Terms of reference
Forecasting Reference Group (FRG) 2021

Group objectives

- Enable industry to be usefully involved in the development of AEMO's gas and electricity forecasting methodologies and support continued improvement in forecast accuracy in an open and transparent manner.
- Provide the opportunity for knowledge exchange on best practice forecasting techniques and processes to keep up with the changing pace of energy.
- Build confidence in the quality and transparency of the forecasts and help industry better understand them.
- Allow for better information sharing between AEMO and industry.

Functions

The Forecasting Reference Group, chaired by AEMO, will:

- Provide a technical forum for AEMO and industry to share ideas and seek feedback/advice on methods underpinning its reliability forecast, integrated system plan and other forecasting and planning publications.
- Validate key forecasting input data and assumptions to help meet transparency and stakeholder engagement objectives of the ~~Interim~~ Forecasting Best Practice ~~Forecasting~~ Guidelines.
- Formally record the attendance and discussions had at each meeting.
- Maintain an actions/issues register to capture new ideas that may help improve AEMO's forecast accuracy.
- Prepare a forward plan for meeting agendas at least three months in advance.
- Review the effectiveness and value of the FRG annually.
- The Forecasting Reference Group is not a decision-making body.

Participation

The FRG is an open forum for all interested industry and government stakeholders whom may attend and participate. The focus is on discussing work in progress affecting Forecasting activities, rather than past determinations.

AEMO encourages parties external to AEMO to submit presentations on forecasting topics that help achieve the group objectives.

All participants must adhere to AEMO's Forum and Meeting Expectations and Competition Law Meeting Protocol.

Meetings

Meetings will typically be held monthly. If cancellations occur, these will be notified as soon as possible. Meetings will be held online and (circumstances permitting) at AEMO offices. Please email energy.forecasting@aemo.com.au for further information.

~~**Locations – AEMO Offices:**~~

~~Adelaide – Level 9, 99 Gawler Place, Adelaide, SA~~

~~Sydney – Level 2, 20 Bond Street, Sydney, NSW~~

~~Melbourne – Level 22, 530 Collins Street, Melbourne, VIC~~

~~Brisbane – Level 10, 10 Eagle Street, Brisbane, QLD~~

~~Perth – Level 44, 152 St Georges Terrace, Perth, WA (*as required*)~~

Responsibilities

AEMO will endeavour to prepare and distribute all meeting FRG correspondence via email, including:

- An agenda 5 business days prior to the meeting.
- Relevant meeting papers, including draft minutes of the previous meeting, 5 business days prior to the meeting.
- ~~Draft minutes 10 business days after the meeting.~~

AEMO will prepare and maintain an issues/actions register.

Participants will provide constructive feedback to AEMO on discussion subjects, either verbally at meetings or through email correspondence to: energy.forecasting@aemo.com.au. There is typically a webchat functionality available during meetings, but AEMO encourages all questions to be asked verbally or through www.Sli.do and use #FRG.

Some Slido/Webex questions won't be directly addressed within the allocated time. AEMO will not respond in writing to such questions, unless participants email them to energy.forecasting@aemo.com.au.

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AEMO welcomes correspondence in relation to FRG discussions, however, such correspondence is not considered a formal consultation submission unless indicated in writing.

~~From time to time, AEMO will invite written submissions in response to FRG consultations as outlined in the Interim Reliability Forecasting Guidelines. Questions submitted on webchat during FRG meetings will not be considered as written submissions for purpose of FRG consultation.~~

Resourcing

AEMO will provide chair and secretariat services to the FRG. To avoid doubt, any expenses incurred as a result of attending meetings or activities associated with the FRG are at the expense of the representative's employer.

~~For more information, contact: energy.forecasting@aemo.com.au~~