



PROCEDURE

Market Manual 2: Market Administration

Part 2.13: Market Document Baseline Management

Issue 4.0

This document provides market participants with an overview of the Market Document Baseline Management procedure used by the IESO for maintaining and updating documentation related to the IESO-administered markets.

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This *market manual* may contain a summary of a particular *market rule*. Where provided, the summary has been used because of the length of the *market rule* itself. The reader should be aware, however, that where a *market rule* is applicable, the obligation that needs to be met is as stated in the “*market rules*”. To the extent of any discrepancy or inconsistency between the provisions of a particular *market rule* and the summary, the provision of the *market rule* shall govern.

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Document Change History

Issue	Reason for Issue	Date
1.0	Initial release for Baseline 7.0	January 9, 2002
2.0	Update for Baseline 8.0, reflecting external and internal stakeholder comments and experience gained in rolling-out changes after market commencement.	September 25, 2002
3.0	Name and logo changed to <i>IESO</i> .	September 14, 2005
4.0	This manual has been restructured to focus entirely on the IESO Market Document Baseline Management process as a result of stakeholder engagement and feedback.	September 13, 2017

Related Documents

Document ID	Document Title
GDE-280	Quick-Take: Interim Market Document Change (IMDC)
IMO_FORM_1499	Interim Market Document Change (IMDC) template

Table of Contents

Table of Contents	i
Table of Changes	1
Market Manuals	2
Market Procedures	2
1. Introduction	1
1.1 Purpose.....	1
1.2 Scope.....	1
1.3 Roles and Responsibilities.....	1
1.4 Assumptions and Limitations	2
2. Market Document Baseline Management	1
2.1 Overview	1
2.2 Baseline Plan	1
2.2.1 Key Steps in the Baseline Schedule.....	2
2.2.2 Actions for Market Participants and Stakeholders	2
2.3 Interim Market Document Change (IMDC) Process	2
2.3.1 Posting an IMDC.....	3
2.3.2 Keys Steps in the IMDC Process	3
2.3.3 Actions for Market Participants and Stakeholders	3
References	1

Table of Changes

Reference	Description of Change
Throughout	Removed references to Change Management and the Stakeholder Engagement process, restructured the document to focus entirely on the market document baseline management procedure.

Archive

Market Manuals

The *market manuals* consolidate the market procedures and associated forms, standards, and policies that define the operation of the various areas within the *IESO-administered markets*. Market procedures provide more detailed descriptions of the requirements for various activities than are specified in the *market rules*. Where there is a discrepancy between the requirements in a document within a *market manual* and the *market rules*, the *market rules* shall prevail. Standards and policies appended to, or referenced in, these procedures provide a supporting framework.

Market Procedures

The “Market Administration Manual” is Volume 2 of the *market manuals*, where this document forms “Part 2.13: Market Document Baseline Management”.

A list of the other component parts of the “Market Administration Manual” is provided in “Part 2.0: Market Administration Overview”, in Section 2, About this Manual.

Structure of Market Procedures

This market procedure consists of the following contents:

1. **‘Introduction’**, which contains general information about the procedure, including an overview, a description of the purpose and scope of the procedure, and information about roles and responsibilities of the parties involved in the procedure.
2. **‘Market Document Baseline Management’**, which describes the steps of this procedure and other related details.

Conventions

The *market manual* standard conventions are as defined in the “Market Manual Overview” document.

– End of Section –

1. Introduction

1.1 Purpose

The purpose of this manual is to provide *market participants* with an overview of the Market Document Baseline Management procedure. Specifically, this document describes the following:

- The scope and objectives of the Market Document Baseline Management procedure as managed by the *IESO*.
- The steps for identifying, assessing, approving, and implementing proposed changes to market documents for a baseline.
- How the *IESO* implements urgent time-sensitive changes to market documents in the intervening period between baselines.

1.2 Scope

This manual describes the steps within the Market Document Baseline Management process, identifies the types of market documents affected by changes to the market design, and outlines the roles and responsibilities of stakeholders and the *IESO* within the Market Document Baseline Management process.

This manual also describes the Interim Market Document Change (“IMDC”) process that applies to managing changes to market documents in the intervening period between baselines.

This manual does not address the process for amending the *market rules*, which is described in “Market Manual, Part 2.3 Amendment and Publication of the Market Rules”.

This manual does not address the stakeholder engagement process. See the [Engagement Initiatives](#) webpage for more information.

This manual does not address the IT “Release” process. IT-related changes are implemented through scheduled Releases four times per year, as published on the [IT Release Schedule](#) webpage.

1.3 Roles and Responsibilities

Market Participants

- *Market participants* should consult the [Pending Changes – Documents](#) webpage to review proposed changes to *market manuals*, forms, technical interface documents and other related documents.

- *Market participants* may provide feedback to proposed document changes posted on the Pending Changes – Document page according to the [Baseline Schedule](#) available on the *IESO* website.

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- The *IESO* is required under the *market rules* (chapter 1 section 7.7.2A) to establish a procedure for the stakeholding of *market manuals*. This manual fulfills that requirement.
- The *IESO* is responsible for notifying *market participants* of the progress of any proposed changes to market documents.

1.4 Assumptions and Limitations

- Changes to market documents specified in a baseline are typically preceded by and result from market design changes initiated by one or more of the below *IESO* processes, in each case subject to its own stakeholder process:
 - Stakeholder Engagement Process
 - Market Rule Amendment Process
 - IT Market Facing Release Process
- A *market participant* or stakeholder may submit feedback regarding a baseline to the pending.changes@ieso.ca email address. Such feedback may include concerns regarding the *IESO*'s authority under the *market rules* to introduce a particular change, an inconsistency between the proposed manual content and the *market rules*, or any other feedback related to the changes specified in the baseline.
- In the event that a *market participant* or stakeholder disagrees with a change to a *market manual* after such change has been *published*, the *market participant* or stakeholder can initiate a *market rule* amendment by submitting a request to the Technical Panel. More information on initiating a *market rule* amendment can be found here: <http://www.ieso.ca/sector-participants/change-management/market-rule-amendment-process> or by contacting customer.relations@ieso.ca. *Market participants* and stakeholders also have the dispute resolution process available to them, as outlined in Chapter 3, section 2.2.1.1 of the *market rules*.

– End of Section –

2. Market Document Baseline Management

2.1 Overview

As *market rules* are amended and *IESO* processes and IT systems change, market documents must be updated to reflect the changes. Market documents provide information about the *IESO-administered grid* and markets, and include the following:

- *Market rules*
- *Market manuals* and associated forms
- Technical Interface documents
- User Manuals and Guides for market systems
- Operations Manuals for market systems

The *IESO* coordinates market document updates in scheduled publication dates, referred to as the baseline schedule. Each publication date specified in the baseline schedule represents a new baseline. A baseline may introduce a single change or a series of changes.

For each baseline, all updated market documents are publicly posted for review and comment on the [Pending Changes – Document](#) webpage and through the related stakeholder engagement process prior to publication. Changes will take effect on the publication date specified in the baseline schedule.

The *IESO* may update market documents in the following circumstances :

- Approved *market rule* amendments
- Revised internal procedures that impact public documents
- Updated tools
- Government directives

2.2 Baseline Plan

Baselines are implemented on a quarterly basis. The [Baseline Schedule](#) is *published* every September for the following calendar year and includes milestone dates applicable to each baseline.

For each baseline, a baseline plan will describe the nature of the changes to be implemented and will include markups of the impacted market documents.

In many cases, the baseline will reflect administrative or functional changes necessary to align market documents with freshly amended *market rules*, whose effective date is scheduled to coincide with the

baseline schedule to ensure coordinated implementation across the amended *market rules* and supporting market documents.

2.2.1 Key Steps in the Baseline Schedule

The key steps in the baseline schedule are as follows:

1. Post the draft document revision.
2. Internal analysis of whether or not the proposed changes will impact other market documents and whether further changes to market documents not captured by the baseline are required.
3. Consolidate *market participant* feedback submitted through the stakeholder engagement process to the Pending Changes mailbox and repost the document if it is revised as a result of any feedback received.
4. Perform a legal review.
5. *Publish* the final document after it is approved by *IESO* management.

The *IESO* will communicate the posting and *publication* of documents in a baseline through the *IESO* weekly bulletin.

2.2.2 Actions for Market Participants and Stakeholders

1. Follow the [Baseline Schedule](#). A new baseline is *published* every quarter.
2. Review *IESO* documents posted to the [Pending Changes – Documents](#) webpage.
The Pending Changes webpage hosts proposed changes to *market manuals*, forms, technical interface documents, and other related documents.
3. Submit comments during the scheduled review period to the Pending Changes [email](#). Feedback from *market participants* is taken into account during the baseline schedule.
Draft documents remain on the Pending Changes webpage until they are *published*.
4. View the final changes to market documents *published* on the [Market Rules and Manuals Library](#) and the [Technical Interface](#) webpages.

For a complete list of documents published in the baseline, refer to the Guide to Documents Published in the Baseline

2.3 Interim Market Document Change (IMDC) Process

The IMDC process may be triggered in the intervening period between baselines to introduce an urgent time-sensitive change to a market document prior to the next scheduled baseline.

IMDC-initiated changes will be restricted to the discrete section of the market document that requires urgent updating. The IMDC is effective until the next scheduled baseline, unless otherwise specified by the *IESO*, at which time the IMDC initiated change will be incorporated into and superseded by the baseline.

An IMDC may be introduced in the following circumstances:

- *Market rule* amendments
- A *market manual* change restricted to a tight timeline (e.g. critical to reliability)
- Government directive
- *NERC* or *NPCC* standard amendment
- IT system change

2.3.1 Posting an IMDC

An IMDC will be posted to the [Pending Changes – Documents](#) webpage and communicated in the *IESO* bulletin, as an IMDC is introduced from time to time. Generally, an IMDC will be posted for review and comment consistent with the analogous baseline process, where changes to market documents are posted to the [Pending Changes – Document](#) webpage. An IMDC may not be posted for review or comment where it is introduced as a result of a government directive or other legal requirement, in which case it will be directly *published* on the Market Rules and Manuals Library webpage.

For context, where an IMDC is initiated as a result of a *market rule* amendment, the substantive change has typically gone through one or all of the following processes as part of the related *market rule* amendment process:

- The stakeholder engagement process
- The *market rule* amendment process
- IT market facing release process

2.3.2 Keys Steps in the IMDC Process

The IMDC process follows the same key steps as the baseline process but on a condensed schedule of two or three weeks as opposed to three months. These key steps may include the following:

1. Post the draft version of the IMDC and communicate to *market participants* in the *IESO* weekly bulletin.
2. Consolidate *market participant* feedback and repost the IMDC if it is revised as a result of any feedback received. A new communication is submitted to *market participants* through the *IESO* weekly bulletin.
3. Perform a legal review.
4. *Publish* the final approved IMDC to the [Market Rules and Manuals Library](#) webpage.

The *IESO* communicate the posting and publication of an IMDC through the *IESO* weekly bulletin.

2.3.3 Actions for Market Participants and Stakeholders

1. Review the IMDC posted to the [Pending Changes – Documents](#) webpage or as communicated through the *IESO* weekly bulletin.
IMDCs are posted for a minimum of five *business days*.

2. Submit your comments to the Pending Changes [email](#). The *IESO* will consider all comments received allowing a minimum of three *business days* after the review period ends before implementing.
3. View the *published* IMDC on the [Market Rules and Manuals Library](#) webpage as an amendment to the applicable *market manual*. The IMDC will remain publicly posted on the Market Rules and Manuals Library webpage until it is incorporated into and superseded the next baseline *publication*.

– **End of Section** –

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References

The following table contains the list of all documents referenced in this procedure.

Document ID	Document Title
MDP_RUL_0002	Market Rules
MDP_MAN_0002	Market Manual 2, Part 2.0: Market Administration Overview
MDP_PRO_0019	Market Manual 2, Part 2.3: Market Rule Amendment Procedure

– End of Document –