised by the CMA in respect of proposed changes scheduled for the September 2010 Release. The Central Systems will be updated to allow complex meter swaps and orphaned domestic meters to be specified within the T017 transaction. A new CSD, ‘CSD0106’ had been created to take account of Non-Market Meters (including Domestic). CSD0301 had also been updated to reflect the changes. JMCL

identified a typo in the CSD which she would include in any comments SW make on the CSDs. . The TP unanimously agreed to take this proposal forward.

MCCP059 – Cyclic and Customer Reads for Domestic Meters

AH advised that this MCCP had been raised by the CMA in respect of proposed changes scheduled for the September 2010 Release. The T005 transaction will be amended in the Central Systems to allow the Wholesaler to submit cyclic and customer reads for Non Market meters. CSD0202 will be updated to include submission of reads to domestic meters. The TP unanimously agreed to take this proposal forward.

MCCP060 – Restrict Future Dates on T025 Transaction

AH advised that this proposal had been raised by the CMA in respect of changes scheduled for the September 2010 Release. The Central Systems will be amended to restrict the submission of T025 transactions with an Effective From date in the future. CSD0206 and CSD0301 have been updated to reflect the change. The TP unanimously agreed to take this proposal forward.

MCCP061 – Meter Disassociation T030

AH advised that this proposal had been raised by the CMA in respect of changes scheduled for the September 2010 Release. The Central Systems will be updated to ensure where any meter read received is associated with a Discharge Point, then notification will be sent for the relevant period of association. CSD0202 will be updated to clarify the change. The TP unanimously agreed to take this proposal forward.

MCCP062 – Sewer SPID Supply Point Effective Date T015

AH advised that this proposal had been raised by the CMA in respect of changes scheduled for the September 2010 Release. The Central Systems will be amended so the Disconnection / Reconnection Process will use the Effective from Date of the T015.0 when making updates to Temporary Disconnection / Reconnection. The change will also mean that Participants must submit a flow for both the WS and SS separately. CSD0104 will be updated to reflect the change. KE commented that drainage and surface water had not been mentioned in this proposal and asked whether these elements would be affected by the change. JB asked if there was an impact on settlement with the Central Systems setting the disconnection date for waste SPIDs wrongly. AH advised that there was no impact on settlement. AH took an action to clarify if there would be an impact on drainage/surface water. The TP unanimously agreed to take this proposal forward.

**AP113** CMA to confirm the impact on drainage/surface water for MCCP062.

MCCP063 – Updating Effective/Connection Dates

AH advised that this proposal had been raised by the CMA in respect of changes scheduled for the September 2010 Release. The Central Systems will be updated to ensure that any meters created since Market “go live” utilising the notify meter details process (T004.0 and T004.3) no read (other than an Opening Read) transaction will not be in charge until an I Read is received. CSD0101, 0104, 0202 and 0203. JMcl commented that the proposal did

not mention 'O' reads. AH stated that this was included in the proposal and took an action to clarify the text accordingly. The TP unanimously agreed to take this proposal forward.

**AP114** CMA to ensure O Reads are recognised in this MCCP and correlating documentation.

MCCP064 – SGES Credit

AH advised that this proposal had been raised by the CMA in respect of changes scheduled for the September 2010 Release. This MCCP is fixing a defect in the system in relation to the application of SGES credits. CSD0205, 0206 and 0207 will be updated to reflect the changes. The TP unanimously agreed to take this proposal forward.

MCCP065 – Procedure for changing RTS for Pseudo Meters

AH advised that this proposal had been raised by the CMA in respect of changes scheduled for the September 2010 Release. This MCCP is fixing a defect in the system relating to the RTS value for Re-assessed Pseudo Meters. CSD0104 will be updated to reflect the changes. The TP unanimously agreed to take this proposal forward.

MCCP066 – T010 Registration Cancellation

AH advised that this proposal had been raised by the CMA in respect of changes scheduled for the September 2010 Release. This MCCP is fixing a defect in the system to allow cancellation code F (Self Supplier) to be accepted for transaction T010.0. CSD0301 will be updated to reflect the changes. The TP unanimously agreed to take this proposal forward.

MCCP067 – EWA Meter Swap

AH advised that this proposal had been raised by the CMA in respect of changes scheduled for the September 2010 Release. This MCCP is changing the system whereby reads from previously swapped meters can be used to calculate a Yve at any given site where the current meter only has one reading. CSD0205 will be updated to reflect the changes. The TP unanimously agreed to take this proposal forward.

## 5. Forward Plans

AH presented the Issues list with supporting document for information.

### Issues List

AH presented the Issues list with supporting document for information. AH confirmed that an additional column had been added in the Issues List paper which detailed the impact on settlement. This was in response to the suggestion made at the last TP Meeting on 17<sup>th</sup> June. JMCL asked about the likelihood of bugs disappearing. AH advised that the number of bugs is stabilising and that any new ones being identified appear to have a minor impact.

### Release Calendar

AH highlighted that some potential items for the March 2011 Release had been included in the Release Calendar, with the remainder of items to be confirmed at a later date.

**Workplan**

AH noted that the CMA workplan for the next three years had been updated for information.

**6. Performance Statistics**

**Market Participant Statistics**

AH confirmed that the Performance Statistics were for Quarter 1, and had previously been circulated to Participants individually via email.

**CMA Business Indicators**

AH confirmed the Business indicators for this period, highlighting the delay in performance statistics for May and June this year due to the change in measures that had been implemented. The CMA wanted to monitor the statistics to ensure the changes were being measured correctly.

**7. Any Other Business**

There being no other business the TP Meeting closed.

**Actions – changes to be added based on above comments.**

Action	Subject	Update
<b><i>From the minute of the meeting of 15<sup>th</sup> April 2010</i></b>		
AP104 CMA	CMA to look into projection and forward planning for the Issues List	Complete
AP105 CMA	AH to set up an ERRA workshop.	Complete
<b><i>From the minute of the meeting of 17<sup>th</sup> June 2010</i></b>		
AP106 CMA	CMA to provide further information on new Issues and if these will affect RF.	Complete
AP107 CMA	CMA to add additional column on Issues List paper detailing the Impact on the Market of new issues.	Complete
AP108 CMA	CMA to confirm a date for the first Data Working Group.	
<b><i>From the minute of the meeting of 19<sup>th</sup> August 2010</i></b>		
AP109 CMA	CMA to issue TP papers 2 weeks prior to TP Meeting.	

Action	Subject	Update
AP110 CMA	CMA to look into options for changes in vacancy status as a result of MCCP051.	
AP111 CMA	CMA to look into impacts on Central Systems for MCCP052 and OCCP030.	
AP112 CMA	CMA to confirm if rollover flag will be made visible to SW.	
AP113 CMA	CMA to confirm if any impact on drainage/surface water for MCCP062.	
AP114 CMA	CMA to ensure O Reads are recognised in this MCCP and correlating documentation.	