

Smart Metering Entity (SME) Licence Order Working Group Meeting Minutes – Meeting #11 – December 15th, 2016

Representative	Organization	In attendance	Regrets
Doug Thomas	IESO, Steering Committee		X
Sorana Ionescu	IESO, Steering Committee	X	
Mag Wadie	IESO, Co-Chair	X	
Michel Provost	Hydro Ottawa, Co-Chair		X
Jim Murphy	IESO, WG Project Manager	X	
Gissella Lopez	IESO, WG Scribe	X	
Sejal Shah	IESO, Legal Counsel		X
Adrian Pye	IESO, Regulatory Affairs		X
Krista Perry	Guelph Hydro	X	
Rob Rohr	Horizon	X	
Tracy Manso	Entegrus	X	
Jennifer Gordon	Halton Hills Hydro		X
John Dunne	Hydro One		X
Sally Barakat	Hydro Ottawa	X	
Kevin McCauley	Kingston Hydro		X
Eddie Augusto	Powerstream		X
Andy Armitage	Thunder Bay Hydro		X
Warwick Tichbon	Toronto Hydro	X	
Kevin Myers	Veridian	X	
Marianne Blasman	Waterloo North Hydro	X	
Geoff Visentin	Fortis Ontario	X	
Afreen Khan	EDA	X	
Justin Rangooni	EDA		X
Viive Sawler	OEB		X
Irina Kuznetsova	OEB	X	
Richard Lanni	OEB	X	
Michael Beare	Ministry of Energy	X	
Ryan Zade	Ministry of Energy		X
Brett Smith	Ministry of Energy		X
Rebecca Teare	Ministry of Energy	X	
Tim Short	Enbridge Gas		X
Tim Catton	Union Gas	X	

Review of the Agenda and Meeting Objectives

- The Co-Chairs reviewed the agenda; it was approved with no changes.

Review and Approval of Minutes from Meeting # 10

- The Working Group accepted the minutes with no comments.

New Data Elements Collection Progress and Reporting Update

- The SME presented the statistics related to the synchronization of the new data elements in the MDM/R as of December 14th, 2016.
- From the total number of active SDPs synchronized in the MDM/R: 87.69%, 87.55% and 89.18% are synchronized with a valid Distributor Rate Class, Commodity Rate Class and Postal Code respectively.
- The SME will reach out to the LDCs with the largest number of SDPs who have not completed their synchronizations to ensure they receive any support needed.
- From the LDCs in this working group the following updates were received:
 - Canadian Niagara Power, Westario Power and Grimsby Power will complete their synchronizations on December 19th, 2016.
 - Guelph Hydro will complete their synchronizations before December 16th, 2016.
 - Entegrus Power completed their synchronizations shortly after the report was produced, hence their full compliance would be reflected in the next version of the report running on Saturday December 17th, 2016.

Communications Calendar and Project Timeline Update

- All communication and project activities have taken place as per the schedule.
- Some LDCs have logged tickets for the SME inquiring of what DRC and CRC to assign to SDPs that are neither Residential nor Small General Services (<50kW) but are synchronized with the MDM/R due to other internal LDC requirements. It was explained that at this time there is no code category outside of what was agreed to by the working group, however it is possible to create one or more new codes. The creation of the new category and the LDCs' use of it would also prevent continuous reporting on SDPs that fall into this category but have no codes assigned to them.
- It was concluded, that a new code with the label of "Other" will be created in the MDM/R. Additional codes that could provide more granularity of the data (e.g. Micro Fit, Fit, and Commercial & Industrial > 50 kW) would be explored by the SME at a later stage, allowing for further input gathering from LDCs. All meeting participants agreed with this approach.
- Until the new code is implemented, SDPs without a synchronized Distributor Rate Class, Commodity Rate Class or Postal Code will continue to be reported as non-compliant in the dashboard and in the detailed report that will be sent to LDCs starting January, 2016. LDCs must ensure their Residential and Small Commercial SDPs in the MDM/R, with assigned codes; align with their Reporting and Record Keeping Requirements to the OEB.

Working Group Feedback: Lessons Learned from 2016

- The SME invited the attendees to share their feedback on their experience and learnings from their participation in this working group. To facilitate the discussion, the SME prompted the group to review three aspects of the meetings:
 - Logistics: frequency, location, composition, participation, minutes.
 - Technical Aspects: improvement opportunities in design, and implementation.
 - Governance, strategic objectives, communication strategy, and group structure: e.g. how to engage and improve LDC participation.

- The following comments were shared by the participants:
 - The communication strategy, the outreach and the dynamic nature of this working group were excellent; any challenges with the participation of LDCs' representatives is not be a reflection of the quality of the work but rather of the workload of LDCs. Engagement of LDCs and their participation in webinars, events and working groups is often constrained by the numerous projects LDCs are managing and the limited number of personnel available.
 - The planning, organization and communication strategy were outstanding. The members expressed their positive experience, having been part of the group, and indicated that the benefits go beyond the specific scope into building stronger working relationships between the LDCs, the SME and other organizations that were represented on the working group.
 - Task execution and delivery of results were excellent. Starting the working group shortly after the OEB Order was announced was fundamental to the ability to accomplish the expected results within the tight timelines.
 - The SME shared that, as a lesson learned, ensuring the participation of different stakeholders, within the LDCs, is important to a smooth progression towards the expected results. The technical solutions required to accomplish the Order may not have been fully understood or effectively communicated with the regulatory teams of some LDCs. Some LDCs confirmed that they see it as their own responsibility to ensure all stakeholders within their organizations are informed and that they would also provide the feedback from their own stakeholders back to the SME.
 - As a preamble to the next agenda item, the SME mentioned that while technical members should remain in the Working Group (i.e. due to the nature of the issues discussed and how solutions can be implemented), the SME can be part of conversations or presentations to other areas of each organization, and that the members of this working group can share the presentations and any posted material internally as required. Materials posted on the IESO's public-facing web site can be shared with vendors or external parties.

Working Group Feedback: 2017 and Beyond

- During the first six months of 2017, while the new elements continue to be collected and Privacy Analytics conducts the contracted re-assessment, the SME will work on the development of the value proposition for Third Party Access, understanding the use cases, learning from other organizations, and establishing the data governance model. At this time, the SME proposes to schedule monthly meetings to update the group on the progress of this Project, discuss any technical matters and report issues when necessary.
- LDCs inquired about the composition of the group, whether CIS vendors, other internal LDC groups or other third party consultants could be part of it, the SME explained that while the working group should remain with the current composition to ensure topics are first discussed with the LDCs, the SME could explore opportunities to meet with LDC representatives and vendors more locally, and clarify topics or questions.
- Some LDCs expressed their hesitation about localized events as a communication method, since attendance of other LDC members to these road shows can be a challenge; one participant mentioned the importance of ensuring that as members of the working group they disseminate the information within their own organizations.
- A member suggested the communication related to Third Party Access should include specific and concrete examples, to re-assure LDCs through well-articulated scenarios that while the SME is making progress on the project, appropriate governance is also being established.
- It was concluded that the composition of the group will remain as is for 2017 and meetings will be scheduled monthly from January to July. The objective of the meeting on January 19th will be to give an update to LDCs on the progress of data collection and review more details about the initial activities related to Third Party Access.

SME/LDC Agreement

- The SME shared with the attendees that, given the OEB's determination that their oversight of the SME/LDC agreement was no longer required and acknowledging the mature relationship between the SME and the LDCs, the current SME/LDC agreement will remain in effect until the OEB issues the updates to the Distribution System Code (DSC). A letter with the relevant details will be circulated to the EDA and the SSC for prior to broader LDC distribution planned to take place before year end.

Meeting Conclusions, Next Meeting Planning

#	Date	Action
1	Dec-2016	The SME will follow up with LDCs who are yet to synchronize the new elements.
2	Jan-2016	The SME will create a new category for Distributor Rate Class and Commodity Rate Class for those SDPs that are neither Residential nor Small General Services <50, and evaluate possibilities for further granularity.
3	Jan-2016	The SME will schedule the 2017 meetings.

Next Meeting: January 19th, 2017	Time: TBD	Location: 120 Adelaide St West, Toronto & Webinar
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APPROVED