

Terms of Reference Industry Transition & Cutover Focus Group

1. Purpose

The purpose of the Industry Transition and Cutover Focus Group is to provide a platform whereby AEMO and all registered Participants operating in the National Electricity Market (NEM), can actively participate in the development of the Power of Choice (POC), Industry Transition and Cutover plans.

2. Objective

The objective is to develop plans setting out necessary industry transition and cutover arrangements enabling AEMO and participants to fulfil all of their regulatory obligations.

3. Industry Transition & Cutover Focus Group (ITCFG)

- 3.1 The role of the ITCFG is to identify the impact to current market processes and transactions and document detailed industry transition and cutover activities within the regulatory framework.
- 3.2 The ITCFG is not a decision making group.
- 3.3 Representation to reflect as near as practical, a balance between Market Customers (large and small Retailers), Distribution Network Service Providers (DNSPs), Metering Providers, Metering Data Providers, Embedded Network Managers and Metering Coordinators across the NEM.
- 3.4 Nominated representatives must have a detailed understanding of current and future market processes and transactions and are sufficiently authorised to consider matters in order to provide official views on behalf of the represented business.
- 3.5 ITCFG representatives will from time to time be required to provide direct input in drafting documentation and meeting materials.
- 3.6 Nominated representatives will be required to allocate suitable capacity to attend all focus groups and commitment to the development of industry plans outside of the face-to-face sessions. To ensure the effective and efficient operation of the ITCFG, AEMO and registered Participants must take reasonable steps to provide continuity of representation at meetings (i.e. preferably the same individual). Where a business representative is unable to attend a meeting, they may send an alternate.
- 3.7 ITCFG representatives will be considered the single point of contact for their represented business and will be required to facilitate communication within their own organisation for Industry Transition and Cutover matters.
- 3.8 The ITCFG will be required to consider transition and cutover issues tabled by market participants.
- 3.9 ITCFG will utilise the POC Risk and Issue Management Plan for identification and tracking of issues and risks. The party raising the issue or risk will be assigned as the owner and will be responsible for providing any updates and advising that the issue or risk can be closed. Where consensus cannot be reached the issue or risk will be escalated.
- 3.10 The ITCFG will not define, develop or consider Procedure or Rule changes.

3.11 AEMO will provide the Chairperson to facilitate focus group meetings, coordination across industry representatives, circulate agendas, meeting invites, arrange meeting rooms and circulate supporting material to ITCFG representatives.

4. Meetings

The following table sets out an indicative meeting schedule with a set of targeted outcomes. The following dates to this schedule are subject to change. Additional meetings will be scheduled and communicated as required.

Meeting#	Date	Targeted Outcome
1	Wednesday ,10 May 2017	At the completion of the meeting: Confirm Industry Transition and Cutover Guiding Principles and ITCFG Terms of Reference Key transition activity requirements discussed 20% of the Business to Market (B2M) interactions between Retailer and Local Network Service Provider (LNSP), Meter Provider and Market Operator or vice versa are well defined ¹ .
2	Thursday, 18 May 2017 *Date TBC	At the completion of the meeting: 40% of the B2M interactions between Retailer and Local Network Service Provider (LNSP), Meter Provider and Market Operator or vice versa are well defined.
3	Friday 26 May 2017 (if required) *Date TBC	Teleconference to follow up with any actions from meetings 1 and 2 required to complete planning
4	Wednesday, 31 May 2017 *Date TBC	At the completion of the meeting: 60% of the B2M interactions between Retailer and Local Network Service Provider (LNSP), Meter Provider and Market Operator or vice versa are well defined.
5	Monday, 5 June 2017 *Date TBC	At the completion of the meeting: 80% of the B2M interactions between Retailer and Local Network Service Provider (LNSP), Meter Provider and Market Operator or vice versa are well defined.
6	Thursday, 15 June 2017 (if required) *Date TBC	Teleconference to follow up with any actions from meetings 4 and 5 required to complete planning
7	Wednesday, 21 June 2017 *Date TBC*	At the completion of the meeting: 100% of the B2M interactions between Retailer and Local Network Service Provider (LNSP), Meter Provider and Market Operator or vice versa are well defined.

¹ For the avoidance of doubt “well defined” means the ITCFG has at least discussed the practicalities of a transition plan for a transaction and is either fully supportive of the plan or supportive of the plan with conditions.

8	Tuesday, 4 July 2017 *Date TBC	At the completion of the meeting: 20% of the Business to Business (B2B) interactions between Retailer and LNSP or vice versa are well defined.
7	Thursday, 13 July 2017 *Date TBC	At the completion of the meeting: 40% of the B2B interactions between Retailer and LNSP or vice versa are well defined.
8	Thursday, 20 July 2017 *Date TBC	At the completion of the meeting: 80% of the B2B interactions between Retailer and LNSP or vice versa are well defined.
9	Friday, 28 July 2017 (if required) *Date TBC	Teleconference to follow up with any actions from meetings 4 and 5 required to complete planning
10	Thursday, 3 August 2017 *Date TBC	At the completion of the meeting: 100% of the B2B interactions between Retailer and LNSP or vice versa are well defined.
11	Thursday, 10 August 2017 *Date TBC	At the completion of the meeting: 40% of the detail cutover schedule well defined.
12	Friday, 19 August 2017 *Date TBC	At the completion of the meeting: 80% of the detail cutover schedule well defined.
13	Wednesday, 23 August 2017 *Date TBC	At the completion of the meeting: 100% of the detail cutover schedule well defined.

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