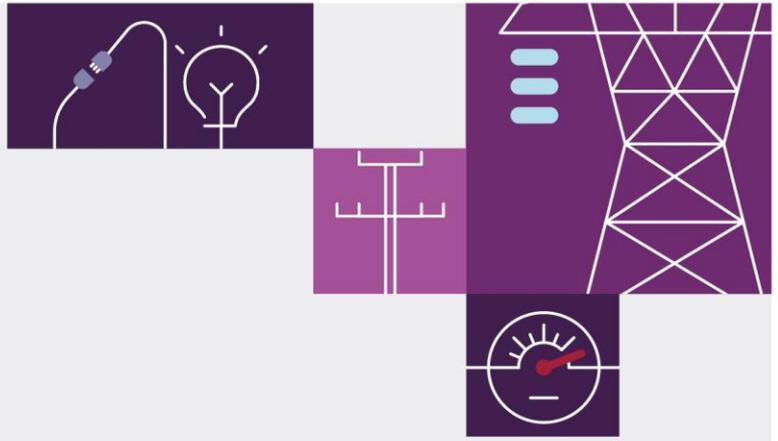


# Commissioning Test Plan System User Guide

July 2023

Version 2





# Important notice

## Purpose

AEMO has prepared this document to provide information about the Commissioning Test Plan system available to Market Participants for the Wholesale Electricity Market System (WEMS), as at the date of publication.

## Disclaimer

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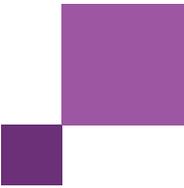
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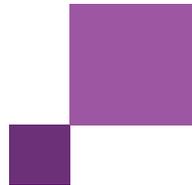
## Version control

Version	Release date	Changes
1.0 – Draft	February 2023	Initial Draft CPT User Guide
2.0	July 2023	Final release



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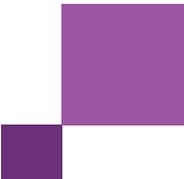


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# 1 Introduction

The purpose of this document is to describe the functions and capabilities of the Wholesale Electricity Market System Market Participant Interface (WEMS MPI) and act as a guide to users. The WEMS MPI is the medium between the Market Participant and AEMO to exchange and submit registration information, trading submissions, and facilitate the extraction of reports.

This document is intended for WEMS MPI users.

## 2 System Requirements

Please refer to the WEM Procedure: Data and IT Interface Requirements for more information on the necessary technical details and standards, software and hardware specifications, and security standards required for Market Participants to operate in the Wholesale Electricity Market (WEM).

## 3 Accessing the System

The WEMS MPI is located at <https://wems.aemo.com.au/mpi>

Upon visiting the site, WEMS MPI will require the user to authenticate with their WEMS RSA SecurID token before the user is able to access the MPI. The RSA SecurID token can be identified by the RSA SecurID dark blue and red logo with white writing (see Figure 1).

New users must apply for WEMS MPI access by contacting their Market Participant Administrator (MPA) as well as completing the WEMS Token Request Form. This form, along with the RSA Quick Reference Guide, is available from the MPI login page or from WA Market Operations at [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au).

New users must also be assigned the appropriate roles by their MPA to ensure they have the correct access privileges. Refer to the [Market Participant Administrator Guide](#) for more information.

RSA SecurID tokens are managed and issued by AEMO; however individual roles and user accounts are managed by each MPA.

Figure 1 RSA SecurID Token Example



Figure 2 WEMS MPI - Login Screen



Figure 3 Navigating to the Commissioning Test Plan interface



# 4 Commissioning Test Plan System

This section should be read in conjunction with the WEM Rules and the WEM Procedure: Commissioning Tests. For assistance with the Commissioning Test Plan System, contact WA Operational Planning and Forecasting at [wa.outages@aemo.com.au](mailto:wa.outages@aemo.com.au).

## 4.1 Commissioning Test Plan Interface

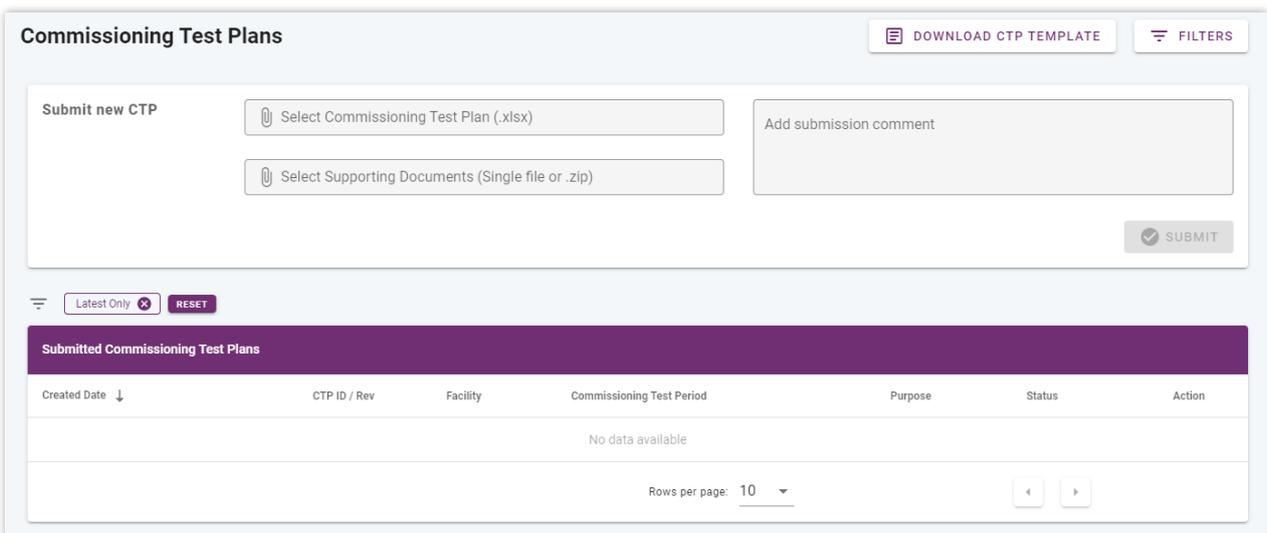
To access the Commissioning Test Plan interface, login to the WEMS MPI environment and select the following dropdown and link: **Outage > Commissioning Test Plan**. (Figure 4)

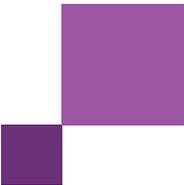
Figure 4 WEMS Commissioning Test Plan Header



The Commissioning Test Plan landing page (Figure 5) allows a Market Participant to submit a new Commissioning Test Plan and contains a list of Commissioning Test Plans submitted by the Market Participant summarising some key details of each submission. The fields and buttons are described below in Table 1.

Figure 5 Commissioning Test Plan Landing Page





**Table 1 Commissioning Test Plan Fields and Buttons**

Field Button	Description
Download CTP Template	Button to download the Commissioning Test Plan excel template (for submitting CTP details)
Filters	Filtering available for Submitted Commissioning Test Plans – described in further detail under Section 1.2
Submit new CTP	Section for submitting a new CTP and any comments/supporting documentation.
Select Commissioning Test Plan (.xlsx)	File selection facility to upload the completed Commissioning Test Plan template
Select Supporting Documents (Single file or .zip)	File selection facility to upload supporting documents (can be a single document or multiple documents in a zip file)
Add submission comment	Facility to add a comment when submitting a CTP for assessment by AEMO
Submit	Button to submit a new CTP (enabled after a completed CTP has been selected)
Latest Only and Reset	Active filters are shown here, with the ability to reset filters back to default (Latest Only)
Submitted Commissioning Test Plans	Section showing any previously submitted Commissioning Test Plans
Created Date	The date in which the CTP was created by the Market Participant
CTP ID/Rev	The ID associated with the CTP Submission and whether a revision has been submitted for that CTP
Facility	The Facility associated with the CTP Submission (taken from the CTP Template)
Commissioning Test Period	The Commissioning Test Period (taken from the CTP Template)
Purpose	The Purpose of the Commissioning Test Plan (taken from the CTP Template)
Status	<p>The status of a submitted Commissioning Test Plan, with the following meanings:</p> <ul style="list-style-type: none"> <li>Submitted – the submission was successful and is awaiting assessment by AEMO.</li> <li>Under Assessment – the submission is under assessment by AEMO.</li> <li>Approved – the submission was approved by AEMO.</li> <li>Rejected – the submission was rejected by AEMO or automatically rejected by the system due to not being assessed in time under the WEM Rules.</li> <li>Superseded – the submission was superseded by a new revision of the CTP.</li> <li>Withdrawn – the submission was Withdrawn (cancelled) by the Market Participant.</li> </ul> <p>See Appendix 1 for workflows relating to the Commissioning Test Plan states above.</p>
Action	<p>Actions associated with the Commissioning Test Plan</p> <ul style="list-style-type: none"> <li>View Details,</li> <li>Create Revision</li> <li><b>Note: these Actions will only be allowable for certain statuses. This is described further under Section 4, Table 6</b></li> </ul>

By default, submitted Commissioning Test Plans on the landing page are sorted by Created Date in descending order. Further sorting can be achieved by clicking on any column heading either in ascending or descending order.

## 4.2 Commissioning Test Plan Filtering

By default, the Commissioning Test Plan page shows all latest revisions of Commissioning Test Plan submissions (limited to 10 rows on the first page). To change the filter on this view:

1. Select “Filters” in the top-right of the Commissioning Test Plan landing page (Figure 5) to open the filter window (Figure 6).
2. Select filter criteria to be applied. Table 2 details the criteria which can be selected for filtering.
3. Select “Apply Filters” (Figure 6) to apply the selected criteria to the Commissioning Test Plan table.
4. The applied filters will be listed above the “Submitted Commissioning Test Plans” table on the Commissioning Test Plans page (Figure 7).
5. Applied filters can be edited by selecting “Filters” again, editing the selected filter criteria, and selecting “Apply Filters” again.
6. To clear filters, click the “Reset” button at the top right of the filter pane (Figure 7) or on the Commissioning Test Plan page (Figure 5) – this will reset filters to Latest Revision. Filters can also be cleared individually by clicking on (x) next to each filter on the Commissioning Test Plan page.

Figure 6 Commissioning Test Plan Filter Window

**Filters** RESET

CTP ID

Status

Facility

Created Date (AWST)

From To

Commissioning Test Period (AWST)

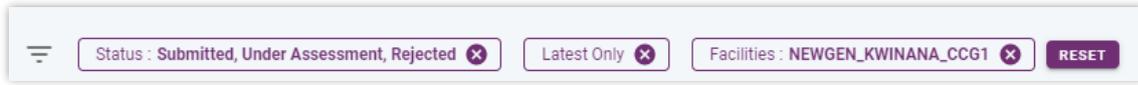
From To

Purpose

Show latest revision only

CANCEL APPLY FILTERS

**Figure 7 Filters Applied to the Commission Test Plan Page**



The table below describes the type of filtering options available.

**Table 2 Commissioning Test Plan Filter Options**

Column ID	Description
CTP ID	The number(s) pertaining to an CTP submission.
Status	Status of the Commissioning Test Plans
Facility	The Facility/Facilities included in the submission
Created Date (AWST)	The datetime range of when a CTP was created
Commissioning Test Period (AWST)	The datetime range of the Commissioning Test Period specified when submitting the CTP Template
Purpose	A filter for the Purpose of the test
Show latest revision only	Show only the latest revision of each CTP ID By default, "Show latest revision only" is selected and remains on upon resetting filters

# 5 Commissioning Test Plan Template

The Commissioning Test Plan template will be used to specify the Facility, Purpose, and Dispatch Interval level of the types of tests a Market Participant intends to undertake. The latest version of the template can be downloaded from within the Commissioning Test Plan interface by clicking on the “Download CTP Template” button that is in the top right-hand corner of the screen.

The Commissioning Test Plan template consists of two worksheets.

- A Details worksheet where the main details for the facility, the period, contact details and any additional high-level details are included.
- A Schedule worksheet where the Dispatch Intervals are specified as well as the more granular test information (per Dispatch Interval).

The spreadsheet must be completed in full (although all fields are not validated by the system, there are some fields validated when submitting Commissioning Test Plans to AEMO using the UI (shown in the table below), to ensure information is completed correctly.

The single Schedule worksheet is used to specify multiple days for commissioning.

Any rows or data succeeding an empty row will be ignored. It is important to ensure that empty rows are not included within the Schedule.

Please do not modify the format, structure or names of the Details or Schedule worksheets as this will impact ingestion of the CTP within AEMO’s system resulting in an invalid submission. This will require a resubmission of a valid CTP by the Market Participant.

## 5.1 Details Worksheet

The details worksheet contains details pertaining to the overall Commissioning Test Plan. A description of the fields and what is required is shown in the table below.

Figure 8 Details Worksheet

The screenshot shows a spreadsheet with the following data:

Commissioning Test Details					Market Rule Reference
Participant Name:					3.21A-7(a)
Facility Name:					3.21A-7(a)
Contact Details:		Operational	Commercial		3.21A-7(g)
	Email				
	Mobile				
Phone					
Commissioning Test Type:	Significant Maintenance (a)				3.21A.5
Related Outage No:					
Commissioning Test Period:	START		END		3.21A-7(d)
	Calendar Day	Dispatch Interval	Calendar Day	Dispatch Interval	
		00:00		23:55	
Purpose of Test:					3.21A-7(b)
Network Operator Coordination:					3.21A.4
Test Description:					3.21A-7(c) and (f)
Other Information:					3.21A-7(h)

Table 3 Commissioning Test Plan Template: Detail Worksheet

Field	Description	Requirement
Participant Name	The Market Participant’s short name registered in the WEM	Mandatory
Facility Name	The Facility Name registered in the WEM	Mandatory – System Validation
Contact Details	Header	-
Email (Operational)	The Market Participant’s Operational contact’s email address	Mandatory
Mobile (Operational)	The Market Participant’s Operational contact’s mobile number	Optional
Phone (Operational)	The Market Participant’s Operational contact’s phone number	Optional
Email (Commercial)	The Market Participant’s Commercial contact’s email address	Mandatory
Mobile (Commercial)	The Market Participant’s Commercial contact’s mobile number	Optional
Phone (Commercial)	The Market Participant’s Commercial contact’s phone number	Optional

Field	Description	Requirement
<b>Commissioning Test Type</b>	A dropdown menu to select the type of Commissioning Test that will be undertaken. Options include <ul style="list-style-type: none"> <li>Significant Maintenance</li> <li>Control, Monitoring or Comms related tests</li> <li>GPS</li> <li>ESS related</li> <li>Other</li> </ul>	Mandatory
<b>Related Outage No</b>	OMS Related outage number	Optional
<b>Commissioning Test Period</b>	Header	-
<b>Calendar Day (START)</b>	The Calendar Day in which the Commissioning Test Period starts	Mandatory – System Validation
<b>Dispatch Interval (START)</b>	The Dispatch Interval in which the Commissioning Test Period starts	Mandatory – System Validation
<b>Calendar Day (END)</b>	The Calendar Day in which the Commissioning Test Period ends	Mandatory – System Validation
<b>Dispatch Interval (END)</b>	The Dispatch Interval in which the Commissioning Test Period ends. This is inclusive of the interval specified. i.e., 23:55 ends at 23:59:59	Mandatory – System Validation
<b>Purpose of Test</b>	The Purpose of the tests that are proposed to be undertaken.	Mandatory
<b>Network Operator Coordination</b>	A field to indicate whether any Network Operator Coordination is necessary. Any coordination with the Network Operator is the responsibility of the Market Participant. This field is just for AEMO's information.	Optional
<b>Test Description</b>	A description of the Commissioning Test Plan	Mandatory
<b>Other Information</b>	Any additional information applicable for the Commissioning Test Plan	Optional

## 5.2 Schedule Worksheet

The Schedule worksheet contains granular details of the proposed Commissioning Test plan that will be undertaken. A description of the fields and what is required is shown in the table below.

Only one Schedule worksheet is expected, even if the testing spans multiple Calendar Days.

Any rows or data following an empty row will be ignored. It is important to ensure that empty rows are not included within the Schedule.

Only intervals where testing is occurring are required.



Field	Description	Requirement
	<ul style="list-style-type: none"> <li>Medium</li> <li>High</li> </ul>	
Preferred/Alternative	<p>A selection of whether the Test period is the Preferred (P) or Alternative (A) Test Interval</p> <ul style="list-style-type: none"> <li>P</li> <li>A</li> </ul>	<p>Mandatory</p> <p><b>Note: it would be expected that all plans submitted for approval after any correspondence with AEMO regarding suitable times for certain tests will have only a “P” for the test interval</b></p>
Details of Commissioning Test	Details of the specific test being undertaken in the Dispatch Interval	Mandatory
Additional Information	Any Additional Information for the specific test being undertaken in the Dispatch Interval	Optional

# 6 Commissioning Test Plan Submission

Once the Commissioning Test Plan template has been completed, it can be submitted to AEMO for assessment and review, along with any supporting documentation/comments.

The sections below will show how to submit the template and supporting documents and any error messages that may accompany the Market Participant's submission.

Any update to the status of a Commissioning Test Plan will result in an email being sent to the Originator/Submitter of the Commissioning Test Plan.

## 6.1 Submission Process

To submit a completed Commissioning Test Plan template and any associated documents/comments follow the steps below and then click on the "Submit" button.

- Click on "Select Commissioning Test Plan (.xlsx)" and select the previously completed Commissioning Test Plan template from the open dialog box and click on Open.
- Click on "Select Supporting Documents (Single file or .zip)" and select any supporting information that the Market Participant wants to submit and click on Open.
- Click on the "Add submission comment" if you want to add a comment when submitting the Commissioning Test Plan and/or associated documentation.

If the submission has been successful, a green success box will appear in the bottom right-hand corner of the screen and the Commissioning Test Plan will appear under the "Submitted Commissioning Test Plans" table with a Status of "Submitted". An email will also be sent to the logged in user to indicate that a Commissioning Test Plan has been submitted for assessment.

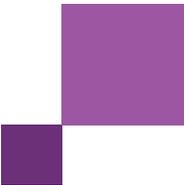
From here, the Commissioning Test Plan can either be revised or viewed. This is described under Section 0.

If the submission has been unsuccessful, please proceed to Section 6.2

## 6.2 Validations Errors

Certain fields within the template are subject to system validation and will produce an error if a field is not populated. In addition, AEMO will perform a physical assessment in accordance with the WEM Procedure: Commissioning. If it is determined that the Submission is not complete or requires further information, the Market Participant is required to resubmit a valid plan (even if the systemised validation was successful).

System validation applies to the following fields with the following errors.



**Table 5 Commissioning Test Plan: Validation Errors**

Related Section/Field	Issue	Error
Details - Commissioning Test Period	No dates have been specified within the Commissioning Test Period field	<b>ERROR</b> Error. Your new plan was not created because the start and/or end date is not specified or of an invalid format.
Details - Facility Name	Incorrect Facility Name or Facility does not belong to Market Participant	<b>ERROR</b> Error. Your new plan was not created because the facility code is incorrect or not allowed by NEWGEN
Schedule - Date/Dispatch Interval	No details within the Schedule worksheet for Date/Dispatch Interval/Active Power	<b>ERROR</b> Error. Your new plan was not created because the Excel file has no interval data (date, dispatch interval, and active power must be specified).
Schedule – Reactive Power	No details within the Schedule worksheet for Reactive Power	<b>ERROR</b> Error. Your new plan was not created because it could not convert all interval data to Plan Intervals. An Active Power and Reactive Power value must be specified for all intervals.

# 7 Commissioning Test Plan View/Revision/Withdrawal

Once a Commissioning Test Plan has been submitted by a Market Participant for AEMO to assess, the plan can be actioned further from the “Submitted Commissioning Test Plans” table depending on the status. The table below shows the actions that are applicable at each status.

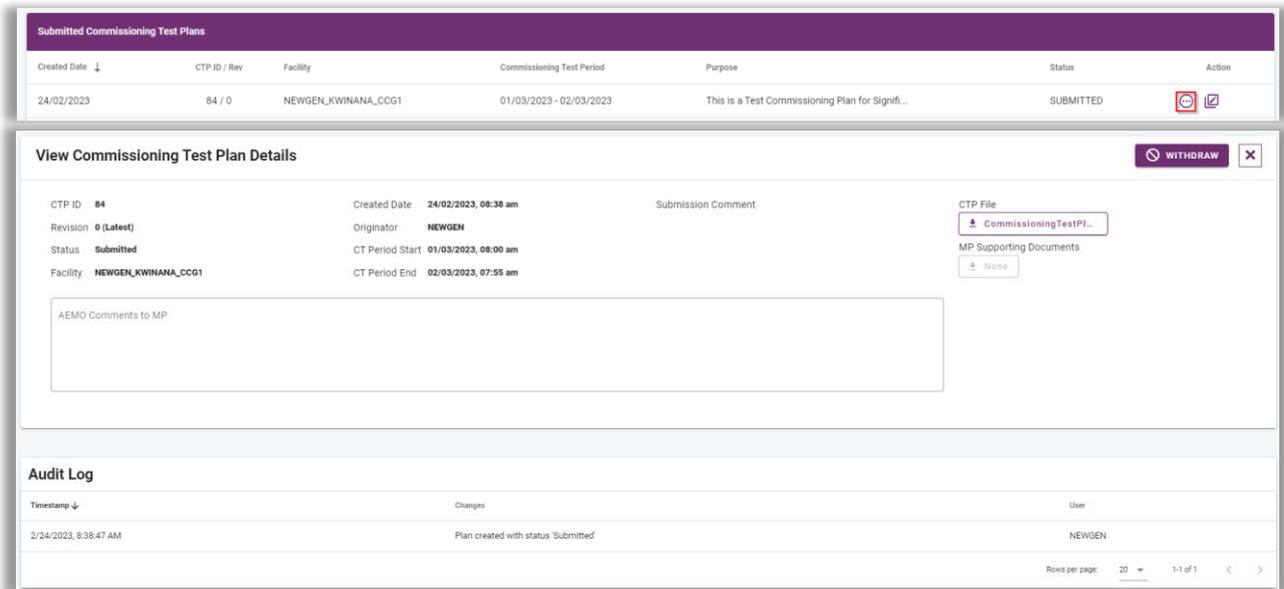
**Table 6 Commissioning Test Plan Status and Actions**

Status	Action's Available	Description
Submitted, Approved	 	 View Details – enables the Market Participant to view details of the submitted Commissioning Test Plan which includes the submitted template, the submitted Supporting Documents (which can both be downloaded at this stage), any comments from AEMO and view an Audit Log of activity surrounding the submission. The Market Participant can also Withdraw their Commissioning Test Plan at this point.   Create Revision – enables the Market Participant to create a revision of the Commissioning Test Plan. This requires the Market Participant to resubmit the CTP Template and any supporting documentation/comments
Under Assessment, Withdrawn, Rejected, Superseded		 View Details – enables the Market Participant to view details of the submitted Commissioning Test Plan which includes the submitted template, the submitted Supporting Documents (which can both be downloaded at this stage), any comments from AEMO and view an Audit Log of activity surrounding the submission. The Market Participant can also Withdraw their Commissioning Test Plan at this point except under the status of Withdrawn, Rejected or Superseded.

## 7.1 View Details

A Commissioning Test Plan’s details can be viewed by clicking the "View Details" button alongside the Submitted Commissioning Test Plan.

**Figure 10 Commissioning Test Plan: View**



From the “View Commissioning Test Plan Details” pane, the Market Participant can view/download the plan that was submitted for assessment, view any comments from AEMO and Withdraw the CTP depending on the Status of the plan.

**Table 7 View Commissioning Test Plan Details**

Column ID	Description
Withdraw	Button to withdraw/cancel the Commissioning Test Plan – only available at certain statuses
X	Button to close the “View Commissioning Test Plan Details” pane
CTP ID	The system assigned ID of the submitted CTP
Revision	The revision number of the CTP
Status	The current Status of the CTP
Facility	The Facility from the CTP Template in which the submitted CTP applies to
Created Date	The Date/Time in which the CTP was submitted/created
Originator	The user at the MP that submitted the CTP
CT Period Start	Shows the CT Period Start Date/Time from the submitted CTP Template.
CT Period End	Shows the CT Period End Date/Time from the submitted CTP Template.
Submission Comment	Shows any comments from the MP at the time of submission of the CTP
CTP File	Enables the MP to download the CTP Template that was submitted to AEMO in the original submission.
MP Supporting Documents	Enables the MP to download any Supporting Documentation that was submitted to AEMO in the original submission.

Column ID	Description
AEMO Comments to MP	Shows any comments from AEMO regarding the Commissioning Test Plan
Audit Log	Shows an audit of Activity which includes Timestamp, Changes and User for any Actions performed either by AEMO or the Market Participant

## 7.2 Create Revision

A Commissioning Test Plan at certain statuses can be revised and resubmitted (linked to the original CTP ID) by clicking the “Create Revision” button in the “Action” column of the Submitted Commissioning Test Plan table.

Figure 11 Commissioning Test Plan: Revision

The screenshot shows a table titled "Submitted Commissioning Test Plans" with columns: Created Date, CTP ID / Rev, Facility, Commissioning Test Period, Purpose, Status, and Action. A row is visible with CTP ID 84 / 0 and status SUBMITTED. Below the table is a form titled "Commissioning Test Plans" with a "Submit revised CTP" button. The form contains:
 

- A file selection field: "Select Commissioning Test Plan (.xlsx)"
- A file selection field: "Select Supporting Documents (Single file or .zip)"
- A text area: "Add submission comment"
- A text field: "Original CTP ID" with the value "84" entered.
- A "SUBMIT" button.

After clicking on “Create Revision” button, the revised submission form will be loaded above the “Submitted Commissioning Test Plans” table which allows the Market Participant to upload the revised CTP Template, Supporting Documents and/or a submission comment. The UI also shows a field referencing the Original CTP ID

Table 8 Submit Revised CTP

Field	Description
Submit revised CTP	-
Select Commissioning Test Plan (.xlsx)	File selection facility to upload the revised completed Commissioning Test Plan template
Select Supporting Documents (Single file or .zip)	File selection facility to upload supporting documents (can be a single document or multiple documents in a zip file)
Add submission comment	Facility to add a comment when submitting a CTP for assessment by AEMO
Original CTP ID	A reference to the original CTP ID that the MP is revising

## 7.3 Withdrawal

A Commissioning Test Plan can be withdrawn by the Market Participant at certain statuses (Submitted, Under Assessment or Approved) by clicking the “Withdraw” button under the “View Commissioning Test Plan Details” pane of a Commissioning Test Plan

Figure 12 Commissioning Test Plan: Withdrawal

The screenshot displays the 'View Commissioning Test Plan Details' interface. At the top right, there is a red 'WITHDRAW' button with a close icon. The main content area is divided into several sections:

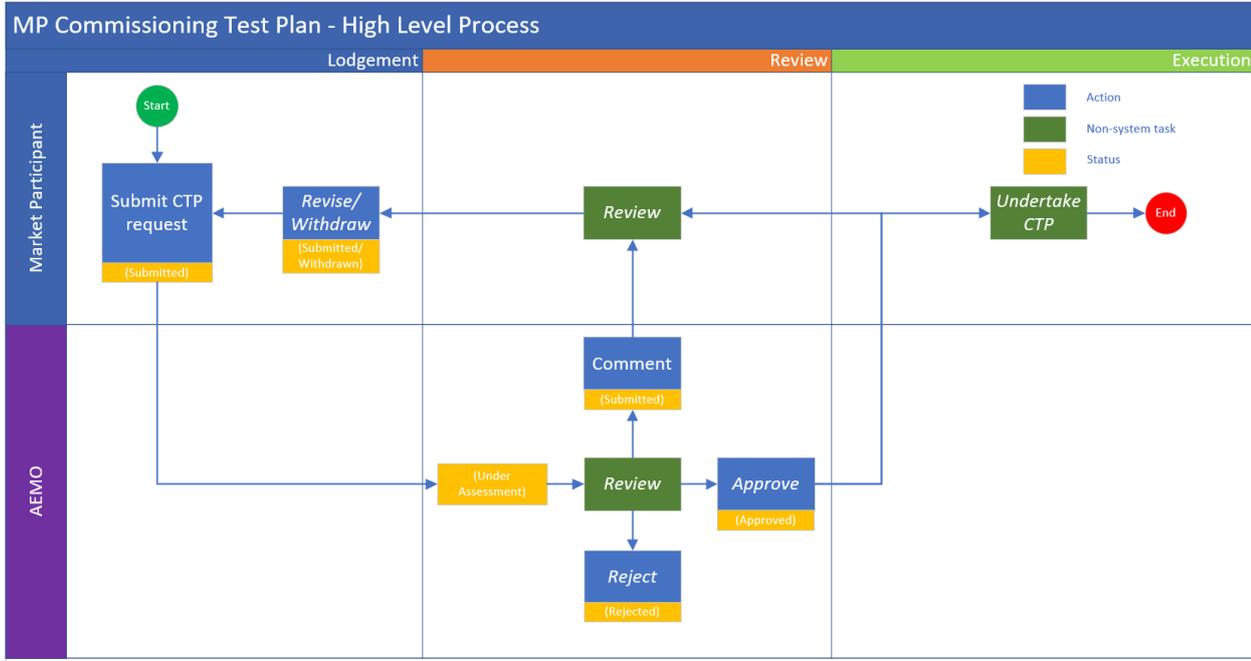
- Metadata:** CTP ID: 84, Created Date: 24/02/2023, 08:38 am, Submission Comment, Originator: NEWGEN, Status: Submitted, Facility: NEWGEN\_KWIHANA\_CCG1, CT Period Start: 01/03/2023, 08:00 am, CT Period End: 02/03/2023, 07:55 am.
- Files:** CTP File: CommissioningTestPI..., MP Supporting Documents: None.
- Comments:** AEMO Comments to MP (empty text area).
- Audit Log:** A table with columns: Timestamp, Changes, User.

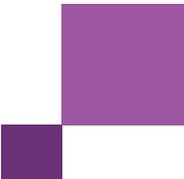
Timestamp	Changes	User
2/24/2023, 8:38:47 AM	Plan created with status 'Submitted'	NEWGEN

At the bottom right of the audit log, there is a pagination control: Rows per page: 20, 1-1 of 1.

# A1. Commissioning Test Plan Workflow

Figure 13 Commissioning Test Plan: Workflow





# Glossary

This document uses many terms that have meanings defined in the Wholesale Electricity Market Rules (WEM Rules). The WEM Rules meanings are adopted unless otherwise specified.

<b>Term</b>	<b>Definition</b>
<b>AEMO</b>	Australian Electricity Market Operator
<b>CTP</b>	Commissioning Test Plan
<b>MR</b>	Wholesale Electricity Market Rule
<b>Facility</b>	Means a facility registered in the WEM
<b>Participant</b>	In the context of this document, Participant is used in general terms to mean any registered Rule Participant, unless otherwise specified
<b>SWIS</b>	South West Interconnected System
<b>WEM</b>	Wholesale Electricity Market
<b>WEM Rules</b>	Wholesale Electricity Market Rules
<b>WEMS</b>	Wholesale Electricity Market Systems