

## AGENDA

MEETING: 5MS PROGRAM – PROGRAM CONSULTATIVE FORUM

DATE: WEDNESDAY, 8 AUGUST 2018

TIME: 10:00PM – 1:00PM AEST

LOCATION: MELBOURNE, LEVEL 22, 530 COLLINS STREET, VIC55286605  
 SYDNEY, LEVEL 2, 20 BOND STREET, NSW  
 BRISBANE, LEVEL 10, 10 EAGLE STREET, QLD  
 ADELAIDE, LEVEL 9, 99 GAWLER PLACE, SA

TELECONFERENCE: DIAL: **1800 055 132** MEETING ID: **55286605**

MEMBERS: NOMINATIONS AS LISTED

No.	Agenda Item	Paper	Responsible	Action
<b>Preliminary Matters</b>				
1	Welcome, introductions and apologies		Chris Muffett	Note
2	Minutes and actions from previous meeting	<i>Presentation</i>	Chris Muffett	Note
<b>Matters for Noting</b>				
3	Program update	<i>Presentation</i>	Graeme Windley	Note
4	Procedures workstream update	<i>Presentation</i>	Emily Brodie	Note
5	Systems workstream update	<i>Presentation</i>	Hamish McNeish	Note
<b>Matters for Discussion</b>				
6	Industry risks & issues	<i>Industry risk/issue register</i>	Gary Eisner	Discuss
7	Potential drafting amendments	<i>Presentation</i>	Emily Brodie	Discuss
8	System Working Group approach	<i>SWG Terms of Reference</i>	Hamish McNeish	Discuss
<b>Other Business</b>				

9	General questions		Chris Muffett	Discuss
10	Forward meeting plan	<i>Presentation</i>	Chris Muffett	Note

Next meeting: **3 September 2018**

## 5MS Program – Program Consultative Forum Membership List

(30 Jul 18)

Company	Representative	Position
Acciona Energy Oceania Pty Ltd	Christian Suprijatna	Energy Market Analyst
Active Stream Pty Limited	Balwant Singh	Metering Asset Manager
Acumen Metering	Robert Lo Giudice	Contestable Metering Manager
AGL Energy Limited	Dan Mascarenhas	Manager Wholesale Market Regulation
AGL Energy Services	Chris Streets	Senior Manager, Wholesale Market Regulation
Alinta Energy Retail Sales Pty Ltd	Darren Pace	Senior Strategy Analyst
Arrow Energy Trading Pty Ltd	Scott Sheehan	Energy Duty Trader
Aurora Energy Pty Ltd	Corinna Woolford	Senior Policy Advisor
Aurora Energy Pty Ltd	Paul Willacy	Team Leader Connections and Data
AusNet Services	Emma Youill	Head of Business Delivery
AusNet Services	Justin Betlehem	Senior Market Services Analyst
AusNet Services	Stephen Thompson	Manager, Delivery & Engagement
Australian Energy Regulator (AER)	Craig Oakeshott	Director - Wholesale Markets Branch
Endeavour Energy	Ty Christopher	General Manager Asset Management
Endeavour Energy	Matthew Paker	Manager Asset and Metering Data
Energy Australia Pty Ltd	Melinda Green	Industry Regulations Leader
Energy Australia Pty Ltd	Georgina Snelling	Industry Regulation Analyst
Energy Queensland	Carly Irving	Registration Contact
Energy Queensland	Mark Williamson	General Manager Wholesale Markets
ERM Power	Ben Pryor	Regulatory Affairs Policy Adviser
Evoenergy	Jeff Roberts	Energy Markets & Industry Lead, Customer Connections
Geomatic Technologies	Tim Moran	Senior Project Manager
Geomatic Technologies	Gary Butcher	Platforms Manager
Hansen Technologies Limited	Mark Maiolo	Utilisoft Delivery/Project Manager
Hansen Technologies Limited	Ben Friebel	Utilisoft Solution Architect
Hydro Tasmania (Hydro-Electric Corporation)	Shane McCarthy	Manager Middle Office
Infigen Energy Holdings Pty Ltd	Christine Lu	Treasury & Energy Risk Manager
Infigen Energy Markets Pty Limited	Stephanie Easton	Operations Control Centre Manager
InterGen Pty Ltd	Robert Pane	Development and Regulation Manager
Lumo Energy Australia Pty Ltd	Stephanie Lommi	Manager - Regulatory Affairs
Meridian Energy Australia Pty Ltd	Daniel Hillier	Control System Engineer
Metering Dynamics	Brad Pye	GM ES Metering
Origin Energy (VIC) Pty Limited	Fergus Stuart	Manager, Wholesale Markets Operations
Origin Energy Limited	Dean Lane	Group Manager, Trading Support
Plus ES	Linda Brackenbury	Senior Project Manager
Powermetric	Gabriel Clark	Meter Data Analyst
Powermetric	Ian Wolhuter	Metering Provider Manager
Powershop Australia Pty Ltd	Peter Van Loon	CIO, Powershop
SA Power Networks	David Woods	Business & Industry Development Manager
Simply Energy	Aakash Sembey	Industry Operations Analyst
Snowy Hydro Limited	Panos Priftakis	Regulation Manager
Stanwell Corporation Limited	Adam Branson	-
Stanwell Corporation Limited	Owen Self	ICT Program Director

TasNetworks	Bryce Turnbull	NEM Analyst
TasNetworks	Adrian Honey	Market Systems Compliance Manager
TasNetworks	Leanne Rees	Market Team Leader
Telstra Corporation Limited	Piera Lorenz	Energy Risk Lead
Telstra Corporation Limited	Chris Murphy	General Manager Market Interfaces
Telstra Corporation Limited	Peter Lorenz	Energy Regulator & Policy Advisor
Vector Advanced Metering Services (Australia) Pty Ltd	Paul Greenwood	Industry Development Australia

# Five-Minute Settlement Program: Program Consultative Forum 2

AEMO 5MS Program Team

FRIDAY 8 AUGUST 2018

AEMO OFFICES:

LEVEL 9, 99 GAWLER PLACE, ADELAIDE

LEVEL 10, 10 EAGLE STREET, BRISBANE

LEVEL 22, 530 COLLINS STREET, MELBOURNE

LEVEL 2, 20 BOND STREET, SYDNEY

DIAL IN: 1800 055 132 MEETING ID: 55286605

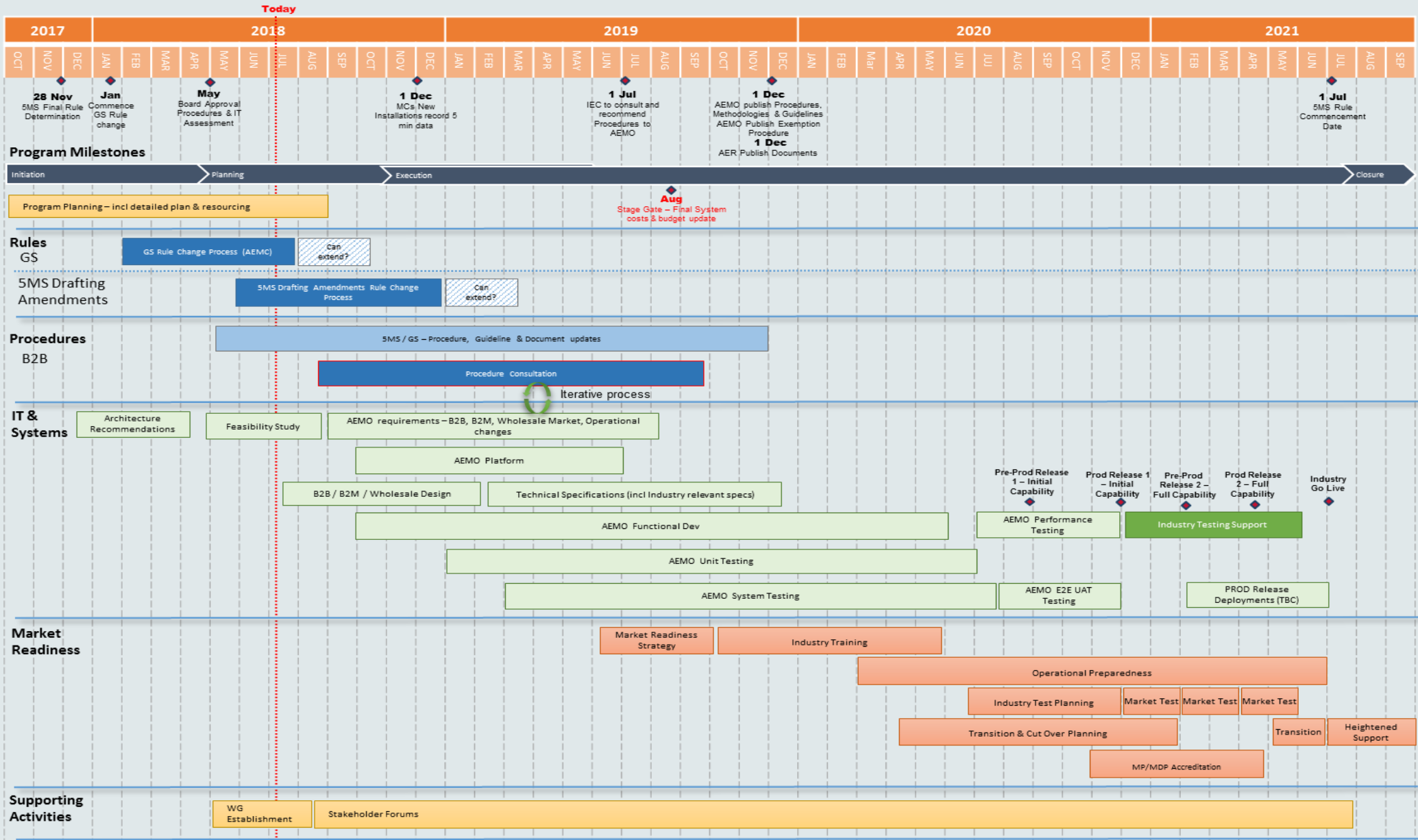
# Agenda

NO	TIME	AGENDA ITEM	RESPONSIBLE
<b>Preliminary Matters</b>			
1	10:00am – 10:10am	Welcome, introduction and apologies	Chris Muffett (AEMO)
2	10:10am – 10:20am	Minutes and actions from previous meeting	Chris Muffett (AEMO)
<b>Matters for Noting</b>			
3	10:20am – 10:40am	Program update	Graeme Windley (AEMO)
4	10:40am – 11:00am	Procedures workstream update	Emily Brodie (AEMO)
5	11:00am – 11:20am	Systems workstream update	Hamish McNeish (AEMO)
	11:20am – 11:30am	Break	
<b>Matters for Discussion</b>			
6	11:30am – 11:50pm	Industry risks & issues	Graeme Windley(AEMO)
7	11:50pm – 12:10pm	Potential drafting amendments	Emily Brodie (AEMO)
8	12:10pm – 12:30pm	Systems Working Group approach	Hamish McNeish (AEMO)
<b>Other Business</b>			
9	12:30pm – 12:50pm	General questions	Chris Muffett (AEMO)
10	12:50pm – 1:00pm	Forward meeting plan	Chris Muffett (AEMO)

# Program update

Graeme Windley

# Program Timeline: High-Level





# Program Status

- Rule Change Updates:
  - Drafting Amendments
  - Global Settlements
- Stakeholder Groups set up progressing
  - 2<sup>nd</sup> PCF (today)
  - Initial EF (18 July)
  - Initial PWG (3 August)
  - Initial SWG (date set for 24 August)
- Stakeholder Roadshow in August
  - Site visits for approx. 30 market participants
  - If interested, please let us know

# Program Status

- Internal development of Procedures as part of initial packages on track:
  - Metering: Metering Data & Metrology.
  - Settlements: SRA
  - Dispatch: Bids & Offers
- Internal IT Feasibility phase progressing, target completion Q4 2018
- Bids & Offers requirements work under development; systems workstream to begin design in September 2018

# Procedures workstream update

Emily Brodie

# Indicative procedures workstream status

\*\*Will provide PCF with outcomes of discussion on workstream status held at the 3 August PWG meeting

5 MINUTE SETTLEMENT PROCEDURES TRACKING	TIMING					CONTENT
	HLIA	PWG Engagement	Consultation paper	Draft documents	Final documents	Package content
<b>METERING</b>						
1. Metering - Metering Data & Metrology	Jul-18	Jul-18	Sep-18	Nov-18	Jan-19	
2. Metering - MSATS and SLPs	Jul-18	Nov-18	Feb-19	May-19	Jul-19	
3. Metering - Miscellaneous*	Jul-18	Feb-19	Mar 19*	n/a	Jul-19	
<b>SETTLEMENTS</b>						
SRA	Jun-18	Jul-18	n/a	Jul-18	Aug-18	
TNSP	Mar-19	Apr-19	Jun-19	Aug-19	Oct-19	
Estimation	Aug-18	Aug-18	Nov-18	Jan-19	Mar-19	
Reallocations	Dec-18	Mar-19	Apr-19	Jun-19	Aug-19	
Miscellaneous	Oct-18	Oct-18	Dec-18	Mar-19	Jun-19	
Prudentials	Aug-18	Sep-18	Nov-18	Jan-18	Mar-18	
<b>DISPATCH</b>						
1. Dispatch - Bids/Offers*	Jul-18	Jul 18 ongoing	n/a	n/a	Jan-19	
2. Dispatch - Spot market	Sep-18	Oct 18 ongoing	Jan-19	Apr-19	Jul-19	
3. Dispatch - Pricing	Aug-18	Aug 18 ongoing	Aug-18	Dec-18	Jul-19	
4. Dispatch - Specifications*	Jan-19	Feb-19	n/a	n/a	Jun-19	
5. Dispatch - Miscellaneous*	Jan-19	Feb-19	n/a	n/a	Jun-19	
<b>POWER SYSTEM OPS</b>						
1. Operations - Miscellaneous*	TBA	Apr 19 ongoing	n/a	n/a	Jul-19	
	<b>TIMING</b>				<b>CONTENT</b>	
*no rules consultation required	Started and on track				No issues	
	Started but late or not started				Issues	
	Overdue				Severe issues	

# Update on focus groups (1)

- Discussed at 3 August PWG meeting
- Expect to form focus groups as needed where a complex discussion on particular procedures/packages is required
- Focus group outputs will be fed into AEMO's procedure development process, noting that formal consultation will then occur
- Focus group members will be:
  - nominated by the PWG and AEMO (could be drawn from the distribution lists of existing/dormant working groups)
  - limited to candidates with suitable subject matter experience and expertise, not every business will need to be represented in a focus group

# Update on focus groups (2)

- Logistics of each focus group will be related to nature of subject matter and feedback from PWG, for example:
  - Complex procedures/packages will involve face-to face workshop/s (4 to 5 hours)
  - Uncontentious procedures/packages could involve a 1 hour teleconference
  - PWG/AEMO could agree that a focus group is not required for particular procedures/packages
  - Other
- Systems Working Group (SWG) will also run focus groups, coordinated with procedures program

# Current focus groups

<b>Focus Group Name:</b>	<b>Dispatch: Bids/Offers Focus Group</b>
<b>Date</b>	Tuesday, 14 August 2018
<b>Time</b>	10am to 3pm
<b>Location</b>	AEMO Sydney office
<b>Nominee requirements</b>	<ul style="list-style-type: none"><li>• NEM trading experience and expertise</li><li>• Knowledge of NER Chapter 3</li></ul>

<b>Focus Group Name:</b>	<b>Metering Focus Group</b>
<b>Date</b>	Wednesday, 15 August 2018
<b>Time</b>	10am to 3pm
<b>Location</b>	AEMO Melbourne office
<b>Nominee requirements</b>	Subject matter expertise in the Rules, Procedures and Guidelines relating to metrology and metering data provision

# Systems workstream update

Hamish McNeish



# IT Workstream – Activities

## **Current Workstream activities:**

- Program planning continues
- Architecture design is underway (focus on metering and bids/offers)
- Requirements documentation has started
- Initial development activities are expected to start in Sep 18
- Systems Working Group (SWG) starts on 24<sup>th</sup> August

# Industry risks & issues

Graeme Windley

# Industry Risks and Issues\*

- Risk and issue identification
- Initial ratings
- Industry champions

\*Please refer to *5MS Industry Risk and Issue Register – Draft*

# Potential drafting amendments

Emily Brodie

# Potential drafting amendments to the 5MS rule

	Initiating Party	Issue	NER Chapter	NER Clause	Status
1	AEMO	5MS rule is inconsistent with the meter storage exemption policy set out in final determination	7	New clause 7.8.2(a1)	Closed. AEMC has re-published amending rule to reflect policy, see opening note on 5MS final rule.
2	AEMO	AEMO using 5 minute data to calculate MLFs would add a lot of cost and not much value	3	3.6.2(e)(4)	Open. 5MS rule will likely need amending.
3	AEMO	Allowing participants to submit 5 minute granularity bids/offers prior to 1 July 2021 to avoid 'big bang' cutover i.e. facilitate a soft cutover	3	3.8.1(b)(1) 3.8.6 3.8.6A 3.8.7 3.8.7A	Open. Approach will be informed by AEMO/industry consultation. See following slide for more detail.  AEMC's view is that a soft cutover for bidding data is desirable to reduce the risk of market disruption at 'go-live'. However it will be important to understand whether there: <ul style="list-style-type: none"> <li>would be any advantage or disadvantage to those participants submitting five minute bids/offers in relation to those who continued to provide 30 minute bids/offers</li> <li>is the potential for market outcomes to be affected.</li> </ul>
4	Stakeholder	Clause 3.8.20(g) requires that scheduled generators, scheduled NSPs and market customers 'must ensure' that they are able to dispatch their relevant plant under the pre-dispatch schedule.  AEMO understands that there may be an issue to consider where the 5 minute and 30 minute pre-dispatch resolutions are divergent.	3	3.8.20(g)	Open. Approach will be informed by AEMO/industry consultation. Propose that the PCF provide feedback to AEMO on the potential impact of this issue.  AEMC's view is that no change is required and participants will still be required to ensure that they are able to dispatch the relevant plant as indicated in the pre dispatch schedule i.e. under both 5-minute and 30-minute resolutions.

# Potential 5MS drafting amendments: Proposed consultation approach to bidding data soft cutover

PCF/AEMO to discuss whether there is benefit in a soft cutover for bidding data. If so:

1. PCF/AEMO to provide feedback in on whether the current rules prevent AEMO from implementing a soft cutover. AEMO's initial view is that the current rules do not preclude a soft cutover, however a clarifying amendment would be desirable.
2. Dispatch focus group on 14<sup>th</sup> August to consider in detail how a soft cutover would operate and what would be required for a clarifying amendment to the 5MS rule.
3. Procedures Working Group updated on 20 August.
4. PCF/AEMO to have a more detailed conversation on 3 September around the potential to submit a rule change request to the AEMC, informed by discussions at the dispatch focus group and PWG.

# Systems Working Group approach

Hamish McNeish

# IT Workstream – SWG

## **Current SWG related tasks:**

- Requests for SWG nominations have gone out (31 July)
- The SWG Terms of Reference has been published

## **SWG Purpose:**

- The SWG provides a forum for AEMO to inform and consult during AEMO's IT development
- Seek feedback on proposed changes and the impacts to industry stakeholders (including vendors)
- We expect attendees to have detailed IT knowledge on their IT systems that interface with AEMO's IT systems
- Is a consultative group and not a decision making group



# IT Workstream – SWG (2)

## **SWG Format:**

- Run monthly, ideally face-2-face but with teleconference/web facilities
- Face-2-face focus groups establish as required for a specific technical item, e.g.
  - Bid/offer interface and data format
  - Meter data interface and data format
- Focus Group outcomes will feed back to SWG's

# IT Workstream – SWG (3)

## **First SWG - 24<sup>th</sup> August**

- Review of SWG Terms of Reference (ToR)
- Proposed forward schedule of SWG's
- Discussion on timeline for provision of information and releases
- Provide AEMO's current thinking on:
  - meter data interfaces
  - Bid and offer interfaces
- Discuss approach of forming focus groups for detailed discussion on:
  - Meter data interface changes
  - Bid and Offer interface changes

# General questions

Chris Muffett

# Further information

- Global Settlement rule change:
  - AEMC website: <https://www.aemc.gov.au/rule-changes/global-settlement-and-market-reconciliation>
- AEMO 5MS Program contacts:
  - Graeme Windley, 5MS Program Manager
  - Chris Muffett, 5MS Business Lead
  - Emily Brodie, 5MS Procedure Lead
  - Hamish McNeish, 5MS Systems Lead
  - Gary Eisner, 5MS Stakeholder Liaison
- Contact details:
  - 5MS email: [5ms@aemo.com.au](mailto:5ms@aemo.com.au)
  - 5MS webpage: <http://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Five-Minute-Settlement>

# Forward meeting plan

Chris Muffett

# Upcoming meetings

- Program Consultative Forums:
  - PCF #3: Monday 3 September
  - PCF #4: Thursday 4 October
  - PCF #5: Thursday 8 November
  - PCF #6: Tuesday 4 December
- Next Executive Forum:
  - Tuesday 11 September
- Next Procedure Working Group:
  - Monday 20 August
- Next Systems Working Group:
  - Friday 24 August
- Meetings and forum dates:  
<http://www.aemo.com.au/-/media/Files/Electricity/NEM/5MS/5MS-2018-Industry-Meeting-Schedule---External-Version.xlsx>



## 5MS Industry Risks & Issues Register

### **Purpose**

The 5MS Industry Risks & Issues Register facilitates the monitoring and reporting of industry risks and issues identified within the program.

This register contains 3 tabs:

- Overview (this tab) – provides a brief introduction to the register. Also contains the register version number as well as the date it was last updated.
- Industry Risk Register – contains all 5MS Industry Risks identified by stakeholders through the forums, working groups and other meetings
- Industry Issue Register – contains all 5MS Industry Issues identified by stakeholders through the forums, working groups and other meetings.





ID#	Status	Work stream	Initiating Party	Title	Description	Likelihood	Consequence	Risk Rating	Actions	Owner	Industry Champion	Date Raised	Date Last Updated	Target Resolution Date	Date Resolved	Related Issue ID #	Related Issue Title	Contingency	Comments
R01	Open	All	PCF	Small Participant Engagement	There is a risk that small participants are not adequately engaged in the work streams due to resource limitations				<ul style="list-style-type: none"> <li>AEMO will formulate a plan for small participant engagement</li> <li>PCF members to make recommendations to AEMO to allow greater participation from resource constrained stakeholders</li> <li>AEMO will facilitate the development of a testing plan through the Readiness workstream.</li> <li>AEMO will engage through the PCF and 1 on 1 meetings to ensure that participants have adequate transition plans in place.</li> <li>AEMO will provide reports of test outcomes and progress against planned milestones.</li> <li>Participants to provide regular and accurate readiness reports via the process being facilitated by AEMO.</li> </ul>	Stakeholder Manager		13-Jul-18	25-Jul-18	08-Aug-18					
R02	Open	Systems	PCF	Risk that there is one or more participants that aren't 'ready' at go-live	There is a risk that one or more participants have inadequately prepared systems to operate in the market within the new market conditions at Rules effective date.				<ul style="list-style-type: none"> <li>AEMO will work with participants through the forums and working groups to ensure that the schedule is reasonable and understood with adequate advanced notice for consultation and testing requirements</li> <li>Staged approach to procedure implementation in preparation for Rule go-live</li> <li>Participants will be using the new systems prior to Rule go-live</li> <li>AEMO to consider limitations of current Rule drafting</li> <li>Procedure go-live action plans will be released as part of the consultation process</li> </ul>	Program Manager		25-Jul-18	25-Jul-18	30-Jun-19					
R03	Open	All	PCF	Resource constraints over summer periods	There is a risk that procedure consultations or UAT will be overlooked or under-resourced by participants if they occur during the summer period.				<ul style="list-style-type: none"> <li>AEMO will work with participants through the forums and working groups to ensure that the schedule is reasonable and understood with adequate advanced notice for consultation and testing requirements</li> <li>Staged approach to procedure implementation in preparation for Rule go-live</li> <li>Participants will be using the new systems prior to Rule go-live</li> <li>AEMO to consider limitations of current Rule drafting</li> <li>Procedure go-live action plans will be released as part of the consultation process</li> </ul>	Program Manager		13-Jul-18	25-Jul-18	30-Jun-21					
R04	Open	Program	PCF	Big bang approach	Risk to market functions if bids/offers and meter data all go live at once on 1 July 2021				<ul style="list-style-type: none"> <li>Engage with the AEMC to rectify as inconsistencies identified</li> <li>AEMO to engage with participants to identify issues</li> <li>Engage broadly internally and externally to understand other industry priorities</li> <li>Plan engagement with consideration of these priorities</li> <li>AEMO to report at EF on different stakeholder activities</li> <li>1 on 1 meetings to discuss this risk</li> </ul>	Systems lead/Readiness/Procedures		13-Jul-18	25-Jul-18	30-Jun-21					
R05	Open	Systems	PCF	Unintended consequences of Rule as drafted	Potential inefficiencies with Rule drafting that impact operational implementation				<ul style="list-style-type: none"> <li>Engage with the AEMC to rectify as inconsistencies identified</li> <li>AEMO to engage with participants to identify issues</li> <li>Engage broadly internally and externally to understand other industry priorities</li> <li>Plan engagement with consideration of these priorities</li> <li>AEMO to report at EF on different stakeholder activities</li> <li>1 on 1 meetings to discuss this risk</li> </ul>	Business lead		13-Jul-18	25-Jul-18	30-Jun-21					
R06	Open	Program	PCF	Interaction with other industry changes	Large amount of change in industry stretching resources and creating potential for inefficiencies and/or contradictions				<ul style="list-style-type: none"> <li>Engage with the AEMC to rectify as inconsistencies identified</li> <li>AEMO to engage with participants to identify issues</li> <li>Engage broadly internally and externally to understand other industry priorities</li> <li>Plan engagement with consideration of these priorities</li> <li>AEMO to report at EF on different stakeholder activities</li> <li>1 on 1 meetings to discuss this risk</li> </ul>	Program Manager		13-Jul-18	25-Jul-18	30-Jun-21					
R07																			

ID #	Status	Workstream	Initiating Party	Title	Description	Rating	Actions	Owner	Industry Champion	Date Raised	Date Last Updated	Target Resolution Date	Date Resolved	Related Risk ID #	Related Risk Title	Comments
101	Open	Readiness	PCF	Service provider accreditation	Need for reaccreditation of MDP and MPs		To be discussed at PWG and report back to PCF	Procedure lead		13-Jul-18	26-Jul-18	20-Aug-18				
102	Open	Program	PCF	Small participant engagement	Smaller, resource constraint, participants may find it difficult to engage in the SMS program		Specific engagement plan under development - participants to provide feedback	Stakeholder Manager		13-Jul-18	26-Jul-18	08-Aug-18		R01	Small Participant Engagement	
103	Open	Program	PCF	Competing projects (impact on stakeholders)	There is a lot of change happening or coming to the industry and this may mean resource constraints or conflicts for participants		Ongoing assessment of potential synergies and conflicts	Program Manager/Stakeholder Manager		13-Jul-18	26-Jul-18	31-Dec-18				
104	Open	Program	PCF	Financial market engagement	Program engagement with ASX and other exchange services		1 on 1 meetings with ASX and other exchange services - AFMA SMS WG	Business Lead		13-Jul-18	26-Jul-18	31-Dec-18				
105	Open	Program	PCF	Visibility of SMS implementation costs	Understanding the financial impact of SMS on participant fees		AEMO to discuss internally and report back	Program Manager		13-Jul-18	26-Jul-18	31-Dec-18				
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# TERMS OF REFERENCE

## Systems Working Group (5MS-SWG)

AEMO is seeking input from industry stakeholders on AEMO's planned systems development, which impacts industry stakeholders, to implement the Five-Minute and Global Settlements program.

### Purpose

The Five-Minute Settlement System Working Group (5MS-SWG) provides a forum for AEMO to inform and consult with industry stakeholders during AEMO's IT system development to support the Five-Minute and Global Settlements program.

### Scope

The following activities are in-scope:

- ) Contribution to the identification of risks and issues from a systems perspective. Where warranted these will be escalated for management to the Program Consultative Forum (5MS-PCF).
- ) AEMO's systems development that impacts industry stakeholders for:
  - o Bids and Offers
  - o Settlements and Prudentials
  - o Metering
  - o Other areas impacted by the introduction of 5MS as required

Given the broad nature of the scope, AEMO proposes that specific sub-groups be formed to cover each of the areas above.

### Representation

- ) The 5MS-SWG is an open forum for all industry stakeholders.
- ) Interested parties wishing to attend and participate on behalf of their organisation(s) must register their attendance with AEMO.
- ) In the interests of facilitating targeted, technical discussions on defined project deliverables, AEMO requests that one 'active' participant attend from each organisation. Multiple representatives from an organisation may be included on email distribution lists for information purposes. Where required, AEMO may limit the number of participants for each meeting.
- ) AEMO expects attendees to have detailed knowledge and expertise of their own IT systems and business processes that interface with AEMO's IT systems, and be subject matter experts with authority to consider matters on behalf of the organisation(s) that they represent.

- 
- ) AEMO expects attendees to have a thorough understanding of the 5MS program, be well versed in five-minute settlement and global settlement rule changes, and be prepared to participate in discussion.

## Governance

The 5MS-SWG is a project-specific forum that will be led by AEMO.

## Meetings

A limited number of tele-conference lines and webinar may also be made available for members where they cannot attend the AEMO office location.

Meeting Frequency: As per the industry calendar. Additional meetings may be called by AEMO from time to time to address specific issues.

Meeting Location:        AEMO office:  
Melbourne                Level 22, 530 Collins Street, MELBOURNE VIC 3000

## Administration

AEMO will prepare and distribute all meeting correspondence via email.

AEMO will endeavour to provide interested stakeholders with:

- ) A draft agenda and relevant meeting papers 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).