

**48th. Technical Panel Meeting
Approved Minute**

Present

Brian Saunders (BS) – CMA (TP Chair)
Amanda Hancock (AH) – CMA (TP Secretary)
Belinda Oldfield (BO) – Scottish Water
Tony March (TM) – AWBN
David Walters (DW) – Commission
Mike Brindle (MB) – United Utilities
Emma Norris (EN) – Thames Water
Duncan Innes (DI) – Business Stream
Stuart Baldwin (SB) – Aimeria
Stewart Yardley (SY) – Clear Business Water
Iain Clark (IC) – Commercial Water Solutions
Tom May (TMV) – Veolia
Peter Strain (PS) – Castle
Sarah Harrison (SH) – NWG Business
Steve Pywell (SP) – Severn Trent

Apologies

Kate Vain, Source for Business

1. Minute

The minute of 25th June 2015 was approved.

2. Actions and Administrative Update

AH provided an update on the action log, noting that actions AP364, AP365, AP368 and AP371 were complete. AP358 was superceded by MPF AP084, and AP372, AP374 and AP375 would be picked up in the meeting. AP369, AP370 and AP373 were ongoing.

AH noted that no change proposals had been withdrawn at or since the last meeting. M CCP173, M CCP176 and O CCP049 had been agreed, and M CCP179 had been implemented since the last meeting.

AH noted that M CCP180-CC had been implemented since the last meeting, and no new Commission Changes had been introduced.

AH noted that there had been one new bulletin issued, BU108, and no new Guidance Notes issued since the last meeting. AH noted that there were no changes to the TP Meeting Date Schedule.

3. Change Proposals in Progress

MCCP160 – Provision of Information on Registration Transfers

AH introduced this paper and provided some history on the background of the issue. It was then passed to DI, who covered the proposal, and the concerns SWBS has in relation to potential data protection breaches.

PS noted that Castle viewed this obligation as good practice as it provided some checks that the outgoing LP was actually looking at the specifics and not cancelling erroneously. DI stated that as the CMA was not validating this, SWBS saw little benefit. TMV suggested the option of passing the information to the customer rather than the CMA to allow them to rectify the debt issue. SY noted that this may become complex and felt that the best option would be for the information to be included in the T010 flow.

DW asked whether anyone had experienced any issues of erroneous transfers. SP confirmed that Severn Trent had experienced this firsthand.

SY then asked the CMA whether its legal advice supported the proposal. AH advised that the advice received was that the issue was subjective and not clear one way or the other, but that there could be potential for the flow of information to be transferred if it were set down in a framework, like the Market Code.

DW then added that WIC had also sought advice on this, and noted that he had a similar understanding of what the legal position was likely to be and that compliance with the Market Code and CSDs was a requirement under LPs licence obligations. DW further noted that they had received feedback from a number of LPs who felt this process provided some benefit.

AH summarised the CMAs view that were the obligation to pass the information to the CMA remain, it would again raise a proposal to add an additional obligation on the CMA to have the ability to pass this information to the incoming LP.

It was agreed by the group that the best way forward would be to have the information provided in the T010 transaction. CMA was asked to confirm the viability of this.

AP376 CMA to confirm the Market's ability to include details of a customer's bad debt in the T010 transaction.

BS asked the group for its view on this proposal and whether they were willing to approve. It was agreed that the best way forward would be via transaction, and therefore the group were willing to approve this proposal, removing the email element of provision of information, but that it would still like to see the information being provided at a future date, ideally in a flow.

AP377 CMA to forward MCCP160 to the Commission for consultation and approval.

MCCP184 – Provision of Information on Registration Transfers

AH introduced this updated proposal and confirmed that following the June TP meeting, the CMA Board had considered Scottish Water's request and had added a discretionary provision to forward any matters of materiality to the Commission. The meeting accepted this, and on that basis were happy to approve the proposal.

DW mentioned that WIC had considered the merits of strengthening the wording within the code to give the CMA further scope, however it could be picked up separately, as they did not want to hold up this CP.

BS then asked the group for approval, and the TP unanimously approved this proposal.

AP378 CMA to forward MCCP184 to the Commission for consultation and approval.

4. New Change Proposals

MCCP172 –September 2015 CSD Drafting

AH introduced this proposal and advised that this was the routine MCCP to pick up any final refinements to documentation as part of the September 2015 release.

There were no comments and TP unanimously approved this proposal.

AP379: CMA to prepare Final Report and forward MCCP172 to the Commission for consultation and approval.

MCCP175 –Error Code Refinements

AH introduced this proposal and advised that it sought to make revisions to the error codes and descriptions in CSD0301, and to streamline the codes, removing redundant and duplicated codes.

BS asked whether the codes had been finalised as he did not have a note of the changes. AH advised that they had not been finalised, and that the CMA would issue an appendix when they were agreed.

On that basis, the TP agreed to the proposal in principle, but would reserve approval until the appendices were received.

MCCP178 – Additional Meter Data on MDS

AH introduced this proposal and confirmed that SW had requested the additional information at the request of participants, especially in light of SW's impending meter exchange programme.

DW asked whether the group were content for this additional information to be visible in the Market. AH confirmed that the information was already visible on the LVI, and this proposal would only add it to the MDS. On this basis the TP unanimously approved the proposal.

AP380: CMA to prepare Final Report and forward MCCP178 to the Commission for consultation and approval.

MCCP181 – Enabling Error Rectification on DPID Discontinuation

AH advised the TP that SW had requested that the CMA withdraw this proposal as it did not fully meet their requirements. The TP was simply asked to note its withdrawal.

MCCP182 – XML Schema Validation

AH introduced this proposal and advised it was intended to improve the XML validation on the HVI to ensure inappropriate data submissions do not cause issues with CS.

BO asked whether this was the most efficient way to implement this measure within the Market. AH advised that this was the solution advised to us by our Developer and we believed it was the most robust solution to protect the integrity of the Central Systems.

DW noted that participants should not be submitting inappropriate data in any event, and therefore so long as they are notified, there should be no issues. BO queried at what stage that notification came, and that if it came later in the process, it may be more user friendly, and would prevent potentially 20 Market Participants having to change their systems to incorporate this. BO further added that it may be a barrier to entry if there was a high cost at the outset for new entrants.

AH stated that there were a small number of HVI users on the system at present, and that this would only affect them. The validation was currently already in place on the LVI. BS queried whether using the CMA CS for participants own diagnostics was appropriate, and noted that all participants had an obligation to validate their data before it was submitted to the CMA.

BS then asked the group to confirm its approval of the proposal on the basis that it was necessary for security and integrity of the CMA CS. BS further added that the CMA would look at whether there was a more helpful way of notifying participants of any failures.

Apxxx CMA to look at XML Schema validation, and whether there was a better way of implementing this security for the Market.

On that basis, the TP unanimously approved this proposal.

AP381: CMA to prepare Final Report and forward MCCP182 to the Commission for consultation and approval.

5. Forward Planning Report

AH presented the report and confirmed that CMACPx149 had now been delivered, and that four new CMACP's had been introduced, CMACPx150, CMACPx151, CMACPx152 and CMACPx152. AH then provided a little background on the proposal, and advised that these were being discussed in the relevant HVI and LVI user groups. Should any members have any issues with the proposals, they should be raised in these forums where the appropriate people could address any issues / concerns.

6. Any Other Business

Market Code Obligation in relation to Remediation Plans

AH advised that participants had an obligation under the Market Code (clause 6.2.10) to provide a remediation plan to the CMA when it incurred a performance measure failure. Given the level of failures, the CMA will be looking to make a proposal to amend this obligation to make it quarterly, and by performance measure.

The meeting felt this was a more realistic obligation, and welcomed the proposed change.

AP382 CMA to put forward MCCP to October TP to change the current market code drafting.

Technical Panel Documentation Timescales

AH advised that over the past few months, some participants had raised concerns around the timescales for submitting papers for TP meetings. Specifically, the time between meetings to allow for potential working groups, or drafting of papers was often very short. AH confirmed that whilst the group had extended the timescales some years back, when there was a significant number of changes, with substantial documentation changes, the Market Code had not been altered, and still referred to papers being submitted 2 weeks prior to a meeting, and papers being issued 1 week prior to the meeting.

There was general agreement that in the current climate, the 2 week / 1 week timescales would be sufficient. DW raised concern about the available time for smaller LPs to review proposals, however the group felt that this was sufficient.

AH advised that as Stakeholder Manager, she held regular meetings with LPs, and would ensure they were notified of any revised timescales, but also that a review of TP documents was a regular occurrence prior to TP meetings.

On that basis, the group was happy to revert back to the original timings for submission and distribution of papers.

AP383 CMA to update TP meeting dates and issue with revised submission dates.

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

Action Summary

Action	Subject	Update
<i>From the minute of the 46th. Meeting (16th April 2015)</i>		
AP358 SWW	SWW to ascertain best method of providing visibility of unverified sites to the Market.	superseded
AP359 SWW	SWW to confirm what percentage of allocated GAP Sites were stuck in NAPs	Complete
AP363 SWW	SWW to update OCCP049 and forward to CMA who will then circulate to the TP for information.	Complete
AP364 CMA	CMA to prepare Final Report and forward the updated OCCP049 to the Commission for consultation and approval.	Complete
AP365 CMA/SWBS	CMA / SWBS to produce a scoping document on the proposed SLP for consideration by the TP.	Complete
<i>From the minute of the 47th. Meeting (25th June 2015)</i>		
AP368 CMA	CMA to prepare Final Report and forward MCCP173 to the Commission for consultation and approval.	Complete
AP369 ALL	ALL to provide CMA with agenda items for discussion in relation to the ERRA Process.	Ongoing
AP370 CMA	Once output for AP369 was received, CMA to set up a workshop and circulate an agenda.	Ongoing
AP371 CMA	CMA to prepare Final Report and forward MCCP176 to the Commission for consultation and approval.	Complete
AP372 CMA	BS to discuss the circulation of the Market Audit to the Commission with the Board and	Complete

Action	Subject	Update
	advise the TP.	
AP373 SWW	BO to forward an overview of current discussions on potential changes to the charging mechanism for shared / dual supply.	Complete
AP374 SWBS	AS to confirm SWBS' understanding of any data protection restrictions on LPs forwarding information on customer bad debt to the CMA.	Complete
AP375 CMA	CMA to confirm if there were any data protection restrictions on the CMA forwarding customer bad debt information to the incoming LP.	Complete
<i>From the minute of the 48th. Meeting (20th August 2015)</i>		
AP376 CMA	CMA to confirm the Market's ability to include details of a customer's bad debt in the T010 transaction	
AP377 CMA	CMA to prepare Final Report and forward MCCP160 to the Commission for consultation and approval.	
AP378 CMA	CMA to prepare Final Report and forward MCCP184 to the Commission for consultation and approval	
AP379 CMA	CMA to prepare Final Report and forward MCCP172 to the Commission for consultation and approval	
AP380 CMA	CMA to prepare Final Report and forward MCCP178 to the Commission for consultation and approval.	
AP381 CMA	CMA to prepare Final Report and forward MCCP182 to the Commission for consultation and approval	
AP382 CMA	CMA to put forward MCCP to October TP to change the current market code drafting.	
AP383 CMA	CMA to update TP meeting dates and issue with revised submission dates.	