

Terms of Reference

Stakeholder Engagement Plan SE-21

Technical Support Groups for Day-Ahead Market Evolution



1. Introduction

This Terms of Reference defines the objectives and processes of the technical support groups (TSGs). Two TSGs will be formed. One TSG will examine the development of an energy forward market in Ontario and a second TSG will focus on day-ahead guarantees. Members of the TSGs will have the opportunity to provide feedback to the IESO on the respective impacts of an EFM and day-ahead guarantees on their businesses.

Background information on day-ahead market evolution can be found on the SE-21 web page at: http://www.ieso.ca/imoweb/consult/consult_se21.asp

2. Purpose and Objectives of the TSGs

Members of each TSG will review the materials provided by the IESO and provide detailed technical advice to the IESO in an efficient and timely manner. Guidance from the TSGs will be reflected in updates to the Stakeholder Advisory Committee (SAC) and the IESO's recommendations to the Board.

Objectives of the EFM TSG: Stakeholders have indicated that support for an energy forward market (EFM) is stronger if the design is based on an existing exchange platform (e.g. NGX/ICE) and if prudentials could be co-ordinated. The objectives of this TSG is to explore EFM design possibilities with a goal of providing a recommendation to the SAC at the August 20th meeting. Final materials to the SAC are to be publicly posted on August 6th.

Objectives of the day-ahead guarantees TSG: The IESO will propose day-ahead guarantee designs that if implemented with either Option 1 or Option 2 would provide equivalent benefits that the two-settlement UDAM provides. The objectives of this TSG is to evaluate the IESO day-ahead guarantee designs for this equivalence and their robustness. The day-ahead guarantee designs would include those for generators and intertie transactions. Discussion on the inclusion of exports in either Option 1 or 2 and the potential for any export guarantees will also be discussed.

The target completion date for TSG meetings is September 2008.

3. IESO Sponsor for the group

Name	Title	Department	Phone Number	E-mail
Don Tench	Director	Market Evolution	905-855-6137	don.tench@ieso.ca

This IESO management contact is responsible for either implementing recommendations from the group or would be accountable for the delivery to higher authorities, e.g., the Board.

4. Composition of TSGs

Each TSG will consist of representatives from various stakeholder sectors with approximately five to eight members per group. The meeting dates for the two groups will be coordinated to allow stakeholder participation in both if needed.

It is proposed that the TSGs consist of a balance of all represented sector (e.g., generators, marketers and price sensitive consumers).

Criteria to be used in selecting members will include overall knowledge of the market, ability to assess impacts of the options on their sector, and prior experience/involvement in day-ahead market design initiatives. To the extent possible, members of the support group will also represent the views of their constituency.

Members are expected to have authority to commit time and resources to support the group. Members should plan on approximately 24 hours of meeting time during the months of July and August.

While the direct meeting participation will be limited, all materials and meeting minutes will be posted on the web site. Names of the TSG members will be published on the IESO website.

5. Organization and Administration of Meetings

- (a) IESO staff will chair the support groups. The Chair may act as the facilitator for the meeting, or a separate independent facilitator may be used. The Chair or facilitator will be responsible for the role of a time keeper.
- (b) The Chair will ensure all meeting support material is circulated in advance to the group members via email, and posted. The intent is to provide meeting materials 2 working days in advance along with a draft agenda. Meetings will be a combination of face to face and webcasts. For face to face meetings, attendance may be in person or via teleconferencing facilities.
- (c) The agenda will state the sponsor's and facilitator's name, what the purpose and objectives are for the meeting, agenda items to be discussed indicating which items are for information purposes and those where IESO is looking for input and indicate any pre-meeting requirements (e.g., members attending are expected to have read a document prior to attending).
- (d) The Chair, or a delegate, will take meeting notes including actionable items and their resolution. Draft meeting notes, including any accompanying written submissions, will be distributed to members within two business days following a meeting. Members should ensure their comments are properly captured in the meeting notes. Feedback needs to be provided within 2 business days. The Chair will finalize the minutes within 2 business days and will then distribute the minutes and related written submissions to the members and will post those materials on the IESO web site.

- (e) Materials may be sent to members for comment without a formal meeting being held. In this case, members are expected to respond with comments within 3 business days.
- (f) The group will adhere to the stakeholder engagement principles:
<http://www.ieso.ca/imoweb/pubs/consult/se/Stakeholder-Engagement-Principles.pdf>
- (g) All members are to come prepared to the meeting including providing materials in advance to all members.
- (h) All members are expected to follow these terms of references which will be posted on the groups web page.

6. Normal Order of Meeting

- (a) The Chair shall ask attendees to introduce themselves to determine who is present, including those participating remotely.
- (b) The Chair will recap any item of note from the previous meeting and deal with any outstanding action items.
- (c) The Chair shall note any new items that are on the agenda in the order that they appear on the agenda. Members may request for additional items to be added under new business on the agenda.
- (d) The Chair should ensure that any presenter/speaker is able to present his/her material and that the participants have an opportunity to seek clarification questions only. Opinions, comments, and debates will wait until the conclusion of the presentation. As a general rule for long or complex presentations the Chair should limit interventions to points of clarification so that the entire presentation can be delivered.
- (e) The Chair or facilitator will manage the meeting to ensure everyone has a voice at the meeting and no one dominates the discussions.
- (f) Comments or concerns raised by participants should be written on flip charts or whiteboards for all in attendance at the meeting to see. The Chair, moderator, facilitator, or note-taker should seek confirmation that the notations or notes accurately summarize the issue. The Chair will check with the participant to make sure the point has been adequately captured.
- (g) All participant comments will be documented in the notes and posted (where appropriate to the meeting objectives). The Chair will inform participants that all views will be fully communicated to decision-makers prior to decisions being made.
- (h) At the conclusion of the meeting, the Chair will close with a summary, recap the agreed to action items, inform members of the next steps as well as next meeting date. Developing a draft agenda for next meeting is optional, depending on when the next meeting is.

Polling (voting may take place where market rules or other legislation exists)

The primary purpose of polling is to provide members with the opportunity to formally register their views on issues and thereby clearly communicate those positions to the IESO. Accordingly, motions are not normally considered “carried” or “defeated” in the traditional sense.

The decision to poll the group rests with the Chair. Where a poll is declared; all meeting attendees are required to indicate support, no support or “abstain” for the record.

The Chair shall record the results of the poll by individual name and company/sector for the meeting minutes and are a matter of public record.