

I. Introduction and Background

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

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

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

The EDAC Optimization Engine and enabling market rules were approved by the IESO Board of Directors in September 2009. The EDAC Settlements market rule amendments were approved by the IESO Board of Directors on February 11, 2010. At March 22, 2011 Panel meeting the Technical Panel vote to recommend the EDAC market rules true-up to the IESO Board of Directors for its review and approval at its meeting on April 14, 2011.

Details can be found on the web at: http://www.ieso.ca/imoweb/amendments/tp_meetings.asp

This Terms of Reference for the EDAC Market Trials Working Group was prepared to ensure a mutual understanding of the objectives and processes of the EDAC Market Trials, and to prepare the Participants for the execution of the Trials. This working group has been established to assist the IESO in developing the EDAC Market Trials Test Plan and to support the execution of the Market Trials.

II. Purpose

The formation of the EDAC Market Trials Working Group will provide volunteer Market Participants the opportunity to include detailed working level input in an efficient and timely manner into

development of the EDAC Market Trials test plan associated with the enhanced DACP operations and settlements functions.

III. Objective

The EDAC Market Trials Working Group will provide volunteer stakeholders with the opportunity to review and provide feedback on the EDAC Market Trials test plan and execution of the Market Trials to:

- Demonstrate the readiness of both the IESO and market participant staff and systems to participate in the enhanced Day Ahead Commitment Process (DACP); and
- Ensure that market participants have the opportunity to demonstrate the integration of their business processes with the EDAC business procedures and technical deliverables and to test whether the new EDAC systems get the expected results during a range of scenarios.

The key topic areas to be considered by the EDAC Market Trials Working Group include:

- Market Trials infrastructure testing:
 - Connectivity Testing – designated for market participants using an Application Programming Interface (API) to connect to the IESO Market Information Management (MIM) system.
 - Ability Testing – testing the market participant’s ability to connect to the Sandbox, to submit bids and offers, and to receive schedules and reports
- Market Trials business process testing:
 - Registration of new DACP data – testing the procedures supporting the entry and maintenance of the participant and facility registration data
 - Day Ahead, Pre-dispatch, and Real-Time Operations –testing the business processes related to three operational timeframes: day-ahead, pre-dispatch, and real-time operations
 - Settlements –testing the business processes related to the settlements of the DACP

Items that are considered out of scope and not to be considered by the EDAC Market Trials Working Group are:

- Design elements previously stakeholdered
- Approved Market Rules associated with the enhanced Day-Ahead Commitment Process;
- IT deliverables stakeholdered under SE-87; and
- Participant training.

IV. Composition

Eligible involvement in the EDAC Market Trials Working Group is outlined in Stakeholder Engagement Plan SE-73 EDAC Market Trials Working Group. 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 stakeholder activities have begun, admission to the EDAC Market Trials Working 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.

Participants should consider including operations and settlements staff in their representation on the EDAC Market Trials Working Group.

Members should plan on attending regularly scheduled meetings monthly and ad hoc meetings from May 2011 to June 2011 for Market Trials planning phase and daily meetings or conference calls from June 2011 to September 2011 to support the execution of the Market Trials.

IESO Sponsor

Name	Title	Department	Phone Number	E-mail
Rhonda Wright-Hilbig	Manager, Business Architect EDAC	EDAC	905-855-6255	rhonda.wrihgthilbig@ieso.ca

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

V. Deliverables

The EDAC Market Trials Working Group will provide input into the development of EDAC Market Trials test plan and support the execution of the EDAC Market Trials.

The EDAC Market Trials Working Group is responsible for providing:

- Input and advice on the requirements and constraints of the Trials participants affecting their readiness to participate in the trials.
- Content and advice on the participant market facing processes and technical interfaces associated with the enhanced Day-Ahead Commitment Process and relating to the conduct of the Trials in a semi-closed testing environment.
- Participation and support during the conduct of the Trials.
- Clarification and potential resolution of issues that relate to the preparation and conduct of the EDAC Market Trials.

The EDAC Market Trials Working Group objectives will be considered met when EDAC Market Trials test plan is issued by the IESO and the Trials are concluded successfully.

VI. 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 EDAC Market Trials Working Group members along with issue management processes and written submissions by EDAC Market Trials Working 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 EDAC Market Trials Working Group members will be posted on the IESO public web site.
- All members are expected to follow these terms of references which will be posted on the group's web page.

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.

VII. 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.