5MS Program Consultative Forum (PCF) Meeting Notes

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| MEETING: | 2 |
| DATE: | Wednesday, 8 August 2018 |
| TIME: | 10:00 AM – 1:00 PM |
| LOCATION: | AEMO Offices Melbourne, Sydney, Brisbane, Adelaide and Video/Teleconference |

ATTENDEES:

|  |  |  |
| --- | --- | --- |
| **attendee** | **organisation** | **office** |
| Darren Pace | Alinta Energy | Sydney |
| Dean Lane | Origin Energy | Sydney |
| Christine Lu | Infigen | Sydney |
| Adam Branson | Stanwell | Brisbane |
| Robert Pane | Intergen | Brisbane |
| Ben Pryor | ERM Power | Melbourne |
| Melinda Green | Energy Australia | Melbourne |
| Peter Spittle | Jemena | Melbourne |
| Piera Lorenz | Telstra | Melbourne |
| Stephen Thompson | Ausnet Services | Melbourne |
| Trevor Lane | Powercor | Melbourne |
| Paul Greenwood | Vector AMS | Melbourne |
| Shane McCarthy | Hydro Tas | Melbourne |
| Adrian Honey | Tas Networks | Dial In |
| Corinna Woolford | Aurora Energy | Dial In |
| Gavin Wise | Intellihub | Dial In |
| Jeff Roberts | Evo Energy | Dial In |
| Linda Brackenbury | Plus ES | Dial In |
| Mark Maiolo | Hansen | Dial In |
| Owen Self | Stanwell | Dial In |
| Tim Moran | Select Solutions | Dial In |
| Christian Suprijatna | Acciona | Dial In |
| Joe Tong | Sparq | Dial In |
| Damian Lynch | Ergon Energy | Dial In |
| Chris Murphy | Meridian Energy | Dial In |
| Dan Hillier | Meridian Energy | Dial In |
| Hayden Jones | Meridian Energy | Dial In |
| Chris Muffett | AEMO (Chair) | Sydney |
| Graeme Windley | AEMO | Melbourne |
| Gary Eisner | AEMO | Sydney |
| Hamish McNeish | AEMO | Brisbane |
| Jennifer Fikret | AEMO (Secretariat) | Melbourne |

# Preliminary Matters

* 1. Attendees were noted and welcomed to the Program Consultative Forum.
	2. The Program Consultative Forum confirmed the minutes of meeting number one held on 13 July 2018.
	3. The actions from meeting one have been reviewed and updated

# Matters for Noting

*2.1 Program Update – G. Windley (Slides 3 to 6)*

The high-level Program timeline was presented, and updates supplied on drafting amendments and the global settlement rule change. Other items included a summary of current stakeholder group meetings and an invitation to participate in Stakeholder roadshow meetings currently occurring on a one-on-one basis with AEMO’s project Stakeholder team.

AEMO’s internal development of Procedures is currently on track and AEMO is continuing with the internal IT feasibility & design phase of the project due to be completed by quarter 4, 2018. AEMO is considering other design elements to provide for flexibility in the system. It is planned for system interfaces to be defined early to enable participant system builds independent of AEMOs system. Information will be communicated via the System Work Group (SWG).

*2.2 Procedures Work Group – G. Eisner (Slides 7 to11)*

G. Eisner provided an update of last week’s PWG meeting. Meeting notes are available [here](http://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Five-Minute-Settlement/Procedures-Workstream/Procedures-Working-Group). A Procedure Tracking Dashboard was provided covering Metering, Settlements, Dispatch and Power System Operations.

The Chair expanded on operation of the Procedures focus groups, with the Dispatch Focus Group (Sydney) focussing on bids and offers process, followed by the Metering Focus Groups (Melbourne) working on the interface between MDP and AEMO commencing next week. Nominees are required to possess a strong specialisation in these areas.

AEMO intends to capture the outcomes of the focus groups via a slide pack and discussion ensured around the timing release of slide packs with further clarification to be provided (Action required).

The PCF noted that sufficient time should be allowed between focus groups and PWG meetings for the dissemination and consideration of the slide packs. (Action required)

There was further discussion on whether slide packs should be distributed prior to focus group meetings to allow for internal consideration by participants. AEMO noted that sufficient information on the content of the focus groups was provided through the high level impact assessment and PWG presentation, and that the slide pack was to guide discussion on the day.

*2.3 Systems Work Stream – H. McNeish (Slide 12 – 13)*

Systems planning is continuing, along with architecture and requirements documentation. Initial development activities are scheduled to commence September 2018. The first SWG meeting is on 24 August with a plan for Focus Groups to follow.

The SWG are avoiding a “big bang” approach to implementation with a plan is to roll out changes 3 - 6 months earlier to enable a smoother transition.

AEMO’s SWG will consider timelines for “sand box” environments where participants can test systems against AEMO’s and integrate early.

Global Settlements (subject to rule change approval) is included in the 5MS project scope. AEMO’s systems are being developed with the capability for Global Settlements, whether this capability is exercised is subject to the rule change outcome.

# Matters for Discussion

*3.1 Industry Risk/Issue Register – G. Windley*

Industry Risk/Issue Register is available [here](http://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Five-Minute-Settlement/Program-Management/Program-Consultative-Forum).

R01 – AEMO are conducting one-on-one meetings with participants to address concerns. PCF members were invited to make contributions with regards to communications etc. also.

An Industry Champion nomination was requested from the PCF to collaborate with AEMO where they had a particular interest in one of the risks or issues, and to work to mitigate the risk/issues with industry, reporting back to PCF. (Action required)

R02 – Agreed. No champion nominated.

R03 – Agreed. No champion nominated. Procedures Go-Live Action plans are to be discussed and developed via the PWG and released via the consultation process.

R04 – Agreed. Preference was for this risk to be discussed at focus group level. No champion nominated. (Action required)

R05 – resourcing constrains – it was felt industry would not discuss this time of item with an Industry Champion. No champion nominated.

R06 – AEMO currently tracking to provide coordinated view of industry. Industry Champion – M. Green. (Action required)

I01 – PWG monitoring until reporting back to PCF.

I02 – Engagement Plan under development with roadshow involving small participants.

I03 – AEMO working on issue as a priority.

I04 – AFMA – forum members were encouraged to lobby towards a group commencing (Action required).

I05 – Under discussion internally in AEMO. Resolution date later in 2018.

Attendees mentioned some items were doubled up as both a risk and issue. AEMO explained approach is that issues are risks that have materialised, but will assess the list to ensure there is not exact doubling up (Action required).

An additional risk mentioned involved vendor software houses lack of knowledge on 5MS changes. M. Green suggested an action on participants who can advise AEMO if there is an issue with vendor knowledge. C. Muffett expressed concern this may create systemic risk. AEMO is open to hosting a vendor-knowledge share session, however participants need to drive their vendors to participate within forums and working groups. (Action required).

Some PCF members felt that one on one discussions are the most appropriate place to discuss particular issues relating to software and systems as they may not wish to discuss in an open forum.

*3.2 Potential Drafting Amendments – C. Muffett (Slides 16 – 18)*

A summary of the four current requested amendments and their status was provided to members.

AEMO plans to draft a rule change by the first half of next year. P. Spittle suggested there may be other issues and the PCF should re-visit procedures changes post June-July, once procedure changes are finalised to see if there is an impact. (Action required)

*3.3 Systems Working Group – H. McNeish (Slide 19 – 22)*

An update was provided on the commencement of the SWG, including the release of the Terms of Reference (feedback welcomed) and the purpose of the group. A summary of items to be discussed included meter data and bids and offers interfaces. Technical specifications will be broken up into smaller areas and distributed as early as possible.

The SWG will run monthly, usually face-to-face and will establish focus groups for specific technical items. SMEs or those focus groups are required to possess a technical speciality.

The SWG and PWG will have some overlap on procedures and documents.

# General Business

Nil

# Forward Plan

Future dates were listed as per slide 26 and contact details for the Five-Minute Settlement project were given.

# Next meeting

The next Program Consultative Forum meeting is scheduled for Monday, 3 September at 10 am.

The meeting closed at 12:41 pm.

# Update of Previous Action Points.

| **Item** | **Topic** | **Action required** | **Responsible** | **By** |
| --- | --- | --- | --- | --- |
| 4.1 | Program Background | AEMO to provide further detail on MDP and MPB re-accreditation requirement and discuss with PWG.  | Emily Brodie | 20 Aug. 2018OUTSTANDING |
| 4.2 | Program Background | AEMO to provide a list of the potential items that require a clarification to the rules to support 5MS implementation  | Emily Brodie | 8 Aug. 2018**CLOSE** |
| 5.1 | Program Update | Discuss need for additional forum with a two-way interaction at a more senior level on system planning with Executive Forum. Continue to track issue. Discussion with EF occurred.  | Graeme Windley | Complete**CLOSE** |
| 5.2 | Program Update | Discuss interaction with, and resource requirements of, other initiatives (e.g. DERR, standing data review) with EF - Discussed | Graeme Windley | Complete**CLOSE** |
| 5.3 | Program Update | Update project plan to align with systems workstream – included in today’s update | Graeme Windley | 8 Aug. 2018**CLOSE** |
| 7.1 | Systems Work Stream | AEMO to provide some clarification on how we aim to manage the go-live – i.e. that bids/offers and meter data will support the new interfaces/processes earlier than 1-Jul-2021. On today’s Agenda | Hamish McNeish | 8 Aug. 2018**CLOSE** |
| 8.1 | Procedures Working Group | PCF member to provide feedback on the PWG Draft Terms of Reference available at: <http://aemo.com.au/Electricity/National-Electricity-Market-NEM/Five-Minute-Settlement/Procedures-Workstream/Procedures-Working-Group> Now finalised | PCF Members | 27 Jul. 2018**CLOSE** |
| 8.2 | Procedures Working Group | PCF members to provide PWG nominations to 5ms@aemo.com.au.Now finalised | PCF Members | 20 Jul. 2018**CLOSE** |
| 8.3 | Procedures Working Group | PCF members to provide feedback on how resource constrained smaller participants can engage with the work of the PCF, PWG and SWG. Ongoing for further feedback. | PCF Members | 1 Aug. 2018**CLOSE** |
| 8.4 | Procedures Working Group | AEMO to consider how resource constrained participants can engage with the work of the PCF, PWG and SWG. Carry over to PCF on 3 Sep 2018 – further discussion required. | Gary Eisner  | ~~8 Aug. 2018~~3 Sep 2018 |
| 8.5 | Procedures Working Group | AEMO to change PWG meeting date because the July meeting clashes with an industry event. Met last week.  | Emily Brodie  | Complete**CLOSE** |
| 8.6 | Procedures Working Group | AEMO to engage with PWG on how procedures are packaged and prioritised.Occurred last week | Emily Brodie  | 3 Aug. 2018**CLOSE** |
| 8.7 | Procedures Working Group | AEMO to provide feedback to PCF about formation and timing of focus groups.Discussion took place in PWG last week. Update to PCF today. | Emily Brodie  | 8 Aug. 2018**CLOSE** |
| 8.8 | Procedures Working Group | AEMO to provide procedures tracking dashboard to PCF each monthOngoing  | Emily Brodie  | Ongoing**REMOVE** |
| 8.9 | Procedures Working Group | AEMO to ‘track change’ procedure documents for the PWG’s consideration. Ongoing | Emily Brodie  | Ongoing**REMOVE** |
| 8.10 | Procedures Working Group | Provide master list of procedures to PWG.Has been provided PWG meeting pack | Emily Brodie  | 3 Aug 2018**CLOSE** |
| 8.11 | Procedures Working Group | AEMO to consider other forums that may be impacted, or able to contribute to 5MSE. Brodie to update at next PCF Meeting. | Emily Brodie | ~~8 Aug 18~~3 Sep 18 |
| 9.1 | Risk and Issue Management | Present an industry risk/issue register at next PCF meeting.Included today | Graeme Windley | 8 Aug. 2018**CLOSE** |
| 10.1 | General Questions | PCF meeting invites to be sentSent | Jennifer Fikret | Complete**CLOSE** |
| 10.2 | General Questions | Include on Copy EF agenda/slide pack email to PCFSent | Graeme Windley | Complete**CLOSE** |

# New Actions.

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| --- | --- | --- | --- | --- |
| Item | Topic | Action required | Responsible | By |
| 2.2 | Procedures Work Group | AEMO to consider timing of focus group slide pack release and content.  | Emily Brodie |  |
| 2.2 | Procedures Work Group | AEMO to consider timing of next PWG | Chris Muffett |  |
| 3.1 | Risk & Issues Register | AEMO to consider Industry Champion concept and potentially approach members directly. | Gary Eisner |  |
| 3.1 | Risk & Issues Register | R04 Time to be allocated in focus groups around transition and cut over amendments. | Emily Brodie |  |
| 3.1 | Risk & Issues Register | R06 AEMO to consider approach to coordination of multiple reg. changes, including forums available that may be utilised to cover multiple programs.  | Emily Brodie |  |
| 3.1 | Risk & Issues Register | Additional vendor risk to be added to risk register and re-visit after SWG commences. | Gary Eisner |  |
| 3.1 | Risk & Issues Register | PCF members to speak to their AFMA rep about 5MS working group | PCF |  |
| 3.1 | Risk & Issues Register | Add risk register to website | Jennifer Fikret |  |
| 3.2 | Potential Drafting Amendments | Action on industry to consider all items and provide details to assist AEMO to make representation to the AEMC. AEMO to accommodate plan to include drafting amendments into procedures. | Chris Muffett |  |