Terms of Reference
IESO Reports Site Refresh Working Group

1.   Introduction

The IESO has formed this working group in order to consult stakeholders during the execution of the Reporting Technical Refresh project (IESO Reports Site). This project will refresh the back-end technologies used to publish reports and will introduce new programmatic and user (browser-based) interfaces to retrieve reports. Both public and private reports are covered in this initiative.

Working group participation is open to all stakeholders, particularly market participants, stakeholders or service providers that retrieve reports from the IESO Report Site.

These terms of reference are intended to provide guidelines for the IESO Reports Site Refresh Stakeholder Working Group.

2.   Purpose of the Working Group

The IESO Reports Stakeholder Working Group is a forum for its members to be informed and educated on Reporting Technical Refresh project activities as well as providing timely input directly to the IESO. This input would apply for matters relating to the design, transition, implementation schedule and key milestones of the IESO Report Site refresh as well as any other matter of concern to stakeholders that relates to the project. This input may be used by the IESO to revise the design, transition and implementation schedule as required.

3.   Scope and Deliverables

In Scope:
The scope of this engagement is to gather feedback from stakeholders on the design, transition and implementation schedule of the IESO Report Site solution:

- User preferences, when there are choices about solution features of both the programmatic and user interfaces
- The functional operation of the solution, gathered through working group meetings and written input
- Concerns related to the transition and implementation schedule of the new solution

Out of Scope:
- Market data report types and content
- Market Rules

Deliverables:
Minutes of each meeting and requests for feedback sent via email or other means will be posted on the http://www.ieso.ca/Pages/Participate/Stakeholder-Engagement/Working-Groups/Reports-Site-Refresh.aspx
webpage.

The feedback provided by working group members will be compiled on the http://www.ieso.ca/Pages/Participate/Stakeholder-Engagement/Working-Groups/Reports-Site-Refresh.aspx webpage. The IESO will respond to this feedback to advise how stakeholder views have been considered and incorporated into the development of the solution.

4.   Composition of the IESO Reports Stakeholder Working Group

Members are expected to be able to commit time and resources to support the group. This is estimated to require two session meetings to discuss and review proposed changes and workplan.
The IESO will seek a balance of different types of participants on the working group to ensure feedback from different points of view.

Direct meeting participation will be limited to registered working group members. Members would typically be considered a market participant or service provider. Other impacted parties can provide feedback to working group members, or through a correspondence mechanism that they can register for by sending an e mail to: stakeholder.engagement@ieso.ca.

5.   Organization and Administration of Meetings of the IESO Reports Stakeholder Working Group

(a)   IESO staff will chair the IESO Reports Stakeholder Working Group. 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 the IESO Reports Stakeholder Working Group members via email, and posted.

(c)   Attendance may be in person, teleconferencing or webcast facilities. There must be a non-IESO presence at each meeting or the Chair may postpone or cancel the meeting.

(d)   The IESO Reports Stakeholder Working Group will adhere to the stakeholder engagement principles: http://www.ieso.ca/imoweb/pubs/consult/se/Stakeholder-Engagement-Principles.pdf

(e)   All members are expected to follow these Terms of References which will be posted on the http://www.ieso.ca/Pages/Participate/Stakeholder-Engagement/Working-Groups/Reports-Site-Refresh.aspx web page.