

INFORMATION TECHNOLOGY DEVELOPMENT FORUM (ITDF) – TERMS OF REFERENCE

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VERSION	DATE	AUTHOR(S)	CHANGES AND COMMENTS
0.1	OCT 2009	S. MONACO	VERSION TO COMBINE ALL T.O.R GROUPS
0.4	APR 2009	W. LEE	Clarification on voting scope.
1.0	AUG 2010	W. LEE	Addition of STTM

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1. Introduction

The Information Technology Development Forum (ITDF) is a technical group comprised of Gas industry participants and AEMO that supports the jurisdictional GRCF (Gas Retail Consultative Forum), the GWCF (Gas Wholesale Consultative Forum), the STTM-CF (Short Term Trading Market Consultation Forum) and the Energy Markets IT Steering Committee.

The ITDF is established to work on the detail of proposed technical enhancements to the operating environments of the AEMO gas wholesale and retail markets in New South Wales and ACT, South Australia, Queensland and Victoria. The ITDF membership will consult, develop and agree on the adoption of proposed changes relating to the technical procedures/standards and system interfaces that impact market systems, with a view to support convergence where practical with other AEMO gas markets.

1.1 Function & Objectives

The function and objectives of the ITDF are:

- Provide technical advice on proposed changes to the jurisdictional Market Procedures, Gas Information Protocol (GIP), Specification Pack and/or Interface Control Document.
- Support the technical interactions that exist between AEMO and participants in the operation of AEMO gas markets.
- Provide technical feasibility, impact review and advice on testing and implementation cost components of any proposed changes or business requirements.
- Have regard for the approved process in the review of proposed documentation changes.
- Monitor any changes to the standards proposed in a market on a wholistic basis and review the impact on other jurisdictions, where appropriate.
- Provide a forum for information sharing and discussion groups focused on operational issues relating to the delivery of systems and data for all AEMO gas markets.
- Provide an industry contact framework and structure for members to develop and implement market system interfaces to support the jurisdictional gas markets.

The ITDF has a major role in ensuring that technical standards are shared among AEMO gas markets and promote alignment, where possible, with the WA gas market and the national electricity market.

2. Participation at the ITDF

The ITDF is established for participants and AEMO to discuss the development of market systems and processes. The ITDF shall comprise:

- a) A Chairperson nominated by AEMO;
- b) A Secretary nominated by the Chairperson;
- c) An AEMO representative nominated by AEMO;
- d) Any representative of a registered participant; and/or
- e) Any intending participant.

The purpose of participation is to ensure that the views of all registered participants and intending participants for consideration of matters relating to technical detail of the AEMO gas markets are recorded. Accordingly, the views put by members at meetings will be recorded in minutes and will be emailed to all representatives.

Where an individual represents a group of interested stakeholders, they:

- Must be nominated by a responsible person from the organisation(s) from whom the individuals represent. The first time this person is the nominated representative, a nomination notice will be sent to the Secretary in writing or by email at least 5 business days prior to the meeting unless otherwise agreed by the Chairperson; and
- Should have sufficient expertise and authority to consider matters on behalf of the organisation(s) that they represent, and provide the formal views of those organisations for the minuted record.

Any individual nominated to represent a group of interested stakeholders will continue in that capacity until that individual resigns or a new individual is nominated by the organisation(s) that they represent. Unless indicated in the written notification to the Secretary, as specified above.

Any nominated a representative must ensure continuity of representation to avoid duplication of discussion and to ensure effective and efficient operation of the ITDF.

The Chairperson will formally recognise individuals at the commencement of each meeting and is responsible for the conduct of the meeting.

3. Governance & Administration

3.1 Convening of meetings

The ITDF will be generally convened on the last Monday of every month or more frequently if required, at a location to be determined by AEMO. Teleconference details for each meeting will be provided and included on the agenda for each meeting.

3.2 Notice of meeting and papers for meeting

At least one week prior to each meeting, an agenda that includes venue details, teleconference details and relevant papers for the meeting must be provided to relevant stakeholders by the Secretary.

Within two weeks after each meeting, the minutes will be distributed to members.

Before 1 December of each year AEMO will publish the meeting dates for the following year having consulted the ITDF first.

3.3 Structure and proceeding of meetings

The ITDF will structure the meetings in the following manner, which may be changed, with agreement from the ITDF representatives.

1. General items, including apologies, decisions of minutes;
2. Gas Hub matters, including a Hub operations report;
3. Western Australian market matters, including a GRMS operational update;
4. South Australian market matters, including a GRMS operational update;
5. New South Wales & ACT matters, including a GRMBS operational update;
6. Queensland market matters;
7. Victorian market matters.

Note that the STTM is currently deployed at STTM Hubs in the SA and NSW jurisdictions, and will therefore be covered in their respective market jurisdictions on the Agenda.

3.4 Voting

Voting in the ITDF context is a method for gaining endorsement of items raised to feed back to the relevant initiating groups. Where voting on a motion is required, the following rules apply:

- One represented organisation equates to one vote.

- Where a motion is specific to a market, only member organisations of that market as identified within the Agenda have voting rights.
- Where a motion is generally applicable to all members, each organisation only has a one vote.
- Motions require a majority of more than 50% to be carried.
- Voting outcomes will be tabled in the meeting minutes.

3.5 Relationship with REMCo TWG¹

The ITDF has no direct relationship with the REMCo Technical Working Group (TWG). However, AEMO provides market operations services to REMCo, and the Western Australian market utilises the gas Hub as a part of its IT infrastructure, which is a key component for discussion at the ITDF. Therefore, the ITDF and TWG will ensure synergies in representation to provide participants in both markets with an understanding of the IT changes that are being developed in their respective systems.

¹ REMCo TWG has a charter in place that describes this working groups' operating arrangements. This charter is available from the REMCo website www.remco.net.

3.6 ITDF Organisational Relationships

