

Industry Technical Workgroup Terms of Reference (Draft) Proposed New Section 502.10 of the ISO rules, *Revenue Metering Technical Requirements*



October 11, 2016

1. Purpose

The purpose of this Terms of Reference is to establish an industry technical workgroup (“WG”) to provide technical assistance to the AESO in the development of proposed new Section 502.10 of the ISO rules, *Revenue Metering Technical Requirements* (“New Section 502.10”), which will replace the revenue metering requirements set out in the existing *AESO Measurement System Standard* (the “Standard”).

2. Background

The purpose of the “Standard is to provide the technical requirements for the design of revenue metering systems and the associated metering data submissions to the AESO. The Standard was developed in 2004, and the latest revision to the Standard was made in 2007. The Standard expired in February 2013. However, project functional specifications have continued to reference the Standard notwithstanding its expiration.

3. Scope

The scope of the WG discussions will be limited to the development of the minimum technical requirements of revenue metering systems and the associated metering data submissions.

4. Membership

The membership of the WG will be drawn from the Alberta electric industry. The WG will be chaired by the AESO.

The AESO encourages participation by metering service providers (“MSP”), metering data providers (“MDP”) and industrial customers that own and operate revenue metering systems. Membership in the WG will be generally limited to one individual per organization unless otherwise agreed to by the AESO. For efficiency, the AESO reserves the right to limit the WG membership of any organization.

5. Participation

Participation by industry participants is voluntary; however, once membership in the WG is confirmed, members agree to the following:

- To commit to the WG discussions for the purpose of developing proposed New Section 502.10;
- To present ideas and information to the WG for consideration and discussion in an open, responsive and professional manner;
- To dedicate time to actively participate in meetings, and to prepare or review material prior to meetings; and
- To be willing to undertake investigations into specific technical issues as determined by the AESO and the WG, within reasonable timeframes.

The WG membership list may be published on the AESO website.

6. AESO Consultation Principles

The AESO has developed a set of consultation principles to ensure the consultation is inclusive, transparent, fair and efficient. Please refer to Appendix A for these consultation principles.

The consultation steps for each individual consultation are set out in the “Consultation Steps and Schedule” section below. It should be noted that not all the steps are mandatory and the nature and complexity of the subject matter will determine the specific steps that are carried out.

7. Meetings

- The WG chair will be an AESO representative, who will attend and facilitate all meetings;
- The WG will meet monthly, or otherwise as determined by the AESO and the WG;
- The AESO will ensure meeting notes are taken during WG meetings. However, meeting notes will not be posted on the AESO website;
- The WG chair will make efforts to distribute the meeting agenda and materials to WG members prior to any meetings; and
- WG members will make best efforts to attend all WG meetings.

8. Consultation Steps and Schedule

The table below presents a preliminary schedule for proposed New Section 502.10. Note that the proposed dates are subject to change.

ISO rule Consultation Process	Activity and Documents	Proposed Schedule
Step 1	The AESO invites participation in the WG. The AESO finalizes WG membership list.	October 2016
Step 2	The AESO finalizes the Terms of Reference taking into consideration comments from WG members.	October – November 2016
Step 3	The AESO prepares and circulates working draft of proposed New Section 502.10 for discussion to WG members.	November 2016 – January 2017
Step 4	The AESO holds monthly technical meetings with WG members to review and discuss the working draft.	January – April 2017
Step 5	The AESO drafts a second working draft of proposed New Section 502.10 and distributes to WG members for comments.	May – June 2017
Step 6	The AESO finalizes proposed New Section 502.10, and issues a Letter of Notice to all market participants.	July 2017
Step 7	Market participants provide written comments, if any, on proposed New Section 502.10.	August 2017
Step 8	The AESO replies to written market participant comments.	September 2017

Step 9	The AESO files final proposed New Section 502.10 with the Alberta Utilities Commission.	October 2017
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APPENDIX A

AESO CONSULTATION PRINCIPLES FOR ISO RULE DEVELOPMENT

The AESO principles for consultation on draft ISO rules are intended to provide guidance respecting the conduct of both the AESO and stakeholders. The AESO principles for consultation are as follows:

1. The ISO rules consultation process will be inclusive, transparent, fair and efficient and will be understood and accepted by all parties.
2. All parties will act in good faith and in a fair and respectful manner when engaged in the ISO rules consultation process.
3. The AESO has a statutory obligation to ensure the safe and reliable operation of the Alberta interconnected electric system (“AIES”) and to promote a fair, efficient and openly competitive market for electricity. In the ISO rules consultation process, the interests of individuals must be considered in the context of the reliable operation of the AIES and in the public interest as a whole.
4. The ISO rules consultation process, particularly with respect to the degree of detail of information provided by the AESO and stakeholders, the time required for review of that information, and the amount of related discussion, will be commensurate with the importance, complexity, potential impacts, and urgency of the draft ISO rules changes.
5. The AESO will commence consultation early in the ISO rules consultation process to allow sufficient time for stakeholder participation and will provide stakeholders with complete, accurate, timely and comprehensible information. AESO information will be made available in a manner that stakeholders can readily understand and with adequate time for review and consideration.
6. The ISO rules consultation process will involve a full discussion of the views of the stakeholders in order to enable the AESO to make the best decision possible in the context of the AESO statutory mandate.
7. The AESO may develop a written Terms of Reference for each ISO rules consultation process, which may include description of relevant issues, establishment of working groups, one or more technical conferences, and a proposed schedule of key dates. The AESO will seek stakeholder input before finalizing the Terms of Reference.
8. Stakeholders will be given the opportunity to provide written comments in response to AESO documentation made available during the ISO rules consultation process.
9. Each stakeholder will raise all concerns or suggestions for improvement, and provide those concerns or suggestions for improvement in writing for discussion with others participating in the ISO rules consultation process and to share information necessary for others to understand and evaluate those concerns or suggestions.
10. All Terms of Reference, AESO information, comments from stakeholders with AESO replies, agendas and action items will be in writing and may be posted on the AESO website. Only those comments received from stakeholders in writing will be considered by the AESO when finalizing draft ISO rules.
11. When finalizing the draft ISO rules, the AESO will have regard for all written stakeholder input received during the ISO rules consultation process and will provide a written explanation where the draft ISO rules changes could not address a stakeholder concern or accommodate a stakeholder suggestion.
12. While written input from stakeholders during the ISO rules consultation process will inform the AESO’s decision-making, the responsibility for the decision rests with the AESO, pursuant to its statutory mandate.