

**93rd Technical Panel Meeting
Approved Minute**

Present (via conference call)

David Sigsworth (DS)– CMA – (TP Chair)
Amanda Hancock (AH) – CMA (TP Secretary)
Jeremy Atkinson (JA) – CMA
Damian Sharp (DSh) - CMA
Robin Donald (RD) – Castle
Alastair Ross (AR) – Commercial Water
Damian Sharp (DSH) – CMA
Fraser Gourlay (FG) – Earlsgate
Thomas McDade (TMcD) - IBW
Cosmin Diaconita (CD) – WICS
Richard Lavery (RL) – Scottish Water
Fiona Matheson (FM) - SWBS
Andrew Keith (AK) – WICS
Tom Barberton (TB) - BSL
Matthew Glover (MG) – Wave
Syndiso Bango-Dube (SBD) - Waterscan
Jonathon Astley (JAS) – Pure Utilities
Emily Jerrome (EJ) – Water2Business
Ben Storrie (BS) – CBW
Mark Whittal (MW) – Water Plus Ltd
Brianna Kearney (BK) – Everflow
Catriona Blair (CB) – Veolia
Matthew McLeod (MMcL) – Waterscan
David Morris (DM) – Water Plus Ltd

Apologies

None

1. Minute

AH advised that no comments had been received on the minute. The minute from 8 December 2022 was approved by the meeting.

2. Actions and Administrative Update

AH noted that all actions were complete.

AH noted that MCCP273 had been withdrawn. This CP had been on the log for almost a year with no progress, so the CMA took the decision to wishdraw it. If SWW wish to pursue this issue at a future date, a new CP number can be allocated.

AH noted that 5 MCCP's and one OCCP had been agreed (MCCP264 MVI, MCCP280 T013.0 Modification, MCCP281 Update to Standing Reports, MCCP284 Financial Resilience, MCCP285 Add Vacancy to T19 and T20 Transactions, and OCCP072 Gap Site Process Improvements).

Two MCCPs had been implemented, MCCP279 Discontinuation of RV and MCCP289 Volume Conversion Factor on the 1st February 2023.

AH noted no new Commission Changes had been approved or introduced. Two Bulletins had been issued since the last meeting (BU156 CMA and CS Christmas Availability and BU157 FY 20/21 RF. Finally, AH noted that as requested by the Chairman, there is a proposed change to the April 2023 MPF / TP meeting bringing it forward by a week. The meeting will now be on Thursday the 13th April 2023 rather than the 20th as previously noted.

3. Change Proposals in Progress

MCCP286 Cyber Essentials

AH confirmed that this CP had been approved by the TP in December, however it was requested that the CP be brought back to the TP for further discussions by WICS having raised concerns around the inconsistency across platforms for Participants who fail to obtain the relevant certification.

FM noted that where an LP is working towards certification, it seems reasonable to allow a grace period given this is the first-time certification is being mandated, and an external third party is involved in the process. EJ echoed these comments and confirmed that there is also added complications where a parent company is involved.

CD advised that WICS has a duty of care to customers in the Market, and this is why it was keen to see the proposal developed further to ensure that all customers, regardless of LP are afforded the same level of protection for their data. CD further noted that WICS would not be against a grace period, so long as the specific timescales were set down in the Codes and confirmed that this wouldn't be something that was afforded on an annual basis, making clear that this was a one off grace period.

The meeting was in agreement that a 6 month grace period, to the 30th September 2023, would be afforded to Participants who had submitted an application, but that had not yet achieved certification. If a Participant did not have their certification by this date, then their access to the Central Systems would be removed.

AH then asked the meeting to confirm its agreement with the CMA updating the proposal to ensure that a consistent approach be taken where a Participant was non-compliant. The updated proposal would state that any participant not in possession of their Cyber Essentials Certification, or who could not demonstrate that they had applied for certification by the 31st March 2023 should have their access to the Central Systems disabled until such times as they can demonstrate that they have obtained their Certification.

AH further noted that if an agreement couldn't be reached in this meeting, it was unlikely that the Market would have anything in place for the 31st March.

The meeting was in agreement to the proposed changes and approved the change on this basis. The CMA took an action to update the proposal as set out above and forward to WICS for consultation.

AP552 CMA to update MCCP286, prepare the Final Report and forward to WICS for consultation.

4. New Change Proposals

MCCP288 March CSD Drafting

AH confirmed that this MCCP had been passed over from the MPF, and asked that the meeting approve this CP, mindful of the fact that it would need to incorporate the CMA updates to MCCP286 as discussed in agenda item 3.

DS asked the meeting to approve this proposal. No members had any comments, and the proposal was approved by the meeting. CMA to forward the CP and Final Report to WICS for consultation.

AP553 CMA to prepare the Final Report for MCCP288 and forward to WICS for consultation.

MCCP293 Deregistration Timescales

AH noted that this CP had been passed over from the MPF and asked the meeting to approve this change.

No comments were received and the meeting approved the proposal. CMA to forward the CP and Final Report to WICS for consultation.

AP554 CMA to prepare the Final Report for MCCP293 and forward to WICS for consultation.

5. Forward Planning Report

AH advised that there are three new CMACPs that are additional services. CMACPx245 had now been approved, and the CMA was currently working with SWW ensure smooth implementation of the new LRVs once they had been released by the Assessor. AH took the opportunity to remind participants that a high volume of transactions would be taking place as a result of this CP, and it was up to the LPs (HVI specifically) to decide whether it wanted to poll for the responses over the weekend of the 1st / 2nd April, or wait until the Monday morning to receive all responses.

The second CP, CMACPx246 is an additional service to change the validation rules for unwinding an erroneous transfer. Currently, if a request to transfer the SPID is submitted, regardless of whether or not it is successful, it deems the SPID to have had a data change and as such will not allow an erroneous transfer. The update will exclude any unsuccessful attempts to transfer the SPID, thus allowing an erroneous transfer to be unwound. DSH confirmed that this CP had passed testing today and was due to be implemented imminently.

6. CMA Budget

AH introduced the CMA budget, confirming it followed the usual structure, with the three main cost areas being IT infrastructure, Staff costs, and Office and Admin costs. With inflation running at over 10% for many months now the CMA has seen this reflected in all our costs – so professional services, power, rent etc. are all seeing large cost increases.

AH added that the CMA understood the pressures faced by Participants and was doing all it could to control costs. The budget increase of 5.95% is therefore well below inflation and

represents real terms cut. Since market opening, we have been chipping away at costs where possible and you can see the real reduction over time in the graph. All the while there has been no reduction in delivery, with continually full releases being delivered on time and within budget. We are also expecting to provide more support to the Commission's market health check initiative and to provide more support to participants, including the additional information around URs talked about in the MPF.

DS noted that the budget was welcomed by the Board but if there are any issues, they would be happy to hear them. AH advised that no comments had been received so far but that there was an opportunity to provide feedback until 9th of March, any feedback would then be considered at the board meeting on 16th March.

No other comments were received in the meeting.

AP555 Any comments on the CMA Budget should be submitted to the CMA by Thursday the 9th March 2023.

7. Water Commission Update

CD noted that the Default Directions had been published this week, and they were also available on the WICS website. No other questions were raised for WICS.

8. Any Other Business

AH highlighted that the Market Audit RFI would be issued shortly, noting that the structure and format would not be changing. The timescales were extended slightly to give participants more time to analyse their results.

MW noted that the draft LRV values were issued in December to participants, and wondered whether the updated final draft was still on track to be issued mid March. RL stated that the intention is to load the data onto the CS on the weekend of 1/2nd April. SWW is not expecting any files in advance of this date. MW asked whether there would be a file of LRVs similar to that of the draft that was issued, the data will be in the MDS once the values are in the system.

No further AOB had been raised and there being no further business, DS closed the meeting.

Action Summary

Action	Subject	Update
<i>From the minute of the 92nd Meeting (8 December 2022)</i>		
AP547	CMA to prepare the Final Report for MCCP286 and forward to WICS for consultation.	Complete
AP548	CMA update the CP as agreed, and prepare the Final Report for MCCP287 and forward to WICS for consultation.	Complete
AP549	CMA to prepare the Final Report for MCCP289 and forward to WICS for consultation.	Complete
AP550	CMA to prepare the Final Report for MCCP291 and forward to WICS for consultation.	Complete
AP551	CMA to prepare the Final Report for MCCP292 and forward to WICS for consultation.	Complete

Action	Subject	Update
<i>From the minute of the 93rd Meeting (16 February 2023)</i>		
AP552	CMA to update M CCP286, prepare the Final Report and forward to WICS for consultation.	
AP553	CMA to prepare the Final Report for M CCP288 and forward to WICS for consultation.	
AP554	CMA to prepare the Final Report for M CCP293 and forward to WICS for consultation.	
AP555	Any comments on the CMA Budget should be submitted to the CMA by Thursday the 9 th March 2023.	