Introduction

The Market Information Focus Group is an ad hoc forum for stakeholders to provide guidance to the IESO on the priorities they would assign to requests for new or enhanced reports and information.

The IESO publishes numerous types of information through a variety of channels to provide transparency and enable customers and stakeholders to:

- participate effectively in IESO-administered programs and markets
- make informed decisions regarding their electricity transactions
- analyze and evaluate the market
- understand changes, events, stakeholder initiatives related to the IESO-administered market
- understand the overall assessment of reliability of the electricity system

Currently the IESO provides real-time and historical raw data through the website. For example, a number of reports are available such as hourly price, demand and generator output information. The IESO also provides a limited number of summary reports such as the daily, weekly and monthly summaries which illustrate some price and demand trends. Analysis exists through some of the following documents: the 18-Month Outlook, Ontario Reliability Outlook, and the weekly IESO Bulletin.

I.   Objectives, Scope and Deliverables

Objectives

1. To provide stakeholders the opportunity to provide advice and input into the market information published on the IESO website.

2. To assist the IESO in planning for market information requirements now and into the future.

3. To be transparent in assessing and prioritizing the information enhancements that can be accommodated by the IESO and the time frames involved, based on stakeholder ranking of requests.

In Scope

- The initial focus of this initiative is on public information published on the IESO website.
- This forum should be consulted for new information requests and changes to existing reports. Additional consultation may be required for information requests related to separate stakeholder engagement plans specific to other initiatives (such as SE-91 on Renewable Integration).
- Information requests that require market rule or confidentiality catalogue changes will continue to go through the market rule amendment process. During the process, information requests may be discussed and prioritized through this forum.
- This forum can suggest changes to report standards. Final decisions on appropriate standards rest with the IESO. Standards include retention period for archive data and the availability of consolidated historical data.

Not in Scope

- Changes to user interfaces used by people to find and retrieve documents.
- Changes to machine interfaces used by automatic processes to find and retrieve documents.

Deliverables

The key deliverable from the group is a list of the current status and classification of all information requests which the focus group will review and provide input into at each meeting. Requests that are disposed of, either through implementation of the request, deferral, or rejection, will continue to be shown, with a reason for the designated status.

II.   Membership

Membership is open to all interested stakeholders including market participants, service providers, and consultants. The group will meet in person or via web cast on a regular basis (quarterly or semi-annually) to discuss information request status and priorities. Regular attendance at all meetings is preferred but not necessary.

III.   Structure

The group will be chaired by the IESO. Decisions on report priority are made by voting of those in attendance (in person or by phone). Individuals representing the same stakeholder organization can offer their views at meetings; however, when coming to consensus on a decision, one designee from the stakeholder organization must speak on that organization's behalf.

IV. Meetings

The group will meet either in person or by phone at least twice per year and as necessary by a call of the Chair with input from either its members, or the IESO when deemed necessary. Meetings are open to interested stakeholders. The Chair is responsible for preparing meeting agendas with input from the IESO and group members and scheduling meetings. The IESO facilitates meetings and communication among members.

The Chair will ensure all meeting support material is circulated in advance to the group members. The intent is to provide meeting materials one week in advance along with a draft agenda. Meetings will be a combination of face-to-face, webcasts, and conference calls. For face-to-face meetings, attendance may be in person or via teleconferencing facilities (identified in advance).

The agenda will state the names of the sponsor, chair and facilitator, as the case may be, the purpose and objectives of the meeting, and agenda items to be discussed indicating which items are for information purposes and those where IESO is looking for input. The agenda will indicate any pre-meeting requirements (e.g., members attending are expected to have read a document prior to attending or to gather input from others).

The Chair, or a delegate, will take meeting notes, actionable items and their resolution. The Chair maintains a list of the current status of all information requests, their current classification, and the IESO "owner" of the request. Draft meeting notes, including any accompanying written submissions, will be distributed to members. The intent is to have the draft minutes available within five business days following a meeting. Members should ensure their comments are properly captured in the meeting notes. Members will be given three days to provide their feedback. The Chair will finalize the minutes upon receipt of feedback and will then post on the IESO website.

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 three business days.

The group will adhere to the IESO stakeholder engagement principles:
http://www.ieso.ca/imoweb/consult/stakeholder_principles.asp

Any member may, from time-to-time, be requested to provide written submissions to support their position in order for all members to clearly understand the merits of the issue at hand and any solution being proposed. Any written submission will be posted.

V.   IESO Sponsor

Name	Title	Department	Phone Number	E-mail
Kim Warren	Vice-President and Chief Operating Officer	Operations	(905) 855-6152	kim.warren@ieso.ca

The identified Sponsor is the person in the IESO recommending decisions on this initiative to IESO senior management or the IESO Board.

VI.   Normal Order of Meeting

- The Chair shall ask attendees to introduce themselves to determine who is present, including those participating remotely.
- The Chair will recap any item(s) of note from the previous meeting and address any outstanding action items.
- 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.
- Comments from members of the group are considered to be the comments from the company they represent. Otherwise, the member will clearly identify the source of the comment.
- All participant comments will be documented in the notes and posted (where appropriate to the meeting objectives).
- 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.

Voting on report priorities

- Voting will be the primary mechanism by which group members register their priority of reports.
- Each Company in attendance, on the phone, or by proxy, shall carry one vote. IESO staff are not entitled to a vote. Members voting by proxy must provide written notice to the Chair of the proxy before the meeting.