

# TERMS OF REFERENCE

## Transition Focus Group (TFG)

### Purpose

The TFG provides a forum for AEMO and industry stakeholders to engage in detail on transitional matters related to the Five-minute settlement (5MS) and global settlement (GS) implementation program. It is a specific focus group that contributes to the 5MS/GS Readiness Workstream and reports to the Readiness Working Group (RWG).

### Objectives

Through the TFG, AEMO will engage with the industry to:

- Develop the transition approach to implementing 5MS and GS
- Understand, and where reasonable accommodate, key industry concerns
- Collaborate on the development of the *Transition and Go Live Strategy* and detailed transition plans
- Ensure that transitional considerations are captured in program timelines as readiness activities.

### Scope

The following activities are the core scope of the TFG:

- 5MS and GS transition-related issues, industry-wide dependencies and planning
- Contributions to the *Transition and Go Live Strategy* and detailed transition plans
- Identifying transition-related risks and issues, and escalate to the RWG or Systems Working Group (SWG) to manage as appropriate. The TFG may also refer matters to other relevant experts and working groups across AEMO for their input and consideration.

# Representation

## Members' experience and expertise

TFG representatives should have a detailed understanding of their own program's timelines, deliverables and business impacts and how their program interfaces with AEMO's. For example, project leads/managers with suitable experience and expertise.

AEMO expects TFG members to:

- Be prepared to participate in discussion and provide detailed responses to matters under discussion
- Have authority to consider focus group matters and provide official views and commitments on behalf of their business
- Have a thorough understanding of the NEM and the 5MS /GS program and reflect industry-wide impacts throughout TFG discussions
- Provide focus group outcomes back into their business.

## Nominations

Interested parties wishing to attend and participate on behalf of their organisation(s) must register their attendance with AEMO.

Not every business will need to be represented in the TFG and, where required, AEMO may limit the total number of participants for each meeting to facilitate discussion.

## Approach to managing nominations and TFG information

If TFG meeting numbers need to be limited:

- AEMO will ensure that the TFG contains mix of candidates across different participant categories (generators, retailers, MSPs, NSPs), participant sizes and jurisdictions. This is to enable the broadest range of industry views to be represented through the TFG.
- Those not attending the meeting will be invited to provide comments on the meeting pack to AEMO in advance of the meeting. AEMO will raise these contributions in the workshop for discussion.
- AEMO will provide transparent information about the TFG meeting and its outcomes to all interested stakeholders by:
  - Circulating the meeting pack and meeting outcomes to the TFG, RWG and SWG
  - Providing a status update on the meeting to the 5MS/GS Program Consultative Forum
  - Providing a debrief on the meeting to the RWG and SWG
  - Advising when related consultation processes are occurring.

## Governance

The TFG is a project-specific forum that will be led by AEMO with specialist expertise provided by AEMO and the industry. It will:

- support industry and AEMO engagement in relation to 5MS and GS transitional matters.
- support discussions across workstreams by providing views, advice and recommendations as appropriate to the various 5MS and GS working groups and Program Consultative Forum
- seek and receive direction and views from the 5MS and GS working groups and Program Consultative Forum in relation to matters that are deemed critical to Program implementation and delivery. This includes where activities or plans are likely to have inter- or cross-Program dependencies.

## Meetings

<b>Format</b>	The TFG will meet face-to-face only to facilitate productive discussion. Video conference or dial-in facilities will <i>not</i> typically be provided.
<b>Location</b>	TFG meetings will be held in AEMO offices on a rotational basis: <ul style="list-style-type: none"><li>• Melbourne: Level 22, 530 Collins Street</li><li>• Sydney: Level 2, 20 Bond Street</li><li>• Brisbane: Level 10, 10 Eagle Street</li></ul>
<b>Frequency</b>	Meetings will be called by AEMO in consultation with the RWG from time to time to address specific issues.

## Administration

AEMO will prepare and distribute all meeting correspondence via email.

AEMO will endeavour to provide stakeholders with:

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