

1. Introduction

The Enhanced Day Ahead Commitment Project (EDAC) will provide enhancements to the existing day-ahead mechanisms (Day Ahead Commitment Process – DACP) in support of anticipated changes to Ontario’s electricity sector. The merits of these modifications along with the Market Design were considered and developed by the IESO under Stakeholder Engagement Plan 21 (SE-21) between August 2008 and February 2009.

Background information on day-ahead market evolution can be found on the SE-21 web page at: http://www.ieso.ca/imoweb/consult/consult_se21.asp

2. Objectives, Scope and Deliverables

Objectives

While EDAC Market Development for the Initiation and Design Phase was managed primarily through SE-21, this stakeholder engagement plan (SE-73), will focus on the completion of the detailed design elements necessary to successfully implement EDAC. This includes developing the detailed design elements for the following aspects of the EDAC:

- Operations related systems and processes,
- Optimization Engine, and
- Settlements related systems and processes

Scope

Two design working groups will be formed to provide the opportunity for directly affected stakeholders to offer the IESO detailed design level input for EDAC systems and processes and only those real-time systems and processes directly affected by EDAC so that the objectives can be met in a timely manner.

The first design working group will address the operational components of EDAC including the requirements associated with facility registration, data submission, optimization and commitment, integration of EDAC into real-time operation and operational reporting. The second design working group will focus on settlements related systems and process areas including cost guarantees, failure charges and settlement system changes.

Out of Scope

Items that are considered out of scope and not to be considered by the design working groups are:

- Design principles as specified in the Enhanced Day Ahead Commitment Market Design Document V1.0 except where changes are required in response to integration issues, implementation challenges or other concerns that are uncovered through this stakeholdering initiative.
- Market Rules development associated with EDAC;
- Market Manual Development, and
- Market Assessment, Surveillance and Compliance measures associated with the EDAC.

Deliverables

The Working Groups are responsible for providing:

- Advice on the impact of market facing IESO business processes and technical interfaces associated with the changes brought about by EDAC on their business process and systems.
- Clarification and potential resolution of issues that relate to the implementation of the design principles as described in the Enhanced Day Ahead Commitment Market Design Document V1.0

The Design Working Groups objectives will be met in advance of the completion of the detailed design stage. It is anticipated that this will be no later than September 30, 2009.

3. Composition of the Design Working Groups

The criteria used in selecting participants and the composition of the working groups are included in Stakeholder Engagement Plan SE-73. All members are expected to have the authority to commit time and resources to support the group.

To address key concerns raised by the EDAC Technical Support Group and the IESO during EDAC Market Design stakeholdering and to maintain the momentum and continuity through the stakeholder process, the two Design Working Groups will be governed by the following:

- a) A registration process will be utilized for participation. Once the registration process is closed, and stakeholdering has begun, admission to the Design Working Group will be regulated to ensure there is no impact on the stakeholder process.
- b) Each Market Participant will be limited to two representatives directly contributing to the working group as part of the development process. Space permitting, up to two additional people per Market Participant will be allowed to attend the meetings to observe the proceedings.
- c) Direct meeting participation will be limited to registered parties. Other impacted Market Participants will be allowed to provide input through sector representatives at the meeting or through a correspondence mechanism that they can register for by sending an e mail to

stakeholder.engagement@ieso.ca. Sector representatives of the working groups will be posted on the IESO website, and

- d) The principle member from any market participant is required to attend a training session to ensure a minimum level of understanding of the operations of the Day-Ahead Commitment Process, the EDAC Design, the stakeholder process, along with the electronic methods that will be employed to facilitate stakeholdering.

Members should plan on attending regularly scheduled meetings (Approximately one meeting every three weeks per design working group) from mid April through September 2009.

Design Working Group participants should consider including Information Technology staff in their representation to ensure that changes to Participant Interfaces required to submit data or to receive reports are properly assessed.

The following documents provide the background necessary for the participation in the EDAC Working Groups:

EDAC Market Design Document Version 1.0 http://www.ieso.ca/imoweb/pubs/consult/se21-edac/se21-20090206-EDAC_Market_Design_v1.pdf

Market Manual 9 : Day-Ahead Commitment Process Operations and Settlement (IESO_MAN_0041)
<http://www.ieso.ca/imoweb/pubs/dacp/MM9-dacp-manual.pdf>

IESO Sponsor

Name	Title	Department	Phone Number	E-mail
Don Tench	Director	Market Evolution	905.855.6137	don.tench@ieso.ca

This IESO management contact is responsible for either implementing recommendations from the group or for the delivery to higher authorities, e.g., the Board.

4. Organization and Administration of Meetings

- IESO staff will chair the support groups. The Chair may act as the facilitator for the meeting, or a separate independent facilitator may be used. The Chair or facilitator will be responsible for the role of a time keeper.
- The Chair will ensure all meeting support material is circulated in advance to the group members. The intent is to provide meeting materials 2 working days in advance along with a draft agenda. Meetings will be a combination of face to face and webcasts. For face to face meetings, attendance may be in person or via teleconferencing facilities (where a need has been identified in advance).
- The agenda will state the names of the sponsor, chair and facilitator, the purpose and objectives of the meeting, and agenda items to be discussed indicating which items are for information purposes and those where the IESO is looking for input and indicate any pre-meeting requirements (e.g., members attending are expected to have read a document prior to attending).

- The Chair, or a delegate, will take meeting notes including actionable items and their resolution. Draft meeting notes, including any accompanying written submissions, will be distributed to members. The intent is to have the draft minutes available within two business days following a meeting. Members should ensure their comments are properly captured in the meeting notes. Members will be given 2 business days to provide their feedback. The Chair will finalize the minutes upon receipt of feedback and will then distribute the final minutes and related written submissions to the members.
- Materials may be sent to members for comment without a formal meeting being held. In this case, members are expected to respond with comments within 3 business days.
- The group will adhere to the IESO stakeholder engagement principles: http://www.ieso.ca/imoweb/consult/stakeholder_principles.asp
- All members are to come prepared to the meeting including providing materials in advance to all members.
- Any Member may, from time to time, be requested to provide written submissions to support their position in order for all members to clearly understand the merits of the issue at hand and any solution being proposed. Any written submission will be provided within the time frame specified.
- The distribution of agendas for meetings, associated materials and subsequent draft / finalized meeting minutes to Design Working Group members along with issue management processes and written submissions by Design Working Group members will be performed through the IESO Portal¹. Meeting minutes and materials once finalized by the chair and distributed to Design Working Group members will be posted on the IESO public web site.
- All members are expected to follow these terms of references which will be posted on the groups web page.

5. Normal Order of Meeting

- The Chair shall ask attendees to introduce themselves to determine who is present, including those participating remotely.
- The Chair will recap any item(s) of note from the previous meeting and address any outstanding action items.
- The Chair shall note any new items that are on the agenda in the order that they appear on the agenda. Members may request for additional items to be added under new business on the agenda.
- The Chair should ensure that any presenter/speaker is able to present his/her material and that the participants have an opportunity to seek clarification questions only. Opinions, comments, and debates will wait until the conclusion of the presentation. As a general rule for long or complex presentations the Chair should limit interventions to points of clarification so that the entire presentation can be delivered.

¹ The working group will use the EDAC web portal collaboration community to exchange and share information, ideas and calendar tasks. This can be accessed at: <https://portal.ieso.ca/>. A user name and password is needed.

- The Chair or facilitator will manage the meeting to ensure everyone has a voice at the meeting and no one dominates the discussions.
- Comments or concerns raised by participants may be written on flip charts or whiteboards for all in attendance at the meeting to see. The Chair, moderator, facilitator, or note-taker should seek confirmation that the notations or notes accurately summarize the issue. The Chair will check with the participant to make sure the point has been adequately captured.
- All participant comments will be documented in the notes and posted (where appropriate to the meeting objectives). The Chair will inform participants that all views will be fully communicated to decision-makers prior to decisions being made.
- At the conclusion of the meeting, the Chair will close with a summary, recap the agreed to action items, inform members of the next steps as well as next meeting date. Developing a draft agenda for next meeting is optional, depending on when the next meeting is.
- The primary purpose of this working group is to provide advice on implementation issues associated with the EDAC detailed design. Therefore, there will be no voting and no requirement to achieve consensus.

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