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**Technical Panel Meeting, 16<sup>th</sup> June 2011  
Minute for Approval**

**Attendees**

Jeremy Atkinson (JA) - CMA  
James Bream (JB) - Business Stream  
Jessie McLeman (JMCL) - Scottish Water  
Amanda Hancock (AH) – CMA (TP Secretary)  
Kevin Ensell (KE) – Osprey  
Alastair Ross (AR) - Satec  
David Walters (DW) - Commission  
Brian Saunders (BS) – CMA (Chair)

**Apologies**

Richard Khaldi (RK) - Commission

**1. Minute**

The minute of the meeting of 21<sup>st</sup> April 2011 was approved.

**2. Actions and Administrative Update**

AH provided an update on the action log.

AH advised that AP143, AP149, AP150, AP153 and AP155 were complete. AP151, AP152, AP154 and AP156 were ongoing.

AH confirmed that M CCP083 had been withdrawn at or since the last TP meeting.

AH confirmed that M CCP051 had been approved by the TP since the last meeting, but Commission authorisation was yet to be received.

AH confirmed that two new Commission Changes had been implemented since the last TP Meeting, M CCP081-CC and O CCP032-CC both in relation to Metered Building Water.

AH confirmed that two new Commission Changes had been introduced since the last TP meeting, namely M CCP084-CC Customer Name Search Limit, and M CCP085-CC Performance Measures.

No comments were received on M CCP084-CC. In relation to M CCP085-CC, AH advised that the specification for the measures was developed, and that the CMA's Service Provider was in the latter stages of development. Now that this M CCP has been brought to the TP, this can be finalised.

BS asked whether the new measures correct the wrong incentives that were being captured by the previous measures. DW confirmed that that was the intention of the new measures, and that Market Participants had been involved in the development of these measures. KE stated that whilst he believed the measures were driving the correct behaviour, it would be beneficial for the group to review the measures in 12 months time to ensure this is the case. DW advised that these measures could be reviewed under the code at any time should Participants believe they were not capturing the right behaviour.

KE asked where this would take place. AH confirmed that a standing agenda item would be added to Item 6 Performance which would provide the means for discussion and review where appropriate.

**AP157** CMA to add performance measure review to standing agenda Item 6.

JMcL confirmed that Scottish Water would be looking to submit a proposal to extend the current 2 day KPI in place as Scottish Water believed it to be an unrealistic target given the level of activity and interaction that was required. JMcL stated that Scottish Water were hoping to submit this paper at the June TP, however given the changes already underway, felt it appropriate to hold off until the next TP Meeting in August.

JB raised a concern in relation to R9 measures. As the measure is currently set out, an LP can be penalised where they are unable to submit transactions due to a dependency on a meter read submission from Scottish Water. DW asked the CMA to consider the viability of the trigger for start the clock ticking on the R9 measures being the date of submission of the Scottish Water read, not the effective date within the read. JA stated that using the transaction date rather than the effective date within the transaction could be difficult to calculate, but the CMA would look into the matter. BS stated that it would be beneficial to understand the scale of the problem before any decision was made on how to take the matter forward.

JB further raised a concern around the R5 measure dealing with Gap Site Connections. Currently, LPs have 2 days to confirm acceptance of Gap Site Connections which under business as usual would not be an issue. Currently it believes Scottish Water has identified thousands of Gap Sites that are still to be processed through the system and Business Stream's concern is that it will not be in a position to implement such high volumes in a short period. DW advised that the Commission would not be in favour of dis-applying or delaying implementation of any measures unless the Market was able to demonstrate that the volumes would indeed prove difficult. Scottish Water advised that they were in a position to confirm numbers to the Commission to enable them to consider delaying the implementation of this measure. AH then confirmed that delay of this measure would not impact on other measures and that if the Commission were inclined to allow a delay, the implementation of this would be straightforward.

**AP158** Scottish Water to provide figures to the Commission on the number of outstanding Gap Sites that require to be processed through the system.

JB commented that the new R11 measure would always take an historical view of Rateable Value, but that Business Stream understood the reasons behind this measure.

AH confirmed that no new Bulletins had been issued since the last TP meeting, and no new Guidance Notes issued since the last TP meeting.

AH confirmed that there were no new TP Dates for Participants to consider, but that there would be some proposed dates introduced at the next meeting for Consideration.

### 3. Change Proposals in Progress

#### MCCP052 – De-Registration Transaction Flows

Following the last TP Meeting, Scottish Water took an action to update the proposal following discussions. The proposal still mentioned performance charges, which the Commission advised should be removed as they were out with the scope of this document. There was also mention of operational issues which should not be in the document, an example of this being the code types for de-registration, and there was a requirement to update CSD0104 further in relation to deregistering SPIDs.

JMcL advised that Scottish Water had not yet updated this proposal, but that it would do so shortly and forward to the CMA. The CMA will then forward to the group for approval.

#### MCCP079 – De-Registration of New and Partial SPIDs

AH confirmed that the CMA is currently looking at options with its Service Provider in relation to the removal of New and Partial SPIDs, and has agreed to set up a conference call with Participants to establish a process for undertaking this activity as none currently exists. AH confirmed that this meeting is set for Thursday 7<sup>th</sup> July at 10am in its offices in Stirling. AH further confirmed that whilst the CMA is happy to facilitate this meeting, it will need to be driven by Participants.

#### MCCP080 – Charging at Vacant Supply Points

Following the last TP meeting, the CMA had requested additional information to enable it to impact assess the proposed change which would then enable the Technical Panel to progress with the MCCP from a technical perspective. No further information has been provided at this stage, however JMCL advised that Scottish Water had been working with the Commission on an alternative proposal for charging during periods of vacancy and that this was on the MPF Agenda for today. Therefore, Scottish Water was content to withdraw MCCP080 at this time, provided they retained the option to bring the proposal back to the meeting. AH confirmed that withdrawing the proposal would not prevent them from re-introducing the MCCP at a future date.

#### MCCP082 – Expansion of Central Systems Error Codes

AH confirmed that User Requirements had now been forwarded to all Participants, and welcomed feedback. JB requested some further consideration be given to adding some additional validation as part of this proposal. AH advised that this specific change was not looking at validation in any form and that this was simply a clarification exercise to enhance the error codes that are produced as part of the Central Systems current validation. If enhancements to existing validation were required by the Market, then this would need to be brought forward as a separate change proposal.

JMcL stated that Scottish Water had some detailed comments, and that they would forward to the CMA shortly. AH advised that once these had been reviewed, any updates to the User Requirements would be circulated to the group for approval.

**AP159** SW to provide CMA with comments on M CCP082

OCCP033 –Ensuring SPID pairs are created

Following the last TP Meeting, Scottish Water took an action to provide feedback if required on the proposal in advance of any approval. JMCL advised that the updated proposal had feedback from Scottish Water. BS asked the meeting to confirm their approval of the proposal in its current form. This was unanimously approved.

**AP160** CMA to forward approved OCCP033 to the Commission for consultation and approval.

**4. New Change Proposals**

There were no new proposals for discussion at this meeting.

**5. Forward Plans**

**Issues List**

AH presented the Issues list with supporting document for information. KE commented that it was positive to see the number of issues reducing.

**Release Calendar**

AH presented the Release Calendar with supporting documentation for information

**Workplan**

AH presented the Workplan with supporting documentation for information.

**6. Performance Statistics**

**Participant Performance**

AH confirmed that once the specification for M CCP084-CC Performance Measures had been agreed, the CMA would be in a position to complete the implementation and be in a position to run the new measures. Based on current timescales, the measures should be in place to run in July. The CMA will issue statistics for April, May and June of this FY for completeness. The TP and the Commission confirmed it was happy with these timescales.

**CMA Business Indicators**

AH presented the Business Indicators for information, and confirmed that the CMA is still working with its Service Providers on capturing the additional measure requested in relation to processing timescales for transactions. As noted at the last meeting, the practice of bulk time stamping transactions by Participants may cause an issue with this measure.

7. Any Other Business

There being no other business, the meeting was closed.

Action	Subject	Update
<i>From the minute of the meeting of 21<sup>st</sup> April 2011</i>		
<b>AP151 SW</b>	Scottish Water to update MCCP052 and forward to CMA.	
<b>AP152 CMA</b>	CMA to circulate updated document to TP Members for approval off line.	
<b>AP156 CMA</b>	CMA to consider enhancing CMA Business Indicators to include response timescales for outgoing response messages.	
<b>AP157 CMA</b>	CMA to add performance measure review to standing agenda Item 6.	
<b>AP158 SW</b>	Scottish Water to provide figures to the Commission on the number of outstanding Gap Sites that require to be processed through the system.	
<b>AP159 SW</b>	SW to provide CMA with comments on MCCP082	
<b>AP160 CMA</b>	CMA to forward approved OCCP033 to the Commission for consultation and approval.	