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Technical Panel Meeting, 21<sup>st</sup> October 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  
David Walters (DW) - Commission

**Apologies**

Alastair Ross, Satec

**1. Minute**

The minute of the meeting of 19<sup>th</sup> August 2010 was approved. (Subject to the change noted by James for section 4)

**2. Actions and Administrative Update**

AH provided an update on the action log.

AH explained to the group that as a result of the Market Audit report AP108 could be closed. She believed there would be more merit in working with LP's individually on Data issues instead of the Data Working Group. The TP generally agreed that a Working Group wasn't necessary but there would be some benefit in addressing guidelines for specific areas. BS suggested Terms of Reference on how this group would work. CMA agreed to draft and circulate to the TP.

**AP115** CMA to draft data group Terms of Reference and circulate to the TP.

AH highlighted that AP110 and AP111 were complete and the content would be discussed in Item 3 of the agenda.

AH confirmed that AP112 was complete and confirmed that the rollover flag will be made visible to SW.

AH confirmed that no Change Proposals had been withdrawn at or since the last TP meeting.

AH confirmed that M CCP054, M CCP055, M CCP056, M CCP057, M CCP058, M CCP059, M CCP060, M CCP061, M CCP062, M CCP063, M CCP064, M CCP065, M CCP066 and M CCP067 had been approved since the last meeting, and implemented 27<sup>th</sup> September.

AH confirmed that M CCP068 and M CCP069 had been approved since the last meeting, and implemented 4<sup>th</sup> October.

AH confirmed that a new Commission Change had been introduced since the last TP meeting, namely MCCP070-CC Data Logger Functionality.

AH confirmed that there had been one Bulletin, namely BU070, issued by the CMA since the last TP Meeting. There had been no new Guidance Notes issued since the last TP meeting.

### 3. Change Proposals in Progress

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

AH advised that this proposal had been put forward by Scottish Water at the last TP Meeting and the CMA took an action (AP110) to look into the changes in vacancy status. She explained that the CMA were proposing two options, the first being the creation of a new T012.1 flow and the second in the form of a bespoke report. JB asked if this report would go to all Market Participants. AH confirmed the report would only go to Scottish Water. The TP agreed that a report would be a good option. BS suggested a decision based on whether there was a requirement for a solution in the short or long term. DW advised that this would certainly be required until 2015. The TP agreed that an Impact Assessment would be beneficial to assisting with the decision on whether a new flow would be cost effective. The CMA agreed to send out a specification for an adhoc report on the findings before the next TP Meeting with a view to having the proposal signed off at the next meeting in December. AH advised that getting an Impact Assessment for the transaction may take longer given the current workload.

**AP116** CMA to issue draft report on the changes in vacancy status for approval.

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

AH advised that this proposal had been put forward by Scottish Water at the last TP Meeting. The CMA took an action (AP111) to look at both the MCCP and OCCP to determine any impacts on the Central Systems. Comments were also invited on Form O.

#### **MCCP052**

AH advised that the CMA had done an initial investigation on this proposal, and had produced a paper for discussion at the meeting. The CMA's initial view is that the proposal put forward appears to combine two types of issue that the CMA understands to be separate matters. The first issue concerns the de-registration of properties correctly in the market and the second the de-registration of properties incorrectly in the market. JMCL asked why a paper had been drafted as opposed to an IA. BS explained that as the proposal covers two types of issues with each one requiring different technical solutions, the requirement would require two proposals instead of one. AH further clarified that the first issue could likely be rectified with a flag that indicates 'disconnected' or 'deregistered'. The second issue would involve a much more complex solution, and would likely be costly to the Market. The CMA's view was that this second issue could possibly be dealt with using a script which may be a more cost effective solution. AH commented that at the moment the CMA does not have a scale of the number of properties associated with this problem. Some discussion ensued, with the consensus being that there would

probably be a large number at the moment but that this should be much smaller going forward. JB commented that a script was a good idea as it put the responsibility onto participants and the incentive to get the information correct. AH asked all Market Participants to do some analysis to identify how many SPIDs there were at the moment within Type 2 category, and provide this information to the CMA. JMcl asked what the impact of a script would be on SW systems. AH advised she was unsure at the moment but the CMA would look into. The TP agreed that a script was a better solution for resolving Type 2, and SW would look to split the MCCP into two proposals.

**AP117** Market Participants to identify how many SPIDs there are within Type 2 category.

**AP118** JMcl to split MCCP052 into two proposals.

**AP119** CMA to advise on the impact of an additional flag within the Central Systems to resolve the Type 1 issues.

**AP120** CMA to investigate the option of utilising a script for resolving the Type 2 issues.

### OCCP30

JMcl advised that there was a revised version of Form O following comments from Market Participants. DW asked why a demolished property would be included in this process as it would not be classed as a de-registration. AH suggested this be taken out of the MCCP as it should be a disconnection. JMcl agreed to remove demolished from the list. JB commented that this OCCP was essential as the process at the moment is very convoluted. He went onto say that LP's need a way to inform Scottish Water as there is no formal process at the moment. He advised that the footnote on page five of Form O was misleading. The 1999 RV value is not always correct. JMcl agreed that this should be changed and agreed to update this.

**AP121** JMcl to update the proposal as discussed.

### MCCP053 – Enduring Rollover Solution

AH advised that the CMA had presented additional detail on the solution and this was presented in the User Requirements. She went on to say that the CMA were looking for feedback on the proposal from Technical employees within each organisation. JMcl asked if there would be a more technical specification report on how Market participants systems could be affected. AH advised there wasn't any report but advised that the CMA would meet with Market Participants in order to discuss any technical information. JMcl asked if the new algorithm would be shared with Market Participants. AH was not sure if this would be but would check and advise. The TP approved that work on this proposal could continue.

**AP122** CMA to confirm if new algorithm for rollover will be shared with participants.

## 4. New Change Proposals

MCCP070-CC – Data Logger Functionality

AH advised that this proposal had been raised by the Commission and forms part of the Final Determination changes. The requirement is for the introduction of functionality in the Central Systems that identifies meters where data logging services are present. JB commented that the User Requirements stated that there would be only two fields: 'Datalogger(s) (SW)' and 'Datalogger(s) (Non-SW)'. He believed there should be a third: 'Datalogger(s) (LP)' as there are Third Party dataloggers existing in the market. DW commented that the Commission had decided on two types as there would be no distinction between an LP and a third party etc, these would all be considered an 'installer' under the 'Non-SW' category.

OCCP031 – Changes to Process 28 and Form K

JB advised that this proposal had been raised by Business Stream in order to formalise the flow of information from LP's to SW after a site visit. Currently responses vary significantly and LP's are not always provided with all data generated from a site visit. JMcl agreed with the sentiment of the proposal but had concerns on how it would be delivered. If flows are to be created to allow this information to pass from SW to LP's then this would require major system changes. JB commented that flows were not being suggested in this proposal. He explained that currently the information is sent via an email and that the proposal is that the email process continues but that all information is contained in the email. He referred to Form K, section seven which detailed all of the required information. KE asked how many site visit updates are performed in a week? JB advised approximately 300-400 per month. KE commented that if the change improves the process and benefits the customer then it should be implemented. The proposal was generally approved; however SW will look into the implications of implementing the process.

**AP123** JMcl to look into the implications of implementing a new site visit process.

MCCP071 – X,Y Flow

AH advised that this proposal had been raised following the implementation of MCCP048 in June 2010. The requirement is to introduce new data transaction flows for providing X and Y coordinates. AH requested feedback on the proposal from TP members by 5<sup>th</sup> November.

**AP124** Feedback on proposal by 5<sup>th</sup> November.

MCCP072 – T016 Effective Date + T005

AH explained that this proposal had been raised following the implementation of other T016 and T005 changes in the September 2010 Release. These are complementary changes which will allow for easier data submission to the Central System. The TP unanimously approved this change.

## 5. Forward Plans

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**Issues List**

AH presented the Issues list with supporting document for information.

**Release Calendar**

AH presented the Release Calendar with supporting document for information. JB commented that Issue 257 was showing as delivered in September 2010 Release, but the same Issue was showing as scheduled for March 2011. AH advised that this was due to there being two parts to this issue with the secondary part due to be delivered in the March 2011 Release.

**Workplan**

AH presented the Workplan with supporting document for information.

**6. Performance Statistics**

**Market Participant Statistics**

AH presented the Market Participant statistics with supporting document for information.

**CMA Business Indicators**

AH advised she had received no requests for additional business indicators to be provided by the CMA. This would be reported back to the Board in November, and a Market Code change proposal would be submitted to the next TP in December to update the Market Code in relation to monitoring items that are requested and agreed by the Technical Panel.

**7. Any Other Business**

AH advised that the scheduling of RF had yet to be decided. Following RF work that was undertaken back in April, the Market Code currently states that the RF would be run in February of the following settlement year. As such, AH advised that a settlement calendar would be proposed at the next meeting. JB had a concern in relation to MCCP040 which is due to be delivered in March 2011 Release. He went onto say that he would do some further work on this and send a proposal to all Licensed Providers for comment.

Action	Subject	Update
<b><i>From the minute of the meeting of 17<sup>th</sup> June 2010</i></b>		
AP108 CMA	CMA to confirm a date for the first Data Working Group.	Complete
<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.	Complete
AP110 CMA	CMA to look into options for changes in vacancy	Complete

Action	Subject	Update
	status as a result of MCCP051.	
AP111 CMA	CMA to look into impacts on Central Systems for MCCP052 and OCCP030.	Complete
AP112 CMA	CMA to confirm if rollover flag will be made visible to SW.	Complete
AP113 CMA	CMA to confirm if any impact on drainage/surface water for MCCP062.	Complete
AP114 CMA	CMA to ensure O Reads are recognised in this MCCP and correlating documentation.	Complete
<b><i>From the minute of the meeting of 21<sup>st</sup> October 2010</i></b>		
AP115 CMA	CMA to draft data group Terms of Reference and circulate to the TP.	
AP116 CMA	CMA to issue draft report on the changes in vacancy status for approval as per MCCP051.	
AP117 MPs	Market Participants to identify how many SPIDs there are within Type 2 category.	
AP118 JMCL	JMCL to split MCCP052 into two proposals.	
AP119 CMA	CMA to advise on the impact of an additional flag within the Central Systems to resolve the Type 1 issues for MCCP052	
AP120 CMA	CMA to investigate the option to use a script to resolve the Type 2 issues in relation to MCCP052.	
AP121 JMCL	JMCL to update Form O as discussed at the TP Meeting.	
AP122 CMA	CMA to confirm if new rollover algorithm will be shared with participants.	
AP123 CMA	JMCL to look into the implications of implementing a new site visit process for OCCP031.	
AP124 MPs	TP members to provide feedback on MCCP071 proposal by 5 <sup>th</sup> November.	