



## Minutes of TEIC Meeting 12

09 October 2018 | 10:30 – 13:30

MOSL Offices, 4th floor, 16-18 Monument Street, London EC3R 8AJT

Status of the Minutes: Final

### MEMBERS PRESENT

Name	Role
Zainab Mohammed	Chair
Daniel Bourne	Alternate Committee Member (Wholesaler)
Julie Whitelegg	Alternate Committee Member (Wholesaler)
Patti Quintana	Committee Member (Wholesaler)
Mark Needham (via teleconference)	Committee Member (Wholesaler)
Matthew Aitkin	Committee Member (Wholesaler)
Peter Strain	Alternate Committee Member (Retailer)
Phil Sinclair	Committee Member (Retailer)
Jamie Mack	Committee Member (Retailer)
Janet Bulbick	Committee Member (Retailer)
Rob Barker	Committee Member (Retailer)
Evan Joannette	Affiliated Member (CCWater)
Elliot Bird	Meeting Secretary (MOSL)
Abu Rashid	Observer (MOSL)
David Edward	Observer (MOSL)

### APOLOGIES

Name	Role
Andrew Stringer	Committee Member (Wholesaler)
Tony Mchattie	Committee Member (Wholesaler)
Carolina Zenklusen	Committee Member (Retailer)



## 1. Welcome and Introductions

- 1.1. The Chair welcomed Committee Members to the twelfth meeting of the Trade Effluent Issues Committee (TEIC).

## 2. Actions

### 2.1. Actions

- 2.2. Following an update from the Committee Secretary, the Committee agreed to close 5 actions (**TEIC11\_01, TEIC11\_02, TEIC11\_03, TEIC11\_04** and **TEIC11\_05**) from the previous meetings.
- 2.3. The Chair highlighted that action **TEIC10\_05** was still open for the TEPN to provide a high-level principles document regarding Trade Effluent sampling, to be used to provide information at the upcoming training session.
- 2.4. The Chair also highlighted that MOSL had received feedback from some Trading Parties on the proposed agenda for the upcoming training session, which was mostly positive responses of people confirming they were attending.

## 3. Updates

- 3.1. The Chair of the Committee provided an update to summarise the key pieces of work in progress, following the previous Committee meeting.
- 3.2. **Jargon Buster** – The Chair highlighted that MOSL and CCWater had been in discussion with Ofwat, who had agreed to host the Jargon Buster on the Open Water website. Ofwat was in the process of rebranding the document to align with the new design for the site.
- 3.3. **‘Do I need a consent?’ guidance** – Matthew Aitkin (MA), who had been developing this guidance, highlighted that he had requested comments from the TEPN on the change and received a number of minor amendments which had since been addressed. In addition, a Committee Member suggested that the guidance also highlight that you may choose your Retailer as it will be included for customer information on the Open Water website, which was agreed.
- 3.4. **SVAM Guidance** – Committee Member volunteers highlighted that the guidance was still in progress, but they had received scenarios from Wholesaler members of the Committee. The Chair suggested that the Committee Members could address this at the proposed training session and take the opportunity to identify any further issues to address.

## 4. Change Proposal – Sewerage Wholesalers creating Meter Networks

- 4.1. The Committee discussed a Change Proposal to allow Sewerage Wholesalers to create meter networks, where previously they would have had to request Water Wholesalers do so on their behalf.
- 4.2. MOSL highlighted that a request for information had been circulated prior to the meeting which had received 16 responses. Of these 16 responses, 13 respondents had agreed with the change as



presented, and all agreed that there would be clear benefits to customers by putting the onus on Sewerage Wholesalers to maintain the data.

- 4.3. MOSL explained that 3 disagreements on code drafting had come from Wholesalers, 2 had fundamentally disagreed with the proposal, the other identified an inconsistency in the drafting between CSD 0104 and CSD 0301 which the Committee agreed to change. The respondents in disagreement stated that they did not feel the change was warranted, and that water Wholesalers should continue to setup networks.
- 4.4. MOSL also clarified that the change would restrict Water Wholesalers from amending sewerage networks, once the functionality was available to the Sewerage Wholesalers they would become the owners and the only ones able to amend that network.
- 4.5. The TEIC recognised the disagreement raised by 2 respondents and noted any changes to performance charges are under the remit of the MPC. Additionally, the Chair highlighted that it is in the Sewerage Wholesalers interest to ensure water meter exchanges are entered in a timely fashion, therefore they would not unnecessarily delay breaking down a meter network if the Water Wholesaler required this to affect a meter exchange. An action was raised to respond to these Trading Parties and communicate the result of this discussion from the TEIC.

#### **ACTION 12\_01**

- 4.6. The Committee:
  - **AGREED** to recommend the Change Proposal to the Panel, subject to the code change identified by the respondent to the Request for Information.

## 5. Future Dating Transactions

- 5.1. The Committee reviewed a list of Trade Effluent transactions to determine which would benefit from the ability for them to be submitted for a future date. These transactions were put into 3 groups: creation of DPID entities, dismantling DPID entities, and maintaining a DPID and its entities.
- 5.2. Upon review of the transactions, the TEIC struggled to definitively rule out any transactions as not benefitting from the ability to submit a future date, highlighting that the current system does not allow Trading Parties to be proactive and requires a lot of external manual note keeping and reminders etc.
- 5.3. A Committee Member suggested that, alternatively, SLA's for entering data into CMOS once a consent has been granted could be changed. Another Committee Member suggested that it may not be practical to allow changes in advance for Trade Effluent consents, because these can typically change at any point in the process and you would need to be able to amend the data. Additionally, accounts can also be cancelled before any discharge begins, but this would not necessarily be possible if that discharge had been input to begin at a future date.
- 5.4. Another Committee Member highlighted that, currently some Wholesalers work around this by inputting the consents early and giving them 0 charges until discharge begins. However, this means



that customers will incur fixed charges where they exist in the Wholesalers charging schemes and could be a disadvantage to customers.

- 5.5. A Committee Member highlighted that a large amount of information relating to Trade Effluent will be estimated and agreed up front, and therefore there would be benefits to be able to submit this in advance.
- 5.6. Committee Members discussed and agreed that transactions relating to the cancellation of discontinuation of DPIDs did not require future dating, as these changes would normally be made retrospectively however if a consent was future dated there needed to be a mechanism to end or terminate if required.
- 5.7. MOSL explained that the intention was for this item to be raised with the Design Authority (DA), to develop a holistic view of the requirements and costs of the change. Once this review has taken place, some further questions will be developed to be communicated to the wider industry through a consultation.
- 5.8. MOSL were to write the rationale for each transaction which would be reviewed by PQ and then sent to DA for their consideration in due course.

**ACTION 12\_02**

## 6. Issues Log

- 6.1. The Committee discussed the Trade Effluent Issues log, which was created in the earlier meetings of the Committee from the findings of the Market audit and input from Committee Members.
- 6.2. The Chair gave a reminder of how the Committee had prioritised and grouped issues and how this had been presented to the Panel who had agreed with the approach the TEIC had taken.
- 6.3. The Chair went on to explain that a few of the issues listed had not yet been addressed, most of which related to private meters. The Chair also suggested that, on this basis, an item could be included in the proposed training session around private meter details and inputting them into CMOS. It was also noted that this issue fell under the Long Unread Meters issue, data rectification plans were being submitted by all Trading Parties to MOSL and these would include private meters that hadn't been read.
- 6.4. Committee Members also discussed additional issues:
  - Vacant SPIDs which are still connected to a DPID. The Chair advised vacancy is on the revised MPOP and that the RWG are producing a good practice on vacancy and this would be communicated to them to include.
  - Requirement for an SLA on Retailers in providing applications for TE consent forms
  - Lack of clarity around whether a Wholesaler should be terminating consents under the WIA.
  - And a Committee Member highlighted that, there may be an issue when moving SPIDs through unpairing and pairing that data items may still be at the original SPID Core. The Chair



confirmed there was a Cascade Erasure Change Proposal that would address this going to the Panel this year but would investigate in the interim.

- 6.5. The Committee discussed the termination of consents, which had been raised because of potential conflicts with the Water Industry Act (WIA) that does not specify that Wholesalers can terminate a consent and the Market Codes which require the Wholesaler to terminate the consents. The Committee agreed this was not an issue, as the process requires Wholesalers to do this and there is no provision in the WIA preventing it, it just requires customers and Retailers to be notified in advance of the termination.

## 7. Training Plan

- 7.1. The Committee discussed the proposed training session, which the Committee had previously seen a draft agenda for, to confirm the final details of the session.
- 7.2. The Committee agreed that the session could take place on the 27 November 2018, but that this could be subject to change depending on availability of MOSL staff and Committee Members as this was also Panel meeting day. The alternative date would likely be the 26 November 2018, if the previous date was found to be unsuitable. Additionally, the Committee agreed that a location in London should be suitable for this session.
- 7.3. Committee Members suggested additional items that could be covered in the training session, including:
- The future of the TEIC
  - Handouts to cover detailed information on legislation etc. which would not be covered in full at the session
  - Outputs from the TEIC, including guidance notes and impacts of Change Proposals
  - Principles of sampling and charging
  - Private meters
  - MPS and Operational Performance standards (OPS), particularly which items will be chargeable
  - Existing Trade Effluent defects
- 7.4. The Committee agreed that an action should be raised to communicate with the TEPN to see if they contribute to this training session.

**ACTION 12\_03**

- 7.5. Committee Members working on SVAM guidance are due to meet on the 25<sup>th</sup> October, an action was agreed for a conference call with MOSL after this date to enable MOSL to start producing materials related to that section.

**ACTION 12\_04**



7.6. The Committee also agreed it would be useful to have a discussion amongst Committee Members in the first week of November to check on progress of Training Day. It was also recognised that representatives have already hosted Trade Effluent training sessions and it would be useful to communicate with them to identify some scenarios they may have used previously.

**ACTION 12\_05**

7.7. MOSL agreed to circulate a slide pack templates to Committee Members who planned to contribute to the session, in order to ensure that work is not duplicated or lots of time is spent on reformatting.

**ACTION 12\_06**

7.8. The Chair also confirmed that feedback will be sought from delegates before the agenda is finalised, so that any other suggested items can also be included.

## 8. Any Other Business (AOB)

8.1. The Chair confirmed MOSL would contact TEIC members in January to confirm if they are able to continue as TEIC members when the Committee reconvenes in March.

8.2. There was no further business and the Chair closed the meeting.

### Actions:

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| <b>TEIC12_01</b> | Respond to disagreeing Trading Party respondents to the request for information and communicate the discussion of their issues raised.    |
| <b>TEIC12_02</b> | Committee Member to review the rationale MOSL drafts to present to the DA on this topic.  |
| <b>TEIC12_03</b> | Communicate with the TEPN to determine whether it can contribute to the training session.   |
| <b>TEIC12_04</b> | Volunteers producing SVAM guidance to discuss with MOSL so that materials can be produced for the training day on this topic.             |
| <b>TEIC12_05</b> | Teleconference to be held with MOSL and Committee volunteers to discuss the content for the TE training day in the beginning of November. |
| <b>TEIC12_06</b> | Circulate a slide pack templates to Committee Members who planned to contribute to the session.   |