
**Technical Panel Meeting, 16 February 2012
Approved Minute**

Attendees

Johanna Dow (JD) - Business Stream
Alastair Ross (AR) - Satec
Neil Cohen (NC) – CMA (TP Secretary)
Jessie McLeman (JMCL) - Scottish Water
Kevin Ensell (KE) – Osprey
Brian Saunders (BrS) – CMA (Chair)
Amanda Hancock (AH) – CMA
David Walters (DW) - Commission

Apologies

None were received.

1. Minute

The minute of the meeting of 8 December 2011 was approved.

2. Actions and Administrative Update

NC provided an update on the action log:

JMCL advised that AP163 should be regarded as complete and AP167 was ongoing. NC advised that AP180, AP182, AP183, AP185, AP186, AP187, AP188 and AP189 had been completed and that AP169 was ongoing (and would be a standing action). NC also advised that AP184 was ongoing, with a due date for the April Technical Panel.

NC further noted that the CMA had started to consider AP181 (reporting on vacancy applications), but that the development of any reports would be facilitated once some data had built up and that any suggestions from participants would be helpful. KE suggested that an initial 'straw man' from the CMA would be a useful starting point, which participants could then use as a basis for suggesting further refinements.

NC confirmed that no Change Proposals had been withdrawn at or since the last Technical Panel meeting and no Change Proposals had been agreed or implemented since the last Technical Panel meeting.

NC identified two new Commission Changes that had been introduced since the last Technical Panel meeting. The first of these was M CCP091 – CC (Vacancy Charging Admin Scheme), which NC noted had been seen by the December Technical Panel as a draft, which the Commission had finalised, following comments received from Technical Panel members. The Commission had also issued M CCP097 – CC (Definition of Vacancy and Occupancy) on the 8 December 2012, which DW noted provided definition to complement the Vacancy Admin Charging Scheme. NC noted that both Commission Changes would be implemented as part of the March Release.

NC noted that there had been one bulletin issued since the last Technical Panel meeting; BU084, which pertained to the CMA office closure dates for the Xmas and New Year periods. NC also noted that there had been one guidance note issued since the last Technical Panel meeting; GN008, which provided an analysis of the current situation regarding New and Partial SPIDs, along with an explanation as to the processing required to move such SPIDs into a Tradable state. This note had been produced in response to an action placed at the Connections Working Group.

3. Change Proposals in Progress

MCCP093 – Enabling Automated and Appropriate Registrations (Urgent)

JD presented MCCP093 and explained that this proposal sought to fairly reflect the work of the Connections Working Group in seeking modifications to the information provision to facilitate the connection and entry into the market for Supply Points.

NC noted that the MCCP had originally been provided to the Technical Panel on the 27 January, 2012 and the Technical Panel had raised no objections to an Impact Assessment being undertaken. The IA had now completed and NC reported on the key findings. In so far as implementation was concerned, it was considered to be infeasible to add the proposals to the March Release, so implementation as a stand-alone project to be initiated after the March Release had been considered. NC reported that the full project cost for this had been estimated to be some £55k and that the duration of the project would be some 5 to 6 weeks; hence a start date for the project of early April would allow deployment of the release in mid-May. JMCL asked if Market Reassurance Testing could be accommodated in these timescales and NC confirmed that HVI Users had been approached as part of the IA and they had suggested that they could undertake MRT within this timeframe. NC also noted that the benefit of this MCCP had been considered based on an assumption that the current workaround process could be avoided and the value had been estimated at the high end of 'Medium', with a pay-back of one to two years. JMCL considered that this was a conservative estimate and that the current workaround was costly, time consuming and involved some risk. JD asked about the confidence level of the IA in respect of the estimated timescales. NC noted that the speed with which the proposal, including the indicative user requirements, had been developed meant that there was some risk that a problem might emerge during the release project, but no particular issues had been identified to date, suggesting no reason why the project should not deliver to time.

JMCL noted that some elements of the proposal appeared in the Indicative User Requirements, but were not elucidated in the main body of the MCCP. BrS noted that, ideally, key features of a proposal should be described in the main body of the document and NC noted that any such features would be identified in legal drafting, which should also be provide as Annexes to an MCCP.

DW asked for confirmation that this MCCP was being treated as urgent, since this would impact on the process that the Commission would undertake as part of its consideration of the proposal. NC noted that the author had requested urgent treatment and agreed to confirm that the CMA was treating the proposal as urgent.

AP190: CMA to confirm to the Commission that MCCP093 was being progressed as urgent.

NC also suggested that the process required for this proposal was as follows; if the Technical Panel were so minded, they could provisionally approve MCCP093 and the CMA would issue CSD drafting to Business Stream and other Connections Working Group members for comment and then to the Technical Panel. The Technical Panel, again if they were so minded, could ratify their approval and the MCCP could then be forwarded to the Commission for their consideration. If approved, the CMA would initiate the project to implement the Approved Change. If at any stage, any substantive issues arose, further consideration by the Technical Panel would be required and alternative implementation dates would need to be considered. NC suggested that the CMA would endeavour to get CSD drafting to the Technical Panel by Tuesday the 21st. February 2012 and suggested that the Technical Panel could ratify their approval, or raise objections, by Friday the 24th. February 2012.

AP191: CMA to endeavour to get CSD drafting for MCCP093 to the Technical Panel by the 21/2/12.

AP192: Technical Panel to give final consideration to MCCP093 by the 24/2/12.

On the basis of the foregoing, the Technical Panel provisionally approved MCCP093.

4. New Change Proposals

MCCP094 – Revised CSD Drafting for the T12.2 Transaction

JMcL presented this proposal and explained that it sought only to revise CSD drafting to more clearly reflect the agreed intent of MCCP051, which was currently being implemented for the March Release. In essence, the intent of MCCP051 had been to enable vacancy changes to be notified to SW, whereas the original CSD drafting had inadvertently allowed for additional information to be provided. JD asked if this proposal had any consequences for LPs and JMCL confirmed that there were no such implications. The Technical Panel approved MCCP094.

MCCP092 – March Release CSD Drafting

NC presented this proposal and explained that this was the routine presentation of a final proposal to identify refinements to Market Code and CSD drafting required for the Approved Changes being implemented in the March Release. This proposal also identified the modified HVI Schema which would reflect all Approved Changes, as delivered and also included the change of office address for the Commission, which had hitherto been overlooked. The Technical Panel approved MCCP092.

5. Forward Plans

NC presented the CMA Issues and Forward Planning Report and noted that; one issue had been closed, whilst six new issues had arisen, since the last Technical Panel. NC also noted that three new CMACPx's had been established, although these had yet to be fully drafted.

NC also noted that the CMA Workplan included two 'placeholder items'; one for MCCP093 to be delivered as a stand-alone project and one for MCCP096, which had yet to be drafted but would be brought forward to the Technical Panel in due course. MCCP093 was the proposal already in progress for the connections issues, as described above. MCCP096 would cover a small number of initiatives that had been considered by the Data Working Group and had been notified to the Technical Panel regarding the administration of retrospective amendments, in particular, the possible publication of the CMA schedule of Additional Services.

NC further noted that a key item that may subsequently appear on the CMA Workplan would be a schedule for RF re-runs for 2008/09 and 2009/10. Currently, these could only take place in response to one or more disputes. However, the CMA were currently in discussion as to how best to establish vires to enable these re-runs to take place without the need for disputes, given that a number of retrospective amendments suggested that such re-runs might be appropriate for certain LPs.

NC also summarised the current CMA Release Calendar and noted that the March Release was on plan to deliver for the 30/3/12 and that the September Release was still being populated with appropriate changes, although some CMACPx's had now been allocated to this release. NC also noted that the Release Calendar identified two 'placeholder items'; the March 2013 Release included the Trade Effluent area that had been raised by Scottish Water at the last MPF and the September 2013 Release identified property. NC noted that both the timing and the subject matter for these areas would be subject to review as the associated MCCPs were progressed.

JMcL asked for some clarification regarding CMACPx101 (T14 meter network fix) and in particular whether there was any impact of this change on party systems. AH noted that this change was only a fix to the CMA Central Systems. NC agreed to provide further information to JMcL.

AP193: CMA to provide clarification on CMACPx101 to SW.

NC also noted that the CMA had updated the CMA website with revised pro-formas for MCCPs/OCCPs, but this had caused some confusion, so NC presented a note that explained the updates. The revised pro-formas continued to present a submission page(s) for those wishing to complete and submit a change proposal, but that this part of a proposal would now be labelled as Part A and that Parts B, C and D would now also be provided (to be completed by the CMA) and would reflect the evolution of the proposal through assessment, approval and implementation, respectively. JMcL asked whether the website would always provide the most up to date and authoritative versions of the proposal and NC confirmed that this was the intention. NC also noted that the version numbering of proposals should map onto this lifecycle; i.e. a submitted version would be 'A.x', a version under assessment would be 'B.x', an approved version would be 'C.x' and an implemented

version would be 'D.x'. The Technical Panel noted this and NC agreed to re-establish the revised pro-formas on the CMA website.

AP194: CMA to update the CMA website with revised MCCP/OCCP pro-formas.

6. Performance Statistics

CMA Business Indicators

NC presented the Business Indicators Report. AH asked if the Technical Panel had any views as to how much historic information should be in these reports. KE suggested that a prior year of data would be appropriate and this was agreed. NC agreed to modify the Business Indicators Report accordingly.

AP195: CMA to present Business Indicators Reports with a prior year's worth of historic data.

Participant Performance

NC presented the market Level Participant Performance Report.

Performance Standards Review

KE suggested that the review in April should be based on some trend analysis to be provided the CMA. JMCL noted that the use of the deregistration functionality, to be delivered in the March Release, would have a significant impact on participant performance. AH suggested that this might imply that April would be too early for a review. JD also noted the Commission letter to LPs that sought LP initiatives for data quality improvements. BrS suggested that this implied that alongside any trend analysis from the CMA some commentary from parties would be essential for any review. The Technical Panel agreed that this would be the appropriate approach.

AP196: CMA to provide trend analysis for the performance standards review (April TP).

AP197: SW and LPs to provide a commentary on initiatives arising from the performance standards for the performance standards review (April TP).

7. Draft Budget

NC presented the draft budget and noted that the CMA Board had prepared the budget in December, 2011 and had approved its issue to the Technical Panel in January, 2012. Any Technical Panel comments would be considered by the CMA CEO and, if substantive, fed back to the CMA Board. The expectation was that the CMA Board would ratify the budget in March, 2012. KE noted that the key theme of the budget was that there was no increase on the last budget. JD asked if the IT figures could be split out between fixes, enhancements and so on. AH said that this would be difficult, but the CMA could consider whether it might be feasible to split out between, say, maintenance and enhancements.

AP198: CMA to consider whether the CMA budget IT figures could be split out between enhancements and maintenance.

JMcL asked whether the performance charges income and interest had been included in these figures. BrS said that these were ring-fenced and were not part of the main CMA budget and so were excluded.

8. Any Other Business

Data Working Group Update

NC noted that the DWG had last met on the 10 January, 2012 and was due to meet on the 17 February, 2012. Since the last meeting, the DWG had completed its drafting of the Project Brief for the Market Enhancement Project on property referencing and was now giving consideration to the idea of enabling greater retrospection for certain transactions, so as to avoid recourse to manual or script based retrospective amendments. NC noted that this latter issue was also the subject of an MPF paper that had been submitted by Business Stream.

Market Enhancement Projects

NC noted that the Project Brief had now been completed and issued for the Technical Panel to consider, but no decision was required as no sponsor had ultimately come forward to take this particular project forward.

JMcL suggested that the scope of the work was too broad and that it might have been preferable for a smaller piece to have been specified, perhaps with the CMA undertaking some initial analysis. JD also suggested that some form of pilot study, ahead of the full project might also be considered. BrS noted that the Brief did allow for a pilot study, albeit on a potentially significant regional scale and also noted that, given the tax implications and the desire to ring-fence the performance charges income, it may be difficult for the CMA to take the lead. KE expressed disappointment that the larger participants were not able to come forward as sponsors and suggested that this was a missed opportunity to create an enhancement to the market arrangements. BrS asked if all parties might consider revised views for a project. NC noted that the CMA Board would require a fully worked up proposal which was consistent with the requirements, as presented previously and a discussion paper would not suffice. BrS agreed and said that any proposal must meet all of the CMA Board's criteria, including a PRINCE project approach, but suggested that some sort of preliminary or pilot stage might be appropriate. In order to do this, BrS asked that parties consider project variations that maintained the basic threads of the DWG Project Brief.

AP199: Trading Parties to consider variations to the DWG Project Brief for Property Referencing and respond to the CMA, prior to the next CMA Board meeting.

Connections Working Group Update

NC noted that the CWG had last met on the 10 January, 2012 and had progressed MCCP093 as well as agreeing a plan that had been developed by SW for managing the workaround process to facilitate getting SPIDs into a tradable state. The CWG were due to meet again on the 16 February, 2012.

JMcL suggested that one further task for the CWG would be to review the workaround plan in the light of the timescales envisaged for the implementation of MCCP093. NC agreed to ask the CWG to do this.

AP200: CMA to request the CWG to review the workaround plans in the light of the timescales envisaged for implementing MCCP093.

Annual Data Updates

NC presented a note that the CMA had prepared that sought to bring together the key updates that are required ahead of the new financial year. JMcl noted that, in respect of SW Data updates, a revised version of the Wholesale Scheme of Charges had already been provided to the CMA. JMcl also noted that the MDD might be subject to some review at some point, but no changes were envisaged for the beginning of the new financial year. Finally, DW noted that the Commission would be issuing a request regarding the POLR process that would follow arrangements similar to those for Gap Site Allocation; namely, allowing those with less than 20% of market share to opt out.

On a more general point, JMcl asked if papers being presented to the Technical Panel could be numbered. NC agreed to consider this.

AP201: CMA to consider paper numbering for TP papers.

MC/CSDs for the March Release

NC presented the pack of CSDs and the Market Code that would apply from the March Release, for information.

Summary of Actions

Action	Subject	Update
<i>From the minute of the meeting of 8th December 2011</i>		
AP167 SW	SW to review the current status of matters under the Metering Working Group.	
AP169 Parties	Participants to submit proposals for additional market-enhancing projects at the earliest opportunity.	

Action	Subject	Update
AP181 CMA	CMA to consider the development of a report to monitor application success rates.	
<i>From the minute of the meeting of 16th. February 2012</i>		
AP190 CMA	Confirm to the Commission that MCCP093 was being progressed as urgent.	
AP191 CMA	Endeavour to get CSD drafting for MCCP093 to the Technical Panel by the 21/2/12.	
AP192 TP Members	Give final consideration to MCCP093 by the 24/2/12.	
AP193 CMA	Provide clarification on CMAPx101 to SW.	Completed.
AP194 CMA	Update the CMA website with revised MCCP/OCCP pro-formas.	
AP195 CMA	Present Business Indicators Reports with a prior year's worth of historic data.	
AP196 CMA	Provide trend analysis for the performance standards review (April TP).	
AP197 Trading Parties	Provide a commentary on initiatives arising from the performance standards for the performance standards review (April TP).	
AP198 CMA	Consider whether the CMA budget IT figures could be split out between enhancements and maintenance.	
AP199 Trading Parties	Consider variations to the DWG Project Brief for Property Referencing and respond to the CMA, prior to the next CMA Board meeting.	
AP200 CMA	Request the CWG to review the workaround plans in the light of the timescales envisaged for implementing MCCP093.	
AP201	Consider paper numbering for TP papers.	