

# Review of Technical Panel Procedures and Discussion Questions

January 14, 2014



## **Issue 1: Attendance and Teleconferencing:**

“Attendance at the Technical Panel meetings is limited to the Technical Panel members, their delegates, the Chair of the Technical Panel, observers, and any relevant IESO staff.

Teleconferencing will only be provided by the IESO when requested by a Technical Panel member. Furthermore, participation in Technical Panel meetings via teleconference is only available to Technical Panel members, the OEB observer and OPA observers.”<sup>1</sup>

## **Issue 2: Role of Delegates and In-Absentia Voting**

“Members are expected to be in attendance at every scheduled meeting. If it is not possible to be in attendance, members may attend by phone or send an appointed delegate in their place. In both situations members should provide prior notice to the Technical Panel Chair. Members who will be absent from a meeting may submit written comments on the material, written proxy votes for voting items to the Technical Panel Chair, or authorize another Technical Panel member attending the meeting to vote on their behalf. If proxy votes are submitted through another Technical Panel member the absent member shall advise the Chair. Delegates are not permitted to vote on voting items.”<sup>2</sup>

In summary, and as noted in the minutes of the Technical Panel meeting on January 18, 2011,<sup>3</sup> the Panel agreed to the existing practice to allow a member who cannot attend a Panel meeting (in person or by phone) to either:

- a) Advise the Chair of their vote, or
- b) Authorize another Panel member attending the meeting to vote on his or her behalf and notify the Chair of the proxy.

## **Issue 3: Role of Observers**

In the interests of transparency, Panel meetings are open to observers. This practice was introduced early in 2007.

At that time, the following practices for observers were established:

“Ideally, those planning to observe should give the Chair or Secretariat notice. Observers would only be entitled to participate in the meeting by invitation. The IESO and Panel members are expected to identify confidential matters in advance so that observers are excluded from

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<sup>1</sup> Excerpt from detailed IESO internal procedures document that is provided to Technical Panel members during orientation – Issue 11.0 December 4, 2013

<sup>2</sup> Excerpt from detailed IESO internal procedures document that is provided to Technical Panel members during orientation – Issue 11.0 December 4, 2013

<sup>3</sup> Excerpt from the [IESO Technical Panel Meeting 246](#) (Agenda Item 6: Technical Panel Business Issues)

such discussions. If the presence of observers becomes an issue (e.g. interferes with the effective functioning of the Panel), the Panel will address the issue at that time.”<sup>4</sup>

As noted in the minutes of the Technical Panel meeting on January 18, 2011, the Panel decided not to make any changes to the current protocol, agreeing that the existing process was flexible enough to allow observers to speak when necessary. At the beginning of each meeting, observers are asked to both introduce themselves and identify their specific interest in attending the meeting. The Panel also expressed support for continued attendance by an OPA observer.

#### **Issue 4 – Establishing Priorities on Market Rule Amendment Development**

When the IESO brings a market rule amendment submission to the Technical Panel for its consideration, the IESO makes a recommendation regarding the priority that should be assigned to the development of market rules to address the issues identified in the submission.

Beginning in 2011, The Panel agreed to assign two priorities: ‘regular’ and ‘high.’ Regular priority would be the norm and a high priority would be the exception. A high priority would need to be justified either by the IESO, the person who submits the amendment (if not the IESO), or the Panel member advocating the high priority. High priority rule amendments would go to the top of the queue and take precedence over any regular priority rule amendment. It was also agreed to provide an expected timeline for the development for any proposed rule amendments which is the current practice.

#### **Issue 5 – Timing of the Distribution of Panel Materials**

The current targets for the distribution of Panel materials are:

- Meeting agendas: post at least one week in advance of the meeting
- Draft meeting minutes: post draft minutes within one week following the meeting
- All other materials, including voting items: post at least 6 days in advance of the meeting.

#### **Technical Panel Action Required - Roundtable Discussion Questions:**

At the January 21<sup>st</sup> Panel meeting, the IESO is requesting input from each Panel member (via a round table discussion) on the following discussion questions. The IESO asks that all Panel members come prepared to answer the following:

1. Do you have any questions or comments on the existing Technical Panel practices outlined in this memo?
2. Which areas of Technical Panel process are working well?
3. Are there aspects of the Technical Panel process that can be improved, and if so, how?
4. Looking back to the Technical Panel meetings, discussions and decisions from 2013 is there anything you or your constituents would have liked to have seen handled differently?
5. Do Panel members have any suggestions on specific educational topics for 2014?
6. Is there anything that the IESO can do to help you fulfill your role on the Technical Panel?

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<sup>4</sup> Extract from Technical Panel Meeting Minutes - March 27th, 2007 (IESOTP 199-1 Final)