

Terms of Reference (SE-87)

Enhanced Day Ahead Commitment Process – Technical Working Group



1. Introduction

The Electricity Act, 1998 requires the IESO to establish one or more processes by which consumers, distributors, generators, transmitters and other persons who have an interest in the electricity industry (collectively, stakeholders) may provide advice and recommendations for consideration by the IESO.

These terms of reference are intended to provide guidelines for the Enhanced Day Ahead Commitment Process – Technical Working Group.

The Enhanced Day Ahead Commitment (EDAC) Project 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. Information related to SE – 21 can be found on the SE-21 web page at: http://www.ieso.ca/imoweb/consult/consult_se21.asp.

The Detailed Design phase of the EDAC project focused on developing the detailed design elements for the following aspects of the EDAC project:

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

Information related to SE – 73 can be found on the SE-73 page at:

http://www.ieso.ca/imoweb/consult/consult_se73.asp

2. Purpose of the Committee

The goal is to engage stakeholders in the implementation of market facing systems and reports that meets the following objectives.

Objectives

1. To provide affected stakeholders with the opportunity to identify operational and settlement issues with respect to EDAC market facing systems and reports, in order to minimize potential adverse impacts.
2. To give affected stakeholders the opportunity to offer input on potential solutions to any identified issues.

While EDAC Market Development for the Initiation and Design Phase was managed primarily through SE-21 and the EDAC Detailed Design through SE-73, this stakeholder engagement plan (SE-87) will focus on the Information Technology Build Phase of the EDAC project. This includes developing the detailed design elements for the following aspects of the EDAC:

- Market Participant User Interfaces,
- Market Participant Application Programming Interfaces (API), and
- Public and Private Reports

3. IESO Sponsor for the Enhanced Day Ahead Commitment Process – Technical Working Group

Name	Title	Department	Phone Number	E-mail
Kerry Noble	Director - Information Technology	Organizational Development	(905) 403 - 6923	kerry.noble@ieso.ca

This IESO management contact is responsible for approving or seeking approval for recommendations resulting from the meeting.

4. Composition of the Enhanced Day Ahead Commitment Process – Technical Working Group

The criteria used in selecting participants and the composition of the working group are included in Stakeholder Engagement Plan SE-87. All members are expected to have the authority to commit time and resources to support the group.

The Working Group 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 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. Sector representatives of the working groups will be posted on the IESO website.

Members should plan on attending regularly scheduled face to face and webcasts meetings (Approximately one meeting every month) from mid February through November 2010

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

Enhanced Day Ahead Commitment Operations Detailed Design v0.6

Name of the members of the Committee will be published on the IESO website.

5. **Organization and Administration of Meetings of the Enhanced Day Ahead Commitment Process – Technical Working Group**

- (a) IESO staff will chair the Enhanced Day Ahead Commitment Process – Technical Working Group. 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.
- (b) The Chair will ensure all meeting support material is circulated in advance to Enhanced Day Ahead Commitment Process – Technical Working Group members via email, and posted. The meeting date should be announced at least three weeks in advance so members have time to arrange their schedules. The Chair should produce an agenda one week in advance of the meeting to allow members to contribute to the agenda. Meeting materials should be provided one week in advance along with the final agenda so that members have the opportunity to prepare for the meeting.
- (c) The agenda will state the sponsor's and facilitator's name, what the purpose and objectives are for the meeting, agenda items to be discussed indicating which items are for information purposes and those where 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).
- (d) 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).
- (e) The Chair, or a delegate, will take meeting minutes including actionable items and their resolution. Meeting minutes, including any accompanying written submissions, will be distributed to all members within five business days following a meeting. Enhanced Day Ahead Commitment Process – Technical Working Group members will review the minutes and provide any comments to the Chair within four business days of receipt of the draft. The Chair will finalize the minutes and will then distribute the minutes and related written submissions to the Enhanced Day Ahead Commitment Process – Technical Working Group members and will post those materials on the IESO web site. This will be done within ten business days following the meeting.
- (f) The Enhanced Day Ahead Commitment Process – Technical Working Group will adhere to the stakeholder engagement principles: <http://www.ieso.ca/imoweb/pubs/consult/se/Stakeholder-Engagement-Principles.pdf>
- (g) All members are to come prepared to the meeting.

- (h) All members are expected to follow these Terms of References which will be posted on the Enhanced Day Ahead Commitment Process – Technical Working Group web page.

6. Normal Order of Meeting

- (a) The Chair shall ask attendees to introduce themselves to determine who is present, including those participating remotely.
- (b) The Chair will recap any item of note from the previous meeting and deal with any outstanding action items.
- (c) The Chair shall note any new items that are on the agenda in the order that they appear on the agenda. Committee members may request for additional items to be added under new business on the agenda.
- (d) 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.
- (e) The Chair or facilitator will manage the meeting to ensure everyone has a voice at the meeting and no one dominates the discussions.
- (f) Comments or concerns raised by participants should 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.
- (g) 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.
- (h) 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.