

TERMS OF REFERENCE

Electricity Retail Metering Consultative Forum (ERMCF)

Objectives

- In keeping with the National Electricity Objective and the National Energy Retail Objective, the Electricity Retail Metering Consultative Forum (ERMCF) enables effective and efficient consultation between AEMO, interested and impacted organisations and stakeholders on the development of and changes to:
 - Metering Services Procedures,
 - Metrology Procedures,
- To provide stakeholders the opportunity to raise and address issues relating to the operation and functionality (BaU) of applicable Procedures.
- Consideration of changes before formal consultation commences will be conducted through the steps outlined in the NEM Change Management Process for the Electricity Retail Markets (published on the AEMO website).

Role

- Provide a forum for electricity retail market participants and other interested stakeholders to identify, record and consider operational issues and changes relating to Metering Services and Metrology Procedures.
- Review material related to metrology and metering services activities or relevant AEMO projects and provide recommendations to AEMO.
- Assist AEMO under rule 7.14.1A in defining and providing recommendations for the development of changes to operational Procedures and Guidelines for service provision by Metering Data Providers and Metering Providers within the NEM under the change management process. Development and consider submissions in relation to the Procedures, with the aim to improve market efficiency and in support of the National Electricity Objective and the National Energy Retail Objective.
- Provide an industry perspective and mechanism for feedback to AEMO on change proposals made in relation to the Metering Services and Metrology Procedures.
- Attendees are expected keep abreast of current items being progressed, and be prepared for discussions at meetings.
- Provide input to AEMO on development of the Metering Services and Metrology Procedures, this may include making recommendations for changes to the Procedures, business processes, guidelines, and other arrangements affecting those Procedures.
- The ERMCF will work collaboratively with AEMO to consider prioritisation of actions.

The ERMCF's role excludes the following, which are functions of AEMO:

- Authorising a proposed change to go to consultation
- Conducting formal Rule or Procedure consultations
- Implementation of Procedures or updates to the FAQs etc.
- Undertaking work on matters assigned to project working groups.

Participation

- The ERMCF is open to all interested organisations and stakeholders.
- In circumstances where an outcome is sought at a meeting, any recommendations will be based only on the views of those stakeholders present at that meeting or as notified prior to the meeting. It is the responsibility of stakeholders to keep informed of current issues to be able to provide their views and information. The meeting chairperson will ensure where outcomes are sought at the meeting, it will not be reworked at future meetings for stakeholders that did not provide feedback previously.
- Individuals attending the forum are expected to have sufficient expertise and authority to consider matters on behalf of the organisation(s) that they represent, and provide the views of those organisations for the public record.
- Forum attendees are entitled to represent the view of any business they represent. The forums will record the positions and views of interested organisations and stakeholders. Where positions and views vary, minority views are to be noted.
- If circumstances require feedback or information from the CF at short notice, consideration may be given to seeking feedback outside a meeting via an e-mail or web-based mechanism.

Meetings

Unless otherwise advised by AEMO, meetings are typically held on the 3rd Thursday of every month, commencing at 9.30am Melbourne / Sydney local time.

Locations: AEMO Offices (linked via video and tele conference)
 Adelaide – Level 9, 99 Gawler Place, ADELAIDE SA 5000
 Melbourne – Level 22, 530 Collins Street, MELBOURNE VIC 3000
 Sydney – Level 2, 20 Bond Street SYDNEY NSW 2000

Administration

AEMO will prepare and distribute all meeting correspondence via email and will publish meeting records on its website.

Attendees to:

- Notify AEMO of proposed topics for the agenda 10 business days before the meeting.
- Provide supporting papers/presentation to AEMO eight days before the meeting.

AEMO will provide interested stakeholders with:

- A draft agenda 10 business days before the meeting.
- Relevant meeting papers and finalised agenda five business days prior to the meeting.
- Draft minutes five business days after the meeting.

AEMO will record the positions and views of interested and impacted organisations and stakeholders about the Metering Services and Metrology Procedures.

The ERMCF will create and maintain an Issue/Change Register.

From time to time a proposed change or issue may be technical in nature and require specific system and business process knowledge. The forum therefore may request AEMO to establish one or more working groups to assist in considering matters brought before it. The group may also put forward recommendations for other consultative working groups to join in forum discussions for interrelated matters.

Resourcing

AEMO will provide chair and secretariat services to the ERMCF.

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

Version	Effective date	Comments
1	1 January 2016	Initial document

For more information on the ERMCF please email: ERMCF@aemo.com.au.

For a list of Retail Electricity Metrology Procedures refer to AEMO's [website](#).

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