

5MS Readiness Working Group (RWG) Meeting Notes

MEETING: 5
 DATE: Tuesday 22 October 2019
 TIME: 10:00 AM – 1:00 PM
 LOCATION: AEMO Offices Melbourne, Sydney, Brisbane, Adelaide and by Webex

Attendee	Organisation	Location
Wayne Rau	ENGIE	Melbourne
Andrew Peart	AGL	Melbourne
Aakash Sembey	Simply Energy	Melbourne
Malcolm Hempel	Tango Energy	Melbourne
Greg Minney	AEMO	Melbourne
Darren Pace	Alinta	Sydney
Samantha Markhan	AER	Sydney
Emily Brodie	AEMO	Sydney
Austin Tan	AEMO	Sydney
Blaine Miner	AEMO	Brisbane
Adrian Honey	TasNetworks	WebEx / Dial In
Alison Davis	Evo Energy	WebEx / Dial In
Con Michailides	AusNet Services	WebEx / Dial In
Corinna Woolford	Aurora	WebEx / Dial In
Dino Ou	Endeavour Energy	WebEx / Dial In
Fergus Stuart	Origin	WebEx / Dial In
Gerard Dunne	Stanwell	WebEx / Dial In
Greg Szot	Powercor	WebEx / Dial In
Helen Vassos	PLUS ES	WebEx / Dial In
Ingid Farah	Ergon Energy	WebEx / Dial In
Luke Emrose	Energy Australia	WebEx / Dial In
Mark Reid	Red/Lumo	WebEx / Dial In
Nick Gustafsson	Red/Lumo	WebEx / Dial In
Prabpreet Calais	AEMC	WebEx / Dial In
Nicole Bright	Energy Queensland	WebEx / Dial In
Pradeep Mehta	Ausgrid	WebEx / Dial In
Sharleen Flanagan	ERM Power	WebEx / Dial In
Snehal Jogiya	ERM Power	WebEx / Dial In
Steve Smith	Metering Dynamics	WebEx / Dial In
Tim Lloyd	Essential Energy	WebEx / Dial In
Warren Van Wyk	IntelliHUB	WebEx / Dial In

Note: some attendees who joined through WebEx and phone may not have been identified. Please advise via email to 5ms@aemo.com.au if you attended the meeting but have not been noted above.

1.0 Welcome and Introduction – G. Minney (Slides 1 - 2)

Attendees were welcomed to the fifth Readiness Working Group (RWG). Attendance was captured.

2.0 Minutes & Actions from previous meeting – E. Brodie (Slides 3 - 5)

The meeting notes for the previous RWG held on 24 September were confirmed. The actions from meeting four have been reviewed and updated. Please refer to the meeting pack and list below for more details.

3.0 Staging Environment Update – T. Grant (Slides 6 - 11)

AEMO presented updates relating to the staging environment, including updates on reallocations screens, verifications in staging, staging access, and the general process to provide feedback.

AEMO clarified that testing information related to readiness will be primarily communicated to the RWG (e.g. defects summary). Detailed information on the staging environment will be communicated via the Systems Working Group and RWG for consistency to ensure that information is available to a broad range of participants who may not have attendees at all forums.

More information can be found in the meeting pack.

4.0 Workstream Update – E. Brodie (Slides 12 - 17)

AEMO provided a brief update on the market readiness strategy, noting that feedback was received from 10 stakeholders. A debrief of the received key feedback is provided in the meeting pack.

AEMO noted that the PCF requested that the RWG establish impact assessments and mitigations for the readiness risks raised to the Industry Risk Register. This will be addressed as a component of the proposed risk workshop with the RWG. The PCF also requested that AEMO agree the approach for consideration of cutover and market rollback. AEMO will present on this later in the session (*see section 9*).

5.0 Debrief on Transition Focus Group – B. Miner (Slides 18 -22)

AEMO noted that three Transition Focus Group meetings have been held. The content of these meetings mainly focused on developing the Metering Transition Plan.

AEMO provided a debrief on:

- Meter installation and reconfiguration
- Metering data delivery – B2B and AEMO
- MSATS Standing data updates
- Accreditation updates
- Metering transition plan progress

More details are provided in the meeting pack.

In response to a query from TasNetworks, Stanwell and PLUS ES, AEMO noted that further details on the process for MDPs to initiate 5 minute meter data delivery prior to 1 July 2021 will be provided at a later stage to the RWG. AEMO noted that these considerations are not

Rule requirements, however, they are seen as potential key enablers in mitigating certain Participant and Market risks associated to transitioning to a 5MS environment.

In response to a query from Alinta, AEMO clarified that the settlements and dispatch transition plan will be released after the metering transition plan.

6.0 Industry Readiness – Stakeholder Engagement – G. Minney (Slides 17 - 21)

AEMO noted that further engagement with the RWG is required on contingency planning and industry readiness risks and issues. An RWG out-of-session meeting was proposed to focus on risk and issue rating and the development of agreed mitigation actions.

The RWG queried if all the main readiness risks are captured in the Industry Risks and Issues Register, and suggested that sub-groups could be formed to identify all the key readiness risks, and that these risks could be consolidated through AEMO. The next step then would be to identify mitigations for the consolidated risks.

AEMO reiterated that the focus will be management of risks at a program level, with mitigations that can be actioned via the program.

Alinta noted that participants might have individual risks that have dependencies on AEMO or other industry participants.

AEMO noted that specialised input is required to develop testing and cutover plans for reallocations and B2B APIs. An industry testing focus group and cutover focus group was proposed, however, given the optionality for implementation timing timing would be driven by the level of implementation intent of industry Participants

Action 5.6.1: RWG members to provide indication of their intent and timing (if known) to implement Reallocation APIs or B2M APIs as components of their programs

In relation to the RWG risks and issues workshop, and industry testing and cutover focus groups, the RWG was invited to provide feedback on timing, duration, format and requests for pre-meeting materials for these sessions.

In relation to the transition approach for Reallocations and B2M releases, In response to a query from Stanwell, AEMO clarified that there is a rollforward strategy in place as the capability being deployed is in addition to the processes currently available for participant interaction, with no retirement of those current interaction methods at conversion. ...

PLUS ES noted that it will be good for participants to understand how AEMO will consider triggering contingencies. AEMO clarified that the triggers for each contingency will be developed with the RWG, and included in the Contingency plan.

Action 5.6.2: The RWG was invited to provide feedback on timing, duration, format and requests for pre-meeting materials for the RWG risks and issues workshop, and industry testing and cutover focus groups.

7.0 Industry Readiness Reporting Plan – A. Tan (Slides 22 - 27)

AEMO presented the industry readiness reporting approach, noting that marketing readiness will be assessed through market readiness criteria.

AEMO presented examples of general program criteria, explaining that these criteria will focus on the level of establishment of participant programs, and will help AEMO and the RWG identify risks and issues early on in the program.

Alinta noted that separate reporting for 5MS and GS on general criteria might be challenging given the integrated nature of participant programs for 5MS and GS.

AEMO presented examples of specific criteria in which AEMO will report its readiness, noting that this will be aligned to program updates at the PCF level.

AEMO presented examples of specific criteria for each participant type, noting that the criteria for each participant type will be different based on how they are affected by 5MS and GS. The readiness criteria related to metering is linked to activities defined in the Metering Transition Plan developed by the Transition Focus Group.

The full list of market readiness criteria for AEMO and all participant types will be available for comment when the readiness reporting plan is released on 31 October.

AEMO noted that participants will be asked to provide information on each criterion relating to the level of progression, status, and also if any support from AEMO or the industry is required.

Endeavour Energy and PLUS ES commented that increments of 25% to track progression may not draw out the right level of information in readiness reporting. AEMO emphasised that a principle of readiness reporting was to balance the effort of reporting with the value derived from reporting, and that participants will be able to provide any further information on their readiness by reporting their status as 'at risk' or 'late', providing explanations and requesting support as required. This approach can also be updated to suit the needs of the program as the commencement dates approaches.

The RWG requested that AEMO provide further guidance and clarity on the progression scale for each criterion. AEMO noted that additional details will be provided in the industry readiness reporting plan.

AEMO noted that the industry readiness reporting plan will be released on October 31 for consultation until November 21.

8.0 MSP Accreditation Update Plan – Proposed approach – C. Shelley (Slides 29 - 35)

AEMO presented the proposed approach for the MSP accreditation update plan, noting that this applies to MPs and MDPs that have changed any systems or processes.

AEMO noted that the BAU accreditation process will be used to assess any 5MS related changes, and is detailed on the AEMO website.¹ Participants are expected to be proactive, honest and timely when seeking accreditation. AEMO will facilitate the scheduling of accreditation updates in accordance with the established queuing policy.²

AEMO presented the steps to accreditation and associated timelines, proposing that MPs and MDPs assess the level of change and meet with AEMO to confirm the scope of change

¹ Available here: <https://aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Accreditation-and-Registration>

² Queuing policy is set out in section 3.5 of the Qualification procedure: metering providers, metering data providers & embedded network managers

before Jun 2020. The RWG was invited to provide feedback on the proposed MSP accreditation approach.³

AEMO noted that the draft paper will be published on 29 November for consultation until 31 January. A webinar will also be held in early December to facilitate discussion with MPs and MDPs on the draft paper.

Action 5.8.1: RWG to provide feedback on the proposed MSP accreditation approach.

9.0 Contingency Planning Approach – G. Minney (Slides 36 - 50)

AEMO noted that a 5MS and GS industry contingency plan will be developed, and this will be underpinned by system implementation contingencies, non-system contingencies, and the applicability of BAU processes to address identified 5MS scenarios.

AEMO presented the proposed contingency planning principles and objectives, and also the proposed contingency planning approach.

AEMO will provide a strawperson list of contingency services required for 5MS and GS commencements and system go-lives, and the RWG and/or specialised focus groups will develop and finalise the contingency scenarios, along with the associated:

- Triggers
- Dependencies
- Mitigating actions
- Timing
- Communication approach
- Responsibilities

These scenarios and responses will form the basis of the 5MS and GS industry contingency plan and will be incorporated into the relevant transition and cutover plans.

AEMO presented examples of contingency scenarios, highlighting examples of in-scope scenarios.

The RWG was requested to provide feedback on the approach to contingency planning, including the stakeholder engagement method, development approach of scenarios, and the approach to refining and updating the contingency plans.

Origin commented that contingency measures should ideally not affect the timelines for industry testing, and that any changes to testing timelines should only be considered as a last resort.

In response to a question from Stanwell, AEMO clarified that there will be a heightened period of support post go-live.

A participant queried how risks and contingencies are linked, with AEMO indicating that the Contingencies are the actions to be put in place when the relevant risk materialises

A participant commented that the contingency plan should include guidelines on the process and governance of contingency planning. This documented approach can then be leveraged when new contingency scenarios are identified.

³ Available in the meeting pack on slide 43.

Alinta commented that it would be useful to identify which stakeholders are impacted when contingency plans are developed, noting that a stakeholder could be impacted but not have responsibility in actioning contingency.

Stanwell queried if contingency planning will consider scenarios where multiple stakeholders are simultaneously 'not ready' for 5MS and GS. AEMO commented that each contingency scenario will identify if there are any factors that will create knock-on impacts.

In response to a query from Origin, AEMO noted that dates for each contingency workshop are being finalised and will be communicated to the RWG shortly.

The RWG requested a consolidated view of the engagement timelines for all readiness documents, including the industry contingency plan.

Action 5.9.1: AEMO to develop a consolidated view of the engagement timelines for all readiness documents.

10.0 Forward Meeting Plan – G. Minney (Slides 55 - 56)

AEMO presented the proposed content for upcoming RWG meetings. AEMO noted that there will be a December RWG but the current plan is to not have a RWG in January.

Attendees were thanked for their attendance and advised of future RWG meetings for 2019:

- Friday 15 November 2019
- Tuesday 10 December 2019

Next Systems Working group:

- Monday 18 November 2019
- Monday 16 December 2019

Next Program Consultative Forum

- Friday 1 November 2019
- Wednesday 4 December 2019

Next Executive Forum

- Monday 11 November 2019

Further information on the 5MS program, and a calendar of all meeting and forum dates can be found via the following link: <http://aemo.com.au/Electricity/National-Electricity-Market-NEM/Five-Minute-Settlement>.

11.0 General Questions – G. Minney (Slide 58)

No general questions were noted.



Item	Topic	Action required	Responsible	By
1.1.1	Welcome and Introduction	Participants to confirm to 5MS@aemo.com.au if required to be added to the RWG distribution list.	RWG	Completed
1.8.1	Market Readiness Strategy	RWG to provide feedback to AEMO on indicative timelines presented.	RWG	Completed
1.9.1	Interim Readiness Reporting	AEMO to release proposed interim reporting commencement dates to RWG.	AEMO	Completed
1.9.2	Interim Readiness Reporting	AEMO to provide the RWG with a draft interim readiness report structure for comment.	AEMO	Completed
1.10.1	Forward Meeting Plan	RWG members to provide proposed content/topic areas for upcoming RWG meetings.	RWG	Completed
2.4.1	Transition Timeline	AEMO to align dates and labelling of MDFF format data transition on staged transition timeline.	AEMO	Completed
2.4.2	Transition Timeline	AEMO to reflect UFE publication milestone of 1 July 2021 on staged transition timeline.	AEMO	Completed
2.4.3	Transition Strategy	RWG members to provide feedback on the presented transition approach at RWG 2 in-line with participant's own implementation programs.	RWG	Completed
2.5.1	UFE publication	AEMO to confirm if and when the draft report on UFE publication will be made available to participants.	AEMO	Completed
2.7.1	Readiness Deliverables	RWG to provide feedback on approach to merge Industry Test and Market Trial Strategy deliverables.	RWG	Completed
2.7.2	Readiness Deliverables	RWG to provide feedback on approach to delay engagement on the Accreditation Update approach from August to October.	RWG	Completed
2.8.1	RWG Content	RWG to provide feedback on proposed content and suggest content for future RWGs.	RWG	Completed



2.8.2	Readiness Deliverables	AEMO to consolidate and discuss Readiness Workstream deliverables with the RWG, including the draft and final dates for each deliverable.	AEMO	Completed
2.9.1	Vendor Engagement	RWG to provide feedback on areas that AEMO could consider further vendor engagements, including approach, areas of significance and timing.	RWG	Completed
2.9.2	Readiness Risks	RWG to provide feedback on the proposed approach to managing readiness issues and risks.	RWG	Completed
3.4.1	Software drops	AEMO to provide RWG with definitions of what is included in the package content of each software drop.	AEMO	Completed
3.5.1	Readiness Risks	AEMO to refine approach to managing industry risks and issues identified by the RWG.	AEMO	Completed
3.5.2	Readiness Risks	AEMO to align cadence of RWG readiness risk assessment sessions with the quarterly PCF risk assessment sessions.	AEMO	Completed
3.5.3	Readiness Risks	AEMO to consider updating R11 in the industry risk register to reflect deliverables that are sequenced over time instead focusing on the final 5MS go-live date.	AEMO	Completed
3.7.1	Focus Groups	RWG to provide suggestions for focus groups and/or topic areas.	RWG	Completed
4.2.1	Reconciliation Support Workshop	AEMO to consider combining the Settlement Managers Working Group with the reconciliation support workshop.	AEMO	Completed
4.4.1	Readiness Reporting	AEMO to provide more information on how readiness reporting can be 'actionable'.	AEMO	Completed
4.5.1	Contingency Arrangements	AEMO to consider including a 'shadow box' (or similar indication) for contingency arrangements on the transition gantt chart.	AEMO	Completed
4.5.2	Contingency Arrangements	AEMO to consider scheduling arrangements for developing agreed contingency scenarios and incorporation into transition plans	AEMO	Completed



4.6.1	Readiness Risks	AEMO to consider proposing a new risk in the industry risk register to manage any risks arising from transitional requirements not defined in procedures.	AEMO	Completed
4.6.2	BSB working group	AEMO to include B2B working group debriefs on the RWG forward agenda when appropriate.	AEMO	Completed
4.6.3	Metering Transition	AEMO to confirm Rule requirements relating to 5 minute metering data (delivery and reception) pre 1 July 2021.	AEMO	Completed
4.6.4	Readiness Risks	AEMO to propose a new risk in the industry risk register to manage risk arising from the ambiguity of 5 minute responsibilities pre-1 July 2021.	AEMO	Completed
4.7.1	Readiness Reporting	RWG to provide feedback on the proposed structure of the industry readiness reporting plan.	RWG	Completed
5.6.1	B2M APIs, Reallocation APIs	RWG members to provide indication of their intent and timing (if known) to implement Reallocation APIs or B2M APIs as components of their programs	RWG	Fri 15 Nov
5.6.2	Focus Groups	RWG to provide feedback on timing, duration, format and requests for pre-meeting materials for the RWG risks and issues workshop, and industry testing and cutover focus groups.	RWG	Fri 8 Nov
5.8.1	MSP accreditation plan	RWG to provide feedback on the proposed MSP accreditation approach.	RWG	Fri 8 Nov
5.9.1	Readiness documents	AEMO to develop a consolidated view of the engagement timelines for all readiness documents.	AEMO	Fri 15 Nov