
31st Technical Panel Meeting, 18 October 2012
Approved Minute

Present

James Bream (JB) - Business Stream
Jeremy Atkinson (JA) – CMA
Jessie McLeman (JMcl) – Scottish Water
Kevin Ensell (KE) – Osprey
Brian Saunders (BrS) – CMA (TP Chair)
Amanda Hancock (AH) – CMA (TP Secretary)
David Walters (DW) – Commission
Duncan Innes (DI) – Business Stream Observer
Jeremy Hobbis (JH) – Severn Trent

1. Minute

The minute of the meeting of 16 August 2012 was discussed. AH confirmed that Scottish Water had proposed some changes to the initial minute, but that not all points had been accepted as they did not align with the minute as accepted by the remaining TP Members. AH further commented that the subject matter of the comments were on the agenda at this meeting, so any outstanding issues could be picked up in the course of the meeting; SW accepted this and the Minute was agreed.

2. Actions and Administrative Update

AH provided an update on the action log:

Action points AP203, 213, 214, 215, 225, 231, 233, 234, 237 and 238 have been closed off.

AP211 is ongoing and will be picked up in December. All other actions will be picked up during the course of the meeting.

AH noted that Change Proposal MCCP110 had been withdrawn at or since the last Technical Panel Meeting. AH also noted that Change Proposals MCCP101, and OCCP039 had been agreed or implemented at or since the last Technical Panel Meeting.

AH further noted that Commission Change MCCP-CC114 had been implemented since the last meeting.

AH noted that bulletin BU089 (Market Continuity Exercise) and BU090 (Software Release 3.4) had been issued since last Technical Panel Meeting.

AH noted that there were no new Guidelines issued, and no further proposed TP dates.

3. Change Proposals in Progress

MCCP095 – Trade Effluent Volume and Charging Calculations

AH confirmed that its Developer had undertaken an Impact Assessment and confirmed that it is feasible to complete this work for the March 2013 Release, however this would restrict the number of additional changes that would be feasible due to the scale of the change.

AH also stated that in order to be included in the March Release, the current User Requirements (vB6) would need to be signed off at this TP meeting. AH further commented that at present, no legal text had been provided by Scottish Water, and that this was urgently required to progress the change. JMCL advised that Scottish Water would like support from the CMA to undertake this, and further advised that SW had already arranged to meet the CMA the following week as the legal drafting had to align with the solution that had been signed off by the TP. AH confirmed this was feasible.

AP239 SW to contact CMA w/c 22nd October to progress the Legal Text for MCCP095, and then forward to CMA once complete

JH questioned the benefits of this proposal and stated that the lack of financial benefits would ensure this proposal could not get passed were this an internal Severn Trent proposal. JMCL stated that the key benefit to this proposal was to provide transparency of the Trade Effluent (TE) Calculations to the Market, which is currently lacking and can act as a potential barrier to switching activity. JMCL further stated that from month to month there is movement in the TE calculations, and considerable time is taken to resolve these issues. With the new proposed method of calculation, this would remove a considerable cost.

JMCL stated that Scottish Water would look to try and quantify benefits of this proposal, but sought guidance from the TP as to the format of this. JA stated that there is a section in the MCCP on principles affected and that this would be a good starting point for SW to note the impacted principles, and try to work up numbers from there.

KE added that the TP should bear in mind that the information available is a significant step forward to where we were a year ago, when we were scheduling MCCPs with neither costs nor benefits.

AH stated that the TP should be aware that whilst this could be delivered for the March 2013 Release that Participants should bear in mind that one of the outputs from the IA was that the P1 for April 2013 which is run in March will be run in the old format, and it will not be until the R1 in April that will be calculated in the new

format. Participants were all happy with this. JMCL added that Scottish Water had suspected this would be the case, and had no issue with it.

JH asked whether consideration had been given to the issue of Private Water volumes being tracked on the Central Systems, and that it may prove difficult for LPs to obtain this data from the customer. AH stated that this information must be held by SW at present for calculation purposes, and that this would be an effective transfer of data to an alternative system. BrS asked whether the CS was secure in the event that this was an issue for the customer. JA confirmed that it was, however it may prove difficult to provide evidence of this as the Market Audit is not publically available. DW stated that the TE discharge volumes are publically available and therefore should not be an issue.

BrS then asked the TP to approve the proposal and current User Requirement Specification B6. The TP unanimously approved.

AH confirmed that once legal drafting had been received from Scottish Water, this would be circulated to the TP for approval offline before the proposal was issued to the Commission for consultation and approval.

AP240 CMA to forward updated MCCP095 to the TP for approval

MCCP103 – Retrospective Amendment of Transactions

AH confirmed that the Commission had held a meeting on Settlement Re-runs on Monday 15th October, but that no decision had been made to date. On the basis of this, it was proposed that MCCP103 was carried forward to the next meeting in December. Business Stream agreed this was the best way forward as detailed discussion on this change could not happen until a clear way forward had been set on re-running settlement.

MCCP104 – Changing Ownership of Meter X/Y Data and Meter Location Notes

AH confirmed that a high level IA had been undertaken, and that the likely cost would be ~£37k. Given the size of the Trade Effluent change, the Developer has advised that this proposal would be delivered in the September 2013 Release.

JB confirmed that Business Stream had looked at the quantum benefits of this proposal, stating that some 800 updates per month were required. DW asked given that the proposed delivery would be in September, was there still merit in progressing this change in light of the data cleansing project. JA stated that the two were not entirely linked as the data cleansing project was primarily about cleansing the data, and that this proposal sought to maintain that data moving forward.

AH commented that one issue the Developer raised as part of the Impact Assessment was that the current CS logic provides for two sets of transactions when a new flow is created, an inbound and outbound for the Wholesaler, and an

inbound and outbound transaction for LPs. There did not appear to be any significant reason for this, and they had proposed as part of this solution that a single pair of transactions be created, and that validation would determine whether a flow was accepted from the Wholesaler or LPs at any given point in time.

BrS asked if the TP were content for work to continue on this proposal. The TP confirmed that they were. AH asked that Business Stream look to provide legal drafting for the proposal based on the current user requirements.

AP241 Business Stream to provide legal drafting to support MCCP104

MCCP105 – Changing Ownership of Drainage Data and SEES Data

AH confirmed that the Developer had undertaken an Impact Assessment on this proposal and that no major issues had been identified. They confirmed that this proposal could be delivered in the September 2013 Release.

BS asked the TP to confirm it was happy for work to continue on this proposal. The TP confirmed that it was happy for work to continue. AH then asked that both Scottish Water and Business Stream provide figures to support the net benefits of this proposal, along with legal drafting to support the current User Requirements.

AP242 SW / BS to provide legal drafting and net benefits to support MCCP105

MCCP107 – Moving Ownership of the Meter Dial Data

AH confirmed that the Developer had undertaken an Impact Assessment on this proposal and that no major issues had been identified. They confirmed that this proposal could be delivered in the September 2013 Release.

JB stated that there were ~20 instances per month where Business Stream was unable to submit reads due to inaccurate meter dial data. AH asked whether the profile of these supported the general assumption that this issue affected historic meters and was not a problem for meters now being installed. JMCL offered to work with JB to profile these instances and provide feedback to the TP at the next meeting.

AP243 SW/BS to profile instances of inaccurate meter dial data in the Market to determine whether the problem is historic

AH further added that in order for the proposal to be signed off by the TP, proposed legal drafting would be required. JB agreed to provide a draft for review at the next TP.

AP244 Business Stream to provide legal drafting for MCCP107 at the next TP in December.

MCCP111 – Change in Notification to the CMA by Scottish Water

AH confirmed that this proposal had not progressed as there were a number of clarifications required, and a few discrepancies around what was and was not associated with the introduction of the Accredited Entities Scheme to be introduced in April 2013. JMcl asked if the CMA would support Scottish Water in clarifying the proposal, by separating out any work associated with Accredited Entities Scheme. AH confirmed that the CMA would support Scottish Water.

AP245 SW to contact CMA to work through MCCP111 with a view to submitting an updated proposal at the December TP.

MCCP112 Change in Effective Date Setting on T006.3 Transaction.

AH confirmed that the Developer had undertaken an Impact Assessment on this proposal and that no major issues had been identified. They confirmed that this proposal could be delivered in the September 2013 Release.

JMcl stated that a workaround would be required if delivery was almost one year away. AH asked Scottish Water to quantify the magnitude and risk of the issue, so that any workaround would be scaled accordingly.

AP246 JMcl to provide feedback on the scale of the current problem to enable the CMA to review the current workaround proposal.

4. New Change Proposals

MCCP113 – Change to facilitate the introduction of Accredited Entities

This proposal was put forward by the CMA as a pre-emptive change to allow Scottish Water to identify where Accredited Entities are used for any work carried out. This would then allow the CMA to accurately calculate performance measures in line with the proposed changes.

JH asked why Scottish Water were being asked to do this work when the LP would be the one undertaking it, and that surely the LP should be submitting the transactions. JB further stated that Business Stream support this position and had raised the issue during previous discussions on the introduction of accredited entities. JMcl noted that an accredited entity need not be an LP and it could indeed be a third party, in which case they would have no access to the Central Systems. AH commented that given the timescales involved in the work, this was the only measure feasible which would allow the CMA to fulfil its obligations under the Market Code. There was nothing to stop LPs submitting a proposal to change this process moving forward, especially given the work and costs associated with this change are small (~£8k).

BrS asked the TP to approve this change, and the TP unanimously approved. The final legal text will be updated by the CMA to be approved offline.

AP247 CMA to forward M CCP113 to the Commission for consultation and approval, following final approval by the TP.

M CCP115 –Building Address Character Length

This proposal had been put forward by Aimeria who were not present at the meeting. AH confirmed that Aimeria had put the proposal forward as they believed there was an issue in the system whereby data was not being captured appropriately.

AH stated that the current logic in the CS was in line with both PAF and OS guidelines which state that where an address has a number range i.e. 100-120 then this should be entered into the building name field as opposed to the building number.

JA further stated that given the current work mapping addresses to SAA, then any change to the Central Systems could create additional problems.

AH offered to forward the current document containing guidelines to all participants and asked that they ensure internally that they are submitting data to the Central Systems in the correct manner.

AP248 CMA to forward documentation to participants in relation to the formatting of address data.

BrS asked the TP to approve this proposal, and the TP unanimously rejected this proposal.

O CCP040 Making Registration Customer Friendly

This proposal was brought forward by Business Stream. JB talked through the proposal, using an unmeasured customer as an example of where the process is not currently optimised, and could become very costly, and indeed an inconvenience for the customer.

JH asked whether the existing Gap Site Incentive Payment was designed for this very purpose. JB noted that where the issue was in relation to a Gap Site absolutely, however there were a number of other instances out with the Gap Site process where this issue could arise.

There was a debate around some specific examples to demonstrate the need for the proposal. JMCL stated that there would need to be some changes to the proposed wording for practical reasons, but in principle had no major concerns.

JMcL agreed to propose some alternative wording to the CMA which could then be circulated to the TP offline for approval.

AP249 SW to propose some alternative wording for OCCP040 and then forward to the CMA.

AP250 CMA to forward revised OCCP040 to the TP for comment / approval.

MCCP116 Changes to LP Nominations Process

This proposal had been put forward by CMA at the request of some LPs to modify the current nominations process. Under the present arrangements an authorised representative is required to attend the LP nominations meeting in person. It was proposed that this requirement be removed and this principle was accepted by the TP.

It was also noted that:

- Completion of a 'postal vote' would not preclude joining the meeting by phone; and
- It would however be inappropriate to complete a postal vote and then attempt to change the voting preference over the phone at the meeting.

There was a debate on the proposed wording, and it was agreed that the text should be amended such that:

- Nominations are required not later than one week ahead of the meeting (expressed as 5 business days for consistency of approach with the rest of the Market Code), in order that DWF Biggart Baillie has time to prepare ballot papers, send them out, and receive back the completed ballot papers.

BrS then asked the TP to approve this proposal on the basis of the agreed change. The TP unanimously approved the proposal.

AP251 – CMA to update proposal as noted above and then forward to the Commission for consultation and approval

MCCP109 Meter Read Distribution Fix

This proposal was put forward by the CMA in relation to an issue identified by the Market Audit. Currently, in line with CSD requirements, the Central Systems does not reject, or send confirmation to Trading Parties when a duplicate read is received.

The proposal looks to introduce a rejection for this transaction as agreed with Trading Parties offline.

BrS asked the TP to approve this proposal, the TP unanimously approved.

AP252 CMA to forward MCCP109 to the Commission for consultation and approval

5. Forward Plans

AH noted that following receipt of costs from Impact Assessments, updated plans had been sent out which added costs of individual changes currently under consideration for March / September 2013.

AH further noted that the CMA had prepared a document to assist the TP in relation to Project Costs and asked for feedback on this.

KE welcomed this additional information, and stated that this would be a useful guide, and would enable the TP to make more informed decisions in relation to Release Planning moving forward.

AH added that the Issues List had been categorised and sorted, and that there was still a significant number of issues on the list, and that a session with Participants would be useful to filter out any issues that could be removed. The TP agreed this would be a useful session.

AP253 CMA to arrange a session with Participants to walk through the Issues List.

6. Performance Statistics

AH presented the CMA Business Indicators and Performance Statistics for the quarter, with nothing of significance to note.

AH then confirmed that the first Vacancy Admin Scheme Report had been proposed. KE asked for the categories to be covered again, and AH duly walked through the various measures.

A discussion around the benefits of the report and what any outputs would confirm was undertaken, and all agreed to monitor the report with a view to reviewing in 9-12 months to see if the scheme was doing what it was intended to do.

7. Any Other Business

BrS asking if there was any other business to be raised not currently on the Agenda, nothing was proposed.

Central Systems Change Costs

AH confirmed that this document had been prepared to assist the TP in relation to reviewing the forward plans and that no additional comment was required at this time.

As there was no further business, the meeting was closed.

Action	Subject	Update
<i>From the minute of the 29th. meeting (14th June 2012)</i>		
AP211 CMA	Identify December as the next performance standards review date on the TP Agenda	Ongoing
AP220 SW	Draft an OCCP to set out a process for progressing changes to Meter Dial Data	Ongoing
<i>From the minute of the 30th. meeting (16th August 2012)</i>		
AP222 CMA	CMA to forward MCCP095 to its Developer for Impact Assessment	Complete
AP224 SW	SW to consider and prepare a brief for the next TP on the benefits of MCCP095 in order that the TP can consider these, along with the costs from IA at the next meeting	Ongoing
AP226 BS	Business Stream to work on providing more detailed benefits to be considered when MCCP103 is next considered by the TP	Ongoing
AP227 CMA	CMA to forward MCCP104 to Developer for Impact Assessment	Complete
AP228 CMA	CMA to amend typo and then forward MCCP105 to Developer for Impact Assessment	Complete
AP229 SW / BS	SW and BS to provide data on the number of instances the issue of wrong dial digit occurs in order to give the TP comfort that this is a legacy issue.	Ongoing
AP230 CMA	CMA to forward MCCP107 to its Developer for Impact Assessment	Complete
AP232 CMA	CMA to progress MCCP111 to Impact Assessment	Ongoing
AP235 CMA	CMA to forward MCCP112 to its Developer for Impact Assessment	Complete
AP236 SW	SW to provide Market Code and CSD drafting for MCCP112 at next TP Meeting in October	Ongoing
<i>From the minute of the 31st meeting (18th October 2012)</i>		

Action	Subject	Update
AP239 SW	SW to contact CMA w/c 22 nd October to progress Legal Text for MCCP095 and then forward to the CMA	
AP240 CMA	Forward updated MCCP095 to TP for approval	
AP241 BS	Business Stream to provide Legal Drafting to support MCCP104	
AP242 BS / SW	Business Stream and Scottish Water to provide Legal Drafting and net benefits to support MCCP105	
AP243 BS / SW	Business Stream and Scottish Water to profile instances of inaccurate meter dial data in the Market to determine whether the problem is historic	
AP244 BS	Business Stream to provide Legal Drafting in support of MCCP107	
AP245 SW	Scottish Water to contact CMA to work through MCCP111 with a view to submitting an updated proposal at the December TP Meeting	
AP246 SW	Scottish Water to provide feedback on the scale of the current problem relating to MCCP112	
AP247 CMA	CMA to forward MCCP113 to the Commission for consultation and approval	
AP248 CMA	CMA to forward documentation to participants in relation to the formatting of address data entry	
AP249 SW	Scottish Water to proposal alternative wording for OCCP040 and forward to CMA	
AP250 CMA	CMA to circulate revised OCCP040 for TP comment / approval	
AP251 CMA	CMA to updated MCCP116 as discussed at the October TP and then forward to the Commission for consultation and approval	
AP252 CMA	CMA to forward MCCP109 to Commission for consultation and approval	
AP253 CMA	CMA to set up a session to review the Issues List with Participants	