

Control Room Working Group Actions Register

Action	What	Who	Due	Status
1.	Mario provide a list of members from Generators and frontline staff to be invited as part of the CROWG membership.	Mario Rositano	November 2019	Action Carried Over
2.	Mario R to prepare a briefing note to the PSSWG regarding disabling the telephone pre-recorded messaging and beeping when calling control room to control room.	Mario Rositano	November 2019	
3.	Mario R to identify which TNSP's and DNSP's currently have the pre-recorded message in place.	Mario Rositano	November 2019	
4.	Mario R to prepare a briefing note for the PSSWG outlining proposed changes and concerns to current scripts.	Mario Rositano	November 2019	
5.	Mario R to provide a briefing note to the PSSWG relating to the concerns for communication contact points for wind and solar farms. In addition, seek advice and guidance from the PSSWG.	Mario Rositano	November 2019	
6.	Mario R to pass on to the OTWG the work from Essential Energy (Ed Sellwood) on terminology and phraseology.	Mario Rositano	November 2019	Completed - Email sent to D Lavis 6/8/2019.
7.	Mario to forward amendment relating to guest membership of the CROWG TOR to the PSSWG for endorsement.	Mario Rositano	November 2019	
8.	Ed Selwood to speak to Caroline Ferrer to discuss how this work ties in with the AEMO Training Group "Communications" work. Discussions to include aiming to create a complete set of terminology that goes across NEM and how to best achieve this. The draft document Standard Terminology Operating Protocol	Ed Selwood Mario Rositano	TBA	

	Annexure to be circulated to the group.			
9.	Circulate a copy of the discussion paper on Operations Training & Challenges (pending approval from AEMO Management).	Mario Rositano	TBA	

Control Room Working Group Closed Actions

Action	What	Who	Due	Status
1.	Mario to seek guidance from the PSSWG in relation to timings of meeting and do the CROWG meetings need to be conducted the day before the PSSWG.	Mario Rositano	TBA	Action Closed Meetings to take place 6 weeks prior to PSSWG.
2.	All members to forward any agenda topics that they wish to discuss at the next meeting to the Secretariat.	All	TBA	Action Closed
3.	Mario to include Gas control rooms with in the CROWG TOR and present draft TOR at the next meeting for discussion.	Mario Rositano	TBA	Action Closed