

Terms of Reference

Information Technology Standing Committee (ITSC)

1. Introduction

The IESO approach to IT can be described as an ongoing strategic effort to deliver future change effectively to best manage the complexities of the Ontario electricity market.

The ITSC will review projects that are expected to have a significant impact on stakeholders who interact with the IESO in various capacities. The main mechanism in which these projects are communicated will be through an IT project roadmap. The IT projects identified by the IESO through the roadmap will advise committee members, and IESO staff, of significant IT changes from a technology, implementation, timing and planning perspective.

This committee will also be tasked to evaluate and assess the opportunities offered by new technologies. The role of stakeholders to achieve the objectives of the ITSC is integral. The IESO will collect updates from ongoing projects and provide a status update for this committee through the project roadmap that will be discussed at ITSC meetings.

These Terms of Reference are intended to provide guidelines for the Committee and should be considered a working document which can change based on your feedback.

More information including information from previous meetings can be found at:

<http://www.ieso.ca/Pages/Participate/Stakeholder-Engagement/Standing-Committee/IT-Standing-Committee.aspx>

2. Purpose of the Committee

Project roadmap

The ITSC will review the IT project roadmap at each committee meeting and will send information in the interim that may be of interest to the group. The ITSC project roadmap lists projects that are expected to have an impact on stakeholders, which includes: the status of projects, the impact to participants, and an estimated timeline for completion and implementation.

Information Technology Plans

The IESO will use the ITSC to inform on future technologies, platforms and security issues that the IESO or the broader sector is considering.

Meeting Schedule

Meeting frequency is once per calendar year (Note: this may be amended at the discretion of the committee if additional meetings are required)

Scope

The ITSC is making its members aware of future IT changes in order to provide an opportunity to contribute to related Stakeholder Engagement (SE) initiatives.

3. Composition of the Committee

The IT Standing Committee is intended to include various sectors of the Ontario electricity market to ensure broad representation. Its participants should have a broad knowledge of information technology and telecommunications concepts. As required, technical specialist support is provided by the IESO to support ongoing discussions.

The IESO encourages stakeholders to consider forwarding multiple names of employees from their organizations (if applicable) to represent their organization on the ITSC. It is permissible to have multiple representatives from the same company as members of the ITSC assuming the willingness and ability to participate in meetings and discussion exists.

Committee member expectations include providing feedback when solicited, attending scheduled meetings, reviewing information which may be communicated through emailed between meetings and providing representatives for IT-related working groups or market trial initiatives that pertain to your organization. Please forward interest to participate on the ITSC to the IESO directly at stakeholder.engagement@ieso.ca.

4. Organization and Administration of Meetings of the Committee

- (a) IESO staff will chair the meetings. 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 ITSC members via email, and posted.
- (c) Attendance may be in person, or via teleconferencing or webcast facilities.
- (d) The group will adhere to the stakeholder engagement principles:
www.ieso.ca/Documents/consult/Principles%20of%20Stakeholder%20Engagement.pdf
- (e) The chair, or a delegate, will take meeting notes including actionable items and their resolution. Draft meeting notes, including any accompanying written submissions, will be posted on the IESO website. The intent is to have the draft minutes available within four business days following a meeting. Members should ensure their comments are properly captured in the meeting notes. Participants will be given the opportunity to provide their

feedback. The chair will finalize the minutes upon receipt of feedback and will then post the final minutes and related written submissions for participants prior to the next meeting.

- (f) All participants are to come prepared to the meeting.
- (g) Any participants may, from time-to-time, be requested to provide written submissions to support their position in order for all participants and the IESO to clearly understand the merits of the issue at hand and any solution being proposed. Any written submission will be provided within the time frame specified (five working days in advance of scheduled meeting).
- (h) Meeting minutes and materials, once finalized by the chair and distributed to ITSC participants, will be posted on the IESO website.
- (i) All members are expected to follow these Terms of References which will be posted on the ITSC webpage.