

Yellow = was not in the previous version but is proposed to be in the new one

1. Introduction

The Electricity Act, 1998 requires the IESO to establish one or more processes by which consumers, distributors, generators, transmitters and other persons who have an interest in the electricity industry (collectively, stakeholders) may provide advice and recommendations for consideration by the IESO.

These terms of reference are intended to provide guidelines for the Forecast and Assessments Standing Committee (FASC).

2. Purpose of the Committee

The FASC is a forum for its members to be informed and educated on IESO activities as well as providing timely advice directly to the IESO. This advice would apply for matters relating to operational and implementation related decisions at a working level as well as any other matter of concern to stakeholders. This advice may be used by the IESO to revise procedures, protocols and or market rules as required.

- to provide input to scenario analysis.
- to enhance the usefulness of IESO assessments within the scope permitted by the market rules.

Areas of Advice and Support

The Committee will provide advice with respect to:

- managing confidentiality concerns of participants
- description and validity of models
- information contained in demand forecasts
- reporting of generation supply & resource adequacy
- integration of external studies (e.g., Ontario Power Authority's Integrated Power System Plan) with IESO forecast assumptions
- reporting of transmission supply adequacy, congestion, identification of areas of concern
- reporting of new facility additions and associated impacts
- IESO/Market Participant procedures and interaction
- Stakeholder training – how to get the most from the IESO's Outlooks
- advice on approach and methodology, results and interpretation
- advice on data collection and modeling

3. IESO Sponsor for the <Committee or Working Group>

Name	Title	Department	Phone Number	E-mail
Dan Rochester	Manager Reliability Standards & Assessments	Market & System Operations	(905) 855-6363	dan.rochester@ieso.ca

This IESO management contact is responsible for approving or seeking approval for recommendations resulting from the meeting.

4. Composition of the <Committee or Working Group>

The Committee will be chaired by an IESO member. Representatives from all segments of the Ontario electricity market are desired. Including but not limited to: government and regulatory; generators; transmitters; distributors; marketers; and consumers.

A small core team, meeting regularly, will be supplemented with additional corresponding members. Participation is open to any party having an interest in 18-Month Outlook and Ontario Reliability Outlook reliability assessment reports and related reports. Those wishing to join should contact the Chair or Sponsor. Members are expected to be familiar with these IESO reports and related processes, and are expected to participate by providing advice and support to IESO. Members are expected to represent the interests of the organizations and sector with which they are affiliated and to work collaboratively with other committee members.

Names of the members of the Committee will be published on the IESO website.

5. Organization and Administration of Meetings of the <Committee or Working Group>

- (a) IESO staff will chair the Committee. 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 members via email, and posted. The meeting date should be announced at least **three weeks in advance** so members have time to arrange their schedules. The Chair should produce an **agenda two weeks in advance** of the meeting to allow members to contribute to the agenda. **Meeting materials should be provided one week in advance along with the final agenda so that members have the opportunity to prepare for the meeting.**
- (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) Attendance may be in person, teleconferencing or webcast facilities. *<Each forum should establish a minimum quorum for holding a meeting>*. If attendance does not meet the minimum quorum; the Chair may postpone or cancel the meeting. Members of the committee must indicate their plans to attend or not at **least n weeks** prior to the proposed meeting date.
- (e) The Chair, or a delegate, will take meeting minutes including actionable items and their resolution. Meeting minutes, including any accompanying written submissions, will be distributed to all members within **five business days following** a meeting. FASC members will review the minutes and provide any comments to the Chair within **four business days** of receipt of the draft. The Chair will finalize the minutes and will then distribute the minutes and related written submissions to the members and will post those materials on the IESO web site. **This will be done within ten business days following the meeting.**
- (f) The Forecast and Assessments Standing Committee will adhere to the stakeholder engagement principles: http://www.ieso.ca/imoweb/consult/stakeholder_principles.asp
- (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 FASC web page: http://www.ieso.ca/imoweb/consult/forecastAssess_sub.asp

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. Committee 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 Committee 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.