Attachment 1 – Initial draft list of high level scenarios

*Last Updated: 13 September 2017*

**Valid Contingency Scenarios**

The following are valid scenarios the CPWG agreed need to be developed under the Industry Contingency Plan.

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| **Ref #** | **Scenario Description** | **Likelihood****(High/ Medium/ Low)** | **Impact****(High/ Medium/ Low)** | **Priority** | **Theme**  | **Trigger(s)** | **Action(s)** | **Accountability** |
| S01 | RoLR event occurs during Systems Cutover period (30 Nov – 4 Dec) | Low | Low | Low | Market Settlements | AER declares RoLR event between 30 Nov to 4 Dec | AEMO to perform NEM RoLR processes when systems are implemented and all transition and cutover activities have been completedRoLR communications will follow standard protocols and will also be sent to nominated industry contacts as per the Industry Transition and Cutover Plan. Participants to perform RoLR processes once they have completed all BCT and transition and cutover activities and are ready to operate as BAU.*Reference: NEM RoLR Processes: Part A and Part B (version 1.4), published on 6 March 2017, as part of the final determination for the NER consultation relating to B2B Procedure Changes* | AEMO / AER |
| S02 | RoLR event occurs during the transition period or prior to commencement of Systems Cutover (22 Nov – 26 Nov) | Low | Medium – will affect preparation activities for systems cutover | Medium | Market Settlements | AER declares RoLR event between 22 Nov to 26 Nov | AEMO and Participants follow existing NEM RoLR processesRoLR communications will follow standard protocols and will also be sent to nominated industry contacts as per the Industry Transition and Cutover Plan AEMO to undertake heighted prudential checks least 14 days prior to the commencement of systems cutover activities*Reference: POC Industry Transition and Cutover Plan (version 0.1)*  | AEMO / AER |
| S03 | Natural disaster or emergency event occurs during the transition and cutover period (e.g. flood, bushfire, cyclone, system black event) | Low | Medium/High – higher likelihood in QLD as cutover occurs during to storm/cyclone season | Medium | Emergency Management | Emergency event declared by GovernmentEmergency declared by LNSP | Participants to follow relevant DNSP’s emergency management protocolsParticipants to monitor weather reports prior to the commencement of system cutover activities If necessary, AEMO to convene an ITCFG meeting to discuss impact on industry transition and systems cutover plansParticipants to follow directions from AEMO and the NEM Emergency Management Forum in the event of a system black event*Note: the QLD Government impose a mandatory systems freeze from 1 December onwards over the storm/cyclone period. This is not expected to impact Industry Transition and Cutover Plans* | DNSPs |
| S06 | The B2B e-Hub is unavailable or AEMO’s B2B systems fail to come back within the cutover timeframe | Low | High – will cause B2B transactions in the NEM to cease for an unspecified period | Medium | IT Systems | AEMO announces cutover failure | AEMO implements contingency measures to bring B2B system online as quickly as possible AEMO communications be in the form of Market Notices sent via email and SMS to previously nominated recipients. During the cutover period these communications will also be sent to nominated industry contacts nominated via the Industry Transition and Cutover PlanAEMO initial communication will include a description of the issue, impact to participants and estimated time of rectification*Reference: B2B Procedures Technical Delivery Specification, refer to contingency processes and steps* | AEMO |
| S07 | One or more retailers systems fail to come back within the cutover timeframe | Medium | Low/Medium – impact will be greater if a tier 1 retailer’s system can’t cutover in time | Medium | IT Systems | Retailer(s) advise AEMO of cutover failure | Retailer(s) send Market Notice to advise of systems failure and estimated timeframe of rectificationRetailer(s) implements contingency measuresCommunication from Retailer/s to poc@aemo.com.au and AEMO’s central coordination point as per the Industry Transition and Cutover Plan*Reference: B2B Procedures Technical Delivery Specification, refer to contingency processes and steps* | Retailer |
| S08 | One or more distributors systems fail to come back within the cutover timeframe | Medium | Medium/High | Medium | IT Systems | Distributor(s) advise AEMO of cutover failure | Distributor(s) send Market Notice to advise of systems failure and estimated timeframe of rectificationDistributor(s) implement contingency measuresCommunication from Distributor/s to poc@aemo.com.au and AEMO’s central coordination point as per the Industry Transition and Cutover PlanRefer to B2B Procedures Technical Delivery Specification for contingency processes and steps. | DNSPs |
| S09 | MSATS and AEMO’s B2M systems fail to come back within the cutover timeframe | Low | High – will cause B2M transactions in the NEM to cease for an unspecified period | Medium | IT Systems | AEMO announces MSATS cutover failure | AEMO to implement contingency measuresMarket Participants implement contingency measures and cease systems cutover activities until further instructions from AEMO AEMO communications in the form of Market Notices will sent via email and SMS to nominated recipients. During the cutover period these communications will also be sent to nominated industry contacts nominated via the Industry Transition and Cutover PlanAEMO’s initial communication will include a description of the issue, impact to participants and estimated timeframe of rectification | AEMO |
| S30 | Victorian Order in Council is not formally published prior to “go-live” | Low | High – for noting, but unlikely to occur | Low | Compliance | Victorian Government fails to publish the OIC prior to go-live date | VIC DNSPs apply to AER to send a letter of no-action | DNSPs  |
| S33 | One or more Metering Coordinators’ systems fail to come back within the cutover timeframe | Low/Medium | Low/Medium | Medium | IT Systems | MC advises AEMO of cutover failure | MC sends Market Notice to advise of systems failure and estimated timeframe of rectificationMC implements contingency measuresCommunication from Metering Coordinator/s to poc@aemo.com.au and AEMO’s central coordination point as per the Industry Transition and Cutover Plan*Reference: B2B Procedures Technical Delivery Specification, refer to contingency processes and steps* | MCs |
| S34 | One or more Metering Data Providers’ systems fail to come back within the cutover timeframe | Low/Medium | Medium | Medium | IT Systems | MDP advised AEMO of cutover failure | MDP sends Market Notice to advise of systems failure and estimated timeframe of rectificationMDP implements contingency measuresCommunication from Metering Data Provider/s to poc@aemo.com.au and AEMO’s central coordination point as per the Industry Transition and Cutover Plan*Reference: B2B Procedures Technical Delivery Specification, refer to contingency processes and steps* | MDP’s |
| S35 | AEMO’s email systems fail during systems cutover period resulting in the inability of AEMO to send or receive email communications over the systems cutover period | Low | Low | Low | IT Systems | AEMO advised of or discovers emails not being received or delivered | AEMO communications will revert to back-up webmail services, as per AEMO’s business continuity plan AEMO to phone nominated industry contacts as per Industry Transition and Cutover Plan | AEMO |
| S36 | AEMO’s primary AEMO data centre fails during the system cutover period | Low | Low | Low | IT Systems | AEMO discover data centre failure | AEMO will implement DR and back-up data centre systems, as per AEMO’s business continuity plan.AEMO communications in the form of Market Notices will sent via email and SMS to nominated recipients. During the cutover period these communications will also be sent to nominated industry contacts nominated via the Industry Transition and Cutover PlanAEMO’s initial communication will include a description of the issue, impact to participants and estimated timeframe of rectification | AEMO |

**Deleted Scenarios**

The following are scenarios the CPWG chose to delete for either one of the following reasons:

* they are commercial issues that do not impact PoC implementation
* they are compliance issues under PoC that are the responsibility of individual market participants
* they are operational or BAU issues that do not impact cutover to the new market arrangements

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|  **Ref #** | **Scenario Description** | **Theme**  | **Trigger(s)** | **Action(s)** | **Accountability** |
| S04 | Remote re-energisation and de-energisation process are not agreed with Jurisdictional Regulators ahead of Go Live | Safety | Jurisdictions safety Regulations are not updated before 1 Dec | All parties abide by the current jurisdictional safety standards | Retailers, LNSPs and MC’s are responsible for their own safety compliance |
| S05 | There are delays to the completion of customer service orders post implementation. This may include delays to new connections, meter replacements and installations.Aurora: not a contingency scenario – either a transition planning scenario or BAU processAGL: What is the delay? Is it extensive for the volume of customers impacted? Lumo/Red: Risk to supply should be considered highest priority.(re-energisation impacts should be considered as a separate scenario) | Customer | Customer complaints and referrals to the ombudsman | Ensure commercial arrangements are in place and enforced | Retailers / MCs / LNSPs |
| S10 | Insufficient number of MCs, MPs, MDPs to meet new connection, meter replacements and meter install service requests across the marketLumo/Red: Who determines what the insufficient number is?  And in what timeframe? Is this within the first day, the first week, first month? | Customer | Customer complaints and referrals to the ombudsman | Transitional model - initial MC to perform new connections and meter install servicesEndeavour:Retailer to prioritise e.g. do new connections firstRetailer explain to customer that they cannot provide the service and that the customer should go to another retailer | Retailers / MCs / LNSPs |
| S11 | Initial MC fails to publish terms and conditions for type 5 and 6 meter typesEndeavour: DB will have a deemed contract for type 5 & 6 by 1/9/17 – should not be an issue.AGL: Is there anything industry can do?Lumo/Red: Is this the customer seeking a MC? Not permitted for small customers.  Is this the customer seeking another retailer?  | Compliance | Initial MC fails to publish T&Cs by 1/09/17 | Retailer to liaise with AER Initial MC to self-report compliance breach to AER | Retailers / Initial MCs |
| S12 | Retailer fails to finalise commercial agreements with an MC upon the effective date (where retailer has Type 1 – 4 meter types) | Compliance | Retailer fails to enter into a commercial agreement by the go-live date with a MC (type 1-4) Retailer fails to initial RP/MC role updates in MSATS from the go-live dateAEMO informed of potential non-compliance with NER and procedures | Retail to engage another MC (type 1-4)Retailer to apply to AER to send a letter of no-actionAEMO to inform AER of compliance of non-compliance with NER and procedures | AER / Retailers |
| S13 | FRMP fails to finalise commercial agreements with an MC (type 1-4) upon the effective date (where FRMP is not a retailer, e.g. generators) | Compliance | Retailer fails to enter into a commercial agreement by the go-live date with a MC (type 1-4)Retailer fails to initial RP/MC role updates in MSATS from the go-live dateAEMO informed of potential non-compliance with NER and procedures | FRMP (scheduled generator or SGA) to liaise with AER | AER / FRMP |
| S14 | Participants experience a significant number of high priority defects during Market Trial that impact market operationsLumo/Red: what is a significant number of high priority defects?  Should there be an agreed number of defects?  Is this Priority 1 and Priority 2 defects?  | Pre Transition | Market Trial completion report indicates high number of defectsParticipant informs AEMO of a high number of defects | Participant to implement plan to rectify defects and the time span in which to resolve. | Participants |
| S15 | AEMO and participants experience a significant number of MSATS high priority defects during Market Trial that impact market operationsLumo/Red: what is a significant number of high priority defects?  Should there be an agreed number of defects?  Is this Priority 1 and Priority 2 defects?  | Pre Transition | Market Trial completion report indicates high number of defectsParticipant informs AEMO of a high number of defects | Potential delay to Go-Live – contingency measures in place | AEMO |
| S16 | AEMO and participants experience a significant number of B2B / e-hub high priority defects during Market Trial that impact market operationsLumo/Red: what is a significant number of high priority defects?  Should there be an agreed number of defects?  Is this Priority 1 and Priority 2 defects?  | Pre Transition | Market Trial completion report indicates high number of defectsParticipant informs AEMO of a high number of defects | Potential delay to Go-Live – contingency measures in place | AEMO |
| S17 | One or more Registered Participants unable to participate in Market Trial due to the Participants delayed system implementationAurora: not a contingency scenario – either a transition planning scenario or BAU process  | IT Systems | Participant does not register with AEMO to participate in the Market TrialParticipant chooses not to participate in any industry testing program | Participants systems and processes must be compliant with the new regulatory framework by Go Live | All Participants |
| S18 | Insufficient number of ENMs to provide services to ENOs following the effective dateLumo/Red: who determines what the insufficient number of ENM? | Customer | Customer within an Embedded Network cannot access retail competition | AER notified by Customer or Customer’s representative (i.e. Retailer) | AER |
| S19 | Insufficient meter stocks across MCs and/or LNSPs during transition and cutoverAGL: This might occur after 3 months Post Go live. | Customer | Customer request for new connection or meter replacement cannot be fulfilled by current retailer  | Retailers to ensure commercial arrangements are in place with MC’s who can provide metering services as required  | Retailers / MCs |
| S20 | Issues identified with MSATS in period post Go Live | Post implementation | AEMO is notified of issue via AEMO Support Hub related to market system post Go Live | AEMO follow Heightened Support Plan  | AEMO |
| S21 | Issues identified with B2B / e-hub high in period post Go Live | Post implementation | IEC / B2B-WG / AEMO is notified of issue related to market system post Go Live  | AEMO follow Heightened Support Plan  | IEC / B2B-WG / AEMO |
| S22 | Issues identified between participants in period post Go LiveAurora: not a contingency scenario – either a transition planning scenario or BAU processLumo/Red: what kind of issues will be notified to the AER, The NER has a disputes resolution process clearly defined, can the forum and AEMO please list the issues that will be referred to the AER  | Post implementation | AER is notified of a dispute relating to the NER  | AER notified by AEMOAER notified by Customer or Customer’s representative  | AER |
| S23 | Insufficient service provider coverage to service remote and regional customersAurora: not a contingency scenario – either a transition planning scenario or BAU process AGL: This will happen but slowly, can be treated as a general risk.Lumo/Red: This should not be limited to installation or replacement; the re-energisation is significantly impacted on customers that require field visit for connection. If Service providers are limited or contingency implemented may cause an impact or delay to customer connections during this period. | Post implementation | Customer request for new connection cannot be fulfilled by current retailerRequest for a replacement meter cannot be fulfilled | Transitional model - initial MC to perform new connectionsRetailer to ensure commercial arrangements are in place with a registered MC.Endeavour:Believe that the issue would not be coverage but pricing – suggest that retailers have a pricing structure to cover this scenarioRetailer explain to customer that they cannot provide the service and that the customer should go to another retailer | Retailers / MCs |
| S24 | Retailer’s preferred MC does not complete registration by Go LiveAGL: Active Stream is already registered. AusGrid not registered. Still is a risk. | Post implementation | Customer request for new connection cannot be fulfilled by current retailerRequest for a replacement meter cannot be fulfilled | Transitional model - initial MC to do new connectionsRetailer to ensure commercial arrangements are in place with a registered MC.Endeavour:Retailer goes with their next preferred MCRetailer explain to customer that they cannot provide the service and that the customer should go to another retailer | Retailer / MCs |
| S25 | Participant does not complete B2B e-Hub Accreditation by Go Live | IT Systems | AEMO is informed that a Participant has not completed B2B e-Hub accreditation  | Participant to complete e-Hub accreditation application formParticipant to use LVI - Participant can use contingency processesAEMO to inform the AER of compliance issues | Participant |
| S26 | Unsafe meter installation occurs post Go LiveAurora: not a contingency scenario – either a transition planning scenario or BAU process AGL: There should be a safety independent review/audit early on. | Safety | Jurisdictional safety regulator informed by affected parties of unsafe meter installation | Jurisdictional safety regulator to investigate | Jurisdictional safety regulator / Retailer / MC |
| S27 | Disconnection of a life support customer in error Aurora: not a contingency scenario – either a transition planning scenario or BAU process AGL: Setup a pilot for life support customer. Test out and perform lots of trials. | Safety | Customer and/or ombudsman complaint | AER to investigate | Retailer |
| S28 | Customer complaint related to new installation (did not want smart meter or communications / can’t change retailer)Aurora: not a contingency scenario – either a transition planning scenario or BAU processAGL: There should be government led communication for retailers to refer to. Is there a communication plan in replace?  | Customer | Customer and/or ombudsman complaint | Retailer to resolve using standard resolution processes | Retailer |
| S29 | Meter replacement at a site with a group metering arrangements (single fuse with multiple downstream meters) Aurora: not a contingency scenario – either a transition planning scenario or BAU process  | Customer | Request from a customer or LNSP to replace a meter | Retailer to collaborate with LNSP of planned outage dateRetailer to inform their customer(s) of planned outageLNSP to inform all other affected customers of planned outage | Retailer / LNSP |
| S31 | A party raises a ‘fast track’ Rule Change Request which amends the effective date | Compliance | AEMC publishes rule change | Transition and cutover plan is updated based on new dateMarket Trial completes as scheduled, light support provided between 3 Nov and new effective date for industry bi-lateral testing No additional testing planned | AEMC / All parties |
| S32 | A party raises an ‘fast track’ Rule Change Request which is challenged and becomes a normal Rule Change which can’t finish before the effective date | Compliance | AEMC publishes rule changeA single party objects to ‘fast track’ rule change proposal | Existing transition and cut-over plan remainsNo change to go-live dateAEMO testing plan completes as scheduled  | AEMC |
| From UE | Negative media reporting- High profile and highly critical media reports build up after implementation*The CPWG noted this is not a contingency scenario. AEMO, AEMC and AER are working together with industry bodies to develop some basic information that retailers can use to inform consumers and any interested stakeholders on PoC.* | Customer | A series of negative customer outcomes feed into a general negative media climate toward the energy industry | Spokesperson or persons be identified as key media contacts – depending on the nature of issues being raised. |  |