

UPDATED STANDING DATA FORMATS GROUP DOCUMENTS

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CONSENT

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Standing Data Formats Group

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Introduction

1. The Standing Data Formats Group (SDFG) was established on 30/31 May 2006 to consider new Electricity Information Exchange Protocols (EIEPs), which describe the format for information exchanged between participants, or changes to the existing EIEPs made through the EIEP change review process.
2. The terms of reference for the SDFG have been approved, but an extension to these terms of reference is recommended so that the group covers not only the EIEPs but also the other formats that participants exchange with service providers. This extension is to include switching files exchanged with the registry, and submission and reconciliation files exchanged with the reconciliation manager.
3. The purpose of this extension is to enable industry participants assist with the development of these interfaces, and in particular the changes to interfaces required with the implementation of the new reconciliation rules.

Purpose of this paper

4. The purpose of this paper is to:
 - a. present the updated change or review process;
 - b. present the updated SDFG workplan;
 - c. present the amended SDFG terms of reference; and
 - d. recommend that the Standing Data Formats Group (SDFG) forward these documents to the Retail Market Advisory Group (RMAG) for approval and publication on the Commission's website.

Background

5. The Model Distribution Arrangements Review Panel (MDARP) was established by the Commission to review the model use of system agreements (MUoSA).
6. As part of this review, the MDARP was tasked with reviewing the EIEPs, including an investigation into how the EIEPs can be improved so that they

fulfil industry requirements. Due to the specialist knowledge required for this sub task, the MDARP re-established the Distributor Retailer Information Exchange Protocols Subgroup (DRIEPS) (a subgroup initially established under MARIA) to review the protocols.

7. The DRIEPS reviewed and recommended amendments to the EIEPs as well as recommending the SDFG be formed to consider new EIEPs or changes to the existing EIEPs made through the EIEP change review process.
8. The Board established the SDFG on 30/31 May 2006 to consider new EIEPs or changes to the existing EIEPs made through the EIEP change review process.
9. There are a number of other information exchange formats used by participants that similarly require changes to service provider and participant systems to implement. The SDFG can also assist in ensuring that other formats used and developed by the industry conform to development standards and work under the same change review process.

Change or review process

10. The EIEP change or review process was developed by the DRIEPS to formalise and record the process for requesting changes to the EIEPs.
11. It is recommended that the SDFGs terms of reference are amended to include:
 - a. detail on the specific tasks to progress proposals to amend EIEPs and participant to service provider file exchanges including the requirements of the SDFG, Commission, and Board in processing and approving proposals to amend the formats; and
 - b. the requirement for proposals to be included in the Commission's updates and to ensure that all interested parties are aware of and can submit on them.

Terms of reference

12. The SDFG terms of reference, as approved by the Board, state the purpose of the SDFG as being able:
 - a. to consider suggestions by affected participants for the addition of new EIEPs, or changes to the existing EIEPs, made through the EIEP change review process; and
 - b. to progress the development of new protocols or change the existing EIEPs where it is agreed that participants would benefit.

13. The SDFG has agreed that further purposes should be:
- a. to consider suggestions by affected participants and service providers for the addition of new exchange formats or changes to existing exchange formats; and
 - b. to consider suggestions by affected participants for the addition of new or existing formats for exchange information between participants and the market administrator.

Workplan

14. The SDFG workplan was outlined in the terms of reference approved by the Board. The workplan consisted of the following items:
- a. consider suggestions by affected participants for the addition of new EIEPs or participants to service provider files, or changes to the existing EIEPs or participants to service provider files, made through the EIEP or participants to service provider files change review process; and
 - b. recommend to the Board the development of new protocols or changes to the existing EIEPs or participants to service provider files where it is agreed that participants or service providers would benefit.
15. The SDFG reviewed the two items listed in paragraph 14 at its previous meeting, and agreed to create a 'live' workplan document to be updated as the SDFG makes progress on its workplan items.
16. The updated SDFG draft workplan includes the items previously approved by the Board, and the following new item:
- a. recommend development or modification to participants/service provider files.

Attachments

17. Attached as Appendix One is the updated change or review process v4.0.
18. Attached as Appendix Two are the SDFG draft terms of reference.
19. Attached as Appendix Three is the updated SDFG draft workplan.

Recommendations

20. It is recommended that the SDFG:
- a. note the updated change or review process v4.0;
 - b. note the amendment to the SDFG terms of reference;
 - c. note the updated SDFG draft workplan;

- d. agree to forward the updated change or review process, the amended SDFG terms of reference, and the SDFG draft workplan to the RMAG for approval.

**APPENDIX ONE – RETAIL DATA FORMAT CHANGE OR REVIEW PROCESS
(PREVIOUSLY KNOWN AS THE ELECTRICITY INFORMATION EXCHANGE
PROTOCOLS CHANGE OR REVIEW PROCESS V3.0)**

Retail Data Format Change or Review Process v4.0

This paper outlines the Retail Data Format Change or Review Process to amend the formats, reports, or protocol guidelines.

Abbreviations used in this paper

Board	Electricity Commission Board
Commission	Electricity Commission
DFRC	Data Files and Reports Catalogue
EIEP	Electricity Information Exchange Protocols
Rules	Electricity Governance Rules 2003
SDFG	Standing Data Formats Group

Background

1. The EIEP Data Files and Reports Catalogue (DFRC) was set up to document and provide standardised format and reports for use by all industry participants, including how to transfer data between participants (e.g. transport mechanisms and naming conventions).
2. Many new protocols have been established, with work continuing on others. It is recognised that alterations to these protocols, formats, and reports may be required if there are changes within the industry or the current protocols are not fulfilling their original intent.

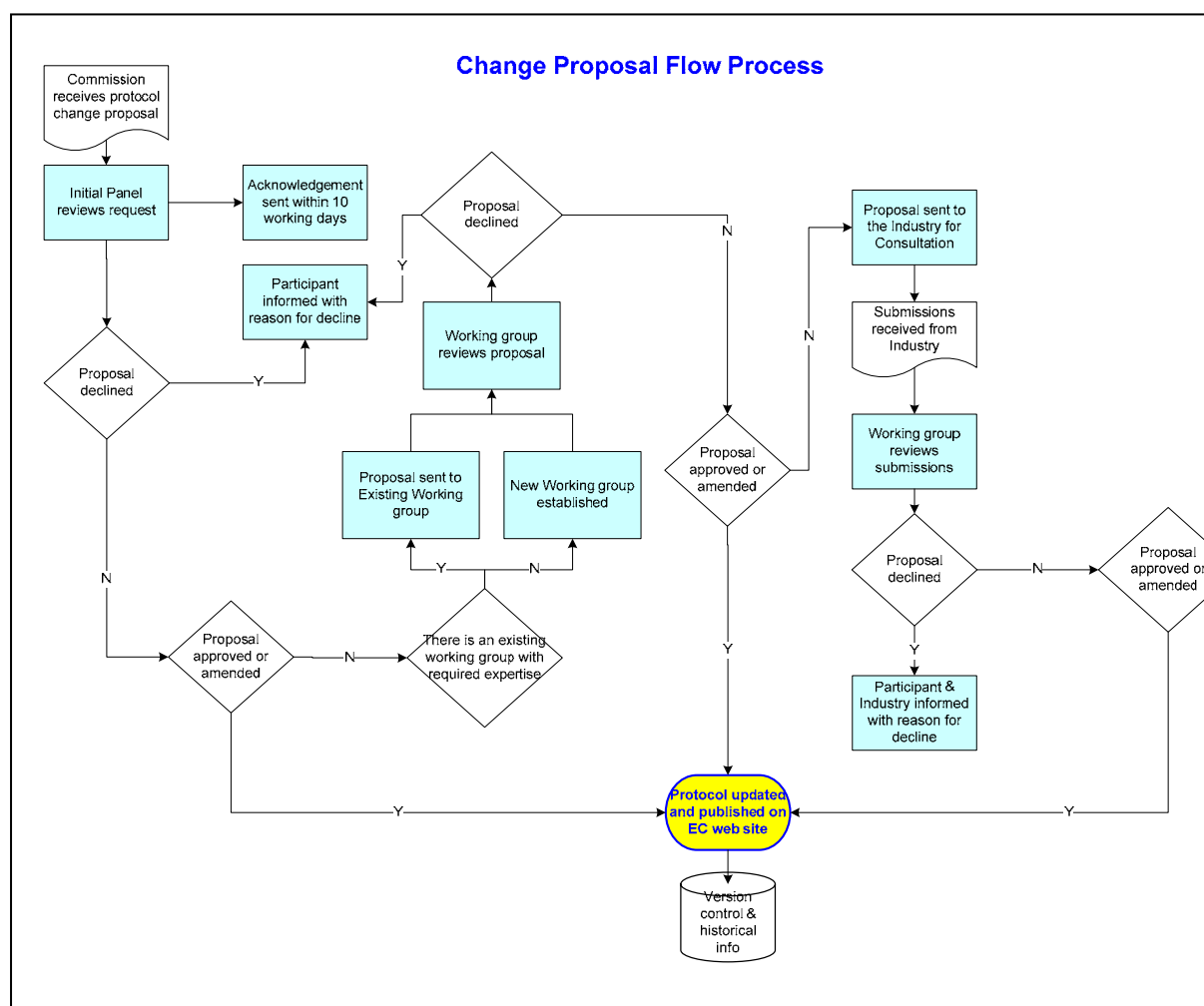
Change or review process

3. Any participant can initiate a proposal to change the formats, reports, or protocol guidelines (e.g. add or change fields) by submitting a change or review form to the Electricity Commission (Commission) Board (Board). The form will be made available through the Commission’s website.
4. An acknowledgement of the proposal will be sent out within 10 working days, with the expected process and timeline for review.

Review process

5. After the submission has been received, the Standing Data Formats Group (SDFG) will review the proposal.

6. The SDFG will then recommend to the Board that the proposal be approved, declined, amended, or the subject of industry consultation. If the Board considers that industry consultation is necessary, then:
 - a. The relevant protocol will be published as being open for consultation on the Commission's website and in the Commission update;
 - b. Industry participants will then have an opportunity to make submissions on the proposed changes;
 - c. On completion of consultation, the SDFG will review the submissions and make a further recommendation to the Board;
 - d. The Board will approve, amend, or decline the proposal; and
 - e. Submission results will be published on the Commission's website.
7. If the proposal is approved (or amended) by the Board, the Commission will inform the proposer. After the applicable protocol documents have been updated, the Commission will publish the changed document on its website and in the DFRC, and publish a notice of the changed document in the Commission update.
8. If the Board declines the proposal, the Commission will inform the proposer and give reasons for the decision.



Effective date of change

9. The effective date of change will be published at the same time as the revised protocol. There may be a transition period if the change is significant enough to warrant this (advised at time of publication).

Transparency

10. The process surrounding the review of proposed protocol changes will be transparent to the industry. Any participant may inspect or obtain copies of any written material of the SDFG relating to the proposal, unless the Board considers that the matter should be kept confidential.

Version control and publication

11. Documentation master lists and a protocol change or review form shall be maintained and stored with access available through the Commission's website at: <http://www.electricitycommission.govt.nz/opdev/retail/protocols/EIEPs>.
12. A record of obsolete documents is to be maintained and electronic copies of obsolete documents will be archived. The electronic copies of obsolete and under review documents shall be named by following a standard naming convention.
13. Current document versions shall be stored as 'read only' files. Copies of these files are staged to a publication directory for access via the Commission's website.
14. All copies shall be stamped or marked appropriately. Documentation for all current versions shall be maintained, stored and marked 'CONTROLLED COPY', any documentation being edited or modified shall be stored and marked 'DRAFT', while any obsolete versions shall be maintained, stored and marked 'ARCHIVE'.
15. When the Board approves a change, the SDFG will ensure that the affected documents are updated appropriately, with the correct version control included.
16. Each document has version control information recorded in the document properties. This system utilises both major and minor versions.
17. A major version is a finalised published document. A minor version indicates a work in progress or draft. Both major and minor versions may be physically published on the Commission's website, although with minor versions, the reader needs to be aware that the document will be updated in the near future.
18. The document status is also recorded in the document ownership table. This is to inform the reader, who may be unfamiliar with formal version control, whether the document is a draft or published document

**APPENDIX TWO: TERMS OF REFERENCE OF THE STANDING DATA
FORMATS GROUP**

Terms of Reference of the Standing Data Formats Group (SDFG)

Updated 29 March 2007

Purpose of the Standing Data Formats Group

1. The purpose of the SDFG is to:
 - a. consider suggestions by affected participants for the addition of new EIEPs, or changes to the existing EIEPs, made through the retail data format change review process;
 - b. consider suggestions by affected participants for the addition of new or amendments to existing file exchange formats between participants and the service provider position of the registry through the retail data format change review process;
 - c. consider suggestions by affected participants for the addition of new or amendments to existing file exchange formats between participants and the service provider position of the reconciliation manager through the retail data format change review process;
 - d. progress the development of new protocols or recommend changes to the Board of the existing retail data formats where it is agreed that participants would benefit; and
 - e. promote awareness and use of the data format change review protocols within the industry.

Intended outcome from the SDFG

2. To improve and incorporate changes to data formats as the industry evolves.

Scope of the project team

3. The scope of the SDFG should be consistent with the outcome and purpose set out above. However, it is possible that the SDFG will identify peripheral issues. If any such issues do not work toward the SDFG objective and are therefore outside the original scope, they should be referred back to the Electricity Commission (Commission) with a recommendation about further work required.

Proposed membership

4. It is proposed that the project team comprise:
 - a. an independent chair;
 - b. an equal number of retailer and distributor representatives; and
 - c. meter equipment owner representative(s).

Reporting arrangements

5. Routine reporting to the Commission will be via the Chair and any issues of concern should be escalated to the Commission as matters arise.

Tasks of the SDFG

6. The tasks of the SDFG are to:
 - a. develop the final terms of reference and forward to the Commission Board for approval;
 - b. review and finalise the Data Format Change Review Process (once finalised this should be published on the Commission website); and
 - c. develop a database to record data format changes.

APPENDIX THREE: STANDING DATA FORMATS GROUP DRAFT WORKPLAN

Standing Data Formats Group Workplan

No.	Work plan item	Current actions / issues	Completion date	Status
1.	Consider suggestions by affected participants for the addition of new EIEPs, or changes to the existing EIEPs, made through the EIEP change review process.	Ongoing item.	Ongoing.	This item is In progress.
2.	Progress the development of new protocols or change the existing EIEPs where it is agreed that participants would benefit.	Members to provide a list of formats they / the industry would like to see documented and in the public domain.		This item is in progress. The Chair has provided an initial list of formats to start discussion.
3.	Complete development of DRFC guide and library and publish on the Electricity Commission's (Commission) website.			

No.	Work plan item	Current actions / issues	Completion date	Status
4.	Progress the development of new protocols or changes to the registry or reconciliation manager protocols where it is agreed that participants would benefit or it is necessary for the implementation of the reconciliation rules.		Ongoing	This item will start during the implementation phase of the new service providers and associated implementation of the new reconciliation rules
5.	Publish on the Commission's website the reconciliation manager and registry formats in library (document where needed to allow consistency).			Noted that the reconciliation manager formats are available from www.ems.co.nz .