

Terms of Reference

Smart Metering Entity Licence Order - Working Group

1. Introduction

These terms of reference are intended to provide guidelines for the Smart Metering Entity (SME) Licence Order Implementation Working Group (“Working Group”).

The SME Licence Order Implementation Working Group was initiated to respond to the Ontario Energy Board’s (OEB) January 26, 2016 Order (**File Number EB-2015-0297 – Licence Renewal and LDC Agreement – FINAL Order**) that extended the SME’s licence and the SME/LDC Agreement to December 31, 2016 and requires the SME to file a plan to implement the following with its next licence renewal application:

“Effective January 1, 2017, the SME shall collect the following information associated with each meter (modified where necessary to sufficiently render it non-personal information):

- a. The postal code.
- b. The distributor rate class.
- c. The commodity rate class.
- d. Occupant change data”

The decision also states that “the OEB will shortly be launching a policy review to determine the best regulatory mechanisms, such as the amendment of the SME licence and corresponding amendments to the LDC licences, to ensure that the SME has adequate information to carry out its mandate. The SME and other parties will be notified when the OEB proceeds with this initiative”

The prior SME licence and the SME/LDC Agreement both had an expiry date of January 26, 2016. As the next SME licence application will need to be filed prior to the date the changes the OEB is requiring are to be implemented, the next licence application, which will be filed in the Fall of 2016, will address the SME’s implementation plan with respect to third party access to this enhanced data, including an assessment of the cost implications.

Pursuant to the OEB rate order, the IESO will need to work with stakeholders to meet an ambitious timeline. The IESO is proposing to achieve these objectives by establishing a Working Group to include a broad selection of LDCs across the province. Representatives from the Ontario Energy Board (OEB), the Ministry of Energy (MoE), the Electricity Distributors

Association (EDA), the IESO and potentially others will also participate in meetings, as observers. Other organizations will be involved in a consultative capacity, such as the Office of the Information and Privacy Commissioner of Ontario (IPC). The Working Group will consider how to involve broader audiences throughout the life of the project.

Furthermore, the IESO will leverage the work and recommendations from other initiatives, such as the Foundation Stakeholder Engagement (<http://www.ieso.ca/Documents/consult/Foundation/Foundation-20151104-Foundation-Project-Final-Report.pdf>) to inform certain project deliverables, such as the implementation plan with respect to third party access.

The Working Group will be governed by an IESO Steering Committee and a joint Co-Chair structure of two representatives (one from the IESO and one from LDCs).

2. Purpose

The purpose of the Working Group is to give LDCs and other interested parties an opportunity to provide input into the SME Licence Order Implementation Plan to ensure that the OEB order can be executed within the specified timelines in a manner compliant with applicable legislation and privacy requirements.

3. In Scope

(a) The scope of the SME Licence Order Working Group will focus on the following needs:

- Understanding of the LDCs and SME's technical capabilities and requirements for OEB's Order Implementation
- Inform OEB's policy review to determine the best regulatory mechanisms, such as the amendment of the SME licence and corresponding amendments to the LDC licences, to ensure that the SME has adequate information to carry out its mandate.
- Understanding of the Privacy requirements associated with the additional data collection and implications
- Inform SME's implementation plan with respect to third party access to this enhanced SME data, including an assessment of the cost implications
- Inform all related costing projections for the SME and the LDCs

(b) Items beyond these general needs will be considered out of scope and will only be considered upon mutual agreement between the IESO and the Working Group.

4. Composition, Roles and Responsibilities

(a) IESO Steering Committee and Executive Sponsors

Doug Thomas	Vice-President, Information & Technology Services and CIO
Terry Young	Vice-President, Conservation and Corporate Relations

Sorana Ionescu	Director, Smart Metering
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(b) Working Group Co-Chairs

Mag Wadie	IESO
Michel Provost	Hydro Ottawa

(c) LDC Representatives (names partially confirmed at the date of this draft)

Tracy Manso	Entegrus*
Geoff Visentin	Fortis Ontario* (representing Westario, Grimsby and CNP)
Jennifer Gordon	Halton Hills Hydro*
Matt Weninger	Guelph Hydro
Rob Rohr	Horizon*
John Dunne	Hydro One*
Sally Barakat	Hydro Ottawa*
Kevin McCauley	Kingston Hydro
Eddie Augusto	Powerstream*
Andy Armitage	Thunder Bay Hydro*
Warwick Tichbon	Toronto Hydro
Kevin Myers	Veridian*
Marianne Blasman	Waterloo North Hydro*

*also members of the SME Steering Committee and/or MDM/R Technical Panel

(d) IESO Project Team Members

The IESO will dedicate a number of internal resources and subject matter experts as required to support the deliverables of this Working Group.

(e) Observers

Viive Sawler	OEB
Hartley Springman	MoE
Justin Rangooni	EDA
Tim Short	Enbridge Gas
Tim Catton	Union Gas

(f) Delegates may be assigned, but must have authority to make decisions. However, continuity of attendance for working group members is strongly encouraged.

(g) Other participants may be added as the project evolves to provide insights and input into discussions as per Working Group recommendations.

(h) Members may not be added to the group without consensus of all existing members.

- (i) Sub-committees, which align with key components identified by IESO, may be established as required, under the guidance of the Working Group Co-Chairs.
- (j) The committees may need to meet separately to inform and develop their deliverables, which then would be presented for general discussion and consideration at the Working Group meetings.
- (k) Roles and responsibilities of Working Group representatives are listed in Appendix A.
- (l) The IESO reserves the right to modify membership and/or status of representatives in the Working Group to ensure the objectives of the Working Group can be met.
- (m) The members and observers commit to the Working Group until at least December 31, 2016 at which point the need for, and composition of the working group will be reviewed and reassessed.

5. Ground Rules

- (a) All members are committed to seeking and enabling collaboration where appropriate.
- (b) Strong advocacy with a focus on program solving is encouraged while treating each other with civility, integrity, professionalism, cooperation and respect at all times.
- (c) Acknowledging that disagreement is acceptable, and should not affect a good working relationship.
- (d) Participating to meetings, including being on time and being 'present'/actively involved.

6. Organization and Administration of Meetings

- (a) The Working Group will be co-chaired by representatives from IESO and one of the LDCs. The chairs may act as the facilitator for the meeting, or a separate independent facilitator may be used. The Chairs 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 members via email. The meeting date should be announced at least two weeks in advance so members have time to arrange their schedules. Meeting materials should be provided three business days in advance so that members have the opportunity to prepare for the meeting.
- (c) The agenda will state the purpose and objectives for the meeting, and for each individual agenda item, the sponsor's or facilitator's name, whether the item is for

information purposes, decision, or where agenda item sponsor or facilitator is looking for input and indicate any pre-meeting requirements (e.g., members attending are expected to have read necessary materials prior to attending).

- (d) Meetings will be held regularly (eg. bi-weekly, monthly), at the frequency required by the Working Group schedule and deliverables.
- e) In-person meetings will be held at the IESO offices at 120 Adelaide St W, Toronto. Attendance may be arranged by teleconferencing if required, although it is not encouraged given the large size of these meetings and the need for an effective participation.
- (f) The Project Scribe will take meeting minutes including actionable items and their resolution. Meeting minutes, including any accompanying formal written submissions, will be distributed to all members within five business days following a meeting. Working Group members will review the minutes and provide any comments to the Chair before the next subsequent meeting. The Chair will finalize the minutes and will then distribute the minutes and related formal written submissions to the Working Group members.
- (g) All members are to come prepared to the meeting including providing materials in advance to all members.
- (h) The group will adhere to the IESO's engagement principles:
<http://www.ieso.ca/Documents/consult/IESO-Engagement-Principles.pdf>

7. Communications

- (a) Meeting materials, information and updates for and from this Working Group will be shared with other LDCs and the broader community through a webpage on the IESO website and on the EDA's electronic newsletter.
- (b) The webpage will include the Working Group Terms of Reference, OEB Orders, meeting agendas, formal presentations and meeting minutes. Focused communication with the wider LDC community (e.g. via an SME or LDC e-blast and/or the EDA website) will include sharing the top three highlights from each Working Group meeting (as agreed by the Co-Chairs) along with a link to the IESO Working Group webpage.
- (c) Information provided through the abovementioned methods should be considered public and can be shared freely. All other information should be treated as confidential and members should comply with all confidentiality and privacy provisions.

- (d) LDC representatives will be responsible for communicating with the LDCs that they represent.
- (e) Information presented and/or discussed in the Working Group meetings, that is considered sensitive in nature, will be discussed at each meeting as a standing agenda item and excluded from public postings.

8. Normal Order of Meeting

- (a) The Chair(s) shall ask attendees to introduce themselves to determine who is present, including those participating remotely.
- (b) The Chair(s) will recap any items of note from the previous meeting and deal with any outstanding action items.
- (c) The Chair(s) shall note any new items that are on the agenda in the order that they appear on the agenda. Committee members may request for additional items to be added under new business on the agenda.
- (d) The Chair(s) should ensure that any presenter/speaker is able to present his/her material and that the participants have an opportunity to seek clarification questions. Opinions, comments, and debates will wait until the conclusion of the presentation. As a general rule for long or complex presentations the chair should limit interventions to points of clarification so that the entire presentation can be delivered.
- (e) The Chair(s) or facilitator will manage the meeting to ensure everyone has a voice at the meeting and no one dominates the discussions.
- (f) At the conclusion of the meeting, the Chair(s) 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.

9. Decision Making and Issues Resolution

- (a) The Working Group will strive for broad consensus wherever possible.
- (b) The primary purpose of this Working Group is to provide advice to the IESO on the requirements associated with the OEB's SME Licence Order. Therefore, there will be no voting and no requirement to achieve consensus.

APPENDIX A: ROLES AND RESPONSIBILITIES

Role	Responsibilities
All members	<ul style="list-style-type: none"> • Represent the interests and present the views of their individual companies/constituency, not themselves • Ensure that all relevant staff (including senior management) in their organizations are kept apprised of Working Group activities and discussions • Commit the time to attend at least 80% of Working Group meetings; for meetings they are unable to attend, assign and empower a delegate to attend and act on their behalf. • Contribute time and staff resources to action items outside of Working Group meetings, such as sub-groups • Follow Working Group Terms of Reference and act in manner to support Working Group objectives
IESO & LDCs	<ul style="list-style-type: none"> • Support communication efforts to keep the broader distributor community informed of key discussions and outcomes of the Working Group
Observers	<ul style="list-style-type: none"> • Have the ability to participate present/discuss their positions and views to Working Group, where their expertise can contribute to advancing group discussions • EDA to facilitate further communication efforts to keep their membership informed of key discussions and outcomes of the Working Group
Project Manager & Project Scribe	<ul style="list-style-type: none"> • Coordinate Working Group meetings logistics (dates, locations) • Develop meeting agendas • Facilitate meetings • Prepare meeting notes • Track action items