

TERMS OF REFERENCE

Readiness Working Group (5MS-RWG)

AEMO is seeking input from industry stakeholders to contribute to the Market Readiness workstream to coordinate, assist and prepare industry and AEMO, for the implementation of the Five Minute Settlement (5MS) and Global Settlement (GS) programs, and to monitor and report on preparation efforts and readiness status.

Purpose

The Five-Minute Settlement Readiness Working Group (5MS-RWG) provides a forum for AEMO to engage with industry stakeholders during the Market Readiness process. Through the RWG, AEMO will engage with industry to identify and develop key milestones to ensure that 5MS and GS readiness activities are aligned with high level Program deliverables, provide oversight and assessment of readiness preparations, and provide detailed expertise into the development of cutover and testing activities.

Scope

The following activities are the core scope of the 5MS-RWG:

- Contribute to the development of key market readiness planning deliverables, including the:
 - Market Readiness Strategy
 - Industry Readiness Reporting Plan
 - Industry Testing Strategy and Plan
 - Market Trial Strategy and Plans(s)
 - Industry Transition and Go Live Strategy and Cutover Plan(s)
 - Metering Accreditation Plan(s)
- Contribute to the coordination of detailed activities to be delivered, as set out in market readiness plans.
- Identification of market readiness related risks and issues (including 5MS rules and procedures issues) in the lead up to the 5MS and GS “go-live” dates and the development and implementation of mitigation strategies and escalation, as appropriate, to the Program Consultative Forum (5MS-PCF) or Executive Forum (5MS-EF). The RWG may also refer matters to other relevant experts and WGs across AEMO for their input and consideration.
- Review periodic reports on the progress of market readiness activities for industry as a whole.

Given the broad nature of the scope, AEMO proposes that specific sub-groups or focus groups be formed to contribute to the areas above. This will include a specific Testing Working Group to support Industry and Market Trial areas. Additionally, joint focus groups between RWG and Systems Working Group members may also be formed to manage areas of cross-dependency e.g. transition planning.

Representation

- The 5MS-RWG is an open forum for all industry stakeholders.
- Interested parties wishing to attend and participate on behalf of their organisation(s) must register as a member of the RWG with AEMO.
- In the interests of enabling participation from across interested parties and to facilitate targeted, technical discussions on defined project deliverables, AEMO will accept one 'active' participant attending from each organisation. However, multiple representatives from an organisation may be included on email distribution lists for information purposes. Where required, AEMO may limit the total number of participants for each meeting.
- AEMO expects attendees to have:
 - A detailed understanding of the national electricity market and 5MS / GS program;
 - Authorisation to consider matters, and provide official views and commitments, on behalf of their organisation;
 - Authorisation to commit and mobilise internal resources to progress readiness deliverables in accordance with the market readiness plans; and
 - Availability to consistently attend, and actively participate in, working group and focus group meetings and activities.

Governance

The 5MS-RWG 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 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 5MS calendar¹. 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:

- A draft agenda and relevant meeting papers prior to the meeting.
- A meeting outcomes paper five business days after the meeting.

¹ The 5MS Meeting Calendar may be accessed via the Program webpage – <https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Five-Minute-Settlement>

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 SMS inbox: SMS@aemo.com.au.