



Terms of Reference

‘Business-to-Business’ Working Group (B2B-WG)

1. BACKGROUND

Section 7.17.6 of the National Electricity Rules (NER) sets out the legislative framework for the Australian Energy Market Operator’s (AEMO’s) requirements to establish an Information Exchange Committee (IEC), its functions and powers, obligations, and operations.

The functions and powers of the IEC include, among other elements:

- Developing, consulting on, and making an *Information Exchange Committee Recommendation*.
- Managing the ongoing development of the *B2B Procedures* and any changes to them.
- Establishing the *Information Exchange Committee Working Groups*.
- Reviewing and considering work completed by the *Information Exchange Committee Working Groups*.

This B2B-WG has been established by the IEC as a working group under its legislative framework.

2. SCOPE OF ACTIVITIES

The IEC will provide specific directions to the B2B-WG in relation to the scope of activities and timelines that it requires for each matter it refers to the working group. At a high level, the following activities are deemed within the scope of the B2B-WG:

- Providing advice to the IEC about issues and opportunities relating to the B2B framework and impacts on participants.
- Representing and consulting with other participants regarding the development of B2B Procedures and B2B Guide changes.
- Developing changes to the B2B Procedures and B2B Guide on behalf of the IEC to accommodate relevant AEMC rule determinations and change requests made to the IEC by participants.
- Reviewing and preparing responses to stakeholder submissions received during consultation on draft B2B Procedure or B2B Guide changes on behalf of the IEC for its consideration.
- Providing advice to the IEC on matters relating to B2B Procedures, the B2B Guide or change requests as requested.

Chapter 10 of the NER outlines the B2B Principles which should be considered by the B2B Working Group in developing any B2B option or potential solution:

- a. B2B Procedures should provide a uniform approach to B2B Communications in participating jurisdictions.
- b. B2B Procedures should detail operational and procedural matters and technical requirements that result in efficient, effective, and reliable B2B Communications.
- c. B2B Procedures should avoid unreasonable discrimination between B2B Parties.
- d. B2B Procedures should protect the confidentiality of commercially sensitive information.

The NER also outlines the following B2B Factors (Objectives) which should also be considered by the B2B-WG in developing any B2B solution:

- a. The reasonable costs of compliance by AEMO and B2B Parties with the B2B Procedures compared with the likely benefits from B2B Communications.
- b. The likely impacts on innovation in and barriers to entry to the markets for services facilitated by advanced meters resulting from changing the existing B2B Procedures.
- c. The implementation timeframe reasonably necessary for AEMO and B2B Parties to implement system or other changes required to be compliant with any change to existing B2B Procedures.

When providing advice to the IEC in response to requests, the B2B-WG should outline how their recommended solution/s meet the B2B Principles and Objectives.

The B2B-WG is required to collaborate and work extensively with the IEC, AEMO and other market participants in the development of B2B solutions.

3. B2B-WG MEMBERSHIP

3.1. Working group participant categories

The B2B-WG will consist of five members from each of the following participant categories:

- Distributors, including one representative from a distribution business for each of the National Electricity Market states.
- Retailers, including representation from Tier 1 and Tier 2 retailers, and if possible, ensuring that there is one small ('micro') retailer representative; and
- Metering businesses, including representatives with residential, commercial, and industrial expertise.

The Energy Networks Association, Australian Energy Council and Competitive Industry Metering Group (i.e. the peak bodies for each of the participant categories) will call for nominations from within their respective sectors (broader than peak body membership if relevant). Furthermore, if more than five nominations are received for B2B-WG membership, a ballot will be required. If a ballot is required, the AEMO IEC Secretariat can assist the peak bodies.

Membership of the B2B-WG remains current for two years, or until a member is unable to represent the sector for which they were nominated/elected.

In addition to the 15 participant members, the B2B-WG will include one AEMO member who will chair the working group. AEMO will also provide a Secretariat function for the B2B-WG.

It is important to note that individual members of the B2B-WG are required to represent their participant category, and at times their specific sub-category, rather than the business for which they are employed. The Secretariat will seek to have a minimum of three representatives from each participant category available for each meeting and / or workshop. Pre-nominated alternatives will be permitted to represent B2B-WG members in their absence.

3.2. Membership criteria for B2B-WG nominees

In order to nominate for membership for each of the participant categories, the following pre-requisite knowledge is preferred so that a member can adequately represent their industry:

- A well-developed understanding of B2B and retail market businesses and data processes that impact retailers, distribution network service providers and metering providers.
- An understanding of the key stakeholders for the NEM and an appreciation of AEMC rule change processes, and relevant provisions of the NER and National Electricity Retail Rules (NERR) (if relevant).
- Detailed knowledge of their respective industry.
- Skills in representing their respective industry category.
- Experience with, skills in, and a willingness to work collaboratively towards achieving consensus.
- Experience with, and skills in, stakeholder consultation processes to support the development and implementation of solutions to market operational issues in a timely manner.

3.3. Roles and responsibilities of the B2B-WG

The primary roles and responsibilities of the B2B-WG are to:

- Operate as a working group, undertaking each of the actions as directed by the IEC.
- Collaborate to achieve consensus within the B2B-WG wherever possible.
- Provide recommendations to the IEC in relation to changes to the B2B Procedures and B2B Guide for their consideration, being cognisant of the B2B Principles and Objectives, and the NER.
- B2B-WG members must take all reasonable steps to ensure that they provide continuity of representation for the working group to avoid duplication of discussion and to ensure effective and efficient operation of the working group.
- Attendees are expected to keep abreast of current items being progressed and be prepared for discussions at meetings.

4. GOVERNANCE

Under the NER, the IEC is responsible for making changes to the B2B Procedures, having regard to the B2B Principles and Objectives. The B2B-WG is not a decision-making body, but works under the mandate of the IEC, and as such, is required to provide recommendations to the IEC on each of the actions allocated to it. The change process for the B2B-WG can be accessed via this [link](#).

4.1. B2B-WG recommendations to the IEC

The B2B-WG Chairperson will seek to gain consensus for a recommendation/response to be provided to the IEC based on actions allocated to it. If consensus is unable to be reached, this will be reflected by the IEC Secretariat in the IEC meeting papers, including reasons for positions by different members or participant categories.

A nomination from the B2B-WG will be sought to represent the B2B-WG at each IEC meeting. This representative will, in general, be a revolving position between each of the industry participants but may be varied based on subject matter to be presented to the IEC if required. A nomination will be sought from the B2B-WG prior to each IEC meeting.

4.2. Additional participant input

The B2B-WG includes 16 members; however, if required, the B2B-WG can seek assistance from other suitably experienced participants for nominated bodies of work. The B2B-WG will reach consensus on the need to seek additional assistance for nominated bodies of work prior to engaging with additional participants.

On occasion, a proposed change or issue may be technical in nature and require specific system or business process knowledge. The B2B-WG or AEMO may request the establishment of one or more working groups to assist in considering matters brought before it.

4.3. Secretariat functions

Meeting frequency will be determined by the B2B-WG in collaboration with the meeting Chairperson and Secretariat. The Secretariat will prepare and distribute all meeting calendar invitations, agendas, meeting papers and meeting notes via email ahead of a B2B-WG meeting. The amount of notice provided for any given meeting will depend upon several factors, including urgency of work and availability of working group members.

The Secretariat will use best endeavours to provide relevant information and all meeting documentation no less than five business days prior to each meeting.

Documentation produced by the B2B-WG to be made available to industry more broadly, will be agreed with the B2B-WG by the Chairperson prior to its circulation and will be dependent on the specific action and the recommendation to be made to the IEC. There is no requirement to publish B2B-WG documentation. In general, IEC minutes and decisions are published on the AEMO website.

All documentation from the previous meetings will be made available by the Secretariat to B2B-WG members as soon as practicable following each meeting. The Secretariat will endeavour to circulate all relevant information, actions, and agreed positions within five business days after each meeting.

AEMO will establish a B2B-WG webpage which will be used to provide relevant information, member and Secretariat contact details and other agreed content for public dissemination.

4.4. B2B-WG meeting facilities

B2B-WG meetings will be conducted via the most appropriate means, including virtual (Microsoft teams, main option) and in person (option where available).

4.5. B2B-WG expenses

Any expenses incurred as a result of B2B-WG members or invitees attending meetings, or undertaking activities associated with the B2B-WG actions, agendas or meetings are at the expense of the member's employer.

4.6. Disbandment

The B2B-WG is established by the IEC, and as such, will operate within the current Terms of Reference until it is disbanded, as determined by the IEC.