

METROLOGY REFERENCE GROUP – TERMS OF REFERENCE

PREPARED BY: Market Development

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1. PREAMBLE

These Terms of Reference for the Metrology Reference Group are made for the purpose of establishing a reference group to support the Retail Market Executive Committee (RMEC) in performing its role of advising AEMO.

These Terms of Reference are endorsed by the RMEC and may be reviewed by the RMEC or the Metrology Reference Group from time-to-time.

2. INTRODUCTION

The Metrology Reference Group (MRG) is formed to provide recommendations to the RMEC on the resolution of Metrology and Metering Services issues in the NEM. The MRG will report to the RMEC matters relevant to this area and provide recommendations on development proposals.

The primary deliverables of the MRG are:

- a. Provide the RMEC with advice and recommendations on development activities to resolve metrology and metering services issues, and
- b. To progress development activities endorsed by the RMEC.

3. PURPOSE AND OBJECTIVES

The purpose of the MRG is to:

- a. Identify and record issues relevant to metrology and metering services;
- b. Prioritise and develop responses to identified metrology and metering services issues that support the NEM objective;
- c. Recommend to the RMEC actions to address metrology and metering services issues; and
- d. Progress activities endorsed by the RMEC that are relevant to metrology and metering services.

The objectives of the MRG are:

- a. Assist in the development of NER change proposals and a single national metrology procedure for the Metrology Harmonisation Programme;
- b. Participate in the resolution of issues identified during the programme;
- c. Test the efficiency, viability and practicality of proposals made to industry by AEMO through project documentation; and
- d. Provide a quality assurance level of review to documentation at the conclusion of each stage of the programme.

In order to meet the objectives, the MRG will:

- a. Receive and act on direction from the RMEC for the development of material and recommendations to support the RMEC role in advising AEMO;
- b. Provide recommendations to the RMEC that are consistent with the NEM Objective and will facilitate competition in the NEM;
- c. Indicate to the RMEC any diversity of opinion represented within MRG and appropriate indications of the level of support for different views;
- d. To receive issues referred to it by participants or information groups relating to the metrology and metering services programmes and associated AEMO projects and make recommendations to the RMEC;
- e. Complete specific tasks by forming sub-groups or working groups as necessary with delegated authority to deliver specified outcomes within a defined Terms of Reference and within a specified timeframe.

4. MEMBERSHIP

The MRG is to be established from relevant subject matter experts and industry practitioners, with a balance of participation by geography and role in the industry, reflecting the diversity of businesses affected by the metrology and metering services activities.

The members of the MRG are not required to represent a particular industry group, but are expected to take account of alternative viewpoints based on their expertise.

The RMEC will endorse nominations to the MRG based on:

- a. Knowledge of and experience within the NEM;
- b. Experience with and skills in considering metrology and metering services related issues;
- c. Experience with and skills in supporting resolution of issues; and
- d. Awareness of the National Electricity Rules, and how they are applied within the NEM.

AEMO is to appoint the MRG members based on the RMEC endorsed nominations.

Membership is limited to one member per each participant organisation, except where a DNSP is also a Retailer, in which case one member is permitted for each role.

In endorsing nominations for membership the RMEC will take account of the need for a range of expertise and the need for the reference group to be limited to a workable number of members.

If an appointed member is unable to attend a meeting they may send an alternate.

Where a member has been absent for more than three meetings in a 12 month period the RMEC is to be informed and consideration will be given by the RMEC as to whether a replacement should be appointed.

5. GOVERNANCE

The MRG is an AEMO reference group formed to review material related to metrology and metering services activities or relevant AEMO projects and provide recommendations to the RMEC and AEMO.

Consensus will be sought on all issues. The Chairperson of the MRG and any working groups formed to progress a specific task should ensure that significant issues are clearly explained and carefully considered prior to submission to the MRG.

Where an agreement is sought, the decision/recommendation will be based on those members present at that meeting or through proxy to the Chairperson.

In unusual circumstances (eg where a decision is required at short notice) consideration may be given to seeking agreement via an e-mail or web-based mechanism.

Where a clear consensus is not reached, minority views are to be noted in any formal recommendation.

6. MEETINGS AND ADMINISTRATION

AEMO will:

- a. Facilitate meetings of the MRG and circulate an agenda for each meeting;
- b. Provide administrative and secretariat support, including the preparation and circulation of a record of meeting;
- c. Provide a chair for meetings;
- d. Prepare a monthly report on the activities of the MRG for the RMEC;
- e. Communicate recommendations of the MRG to the RMEC for consideration; and
- f. Provide escalation of issues to the RMEC, as appropriate, providing a clear definition of the problem, conceptual solution(s) to resolve the problem, indicative cost/benefits of each solution and recommendation on process to achieve resolution

Where a submission or recommendation is made to the RMEC it should include, as appropriate:

- a. Consideration of the NEM Objective;
- b. The schedule of implementation of new procedures or other projects as appropriate; and
- c. The net benefits offered by the recommended action; and
- d. The diversity and weight of opinion of the MRG in the event that consensus is not achieved.

The MRG is to meet as necessary to perform its role.

Notice of a meeting and agenda is, where possible, to be issued at least ten working days in advance. Five working days may apply to meetings via teleconference.

Meeting papers are to be distributed, where practical, at least five working days prior to the meeting.

A quorum for a meeting requires half of the appointed members.

Venues for MRG meetings are to consider travel implications of members and should aim to achieve a balance between the lowest cost to industry and travel requirements of members.

7. DUTIES AND RESPONSIBILITIES

Members of the MRG have the following responsibilities towards the effectiveness of the group:

- a. Active participation in MRG meetings and teleconferences for the resolution of issues;
- b. Quality review of documentation prepared by AEMO for RMEC consideration;
- c. Timely response to requests for information or requests for review;
- d. Remain abreast of policy and technology developments impacting the National Electricity Market (NEM);
- e. Identification of operational issues within the areas of metrology and metering services for referral to AEMO and determine whether they are industry-wide, systemic or bilateral.

The Chairman of the MRG shall receive submissions from interested parties who do not have membership of the MRG, and facilitate those submissions being placed before MRG members.

8. FUNDING AND EXPENSES

The cost of members attending MRG meetings is born by the participants' business.

The MRG has no operational budget.