Terms of Reference Contingency Planning Working Group

1. **Purpose**

The purpose of the Contingency Planning Working Group (CPWG) is to provide a platform whereby AEMO and all registered Participants operating in the National Electricity Market (NEM), can actively participate in industry contingency planning for the adoption of National Electricity Rule (NER) changes on 1 December 2017 within the POC Program of work.

1. **Objective**

The objective is to develop an industry contingency plan setting out a list of possible scenarios, triggers and actions for each scenario. This industry contingency plan will form part of the POC Market Readiness Strategy.

1. **Contingency Planning Working Group (CPWG)**
	1. The role of the CPWG is to identify scenarios and develop industry contingency planning arrangements to negate the impact these scenario could potentially impose.
	2. The CPWG is not a decision making group.
	3. Representation to reflect as near as practical, a balance between Market Customers (large and small Retailers), Distribution Network Service Providers (DNSPs), Metering Providers, Metering Data Providers, Embedded Network Managers and Metering Coordinators across the NEM.
	4. Nominated representatives must have a detailed understanding of current and future market processes and transactions and are sufficiently authorised to consider matters in order to provide official views on behalf of the represented business.
	5. CPWG representatives will from time to time be required to provide direct input in drafting documentation and meeting materials.
	6. Nominated representatives will be required to allocate suitable capacity to attend all working group meetings and commitment to the development of industry contingency planning arrangements outside of the face-to-face sessions. To ensure the effective and efficient operation of the CPWG, AEMO and registered Participants must take reasonable steps to provide continuity of representation at meetings (i.e. preferably the same individual). Where a business representative is unable to attend a meeting, they may send an alternate.
	7. CPWG representatives will be considered the single point of contact for their represented business and will be required to facilitate communication within their own organisation for contingency planning matters.
	8. The CPWG will be required to consider contingency planning issues tabled by market participants.
	9. The CPWG will develop scenarios utilise information from a number of sources, including industry readiness reporting, the POC Industry Risk Register and data provided to AEMO by PwC through its industry readiness surveys conducted in August 2017. Where consensus cannot be reached on a scenario, the associated issues or risks will be escalated in accordance with the POC Issue Management Plan. The party raising the issue or risk will be assigned as the owner and will be responsible for providing any updates and advising that the issue or risk can be closed.
	10. The CPWG will not define, develop or consider Procedure or Rule changes.
	11. The CPWG will be responsible for industry contingency planning. Industry contingency planning does not remove the necessity for individual organisations to develop and maintain their own internal contingency plans.
	12. AEMO will provide the Chairperson to facilitate working group meetings, coordination across industry representatives, circulate agendas, meeting invites, arrange meeting rooms and circulate supporting material to CPWG representatives.
	13. AEMO will publish the outputs of the CPWG on the POC section of its website.
2. **Meetings**

The following table sets out an indicative meeting schedule with a set of targeted outcomes. The following dates to this schedule are subject to change. Additional meetings will be scheduled and communicated as required.

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| **Meeting#** | **Date/Venue** | **Targeted Outcome** |
| 1 | Tuesday,29 August 201712.30 to 4.30AEMO’s Melbourne offices(webinar available) | Confirm CPWG Terms of ReferenceReview feedback to initial list of high level scenariosDevelop 1st draft of high level scenarios |
| 2 | Friday 8 September 20179.00 to 1.00AEMO’s Melbourne offices(webinar available) | Review feedback to 1st draft of high level scenariosDevelop 2nd draft of high level scenarios |
| 3 | Friday, 15 September 20179.00 to 1.00AEMO’s Melbourne offices(webinar available) | Review feedback to 2nd draft of high level scenariosDevelop final draft of high level scenarios |
| 4 | Monday, 25 September 20179.00 to 12.00AEMO’s Melbourne offices(webinar available)  | Review final draft of industry scenarios |

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