

**Attendees**

Brian Saunders - CMA (Chair); Edgar Speak – Satec; Tom May - Business Stream (BS);  
Kevin Ensell – Osprey; Jessie McLeman - Scottish Water (SW);  
Sebastien Corbeil and Nick Simpson attending as non-voting observers from Ondeo;  
Jeremy Atkinson (JA) - CMA CEO (attending as a non-voting Affiliated Member);  
Richard Khaldi - the Commission (attending as a non-voting Affiliated Member);  
Alan Jones CMA -TP Secretary and the CMA Technical Officer (TO).

**1. Minute of the Last Meeting held on 19/06/2008****1.1 Approval of the minute**

- The minute of the June TP was unanimously approved.

**1.2 Use of Briefing Notes**

- The intended purpose of the briefing note was to assist all participants at the meeting by presenting some information in written form to avoid the need for everyone to take notes. Sometimes the nature of the meeting means that the conversation moves away from what is written in the notes and some elements are not discussed.
- It is not practical to issue the briefing notes until shortly before the meeting.
- Until now the TP Secretary has always included the briefing notes within the minute whether or not we discussed every aspect; The TP Secretary sought the opinion of participants.
- The Chair advised that the briefing notes in their entirety should be provided as an attachment to the minute as they form part of the documentation for the meeting and the minute should be a record of what was said. This view was positively supported by SW.
- It was recognised that that this added to the complexity of taking the minutes and that is was impractical for the one person to act as secretary to the meeting and take notes to enable the minutes to be produced that identified which part of the briefing notes were discussed and which were unsaid.
- JA noted that there was likely to be a large amount of duplication between the minutes and the briefing notes.
- The CMA would arrange for a separate person to take the notes of the meeting and produce minutes, meanwhile the current arrangements would remain in place-

**AP001 Action CMA**

## 2. Current Status of Existing Change Proposals

### 2.1 Current Status of Approved MCCPs

- All changes Approved by the Commission have been implemented; Section 3 sets out what change was issued in each release of the Market Code.
- Correspondence from the Commission concerning the Approval of MCCP003 and MCCP011 is shown in the Annex AA to this minute.
- The table at the end of this minute shows the status of all changes immediately AFTER this Technical Panel and reflects the decisions taken during the meeting.

### 2.2 MCCP012 Use of Trade Effluent Treatment Type indicators in charging

#### 2.2.1 Introduction

- SW had introduced this change because the method of calculating the wholesale charges does not fully reflect the Wholesale Scheme of Charges and requires a manual activity at the end of the year to adjust a charging parameter to obtain the correct charge.
- The TO set out the circumstances surrounding this change and recapped what had happened at the last TP:
  - Satec had suggested that the number of DPIDs is circa 70 and this was expected to reduce to about 30 within a year of so; they advised that the proposed method assumes fixed values for Ot and St based on the previous year's history so the only dynamic aspect of the charging is the TE volume; hence the benefit of the change is limited.
  - The TO had advised that no formal estimate of the cost had been made but inspection of the scale of the change and the testing required means that it would be in excess of £25k; and that if a system change was required then a firm decision would have to be taken at the August TP.
  - The Chair advised that it was part of the TP remit to make a cost / benefit judgment.
  - SW had proposed to explore the potential improvement of the workaround before taking this change proposal further.

#### 2.2.2 Update on technical impact assessment

- Gemserv have reviewed the change in more detail and identified that there is work required on the LVI that was not included in their first assessment nor mentioned in the MCCP itself.
- There will be changes to the HVI Schema and the LVI which will affect all Trading Parties.
- The ballpark estimate is some 50 working days development effort with further days needed for testing which is about double the previous rough estimate.

#### 2.2.3 Discussion

- The CMA advised that progressing with this change will impose additional workload on the CMA and may impact on work to be done for Assessed Charges which is needed for April 2009 and is likely to be a large piece of work.

- Satec's view was that this change is not viable in particular as the impact and benefit would reduce in subsequent years.
- SW stated that the current workaround needed to be improved, formalised and published; there was general consensus on this.

#### 2.2.4 Decision

- The TP rejected the proposal.

#### 2.2.5 Action

- SW to develop and document the workaround; the work would include an assessment of the volume of manual activity year on year. **AP002 Action SW**

### 2.3 **MCCP014 Remove example calendar from CSD201**

- This had been Blocked by the Commission; they had indicated this intention at the June TP.
- Correspondence from the Commission concerning the rejection of MCCP014 is shown in the Annex AA to this minute.

### 2.4 **MCCP015 [Revise the] Format of the Aggregated Settlement Report**

- MCCP015 had been introduced by SW at the last TP.
- During discussion of this change there had been consensus on the need to formally document the current Aggregated Settlement Report (ASR) to bring it under change control.
- The CMA had documented the ASR and this had been issued to Trading Parties as Guidance Note 002.
- The CMA is proposing to bring the report format under change control via MCCP016.
- MCCP015 proposes a revision to the format; the proposal had been suspended by SW pending decision on MCCP016.

### 2.5 **Current Status of the OCCPs – see spreadsheet**

- No OCCPs had been implemented since the last TP meeting;
- There were no OCCPs that were work in progress.
- The table at the end of this minute shows the status of all changes immediately AFTER this Technical Panel.

### 3. Code Releases since the last Technical Panel

#### 3.1 Market Code

##### 3.1.1 Releases since the last TP

- 15/07/2008 M CCP003 – Articles - Market Code only;
- 01/08/2008 M CCP011 – CMA Charges – Market Code only; and
- 08/08/2008 Commission changes – Market Code and CSD0001 and CSD0101

##### 3.1.2 Discussion about past changes

- Satec were concerned about the number of releases.
- The TP Secretary advised that there had been four releases since the start of the TP process and that there had been exception circumstance resulting in three being issued close together.
- The Chair advised that it had been necessary to have a release in July in advance of the scheduled release on August 1 so that some CMA Board activities could take place. The changes in M CCP003 implemented in July modified the governance of the CMA.
- The TP Secretary advised that it was necessary to maintain the schedule release on August 1st because of the need to implement the item on CMA charges a few days later.
- In August it was convenient to the CMA and Commission to issue a separate release of the Market Code for the two Commission changes.

##### 3.1.3 Discussion about future changes

- JA considered it desirable to separate TP changes from Commission changes as it was easier to track the changes; this view was supported by Satec.
- In response to a query from SW about the code release schedule the TO advised that the Market Code page of the CMA website states that the next schedule update would take place on October 29.
- JA noted that it was the actual publication of the change that brought the change into effect; this had implications if there were supporting system changes. The fixing of system bugs may result in the need to amend CSDs so that the documentation and systems were aligned. JA noted that system releases were planned for November, January 09 and March 09. It would therefore be necessary to synchronise the publication of CSD changes and system release dates.

#### 3.2 Operational Code

- There had been no releases of the Operational Code.

#### 3.3 Record of Market and Operational Code Changes

- History of changes is on the CMA website under the tab Market Documents.
- The TO sought TP Members' views on the effectiveness of the publication of the detail of the changes and whether there was a need for a summary to be provided over and above the summary already in the minutes and briefing notes. **AP003 Action TP Members**

## 4. Planned Code Releases

### 4.1 Market Code

- A scheduled update is planned for 29 October 2008 which will be used to publish any outstanding items; currently there is nothing scheduled or being proposed.
- There will be a stand-alone CSD change to CSD00201 for the proposed M CCP016; this did not have any systems impact so would be implemented once the CSD change has been approved by the Commission.
- There would be standalone CSD changes to CSD0201 and CSD0301 associated with the proposed M CCP017. There are supporting Central System changes which are due to be implemented in late November. The publication and system implementation will need to be synchronised.
- There may be other changes associated with planned system releases in January and March.

### 4.2 Operational Code

- There are no outstanding changes to be published.
- There will be a change associated with the proposed O CCP014; SW to advise of date in due course.

## 5. Propose Market Code Changes

- The Chair noted the improvement in the manner in which Section B the business cases had been presented.

### 5.1 M CCP016 Baseline the format of the Aggregated Settlement Report - proposed by the CMA

#### 5.1.1 Introduction by the CMA

- It was agreed at the last TP that the format of the Aggregated Settlement Report (ASR) should be properly specified within the CSD and be subject to change control.
- The CMA had provided a specification for the ASR; it was circulated to all Trading Parties under Guidance Note 002.
- To enable the format to be brought under change control the relevant CSD (0201) needs to be updated.
- There is no system change required. The change does not alter any business process.
- The CMA received feedback on the text of the change from a 3<sup>rd</sup> party reviewer on August 27. We wish to expand a few points of the text to clarify some of the points raised.

#### 5.1.2 Discussion

- The chair suggested that the TP consider now whether the business case for the modification had been made and, if so, confirm by email that the text of the detail is acceptable once the CMA had had time to circulate the modified text.

### 5.1.3 Decision

- The business case set out in section B was unanimously approved.

### 5.1.4 Next Actions

- The CMA will issue a revised document for sign-off; the CMA will show the updates made.  
**AP004 Action CMA**
- TP members to review the revised document and sign it off if appropriate.  
**AP005 Action TP Members**

## 5.2 **MCCP017 Enable Re-Reads to be submitted in the T17.n Meter Swap Record- proposed by the CMA**

### 5.2.1 Introduction by the CMA

- A weakness in the specification of the CSDs and subsequent system design results in ad-hoc processes having to be used if the final meter reading is rejected by the System. SW is unable to send a re-read.
- The change enables SW to send a re-read via the T17 record.
- The nature of the change has been discussed at length between the CMA, SW and Genserv and there is a clear understanding of the technical changes required by the CMA and SW.
- There is an option as to whether the re-read indicator is passed to the LPs, the choice lies with the TP:
  - The current proposal is for both the T017.0 and T017.1 records to be amended;
  - The reason for proposing the T017.1 changes is to be consistent with all other meter read notifications which include the Re Read field so that the recipient can be made aware of Re-reads. The recipient might otherwise have validation/accuracy issues on the reading however, the Re Read indicator corroborates that the sender has confirmed the accuracy of the read through their Re read process.

### 5.2.2 Discussion

- BS does not wish the T17.1 to be amended as it avoids the need to make a system change to their HVI interface. Amending the T17.1:
  - Adds no value for LPS and is a change risk which can be avoided;
  - Would create an additional piece of data which will require to be held maintained;
  - Will increase the burden of future regression testing;
  - Avoids the need to make a system change to their HVI interface and any other LP who uses the HVI interface in the future; and
  - It is preferable for a single system change to be implemented rather than one involving multiple systems.
- Satec indicated they did not need to be informed of the change.
- The Chair indicated that the removal of the T17.1 would reduce the overall cost to the market and improve alignment with the market principles.

- No other opinions on the use of the T17.1 were expressed.
- No member expressed a desire for the record and LPs agreed it could be dropped.

#### 5.2.3 Decision

- The business case set out in section B was unanimously approved.

#### 5.2.4 Next Actions

- The CMA will issue a revised document for sign-off. **AP006 Action CMA**
- TP members to review the revised document and sign it off if appropriate.  
**AP007 Action TP Members**

## 6. Proposed Operational Code Changes

### 6.1 OCCP014 – First time provision of services to a community - proposed by SW

#### 6.1.1 Introduction by SW

- From time to time SW make a community wide improvement to their services by providing a new water supply or a new sewer main, consistent with the regulatory plan for the period.
- This eventuality is not covered in the Operational Code; SW wishes to introduce a formal process.
- The change uses the existing processes for requesting a SPID under the Gap Site process and will not require any changes to the Central System.

#### 6.1.2 Discussion

- The CMA confirmed that the change will not require any changes to the Central System or changes to any processes associated with primary wholesale charges or registration.
- The Commission reiterated that the end customer would have the final choice of LP.

#### 6.1.3 Decision

- OCCP was unanimously approved.

## 7. Standing Items

### 7.1 Working Procedures issue or updated

- None.

### 7.2 Guidance Notes issued or amended

- GN002 – Format of the existing Aggregated Settlement Report
  - This was issued on 29/07/2008
  - It will be revised in the light of feedback received on M CCP016.

## 8. Matters Arising and AOB

### 8.1 Market Participant Forum: Paper TP013 and two associated documents

#### 8.1.1 Introduction by the CMA

- The Technical Panel has a tight brief which is defined in the Market Code.
- There is a need for a forum to discuss operational matters; previous fora had been the LFIG and the TIP process.
- It was essential that we avoid anything perceived to be anti-competitive.
- The last TP decided that a Terms of Reference (TOR) must be in place before any discussion could take place.
- The CMA had taken an action to draft a TOR; this had been drafted in association with the CMA's legal advisers and had been circulated for comment with the TP Agenda.
- The forum would be known as the Market Participant Forum (MPF)
- The MPF would be chaired by the CMA and the Commission would be a member; this would minimise the risk of being accused of any impropriety.

#### 8.1.2 Discussion

- A number of changes were suggested and discussed.
- The Commission's view was that membership should be automatic:
  - Amend Bullet 1 Section 2.2 to replace "open" with "granted";
  - Remove second sentence in Bullet 1 Section 2.2; and
  - Remove Bullet 2 Section 2.2 in its entirety.
- Add the role and activity of Working Groups into Section 3 Administration.
- The Commission's view was that the Forum may discuss policy but cannot make policy which is the prerogative of the Commission. Amend bullet 3 Section 5 to suit.
- In Section 5.2 insert the words "during the meetings"

#### 8.1.3 Next Action

- CMA to issue revised Terms of Reference. **AP008 Action CMA**
- TP Member to review and vote by email. **AP009 Action TP Members**

### 8.2 Alternative to RV based charging – Assessed Charges

8.2.1 Both SW and the CMA had intended to raise this matter at the TP, SW spoke first.

8.2.2 SW advised that:

- A proposal has been made but has not been confirmed by the Commission or the SW Board;
- The basic method has been agreed and a proposal made but it has not been confirmed by the Commission; and
- Any necessary changes to the Market Code will be introduced as Commission changes.



8.2.3 The CMA advised on work carried out to date and key matters that needed clarification:

- The CMA had carried out an outline technical evaluation on the basis of the information provided. There are a number of questions yet to be answered which may affect the impact assessment;
- Based on the information known to date the change will be considerably bigger than the change proposed under MCCP012. Because of the size AND because the changes has not yet been fully defined the CMA and its Service Provider is likely to be very stretched to achieve the implementation date as systems will need to be ready in advance of April 1, 2009;
- There is a question whether charges will transition from RV to Assessed. For planning purposes the CMA has assumed that there is transition that the rate of transition will not necessarily be the same as for metered premises; and
- The main are of uncertainty concerns Trade Effluent charges. These are inherently complicated and questions relating this, by their very nature, will take time to answer and will also probably require a further period to develop options to satisfy the requirement.

8.3 **TP Minutes**

- SW requested that a list of actions be included
- [Added after the meeting] Approved minutes are published on the CMA website under the Tab “TP Papers”.

8.4 **Next Meeting Dates**

Meeting	Papers to the CMA by	Time of Meeting
6 <sup>th</sup> TP	Wednesday 24/09/2008 23:59	Thursday 9 <sup>th</sup> October 2008 @ 10.00
7 <sup>th</sup> TP	Wednesday 27/11/2008 23.59	Thursday 11 <sup>th</sup> December 2008 @ 10.00
8 <sup>th</sup> TP	Wednesday 04/02/2009 23:59	Thursday 19th February 2009@10.00
9 <sup>th</sup> TP	Wednesday 01/04/2009 23:59	Thursday 16th April 2009@10.00
10 <sup>th</sup> TP	Wednesday 03/06/2009 23:59	Thursday 18th June 2009@10.00
11 <sup>th</sup> TP	Wednesday 05/08/2009 23.59	Thursday 20th August 2009@10.00

**9. Action Points**

<b>Action Point</b>	<b>Section</b>	<b>Subject</b>	<b>Action By</b>
AP001	1.2	Minute Taker	CMA
AP002	2.2.5	Develop & document the workaround	SW
AP003	3.3	Comment on the method of publication of MCCPs and OCCPs	TP Members
AP004	5.1.4 M CCP016	Issue revised document for sign-off	CMA
AP005	5.1.4 M CCP016	Sign-off revised document if appropriate	TP Members
AP006	5.2.4 M CCP017	Issue revised document for sign-off	CMA
AP007	5.2.4 M CCP017	Sign-off revised document if appropriate	TP Members
AP008	8.1.3-MPF- Paper TP013	Issue revised TOR	CMA
AP009	8.1.3- MPF- Paper TP013	Review TOR & vote by Email	TP Members

**10. Annex AA Correspondence from the Commission concerning the MCCPs and OCCPs submitted to the Commission for approval after the June Technical Panel**



Date: 8 July 2008  
Our Ref: 080708 Letter to CMA re TP meeting on 080619  
Your Ref:

Alan Jones  
Technical Panel Secretary  
Central Market Agency  
Ochil House  
Springkerse Business Park  
Stirling  
FK7 7XE

Dear Alan

**Technical Panel**

I write regarding the Technical Panel (TP) meeting that took place on 19 June 2008 and the three Code change proposals that the TP has requested the Commission approve subsequently.

I set out below the Commission's view on the change proposals put forward by the TP:

**MCCP003 – Alignment of Market Code and Articles;**

The Commission has no comment on Market Code Change Proposal MCCP003 and therefore confirms its consent to this change proposal in accordance with Section 8.7.1(xi) of the Market Code.

The written resolution of CMA to adopt the new Articles of Association has been signed by the Commission and I have forwarded the signed document on to Biggart Baillie LLP.

**MCCP011 – CMA Charges**

The Commission has no comment on Market Code Change Proposal MCCP011 and therefore confirms its consent to this change proposal in accordance with Section 8.7.1(xi) of the Market Code.

**MCCP014 – Remove Example Calendar.**

You will recall that Alan Sutherland wrote to Jeremy Atkinson on 20 March 2008 regarding Code change proposals generally. In that letter Alan made clear that unless it can be shown that a change proposal is necessary to correct a demonstrable problem, he was not persuaded that there is good reason to alter the market framework at this time. Further, Alan's view was that changes suggested outwith such reasons would fail to adhere to the principles of proportionality and simplicity set out in the Codes and Services Directions.

In the Commission's view, removing the example calendar falls outwith such reasons and it has therefore decided not to approve Market Code Change Proposal MCCP014 as it may do under Section 8.7.1(x) of the Market Code.

Please let me know if you have any questions on the above.

Yours sincerely

A handwritten signature in black ink, appearing to read "R. Khaldi".

Richard Khaldi  
Analyst

## MCCP Changes

Reference No	From Whom	Title of Change Proposal	Date of Meeting	TP Approved	Date of Commission Response	Response	Comment
<a href="#">MCCP-001</a>	Jessie McLeman-SW	CSD0201	Revised before meeting	NA			Revised before meeting
<a href="#">MCCP-001 V3</a>	Jessie McLeman-SW	CSD0201 / Reconciliation	17/01/2008				Work in Progress - see TP010
<a href="#">MCCP-002</a>	Gemserv	Monthly Read Meters	17/01/2008	NA			
<a href="#">MCCP-002</a>			21/02/2008	Yes	07/03/2008	Accepted	Implemented 01/06/2008
<a href="#">MCCP-003</a>	Jeremy Atkinson CMA	Alignment of Article and Market Code	17/01/2008	Yes	12/02/2008	Blocked Pending more work	
<a href="#">MCCP-003</a>			19/06/2008	Yes	08/07/2008	Accepted	Implemented 15/07/2008
<a href="#">MCCP004</a>	Alan Jones	Submission of papers to the TP Secretary	21/02/2008	Yes	07/03/2008	Accepted	Implemented 01/06/2008
<a href="#">MCCP005</a>	Alan Jones	Amend scope of implementation details approved by the TP	21/02/2008	N/A			withdrawn at the meeting will not be re-presented
<a href="#">MCCP006</a>	Alan Jones	Revised the method of reporting the TP decision	21/02/2008	N/A			withdrawn at the meeting will not be re-presented
<a href="#">MCCP007</a>	Alan Jones	Simplify the procedure for an Urgent Change.	21/02/2008	Yes	20/03/2008	Blocked	

<a href="#">MCCP008</a>	Alan Jones	Discretion to determine the frequency of Performance Standards reporting.	21/08/2008	Yes	20/03/2008	Blocked	
<a href="#">MCCP009</a>	Alan Jones	Correction of Errata	21/02/2008	Yes	20/03/2008	Accepted	Implemented 01/06/2008
<a href="#">MCCP010</a>	Business Stream	Customer own reads	21/02/2008	Yes	07/03/2008	Accepted	Implemented 01/06/2008
<a href="#">MCCP011</a>	Alan Jones	Changes to CMA charges	21/02/2008	N/A		Accepted	
<a href="#">MCCP011</a>	Alan Jones	Changes to CMA charges	19/06/2008	Yes	08/07/2008	Accepted	Implemented 01/08/2008
MCCP012	Jessie McLeman-SW	Use of TE Treatment Type Indicators in charging	17/04/2008	N/A			TP sought clarification before item is sent for technical impact
MCCP012	Jessie McLeman-SW	Use of TE Treatment Type Indicators in charging	19/06/2008	N/A			Business carination obtained. High level technical impact indicated a significant change.TP sought further assessment of the current workaround
MCCP012	Jessie McLeman-SW	Use of TE Treatment Type Indicators in charging	28/08/2008	N/A			Insufficient Business Case so change rejected by the TP
MCCP012	Jessie McLeman-SW	Use of TE Treatment Type Indicators in charging	19/06/2008				To be discussed at the August TP
MCCP013	Kevin Milne - CMA	CSD0101 Errata	17/04/2008	Yes	15/05/2008	Accepted	Implemented 01/06/2008
MCCP014	Alan Jones - CMA	Remove Example Calendar from the CSD0201	17/04/2008	N/A			Held over to the June TP
MCCP014	Alan Jones - CMA	Remove Example Calendar from the CSD0201	19/06/2008	Yes	08/07/2008	Blocked	

MCCP015	Jessie McLeman-SW	Format of existing aggregated reconciliation reports	19/06/2008		Work suspended after TP due to introduction of MCCP016
MCCP015	Jessie McLeman-SW	Format of existing aggregated reconciliation reports	28/08/2008		Suspended pending review of MCCP016
MCCP016	Alan Jones - CMA	Baseline the format of the existing aggregated reconciliation reports	28/08/2008	Business Case approved	CMA to refine specification and send for email review
MCCP017	Alan Jones - CMA	Enable Re-Reads to be submitted in the T0017.n Meter Swap record	28/08/2008	Business Case approved	CMA to revise specification to remove change to the T17.1 and send for email review

## OCCP Changes

Reference No	Date Received	From Whom	Relative Process	Title of the Change Proposal	Date of Meeting	Evaluation Required Y/N	TP Approved	Date of Commission Response	Commission Decision	Comment
<a href="#">OCCP-001</a>	13/11/2007	Jessie McLeman-SW	Processes 1 & 2	Quotation for Connection						Withdrawn December 2007
<a href="#">OCCP-002</a>	13/11/2007	Jessie McLeman-SW	Processes 1 -4	New connection						Withdrawn December 2007
<a href="#">OCCP-003</a>	21/11/2007	Tom May-SWBS	Process 8	<a href="#">Existing unmetered supply point</a>	17/01/2008	Yes	No			
<a href="#">OCCP-003</a>			Process 8	<a href="#">Existing unmetered supply point</a>			Yes	20/03/2008	Blocked	
<a href="#">OCCP-004</a>	21/11/2007	Tom May-SWBS	Process 27	<a href="#">Application for a non-return to sewer allowance</a>			Yes	12/02/2008	Blocked	CMA modification was rejected by the Commission so original was resubmitted at following TP
<a href="#">OCCP-004</a>				-	21/02/2008		Yes	20/03/2008	Accepted	Implemented June 1. 2008
<a href="#">OCCP-005</a>	27/11/2007	Jessie McLeman-SW	Form H-Processes 22 & 25	Trade Effluent Form H	17/01/2007		Yes	12/02/2008	Accepted	Implemented June 1. 2008



<a href="#">OCCP-006</a>	11/02/2008	Jessie McLeman-SW	Supply Point Process	Verification of Supply Point Request	21/02/2008	Yes	20/03/2008	Accepted	Implemented June 1. 2008
<a href="#">OCCP-007</a>	11/02/2008	Jessie McLeman-SW	Form A and B	Connection Quotation Request Form`	21/02/2008	Yes	20/03/2008	Blocked	
<a href="#">OCCP-008</a>	11/02/2008	Jessie McLeman-SW	Form A1	New Connection Request	21/02/2008	Yes	20/03/2008	Blocked	
<a href="#">OCCP-009</a>	<a href="#">11/02/2008</a>	Jessie McLeman-SW	Forms C & D	Modification of Forms	21/02/2008	Yes	20/03/2008	Blocked	
<a href="#">OCCP-010</a>	<a href="#">11/02/2008</a>	Jessie McLeman-SW	Forms C1 & D1	New Forms	21/02/2008	Yes	03/04/2008	Blocked	
<a href="#">OCCP-011</a>	11/02/2008	Jessie McLeman-SW	Form E	Development Appraisal Process	21/02/2008	No			Withdrawn pending further work by SW
<a href="#">OCCP-012</a>	11/02/2008	Jessie McLeman-SW	Form J	Building Water	21/02/2008	Yes	07/03/2008	Accepted	Implemented June 1. 2008
OCCP-014	18/08/2008	Jessie McLeman-SW	New Process 1a and 1b	First Time Provision of Services	28/08/2008	Yes			Final Report to be sent to the Commission
OCCP-016	01/04/2008	M Powles - BS	Process 8	Amend Process 8 Performance Standard	17/04/2008	Yes	15/05/2008	Accepted	Implemented June 1. 2008