

Terms of Reference (SE-73)

Enhanced Day-Ahead Commitment Process

Project Advisory Group



1. Introduction

The Enhanced Day Ahead Commitment Project (EDAC) will provide enhancements to the existing day-ahead mechanisms (Day Ahead Commitment Process – DACP) in support of anticipated changes to Ontario’s electricity sector. The merits of these modifications along with the Market Design were considered and developed by the IESO under Stakeholder Engagement Plan 21 (SE-21) between August 2008 and February 2009.

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

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Subsequently, the IESO proceeded with the Detailed Design Stage of the project under SE 73 which was comprised of the construction of the following deliverables:

1. EDAC Detailed Design
2. EDAC Business Requirements
3. Market Rules
 - a. Optimization Engine
 - b. Enabling
 - c. Settlements

In August 2009 the Technical Panel recommended the EDAC Optimization Engine and enabling market rules for adoption by the IESO Board of Directors. This occurred at the Board meeting in September 2009. At meetings throughout the fall of 2009, the Technical Panel considered EDAC Settlements market rule amendments and these were approved by the IESO Board on February 11, 2010.

Details can be found on the web at: <http://www.ieso.ca/imoweb/edac/edac.asp>

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2. Objectives, Scope and Deliverables

Objectives

While EDAC Market Development for the Initiation and Design Phase was managed primarily through SE-21, the stakeholder engagement plan (SE-73), has so far focused on the detailed design of EDAC implementation of EDAC. With the initiation of the EDAC build phase, this stakeholder forum will turn its attention to the market facing elements of EDAC implementation and testing.

Scope

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The project advisory group serves as a forum for IESO staff to provide updates to members on the status of the EDAC implementation and testing and for the IESO to seek any required stakeholder input should the need arise during implementation phase.

[The project advisory group also serves as a forum for members to seek clarification from the IESO on the implementation and testing phases of the EDAC project.](#)

Out of Scope

Items that are considered out of scope and not to be considered by the project advisory group are:

- IT deliverables stakeholdered under SE-87
- Detailed design elements previously stakeholdered

Deliverables

The project advisory group is responsible for providing any additional input as required by the IESO.

3. Composition of the Project Advisory Group

Eligible involvement in the project advisory group is outlined in Stakeholder Engagement Plan SE-73. All members are expected to have the authority to commit time and resources to support the group.

The project advisory group will be governed by the following:

- a) A registration process will be utilized for participation. Once the registration process is closed, and stakeholdering has begun, admission to the Project Advisory Group will be regulated to ensure there is no impact on the stakeholder process.
- b) Each Market Participant will be limited to two representatives directly contributing to the working group as part of the development process. Space permitting, up to two additional people per Market Participant will be allowed to attend the meetings to observe the proceedings.
- c) Direct meeting participation will be limited to registered parties. Other impacted Market Participants will be allowed to provide input through [members](#) at the meeting or through a correspondence mechanism that they can register for by sending an e mail to stakeholder.engagement@ieso.ca.

Members should plan on attending regularly scheduled meetings (bi-monthly and ad hoc meetings) from June 2010 to August 2011.

IESO Sponsor

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Deleted: sector representatives

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Deleted: Sector representatives of the working groups will be posted on the IESO website.

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

4. Organization and Administration of Meetings

- IESO staff will chair the meetings. 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.
- The Chair will ensure all meeting support material is circulated in advance to the group members. The intent is to provide meeting materials two working days in advance along with a draft agenda. Meetings will be a combination of face to face and webcasts or conference calls. For face to face meetings, attendance may be in person or via teleconferencing facilities (where a need has been identified in advance).
- The agenda will state the names of the sponsor, chair and facilitator, the purpose and objectives of the meeting, and agenda items to be discussed indicating which items are for information purposes and those where the 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).
- 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. The intent is to have the draft minutes available within four business days following a meeting. Members should ensure their comments are properly captured in the meeting notes. Members will be given one week to provide their feedback. The Chair will finalize the minutes upon receipt of feedback and will then distribute the final minutes and related written submissions to the members.
- 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
- All members are to come prepared to the meeting including providing materials in advance to all members.
- 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 provided within the time frame specified.
- The distribution of agendas for meetings, associated materials and subsequent draft / finalized meeting minutes to Project Advisory Group members along with issue management processes and written submissions by Project Advisory Group members will be performed through the IESO Portal¹ and group web page. Meeting minutes and materials once finalized by the chair and distributed to Design Working Group members will be posted on the IESO public web site.

¹ The working group will use the EDAC web portal collaboration community to exchange and share information, ideas and calendar tasks. This can be accessed at: <https://portal.ieso.ca/>. A user name and password is needed.

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- All members are expected to follow these terms of references which will be posted on the group's web page.

5. **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.
- The Chair or facilitator will manage the meeting to ensure everyone has a voice at the meeting and no one dominates the discussions.
- [Comments from members are considered to be the comments of their company. If the member is providing input/comments for an interested member of the sector that they are affiliated with they will clearly identify the source of the comment.](#)
- Comments or concerns raised by participants may 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.
- 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.
- 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.
- The primary purpose of this working group is to provide advice on implementation issues associated with the EDAC detailed design. Therefore, there will be no voting and no requirement to achieve consensus.