

Smart Metering Entity (SME) Licence Order Working Group Meeting Minutes – Meeting #5 – June 6th, 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	
Dean Dohring	IESO, Technical Architect	X	
Anita Joshi	IESO, Legal Counsel	X	
Adrian Pye	IESO, Regulatory Affairs	X	
Krista Perry	Guelph Hydro	X	
Rob Rohr	Horizon	X	
Garry Simmons	Entegrus	X	
Jennifer Gordon	Halton Hills Hydro	X	
John Dunne	Hydro One	X	
Sally Barakat	Hydro Ottawa	X	
Amanda Gallagher	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
Brett Smith	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 # 4

- The Working Group accepted the minutes with no additional comments.

Review of Action Items

- The SME scheduled a conference call with the 4 LDCs that neither responded to the EDA survey nor participated in the Webinar held on May 5th, 2016.

Review of the Privacy Consultant Report

- The Privacy Consultant contracted by the IESO completed the conceptual re-identification risk assessment and issued their report on June 1st, 2016.
- The Consultant assessed the IESO, as recipient of the data sent by the LDCs (data providers). This involved reviewing the Security and Privacy Controls, the degree of Recipient Trust in place at the IESO and the potential invasion of privacy. The IESO was deemed to be an organization with a HIGH scoring: lowest possible risk level for an organization.
- The Consultant's recommendations and the mitigation strategies were reviewed with the OEB, the IPC and the Working Group members, and it was concluded that the best approach that would maximize the value of the data set while maintaining the risk of re-identification to an acceptable very low level is as follows:
 - The SME will collect the 6 characters of the Postal Code
 - The Occupant Change date will be generalized to just the year
 - The Premise Address and City fields will be masked in the MDM/R database
- The specific recommendations for third party access would be subject to a second phase of analysis. The Consultant advises to have at least 6 months of data history to be able to run scenarios using actual data to support the recommendations on third party access.
- Until such data is collected, analyzed and the more specific risk profiles determined and incorporated into the third party access recommendations, third parties would not have access to data. Additionally, there are specific legal and operational processes to be considered for the successful finalization of a third party access protocol.
- The Consultant's Summary Report will be shared with interested LDCs and a Webinar is scheduled for June 13th, 2016 to update the entire LDC community on the results of the analysis and the respective final implementation parameters.

Guidelines for synchronization of the new fields

- In order to transition to full compliance with the OEB order, such that SDPs in the MDM/R have the full data set requested, LDCs are expected to use Incremental Synchronization as the updating mechanism of the MDM/R data set.
- To minimize processing time, LDCs are encouraged to send the new or changed elements only; however if submitting all the attributes required for an SDP is the only option available for LDC systems, then the SME requested that LDCs consider submitting a percentage of their SDPs at a time.
- During the month of July, the SME will conduct testing of Incremental Synchronizations of a large, medium and moderate SDP population with the fields required for compliance with the OEB order and obtain additional statistics on I-sync processing times. The results of the tests will derive specific guidelines.
- A Quick Take with the technical details and guidelines will be published for all LDCs.

Technical Specifications Update

- **Premise Address and City elements**
 - Consistent with the recommendations from the Privacy Consultant's report, the SME will update the technical specifications to reflect that the Premise Address and City field specifications have changed.
 - LDCs in the working group committed to review the impact of these changes to their business processes and systems and to provide feedback to the SME.
- **Occupant Change**
 - As per the Privacy Consultant's report recommendation the Occupant Change specification, will reflect only the year of the change. LDCs are only required to send one transaction for one or more move in/outs that occur for a given premise in a given year. The MDM/R will only store the first record if the same transaction is sent in different files; however no duplicate records can be submitted in one file.
 - For move ins/outs that overlap two years, the year of the move out is to be used for the transaction included in the Incremental Synchronization.
 - The occupant change is an exclusion factor for any data set that would be shared with third parties.

Communications Calendar Update

- The Calendar was presented confirming that all activities planned to date are on schedule.
- The EDA will advertise the upcoming LDC Webinar, during which the SME will provide an update on the status and details of the results of this initiative to date.

Project Timeline Status Update

- All dates and activities are on schedule, the SME expects to be ready for LDC's data submission of the new fields by October 1st, 2016.
- A final version of the Technical Interface Specifications (TIS) will be published following the LDC Webinar on June 13th, 2016.

Meeting Conclusions, Next Planning Meeting

- The Co-chair reviewed the agreements outlined above and the action items with no other comments raised.

#	Date	Action
1	June 8 th , 2016	EDA to send a communication to their members to advertise the LDC webinar
2	June 8 th , 2016	The Working Group members will provide input to the SME regarding the Premise Address and City fields
3	Week of June 13 th	The SME to post the final MDM/R Synchronization Technical Interface Specifications
4	Week of June 13 th	The SME will also review with the IESO legal team the recommendations related to the collection of the premise address and city elements
5	Week of June 13 th	SME to share the Privacy Consultant's Summary Report with interested LDCs
6	July 14 th , 2016	SME will create a draft framework for third party access and discuss with the Working Group
7	End of July	SME to conduct I- Sync testing and provide specific guidelines to LDCs based on test results

Next Meeting: June 24th, 2016	Time: 9:30 am	Location: TBD
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