

Charter for forum and meeting expectations

This charter explains expectations regarding participation and behaviour in the Australian Energy Market Operator (AEMO)'s stakeholder forums.

1. Meeting Expectations

All participants will:

- Respect the diversity of the group;
- Speak one at a time – refrain from interrupting others;
- Share the oxygen – ensure that all attendees who wish to have an opportunity to speak are afforded a chance to do so;
- Maintain a respectful stance towards all participants;
- Listen to others' points of view and try to understand others' interests;
- Share information openly, promptly, and respectfully;
- If requested to do so, hold questions to the end of each presentation;
- Remain flexible and open-minded, and actively listen and participate in meetings;
- Abide by COVID-Safe workplace guidelines, if attending a meeting on AEMO's premises.

2. Roles and Responsibilities

Forum stakeholders agree to:

- Be specific and fact-based in their feedback on a specific workstream or emerging issue;
- Review and provide feedback on papers and reports;
- Relay information to their colleagues or constituents after each meeting and gather information/feedback from their colleagues or constituents, as practicable, before each meeting;
- Maintain a focus on solutions or outcomes that benefit all energy consumers.

AEMO agrees to:

- Provide technical expertise in a manner that is considerate of the audience and their level of expertise;
- Assist participants in understanding issues enough to represent their views;
- Provide all participants the opportunity to voice their views.