TERMS OF REFERENCE

Industry Testing Working Group (ITWG)

Purpose

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

Objectives

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

- Develop the approach and scope of each of the releases associated with the 5MS program

- Understand, and where reasonable accommodate, key industry concerns relating to testing activities

- Collaborate on the development of the test plans for each release associated with the 5MS program

- Ensure that transitional considerations defined by the readiness working group are taken into consideration for any participant testing activities.

Scope

The following activities are the core scope of the ITWG:

- Definition of test activities related to 5MS and GS testing

- Identifying and defining scenarios for each release test plan, including data, participant pairing and outcome definition

- Identifying testing specific risks and issues, and escalate to the RWG or Systems Working Group (SWG) to manage as appropriate. The ITWG may also refer matters to other relevant experts and working groups across AEMO for their input and consideration.

Representation

Members' experience and expertise

ITWG 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 test leads/managers with suitable experience and expertise.

AEMO expects ITWG members to:

- Be prepared to participate in discussion and provide detailed responses to matters under discussion.
- Have authority to consider working group matters and provide official views and commitments on behalf of their business.
- Provide working group outcomes back into their business.
- Have authority to provide commitment to undertake the activities agreed by the ITWG as in scope.
- Understand testing practices and principles.
- Have capacity to participate in working groups to define scenarios for test plans.

Nominations

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

Any business interested in taking part in formal testing of the 5MS/GS program will need to be represented in the ITWG and, where required, AEMO may limit the total number of participants for each meeting to facilitate discussion.

Approach to managing nominations and ITWG information

Those registered but not attending the meeting will invited to provide comments on the meeting pack to AEMO in advance of the meeting. AEMO will raise these contributions in the meeting for discussion.

AEMO will provide transparent information about the ITWG meeting and its outcomes to all interested stakeholders by:

- Circulating the meeting pack and meeting outcomes to the ITWG, 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

Governance

The ITWG is a program-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 testing matters

- Seek clarification when required across workstreams, as appropriate to the various 5MS and GS working groups and Program Consultative Forum to assist with definition of test approaches

- 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

Format	First meeting will be held **face-to-face** in the Melbourne office with webex facilities (but not Video Conference facilities) provided for those who are unable to attend.
	Format of subsequent meetings will be discussed at the first ITWG.
Location	First meeting will be held face-to-face in AEMO offices in Melbourne:
	- Melbourne: Level 22, 530 Collins Street
	Location of subsequent meetings will be discussed at the first ITWG.
Frequency	Meetings will be held:
	- monthly during the planning phases - more frequently in the lead-up to and during execution.

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