**TERMS OF REFERENCE**

**Program Consultative Forum (5MS-PCF)**

1. **Background**

The Australian Energy Market Operator (AEMO) is working with industry to implement procedural and system changes arising from a number of Australian Energy Market Commission (AEMC) interrelated rule changes which originated from the AEMC’s reforms. These rule changes include:

* Five-Minute Settlement – rule made in November 2017, and coming into effect on 1 July 2021.
* Global Settlement – rule change currently being considered by the AEMC.

To implement the above rule changes, AEMO has established a 5MS Implementation Program. That program consists of three broad work streams:

* Procedural Development – to define the required changes to Procedures.
* Systems Development – to design, develop, implement and test changes to AEMO’s market systems.
* Market Readiness – to coordinate, assist and prepare industry and AEMO for the start of the revised arrangements, and to monitor and report on preparation efforts.

To support the overall progression of the 5MS Implementation Program, AEMO has established the Five-Minute and Global Settlement’s Program Consultative Forum (5MS‑PCF). The 5MS-PCF provides an opportunity for all impacted participants and other related bodies to contribute to 5MS Implementation Program planning activities, facilitate risk and issue management, provide review for relevant documentation and management oversight of 5MS working groups.

1. **Purpose**

To support the planning and mobilisation of all implementation stages of the 5MS Implementation Program, including resolving issues escalated from 5MS working groups.

1. **Scope**

The following activities are deemed in-scope:

1. Contribution to the establishment of Program deliverables and corresponding stage and implementation plans.
2. Resolution of issues escalated to or from working groups.
3. Facilitate discussion of program risks and issues.
4. Participant resource allocation to working groups responsible for progressing Program deliverables in accordance with established implementation plans.
5. Program status reporting in accordance with readiness reporting plans.
6. Quality assurance of relevant documentation (where applicable).
7. **Membership**
   1. **Membership Criteria**

AEMO (Chair), together with registered and non-registered market participants, including interested 5MS stakeholders.

The following membership criteria is targeted to all 5MS-PCF members on behalf of the represented business, noting that alternate or delegate members will be required to meet the same criteria:

1. Authority to agree parameters relating to the scope, delivery timeframe, expected outcomes and any recommendations of the Program.
2. Authority to commit and mobilise internal resources to progress Program deliverables in accordance with established stage and implementation plans.
3. Authority to confirm the availability of working group members (specifically, subject matter experts) across multiple business areas.
   1. **Membership Accountabilities**

On behalf of the represented business, members are accountable for the:

1. Mobilisation of subject matter expert resources across multiple business areas within the represented business.
2. Timely resolution of escalated issues and risks.
3. Management and resolution of assigned actions.
4. Active support of working group members to ensure the accurate and timely completion of Program deliverables.
5. Quality assurance of relevant Program documentation.
6. Internal communication of 5MS outcomes.
7. **Governance**

AEMO has internal program governance arrangements for the implementation of 5MS, with the exception of B2B changes that are governed by the Information Exchange Committee.

The Forum will act as an open information forum to complement the above governance channels. The Forum is targeted at program management representatives within each organisation, and will complement working level groups.

1. **Administration**

AEMO will prepare and distribute all meeting calendar invitations, agendas, meeting papers and meeting notes via email.

AEMO will provide Chair, secretariat services and subject matter expert(s) for each meeting.

* 1. **Meeting facilities**

AEMO will provide video-conference facilities for the AEMO offices listed below. A small number of tele-conference lines may also be made available for members where they cannot attend an AEMO office location.

Meeting Location: AEMO Office:

Adelaide Level 9, 99 Gawler Place, ADELAIDE SA 5000

Brisbane Level 10, 10 Eagle Street, BRISBANE QLD 4000

Melbourne Level 22, 530 Collins Street, MELBOURNE VIC 3000

Sydney Level 2, 20 Bond Street, SYDNEY NSW 2000

* 1. **Meeting timings**

Meeting frequency: Monthly (unless otherwise agreed by AEMO and 5MS‑PCF members).

Meeting date confirmation: AEMO will confirm each meeting and the available locations at least 5 business days prior to the occurrence of the meeting.

Meeting papers: AEMO will endeavour to provide advice and all meeting documentation prior to each meeting.

Meeting notes: AEMO will endeavour to circulate all meeting notes and outcomes after each meeting.

All documents will be made available on AEMO’s website following each meeting.

* 1. **Resourcing**

Any expenses incurred as a result of attending meetings or activities associated with meetings are at the expense of the member’s employer.

For more information or for other enquiries, please email the 5MS inbox: [5ms@aemo.com.au](mailto:5ms@aemo.com.au)

TERMS OF REFERENCE