

**33<sup>rd</sup> Technical Panel Meeting, 21 February 2013**  
**Approved Minute**

**Present**

Duncan Innes (DI) - Business Stream  
Jessie McLeman (JMcl) – Scottish Water  
Kevin Ensell (KE) – Osprey  
Brian Saunders (BS) – CMA (TP Chair)  
Amanda Hancock (AH) – CMA (TP Secretary)  
Jeremy Atkinson (JA) - CMA  
David Walters (DW) – Commission  
Jeremy Hobbis (JH) – Severn Trent  
Ian Whatton (IW) - United Utilities  
Tom May (TM) – Veolia  
Mike Samorzewski (MS) – Aimeria (via conference)

BS advised that a new Change Proposal (MCCP120) had been submitted late, and that this would be picked up between items 2 and 3 on the Agenda.

**1. Minute**

The minute of the meeting of 13<sup>th</sup> December 2012 was approved. AH noted that no comments had been received.

**2. Actions and Administrative Update**

AH provided an update on the action log:

Action points AP229, 236, 241, 242, 243, 244, 246, 254, 255, 256, 258, 259, 262, and 263 have been closed off.

Action Points AP220, AP226, AP232 and AP264 are all ongoing.

The remaining actions would be picked up during the course of the meeting.

AH noted that MCCP107 and MCCP118 had both been withdrawn by Business Stream at the last TP meeting in December.

AH noted that there were two Change Proposals agreed since the last meeting, namely MCCP109 and MCCP113 which are due for delivery in the March Release. OCCP040 was implemented on 11<sup>th</sup> January 2013, and MCCP116 was implemented on 15<sup>th</sup> January 2013.

AH noted that there were no Commission Changes implemented or new Commission Changes introduced since the last Technical Panel Meeting.

AH noted that Bulletin BU092 was issued on 7<sup>th</sup> January.

AH noted that there were no new TP dates proposed.

**MCCP120 –RF Postponement**

This MCCP has been put forward by Business Stream. DI provided background stating that Business Stream had some 8,000 SPIDs that it was looking to change in CS, however as the Commission had not yet provided a policy statement on effective from dates, they were unable to submit these changes before RF. Also, as a result of the Commissions data project, there will be a significant number of data corrections required between now and the end of the project (likely to be August / September). Due to the scale of change, Business Stream would like the RF run to be delayed in order to provide a more accurate reflection of the Market.

DI further stated that the proposal had two stages. Given the timescales for running RF currently, the first part of the proposal was looking to delay RF by three weeks, which would allow the Commission to follow due process and to consult on the longer delay, should the TP be in favour of the change.

JMcL asked if this paper was only dealing with the first part of the proposal, and DI confirmed that it was not, and that both the short term and longer term delay were being put forward to the TP for approval.

MS asked what the cost to the CMA would be of running RF now, and then running it again at a later date. JA confirmed that the relative cost is low; however it may be a policy issue depending on the impending Commission position on rerunning settlement. DW intimated that the Commission was not generally in favour of re-running settlement as it was not what was intended at Market opening.

JMcL asked if Business Stream were looking to delay RF until the 1<sup>st</sup> or 2<sup>nd</sup> phase of the data work as the latter was unlikely to have as big an impact as the first phase. AH asked Business Stream if they were in a position to quantify what percentage of the data errors would be fixed within the first phase. DI was unsure at this time.

KE stated that on the whole, Osprey was not comfortable postponing RF. The Market has been open since 2008 and it would be unfair to do something that impacts all Market Participants due to one Participant not having its data accurate. KE further stated that there was discussion around bilateral agreements between parties at a previous TP, and surely this is the route that we should be following.

DW stated that the Commission would like to ensure the processes were transparent if bilateral agreements were being discussed. BS stated that in his experience in Electricity, this was exactly what was undertaken. The bilateral agreements were ~~done~~ made between parties, however the calculations were undertaken centrally and the data were held centrally for transparency to ensure auditability.

At this point BS asked for a view from members as to whether they would generally favour a delay of RF out with the current financial year. With the exception of Business Stream, all Market Participants confirmed they would not.

JA confirmed that the CMA had the vires to change the Settlement Calendar and move the publication date for RF if the TP were to request this, provided it was undertaken in the current Financial Year. BS asked if the TP would like to make this request, and all Participants agreed.

**AP265 CMA at the request of the TP, CMA to re-issue Settlement Calendar with new publication date for RF being set at 25<sup>th</sup> March 2013.**

### **3. Change Proposals in Progress**

#### **MCCP095 – Trade Effluent Volume and Charging Calculations**

AH confirmed that no changes were required to the MCCP or User Requirements from SIT testing, and as such, the proposal signed off at the December TP would now be forwarded on to the Commission for consultation and approval.

**AP266 CMA to forward MCCP095 and final report to Commission for consultation and approval.**

DI had sent an email with some points for discussion in relation to MCCP095 and was asked to talk the group through the issues. DI confirmed that there were some 300 private meters being brought into the Market as a result of this change, and stated that access to be able to read these meters may prove to be an issue. The customer may refuse access; say for health and safety reasons which would mean that LPs may incur performance penalties as a result.

DW asked how Scottish Water and Business Stream comply with their obligations currently. DI stated that often Business Stream rely on meter reads from Scottish Water when they are undertaking inspections. JMCL added that if customers were not allowing LPs to read meters, then they should look to include obligations in customer contracts to ensure access to read meters.

AH confirmed that none of the issues proposed by Business Stream would impact on MCCP095 going live, but that perhaps a working group to discuss these issues could be set up. Any output could be captured in an MCCP to make changes to the current processes if and when they are agreed.

**AP 267 DI to take forward and set up a working group to discuss ongoing issues as a result of MCCP095.**

#### **MCCP103 – Retrospective Amendment of Transactions**

AH noted that no decision had been made by the Commission at this stage, and therefore this proposal could not progress at this time.

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

AH advised that legal drafting had now been put forward in support of this proposal, and that the TP were being asked to approve.

JMcL in her role as Metering Working Group Chair advised that some concern had been raised by the group around the potential degradation of data in the Market as Scottish Water were using OS mapping to enter co-ordinates which were mapped to within a third of a meter. LPs using handheld devices often rely on a satellite signal which often has different tolerances. As the Central System is moving this data item from a text field to an integer, there is a possibility the portrayed data item is not as accurate as the user may think.

TM asked how Scottish Water were deriving this data and JMcl confirmed that they are using OS maps and plotting from site.

DI confirmed that he did not believe this to be an issue as the LPs were reading the meter on a regular basis and therefore would be best placed to know where the meter was.

JMcL then asked why the intention was to use a separate data item, which would involve additional work internally for Scottish Water. AH took an action to confirm the reason for this.

**AP268 CMA to confirm why the proposal was to use a new data field for this change.**

At this point, DI asked if the proposal could be enhanced to include a new data item which would provide more detail around the location of the Meter. Scottish Water are now using codes M1-M4 to provide additional detail on the location and the Metering Working Group felt that this information was invaluable and should be captured in the Central Systems as soon as possible.

There was a discussion on the merits of including the change in this MCCP, or whether a separate change should be raised. AH confirmed that given both changes were to the same part of the Code, it would be easier if they were on a single MCCP. DI took an action to provide an updated MCCP as soon as possible for the CMA to circulate to the group for approval.

**AP269 DI to update MCCP104 and then forward to CMA**

**AP270 CMA to then circulate MCCP104 to TP for approval.**

**MCCP105 – Changing Ownership of Drainage Data and SEES Data**

AH noted that legal drafting had been submitted by Business Stream, and that this proposal was being put forward for approval by the TP. The TP unanimously approved this proposal.

**AP271 CMA to forward MCCP105 with final report to the Commission for consultation and approval.**

**MCCP111 – Change in Notification to the CMA by Scottish Water**

AH noted that legal drafting had been finalised, and that this proposal was being put forward for approval by the TP. The TP unanimously approved this proposal.

**AP272 CMA to forward MCCP111 with final report to the Commission for consultation and approval.**

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

AH confirmed that no action was required at this time as legal drafting had not yet been submitted. JMCL apologised and confirmed that Scottish Water would look to submit this as soon as possible to try and ensure it remains in the September Release

AH discussed the workaround requested by Scottish Water until the proposal is implemented. AH confirmed that the ERRA process as it stands can be utilised to remove SPIDs currently stuck in NAPs. The CMA agreed to provide Scottish Water with a report of all SPIDs currently stuck in NAPs to allow them to pull an ERRA together to bring these into charge.

**4. New Change Proposals**

**MCCP117 –March Release Sweep Up MCCP**

AH confirmed that this MCCP was capturing any Market Code and CSD updates required for the March Release, not already captured in existing MCCPs. AH further clarified that a few error codes had been added as an output from SIT testing, and an updated MCCP (version B.3) was circulated to the group.

**AP273 CMA to forward soft copy of MCCP117 to TP members.**

BS asked the TP to approve this proposal, and the TP unanimously approved.

**AP274 CMA to forward MCCP117 and final report to the Commission for consultation and approval.**

### **MCCP119 – T009 Process Change**

AH presented this Change Proposal and confirmed that Scottish Water had identified that where Gap site applications are rejected by LPs, Scottish Water gets visibility of the rejecting LP via the T009.2 transaction. The proposal is to create a new rejection message T009.3 which specifically goes to Scottish Water without identifying the LP.

BS asked if this proposal was to prevent the CMA from breaching its Code obligations by not disclosing the owner of specific SPIDs. AH clarified that as the T009.2 was a rejection, it was not disclosing any SPID ownership.

JMcL stated that there are wider issues that need addressed in relation to the Gap Site Allocation process, however AH confirmed that this change was not looking to do anything with the process, simply to create a new error transaction.

MS stated that it is probably a good thing that Scottish Water gets sight of who is rejecting the SPID in the event that they need to contact the LP where it believes SPIDs are wrongly rejected. KE agreed and stated that provided there were no Code breaches, then it would be a poor use of funds for an unnecessary change.

On this basis, the TP unanimously rejected the proposal.

## **5. Forward Plans**

AH Presented the Item 5 papers, noting that CMACPx120 had been created to pick up Business Stream's withdrawn MCCP118 and also new CMACPx123 which was the development of a script to remove TI and replace with unmeasurable where appropriate. As this will have an impact on Participants, the CMA felt the group should be aware of this change.

The proposal suggests that a trial run of the script is undertaken, and that data is shared with Participants to give them sight of the proposed changes. The CMA will then allow 1-2 weeks for Participants to confirm if any issues exist with the proposed changes. If there are no issues, then the script will be run and data changed.

All Participants agreed this was a sensible approach and would ensure a quick turnaround of the trial dataset.

## **6. Performance Statistics**

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

AH confirmed that the group would run through the Vacant Admin Scheme following the MPF meeting.

## 7. Any Other Business

### Commission Contacts

DW confirmed that Richard Khaldi had taken on additional responsibilities so for the time being he should be the main point of contact for Market Participants and the CMA. DW further commented that he had also taken on additional responsibilities, and that responses may be slightly longer as a result.

### Draft CMA Budget

AH confirmed that the draft budget had been provisionally approved at the January Board Meeting, and that the TP was invited to comment on the budget before its ratification at the March Board meeting. AH confirmed that comments should be received by 14<sup>th</sup> March.

JH asked what percentage of the Ops budget was fixed and what was influenced by matters agreed at the TP. JA confirmed that about 80% of the Ops budget dealt with Release scheduling, the remaining 20% were ongoing operational costs.

### HVI User Group Update

AH reiterated the CMAs invitation to LVI users who wanted to sit down with the CMA to be taken through the changes as a result of M CCP095 and any potential impact on them.

AH then provided an update from the user group highlighting the following:

- As previously notified to the TP on 31<sup>st</sup> January, the HVI User Group agreed to delay the March Release until 12<sup>th</sup> April to allow for a trial release to be undertaken. The HVI User Group agreed that a two week extension to the Project would allow Scottish Water to collate and submit all data at the Trial Release. Data not passing validation could then be corrected in good time for the actual Release. LPs will be in a position to analyse changes to the data to determine the impact, if any, and undertake any internal reconciliation/preparation accordingly prior to the actual Release itself.
- Scottish Water has confirmed that it is on track to provide data for the trial release.
- Scottish Water had intimated that it would like to put zero reads in for meters it does not have actual reads for. AH re-iterated the CMAs position that no inaccurate data should knowingly be entered into CS. DW confirmed that the Commission would not expect any Market Participant to knowingly enter inaccurate data into the Market.

### New CMA Members Update

AH confirmed that Thames Water was now a full member of the CMA.

### Operational Code Forms

DI advised that Business Stream would like to set up a working group to look at streamlining a number of operational code forms given changes in the Market since some were established.

The TP agreed this would be useful.

#### **AP275 DI to set up a working group to look into Operational form changes.**

JMcL asked if the CMA was still intending to set up an LVI user group. AH confirmed this was the case and that it would likely be in March some time. Both Business Stream and Scottish Water stated that it may be better to push this back a bit given analytical resource will likely be deployed on the Commissions data project and therefore would not be available. AH agreed to push this back to May sometime.

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

Action	Subject	Update
<b><i>From the minute of the 29<sup>th</sup>. meeting (14<sup>th</sup> June 2012)</i></b>		
<b>AP220 SW</b>	Draft an OCCP to set out a process for progressing changes to Meter Dial Data	Ongoing
<b><i>From the minute of the 30<sup>th</sup>. meeting (16<sup>th</sup> August 2012)</i></b>		
<b>AP226 BS</b>	Business Stream to work on providing more detailed benefits to be considered when M CCP103 is next considered by the TP	Ongoing
<b>AP236 SW</b>	SW to provide Market Code and CSD drafting for M CCP112 at next TP Meeting in October	Ongoing
<b><i>From the minute of the 31<sup>st</sup> meeting (18<sup>th</sup> October 2012)</i></b>		
<b>AP241 BS</b>	Business Stream to provide Legal Drafting to support M CCP104	Complete
<b>AP242 BS / SW</b>	Business Stream and Scottish Water to provide Legal Drafting and net benefits to support M CCP105	Complete
<b>AP253 CMA</b>	CMA to set up a session to review the Issues List with Participants	Complete
<b><i>From the minute of the 32<sup>nd</sup> Meeting (13<sup>th</sup> December 2012)</i></b>		
<b>AP254 CMA</b>	AH to note Business Stream's withdrawal of M CCP107	Complete
<b>AP255 SW</b>	SW to update M CCP111 following discussions at the TP and forward to the CMA for circulation to the TP	Complete
<b>AP256 CMA</b>	CMA to circulate updated M CCP111 to the TP for approval.	Complete
<b>AP257</b>	CMA to propose a workaround for M CCP112	Complete



Action	Subject	Update
<b>CMA</b>	until its implementation in September 2013.	
<b>AP258 CMA</b>	CMA to create a CMACP to pick up this proposal from Business Stream.	Complete
<b>AP259 CMA</b>	On the basis of AP258 above, CMA to note Business Stream's withdrawal of MCCP118.	Complete
<b>AP260 CMA</b>	CMA to arrange a session with Participants to walk them through the Issues List.	Complete
<b>AP261 CMA</b>	CMA to arrange a session with Participants to walk them through the Vacant Admin Scheme Report.	Complete
<b>AP262 SW</b>	SW to circulate its paper on Performance Standards.	Complete
<b>AP263 CMA</b>	CMA to schedule a working group meeting on Performance Standards	Complete
<b>AP264 ALL</b>	Participants to prepare internal data to support any proposed changes to existing measures.	Ongoing
<b><i>From the minute of the 33rd Meeting (21<sup>st</sup> February 2013)</i></b>		
<b>AP265 CMA</b>	At the request of the Technical Panel, CMA to re-issue the Settlement Calendar for FY 11-12 showing a new publication date for RF of 25 <sup>th</sup> March 2013.	
<b>AP266 CMA</b>	CMA to forward MCCP095 to Commission for consultation and approval	
<b>AP267 BS</b>	Business Stream to arrange a working group to discuss ongoing issues related to the introduction of Trade Effluent onto the CS.	
<b>AP268 CMA</b>	CMA to confirm if a new data transaction is to be used, and whether it can be avoided	
<b>AP269 BS</b>	Business Stream to update MCCP104 to include a new data item for M1-M4 locations as set out in Scottish Water's Metering Code of Practice	
<b>AP270 CMA</b>	Once updated MCCP104 received, CMA to circulate offline to the TP for approval.	
<b>AP271 CMA</b>	CMA to forward MCCP105 to Commission for consultation and approval.	
<b>AP272 CMA</b>	CMA to forward MCCP111 to Commission for consultation and approval.	
<b>AP273 CMA</b>	CMA to forward soft copy of updated MCCP117 to TP Members for information	
<b>AP274 CMA</b>	CMA to forward MCCP117 to Commission for consultation and approval.	
<b>AP275 BS</b>	Business Stream to set up a working group to review operational form changes	