

TERMS OF REFERENCE

Power of Choice – Readiness Working Group (POC-RWG)

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 Power of Choice (POC) review.

These rule changes include:

- Expanding competition in metering and related services – to open up competition in metering services and improve consumer access to wider service opportunities.
- Embedded networks – to reduce barriers to embedded network customers from accessing retail market offers and standardise metering arrangements.
- Meter replacement processes – to clarify rights and obligations on certain parties at a customer connection point when replacing a meter during the retail transfer process.
- Updating the electricity B2B framework – by updating Business to Business (B2B) arrangements in the National Electricity Rules (NER) and associated B2B Procedures to provide for parties using advanced metering services, and which AEMO is facilitating by implementing a new system/communications protocol for B2B service requests (that is, the Shared Market Protocol).

To implement the above rule changes, AEMO has established a POC Implementation Program. The Program includes a Market Readiness work stream to coordinate, assist and prepare industry and AEMO for the start of the revised arrangements, and monitor and report on preparation efforts.

To support the Market Readiness work stream and, in turn, overall progression of the POC Implementation Program, AEMO has established the Power of Choice – Readiness Working Group (POC-RWG). The POC-RWG provides an opportunity for all impacted participants to contribute to the development, planning and conduct of key market readiness related activities and deliverables, including those set out in the Market Readiness Strategy (such as industry testing of market interfacing systems).

2. Purpose

To actively participate in the planning and development of all market readiness related activities, as considered under the Market Readiness work stream of AEMO's POC Implementation Program.

3. Scope

The following activities are deemed within the scope of the POC-RWG:

- Contribute to the development of key market readiness planning deliverables, including the:
 - Market Readiness Strategy
 - Industry Readiness Reporting Plan
 - Industry Testing Plan
 - Industry Transition and Cutover Plan(s)
 - Accreditation and Registration Plan(s)
- Contribute to the coordination of detailed activities to be delivered, as set out in market readiness plans.
- Review periodic reports on the progress of market readiness activities for industry as a whole.
- Identification of market readiness related risks and issues in the lead up to the POC “go-live” date and developing mitigation strategies, as appropriate.

4. Membership

The POC-RWG will comprise one representative from:

- AEMO (Chair)
- Each registered market participant
- Any interested POC stakeholders

4.1. Membership Criteria

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

- A detailed understanding of the retail electricity market and POC program.
- Authorisation to consider matters, and provide official views and commitments, on behalf of their organisation.
- Authorisation to commit and mobilise internal resources to progress readiness deliverables in accordance with the market readiness plans.
- Availability to consistently attend, and actively participate in, working group meetings.

4.2. Membership Accountabilities

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

- Mobilisation of subject matter expert resources across multiple business areas within the represented business.
- The presentation and discussion of market readiness related subject matter, which they have gathered from internal experts (operations, regulatory and/or technical) across relevant business areas within their represented organisation.
- Internal communication of the market readiness planning deliverables and outcomes within their represented organisation.
- Coordination of relevant internal resources to align with the market readiness activities and milestones.

5. Governance

The POC-RWG is a project-specific working group under the management oversight of AEMO's POC Program Consultative Forum (POC-PCF).

When agreement is sought by the POC-RWG, the decision or recommendation will be based on those numbers present at that meeting and members that provide a proxy to AEMO if not in attendance. In certain circumstances (for example, where a decision is required out of session and/or at short notice), agreement may be sought via written correspondence (email). When consensus is not achieved, the Chair will refer the matter to the POC-PCF. All recommendations and outcomes must have regard for the:

- National Electricity Law
- National Electricity Objective
- National Electricity Rules
- National Energy Retail Law
- National Energy Retail Objective
- National Energy Retail Rules
- For B2B matters, B2B factors and principles

5.1. Administration

AEMO will prepare and distribute all meeting calendar invitations, agendas, meeting papers and meeting notes via email. AEMO will also provide the Chair, secretariat services and subject matter expert(s) for each meeting.

5.2. Meeting facilities

AEMO will provide meeting facilities for at least one of the AEMO offices listed below and, where possible, video-conference facilities between locations. A limited number of tele-conference lines may also be made available for members where they cannot attend an AEMO office location.

Meeting Location:	AEMO Office:
Melbourne	Level 22, 530 Collins Street, MELBOURNE VIC 3000
Sydney	Level 2, 20 Bond Street, SYDNEY NSW 2000
Brisbane	Level 10, 10 Eagle Street, BRISBANE QLD 4000
Adelaide	Level 9, 99 Gawler Place, ADELAIDE SA 5000

5.3. Meeting timings

Meeting frequency: To be determined by the POC-RWG, but at least every one to two months is expected.

Meeting papers: AEMO will endeavour to provide advice and all meeting documentation no less than five business days prior to each meeting.

Meeting notes: AEMO will endeavour to circulate all meeting notes and outcomes within five business days after each meeting.

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

5.4. Disbandment

The POC-RWG will be disbanded when the POC Implementation Program is completed, or as decided by the POC-PCF.

5.5. 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 POC inbox: poc@aemo.com.au

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