
Technical Panel Meeting, 20th August 2009

Approved Minute

Attendees

Brian Saunders (BS) - CMA (Chair)
Jeremy Atkinson (JA) - CMA
Kevin Ensell (KE) - Osprey
James Bream (JB) - Business Stream
Jessie McLeman (JMCL) - Scottish Water
Amanda Murray (AMM) – CMA (Secretary)
Alastair Ross (AR) - Satec
Richard Khaldi (RK) –Commission

1. Minute

JMCL asked about a possible action on Rollovers not being captured however no one was able to recall this action. JMCL agreed to raise under AOB at this meeting. The minute of the meetings of 18th June 2009 were approved

2. Actions and Administrative Update

AMM presented the “Actions and Administrative Update Report”. It was noted that most actions were complete, and the following actions would be picked up later in the meeting:

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| Action 059 | This was circulated, however approval was not received by all parties so was brought back to this TP. Will be covered in Section 3. |
| Action 063 | Updated OCCP awaiting feedback from Commission as a result of the Draft Determination |
| Action 064 | On hold until 63 progresses. |

It was noted that MCCP033 was withdrawn since last TP meeting.

MCCP022 has been approved and implementation of the first R4 Settlement run will commence on 23rd August as per the revised Settlement Calendar. This was accepted at the meeting and will therefore be published.

MCCP032 has also been approved and was implemented on 13th August 2009.

OCCP018 had been sent to the Commission for approval; however Business Stream had made some comments in relation to the formatting of the form F during consultation period. Scottish Water has revised the form to include a table format for large number of data entries and this has been accepted by Business Stream.

CMA to forward revised document to Commission for approval **Action 066 AMM**

Commission change updates included MCCP034 which was implemented on 26th June 2009. New MCCP035 and OCCP024 in relation to Re-Assessed Charges were both implemented on 17th August 2009.

AMM noted that there were 5 bulletins since the last TP, most of which were in relation to Central System closures. AMM also noted there were no guidance notes. Future

meeting dates were published and it was highlighted that the October meeting would be 22nd October 2009.

3. Change Proposals in Progress

AM presented a summary overview of the "Change Proposals in Progress Report". The meeting considered each of the change proposals in turn.

MCCP026– Produce a Disaggregated Settlement Report for RF

AMM advised that the revised specification had been provided by CMA SP for consideration. JMCL asked whether this was definitive given the use of "proposed specification" suggested otherwise. AMM advised that the wording was to allow confirmation from the TP that this was the specification to move forward and develop.

JMCL noted that a data item 'temporary and permanent disconnections' had been removed from the MDS and requested clarity on whether this is included in the Disaggregated specification. JA explained that the MDS data had always been a subset of the Disaggregated data, although in a different format, but took an action to clarify formally.

JA to clarify whether Temporary Disconnections would show in Disaggregated report for RF **Action 067 JA**

JMCL requested the removal of the word "definitive" from 2.5.2 text as it was confusing. This was agreed. Based on the above actions being completed, then the proposal was approved for ongoing development.

MCCP027– Specify the Market Data Set

AMM advised that clarification of the specification had now been received from CMA SP. JB raised issue around the possible errors in the data set. JA clarified that whilst this MCCP was to produce a specification for the Data Set, there may be a need to understand whether there are errors in the data and, if there are, the priority that should be given to their rectification.

JB commented that meter reads are particularly valuable to Business Stream for checking performance measures.

JB requested they receive their report on FTP as opposed to CD as it would be more manageable internally.

AMM to clarify that this is possible and if yes, action.

Action 068 AMM

JB also raised issues around timing of data being online and asked if 18 months as opposed to 12 would be more appropriate. Discussion held around in relation to the reason for accessing this data at the time and CMA advised that it would be held and could be retrieved if required. JB accepted that this would be sufficient as it would be ad hoc data required, not daily access to data.

On this basis the TP were happy to approve the specification.

JMcL raised a question as to why the list of "New and Partial" SPIDs could not be shared with all market participants as it is of benefit in monitoring the progress of SPIDs into the market, given the issues.

CMA to forward to Commission for approval and also to ensure the New and Partials Report is delivered to all Contract Managers when it is released. **Action 069 CMA**

OCCP018 – Amended Form F

AMM advised that this OCCP was approved by the TP and was awaiting sign off by Commission. BS provided some comments on formatting which SW have reflected. This is now to be forwarded back to the Commission for approval as per Action 066 above.

OCCP021 Process 9: Meter Accuracy Test

This OCCP was brought back to the TP due to the proposed change in timescale for Step 2 in the process moving from 10 to 20 days. JMCL advised that this had been as a result of fleshing out the detail in the process. Discussion followed and it was agreed by all that 15 days was both achievable by SW and acceptable to LP's. JMCL to send revised text to AMM and then updated OCCP to be forwarded to Commission for approval.

JMcL to forward updated wording on OCCP021 to CMA **Action 070 JMCL**
CMA to forward approved OCP021 to Commission for approval **Action 071 CMA**

OCCP022 – New Gap Site Process in Operational Code

RK advised that the Draft Determination picks up GAP sites and looks at options for incentivising LPs for dealing with them. He also advised that this is seen as a priority within the Commission and he has been asked to look at accelerating this relative to the Draft Determination timetable.

JMcL advised that all LPs were in favour of the new proposal as the current process was not sufficient. BS noted that whilst in principle this was correct, they were not entirely happy with the proposed pro forma to be used. RK indicated that this view was shared by the Commission. JMCL advised that the form had been prepared on the basis of experience working with these issues.

On that basis, RK proposed that the current OCCP be withdrawn as the matter would be picked up as a work stream within WICS. RK also gave assurances that he recognised the need to expedite this due to the current difficulties, which was welcomed by all.

TP agreed to withdraw on the basis the matter was progressing elsewhere.

CMA to record the withdrawal of this OCCP **Action 072 CMA**

OCCP023 – Changes to New Connections Process

BS advised that they have sought feedback with all LP's and fed back into SW. No significant changes had been identified, mostly clarity around roles and responsibilities.

RK advised that this issue is also under review as part of the Draft Determination and raised concerns about the contact between SW and LP's customer. JB advised that it was not the purpose to remove LP from this liaison as the LP needed to retain customer

contact, but that where there were technical issues where the LP would effectively be a middle man, the process would be more efficient if they were removed.

Discussion held around the contact required and who would instigate this which resulted in RK requesting that bullet point 2 in Section D of the process be removed. Once this was done, then the OCCP could progress. This was agreed by the TP.

CMA to remove this point and forward OCCP to Commission for approval. **Action 073 CMA**

4. New Change Proposals

AM introduced the paper on New Change Proposals. Individual sponsors then spoke on each new Change Proposal.

MCCP036 – Define the Disaggregated Settlement Report

This Change Proposal is the clarification of the Monthly Disaggregated Specification. AMM advised that the CMA SP has clarified the specification and it is presented to the TP for approval. In line with the specification for RF, it was requested that “definitive” be removed from proposed Section 2.5.2.

Once this was complete, the TP approved this change.

CMA to forward to the Commission for approval

Action 074 CMA

MCCP037 – Smart Meter Reads

JB stated that the MCCP reflected a desire for innovation, and argued that it would be beneficial for the accuracy of settlement if the Central Systems were to accept smart meter reads.

Two options were put forward in the proposal, both of which used existing read types as there was a recognition that a change to the Central System would be unlikely given what was already in plan. JB suggested that smart reads could be submitted as ‘Regular Cyclic Reads’ (‘C’ reads) or ‘Customer Reads’ (‘U’reads) utilised in the short term.

There was a discussion amongst Members about whether the MCCP was actually referring to data loggers rather than smart metering, and about issues of consistency between data logger reads and smart reads or manual reads.

JMcL commented that the use of the term “smart meter read” needs to be clarified, given the meter stock currently installed, i.e. there are very few meters in use which may be considered as smart meters. Whilst Scottish Water understood and supported the desire for innovation, they also had to have regard for how that might be achieved, including agreement to standards etc. The legal position is also a consideration, specifically the Water Scotland Act (Clause 54), and suggested more detailed work and thought is required around standardisation. The Central System should possibly capture this information and further consideration is required.

RK advised that he will review the legal position.

RK further advised that this also falls back into the Draft Determination as information is being requested on metering and the technical implications of such. RK asked if the

proposal was to replace cyclical reads or in additional too. JB advised that replacing cyclical reads would be the preferred option but accepted that it may not be acceptable in the short term and that possibly in additional to cyclical reads would be beneficial.

RK advised that Commission would not be able to approve in its current state, however agreed to take this away, discuss with SW and provide feedback at the next TP meeting.

Commission to take proposal away for consideration and provide feedback on potential way forward at the next meeting. **Action 075 WICS**

KE stated that Osprey is supportive of this work given current situation on meter readings and suggested that this proposal looks to be around remote reading rather than smart reads, and could ultimately only benefit the customer in the long run.

JMcL asked for clarification on the ability of creating a new read type in the Central System. RK noted that given Area Based Charging has been deferred (Press release issued by Government) some development time may have been freed up.

JA noted that as we had already passed the development window consistent with the original timetable, the deferring of Area Based Charging had not freed up any development time in the baseline plan.

TP requested CMA to raise an impact assessment with CMA SP to look at the option of adding a new meter read type into the CS. KE stated that we should not be restricted by any prescriptive specification on Smart / Remote meter reads.

CMA to raise IA on the ability to add additional meter read type into the Central System **Action 076 CMA**

RK also stated that any comments on this and other metering issues should be included in any Draft Determination responses to ensure they are captured as part of this process.

TP agreed to defer this M CCP until the next TP meeting. BS accepted this and agreed to seek clarification on some of the areas not wholly defined yet.

MCCP038 – CSD 0205 Text Correction for 20mm Meters

SW advised that whilst this was a Scottish Water proposal, it was prepared in parallel with CMA to reflect the capability of the Central Systems. The matter was a technical one, with no changes to the charging matters. It should now align the computation within the CSDs, Wholesale Scheme of Charges and the Central System functionality. The paper was approved by the TP

CMA to forward to Commission for approval **Action 077 CMA**

5. Forward Plans

AMM presented the Issues list with supporting document for TP information. It was highlighted that there was an update section in the supporting word document which would detail changes from previous documents at each TP meeting. AMM also advised

that there were new columns on the issues list detailing any CMA CP / M CCP / OCCP number relating any specific issue.

AMM also advised that by the next TP meeting, issues would be split into tabs based on the issue i.e. Performance / Settlement / Data Quality etc. The view is that once sub groups were formed as part of the MPF, they would work through the specific issues relating to that group.

This approach was welcomed by the TP. KE commented that whilst it was good to see performance issues being captured in the Issues Log, he was disappointed that they had not yet been addressed. It was agreed that this should be discussed further at Agenda Item 6 on Performance.

AMM presented the Release Calendar and stated that the word document would provide the TP with a more real time view of what was and was not being delivered in software releases. This was welcomed by TP members.

JB raised a concern surrounding the December date noted on release 1.4.5 stating the short timescales left market participants with little or no time to make any necessary changes to their systems. CMA commented that given planned delivery timescales for 1.4.4, it was unlikely that 1.4.5 would be within the December timeframe, but wanted to retain this date on the basis that that CMA would work to what was achievable.

AMM presented the CMA workplan and associated word document. If any market participant wishes to be taken through this in detail should contact TP Secretary to arrange a suitable time to do so.

6. Participant Performance

AMM presented the Market Level Performance Report for 2009 Q1 split out firstly by month, and also by Standard to show any trends that may develop. Discussion took place on the lack of supporting documentation for these figures and JA advised that as per the next document on Performance Data, CMA were currently working with CMA SP to provide this data, and that it would be available towards the end of August 2009, but during the first week in September at the latest. JA then clarified that the CMA were required to issue the Q1 invoice as part of its Market Code obligations, and asked that participants pay this invoice with the assurance that the CMA is working to get the data required to validate the invoices as soon as possible, and would issue any retrospective invoice / credit note where appropriate.

KE stated that Osprey were disappointed that the backup data was not available at the time of issuing the invoices and whilst they have concerns with the numbers, they would pay the invoice.

Further discussion ensued in relation to the measurables that were actually being monitored by the current standards. RK intimated that whilst the Performance Standards were created in advance of the Market opening they were there to incentivise good behaviour in the Market, and any changes would need careful consideration by the Commission.

Market Participants were of the view that there could be issues with what was being measured, but that until it received what were effectively the disaggregated elements of the performance figures, this was unclear.

7. Any Other Business

JMcL raised the issue of Meter Rollovers and stated that at the time the manual work around for Rollovers was implemented, the TP agreed it could review this process if it did not believe it was working. SW is of the view that there is a backlog in Rollovers coming through settlement and didn't believe the current manual work-around was sustainable. JB advised that he felt that whilst the process took some time to develop, he believed it had come to a steady state and would be worried if this were to change. SW were concerned that they did not have the appropriate visibility through system to settlement that this was happening.

CMA advised that with notice, it could have prepared an outline report on the issue. CMA took an action to ensure this was an agenda item at the next TP, and would have an update on both the process element, and also what had been implemented to date.

CMA to add Rollover to agenda and provide update report at next TP meeting.

Action 078 CMA

There being no other business, the meeting was closed.

Actions

Action	Subject	Update
<i>From the minute of the meeting of 18th June 2009</i>		
Action 059 CMA	CMA to circulate revised draft to TP for approval	Now approved and sent to Commission for approval
Action 063 SW	SW to update draft of OCCP022	
Action 064 CMA	CMA to circulate revised draft to TP members so that TP members can agree that they are appropriate (but not for formal approval).	
Action 065 TM	TM to organise a meeting re OCCP023(Revisions to the New Connection Process)	Complete
<i>From the minute of meeting of 20th August 2009</i>		
Action 066 CMA	AMM to forward updated OCCP018 document to Commission for approval.	
Action 067 CMA	JA to clarify whether Temporary Disconnections would show in the Dis Agg report for RF.	
Action 068 CMA	BS requested their report under the MDS via FTP rather than CD. AMM undertook to clarify this was possible, and if yes to action.	
Action 069 CMA	CMA to forward M CCP027 to Commission for approval, and ensure that the disagg document that is issued to SW is issued to all LP's.	
Action 070 SW	JMcL to forward updated wording on OCCP021 to AMM.	
Action 071 CMA	CMA to forward updated OCCP021 to Commission for approval.	
Action 072 CMA	CMA to record the withdrawal of OCCP022.	
Action 073 CMA	CMA to remove relevant text from Section D of OCCP023 process and	

Action	Subject	Update
	forward to Commission for approval	
Action 074 CMA	AMM to remove relevant text from M CCP036 and forward to Commission for approval	
Action 075 WICS	RK to take M CCP037 away for consideration and provide feedback at next TP meeting in October.	
Action 076 CMA	CMA to raise IA on the ability to add additional meter read type into the Central System	
Action 077 CMA	CMA to forward M CCP038 to Commission for approval.	
Action 078 CMA	CMA to add Rollover to agenda for next TP meeting and provide update report at next meeting.	