

Meeting Notes

Power of Choice – Industry Test Working Group

MEETING: Power of Choice – Industry Test Working Group
DATE: Friday, 28 July 2017
TIME: 9:30 am – 11:00 am AEST
LOCATION: Melbourne and teleconference
MEETING #: Meeting 8

Meeting Notes (red text highlights action items)

1. Market Trial planning

Tui Grant updated the ITWG on Market Trial planning:

- Workbook version 0.6 was circulated yesterday (27 July) as part of the meeting pack. This has been changing constantly as participants update when they are able to start testing.
- Current version requires a few updates – feedback from some participants and 2 additional retailers to be added in.
- From next week AEMO will circulate the workbook on Mon, Weds and Fri with the date in the filename.
- Status of cycle 1 week 1: 7 retailers, 8 LNSPs and 109 tests.
- A number of MCs have now been set-up in MSATS pre-production so Retailers and MCs can now negotiate their testing partnerships:
 - Retailers and MCs to update the Base – MC Churn tab:
 - Populate the MC, MPB, MPC, MDP participant IDs
 - Populate the MC 'ready to commence' in column G
- Cycle 1 tests steps have been populated:
 - Test steps have been set up to be descriptive, not perspective, as there are a number of different ways to complete a process.
 - Test steps have been set up for maximum coverage – so aim was to include all possible processes, if your business does not undertake a step then set it to N/A.
 - E.g. for notified party, QC will include all roles and initiating tester is expected to N/A or pass as appropriate.
 - Participants are requested to review all their test steps and N/A any test steps that are not relevant. Also to let AEMO know if there are any test steps missing or out of order.
- C&I tests – receiving test party has not been populated. Participants asked to review the C&I tab and populate test party in the workbook.
- Cycle 2 – test steps have been populated. Participants asked to review Cycle 2 test steps and provide any feedback to AEMO.

- Cycle 3 – no new scenarios are currently proposed – participants can propose new tests.
- Participants can commence data set-up:
 - **Initiating party to identify data (NMIs) for each test scenario and enter into HP SaaS QC.** Recommend that a set of data be identified for each scenario rather than just one NMI. For each NMI identified, each role needs to be recorded (e.g. screen shot) to resolve any future testing issues.
 - Where role changes are required (RP from FRMP to MC), then the bulk change tool can be used for a sample of NMIs. **AEMO will send the bulk change tool spreadsheet. Participants to populate and return if they wish for the tool to be used.**
- Test execution and reporting
 - HP SaaS QC is set-up in folders for the initiating party (Retailer), which makes it difficult for other parties (e.g. Distributors) to find the next test step.
 - **AEMO will set-up a report that will show every scenario – the last test passed and who needs to do the next steps.**
 - Planned execution date can be found in the test workbook and in HP SaaS QC.
- Daily meetings:
 - In cycle 1 week 1 we only have 15 participants so we will have one daily meeting for all participants.
 - As numbers increase we will have multiple daily meetings with different groups of participants, and at least one meeting a week with all participants at once.
- Issue resolution:
 - Jemena questioned how issues will be resolved during industry testing.
 - AEMO noted that issues should be raised during the daily meeting, and they can be emailed to the POC-ITWG mailing list at any time.
 - Issues related to procedures will be escalated to the relevant procedures working group.
 - Whilst the procedures is working on the issue the testing group can do what is practicable to progress testing. A defect will be opened to track the resolution of the issue.
 - Note that the POC-PCF has an open risk on this matter and is working on a process to ensure timely resolution to issues raised during industry testing.

Other discussion points:

- During phase 2 some participants have noted that retailers need to clear out their stop files. **Retailers to ensure stop files are cleared prior to start of Market Trial.**
- Citipower/Powercor noted that they intend on importing production meter data reads during the Market Trial period. This will result in participants' MSATS inboxes receiving reads. **Participants to respond to AEMO or CitiPower/Powercor if they foresee any issues with this.**

2. Action summary

Post meeting actions for the POC-ITWG are summarised below.

Item	Topic	Action required	Responsible	By
1	Market Trial Workbook	AEMO to circulate on Mon, Wed and Fridays	AEMO	31 July 2017
2	Market Trial Workbook – Base MC Churn	Retailers and MCs to update all roles in their scenarios – MC, MDP, MPB and MPC and update when the MC is ready to commence in column G	Retailers and MCs	11 August 2017
3	HP SaaS QC – cycle 1	Participants to review all their test steps for completeness and correctness and inform AEMO of any missing or out of order test steps and N/A any test steps that are not relevant to their business process.	Cycle 1 Participants	11 August 2017
4	Market Trial Workbook – C&I	Participants to review all C&I test steps for completeness and correctness and populate test parties	Participants	11 August 2017
5	Market Trial Workbook – Cycle 2	Participants to review Cycle 2 test steps and provide any feedback to AEMO	Participants	18 August 2017
6	Data set-up – Cycle 1	Participants to identify data for each test scenario and enter into HP SaaS – multiple NMIs and record initial roles.	Cycle 1 Participants	11 August 2017
7	Data set-up – bulk change tool	AEMO to circulate bulk change tool spreadsheet	AEMO	4 August 2017
8	Data set-up – bulk change tool	Participants to identify data sets requiring bulk role changes and return bulk change tool spreadsheet to AEMO	Participants	11 August 2017
9	HP SaaS QC reporting	AEMO to develop a report to show for each scenario the last test step executed and who needs to do the next step	AEMO	4 August 2017
10	MSATS	Retailers to ensure they clear out their stop files	Retailers	By 21 August 2017
11	CitiPower/Powercor – production level meter data reads	Participants to inform AEMO or CitiPower/Powercor if they have any issues with receiving meter data reads to MSATS inbox during the Market Trial period	Participants	4 August 2017

3. Next meetings (TBC)

- 2 Aug – Participant Information Session #6 on market trial processes (teleconference)
- 14 Aug – Daily meetings commence (teleconference)
- 1 Sep (TBC) – ITWG – Cycle 2 planning meeting

4. Attendees

Not recorded