**TERMS OF REFERENCE**

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**Procedures Working Group (5MS-PWG)**

AEMO is seeking input from industry stakeholders to develop AEMO Procedure changes to implement the Five Minute Settlement (5MS) and Global Settlement (GS) programs.

The AEMO Procedures work stream is responsible for development and consultation on the procedures for the 5MS and GS Rule changes. The Procedure amendments include various metrology, retail and wholesale procedures. There are approximately 70 affected procedures in total, around 20 of which must follow the formal, two-stage ‘rules consultation’ process.

# Purpose

The Five-Minute Settlement Procedures Working Group (5MS-PWG) provides a forum for AEMO to engage with industry stakeholders during the procedure development process.

# Scope

The following activities are in-scope:

* Contribution to the development of procedure amendments relating to:
* Dispatch
* Metering
* Settlements and Prudentials

Given the broad nature of the scope, AEMO proposes that specific sub-groups or focus groups be formed to contribute to each of the areas above. Joint focus groups between PWG and Systems Working Group members may also be formed to manage areas of cross-dependency e.g. transition planning.

# Representation

* The 5MS-PWG is an open forum for all industry stakeholders.
* Interested parties wishing to attend and participate on behalf of their organisation(s) must register their attendance with AEMO.
* In the interests of facilitating targeted, technical discussions on defined project deliverables, AEMO requests that one ‘active’ participant attend from each organisation. Multiple representatives from an organisation may be included on email distribution lists for information purposes. Where required, AEMO may limit the number of participants for each meeting.
* AEMO expects attendees to have detailed knowledge and expertise of the relevant sections of the NER, NEM procedures and be subject matter experts with authority to consider matters on behalf of the organisation(s) that they represent.
* AEMO expects attendees to have a thorough understanding of the 5MS program, be well versed in five-minute settlement and global settlement rule changes, and be prepared to participate in discussion.

# Governance

The 5MS-PWG is a project-specific forum that will be led by AEMO.

# Meetings

AEMO will provide video-conference facilities for the AEMO offices listed below. A small number of tele-conference lines may also be made available for members where they cannot attend an AEMO office location.

Meeting Location - AEMO offices:

* Melbourne – Level 22, 530 Collins Street, Melbourne VIC 3000
* Sydney - Level 2, 20 Bond Street, Sydney, NSW 2000
* Brisbane - Level 10, 10 Eagle Street, Brisbane, QLD 4000
* Adelaide - Level 9, 99 Gawler Place, Adelaide, SA 5000

Meeting Frequency: As per the industry calendar. Additional meetings may be called by AEMO from time to time to address specific issues.

# Administration

AEMO will prepare and distribute all meeting correspondence via email.

AEMO will endeavour to provide interested stakeholders with:

1. A draft agenda and relevant meeting papers prior to the meeting.
2. A meeting outcomes paper five business days after the meeting.
3. AEMO will provide Chair, secretariat services and subject matter expert(s) for each meeting.

# Resourcing

Any expenses incurred as a result of attending meetings or activities associated with meetings are at the expense of the representative’s employer.

For more information or for other enquiries, please email the 5MS inbox: [5MS@aemo.com.au](mailto:5MS@aemo.com.au).

TERMS OF REFERENCE