**TERMS OF REFERENCE**

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**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), and where relevant to the Procedures Working Group (5MS-PWG).
* AEMO’s systems development that impacts industry stakeholders for:
	+ Bids and Offers
	+ Settlements and Prudentials
	+ Metering
	+ 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 offices (Adelaide, Brisbane, Melbourne, Sydney)

# 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.

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