

Independent Market Operator

IMO PROCEDURE CHANGE AND DEVELOPMENT GROUP

Minutes

Meeting No.	1
Location:	IMO Office, Level 22, 221 St Georges Terrace, Perth
Date:	Thursday 13 December 2007
Time:	Commencing at 9.00am to 11.30am

Attendees		
Dora Guzeleva	IMO (Chair)	
Alistair Butcher	System Management	
Andrew Everett	Verve Energy	
Patrick Peake	IMO	Proxy for Troy Forward
Magnus Stensson	IMO	Minutes

Apologies		
Jenni Conroy	Synergy Energy	
Rachael Smith	Alinta	
Yin Heng	Perth Energy	

Item	Subject	Action
1.	WELCOME AND APOLOGIES / ATTENDANCE Noted apologies from Yin Heng, Rachael Smith and Jenni Conroy.	Chair

Item	Subject	Action
2.	<p>PARTICIPANT REGISTRATION PROCEDURE.</p> <p>An amended Participant Registration procedure had been provided for consideration by members.</p> <p>The Group approved the procedure as drafted.</p>	
3.	<p>FACILITY REGISTRATION PROCEDURE</p> <p>An amended Facility Registration procedure had been provided for consideration by members.</p> <p>The Group proposed the following changes to the draft procedure:</p> <ul style="list-style-type: none"> • Page 5, point 5 has two “for” in the text • Page 7, section 1.4.4 bullets should be (a) & (b) • Page 8, 2.1.1 step 2, clarify that it is an application for Facility Name • Page 10, step 11, Replace ‘You are’ with ‘Participants are’ • Page 12, step 6 and 7, explain what happens if data is not approved. Also in step 7, add ‘in regard to the application’ to the end. • Page 17, step 8 (a) remove text about de-registration & transfer. • Page 21-22. Replace “Old” with ‘Current’ in regard to ownership. • Page 23, step 5 & 6. Punctuations. • Page 23, step 8. IMO is spelled IIMO. 	IMO
4.	<p>WEB SITE CHANGE PROCEDURE</p> <p>An amended procedure regarding publication of information on the IMO website had been provided for consideration by members.</p> <p>The Group discussed the merits of the procedure and if it in its current form provided any useful information. The IMO will see if the procedure can refer to the general communications procedure instead and present a revision to the Group for consideration.</p>	IMO

Item	Subject	Action
5.	<p>PROCEDURE FOR CERTIFICATION</p> <p>An amended Certification procedure had been provided for consideration by members.</p> <p>The Group proposed the following changes to the draft procedure:</p> <ul style="list-style-type: none"> • In general throughout the document, replace Market Participant with Rule Participant. • In general throughout the document, be consistent in the use of 'Assessment' or 'assessment" (the latter is preferred. • Page 5, step 3, clarify that facilities are not registered, but registered facility name for RC purposes. • Page 5, step 4, clarify what 'appropriate time' is (2 days). • Page 5, step 10. Remove last sentence. • Page 10, step 11. Surround 'Methodology A' with "" • Page 12, step19. Punctuation missing before last sentence. • Page 13, step 3 (d). Punctuation missing. • Page 15, step 12. "and' is missing in last sentence. 	IMO
6.	<p>PROCEDURES FOR BLT AND AUCTION</p> <p>An amended procedure covering Bilateral Trades and the Reserve Capacity Auction have been provided for consideration by members.</p> <p>The Group proposed the following changes to the draft procedure:</p> <ul style="list-style-type: none"> • In general throughout the document, replace Market Participant with Rule Participant. • Page 4, step 1, 'in respect of their intention' should be 'in respect of its intention' • Page 4, step 5, revert the sentence to imply that the directors signing the application provide a list of authorised users and only these can make the change in WEMS. • Page 5, section 1.6. Keep Declaration w capital D throughout. • Page 6, step 3. Replace 'their facility' with 'its Facility'. • Page 6, step 4. Clarify 'Sufficient Time'. 	IMO

Item	Subject	Action
	<ul style="list-style-type: none"> • Page 6, step 6. Reference to 1.9.1. • Page 6, step 8. Remove 'sufficient and appropriate'. • Page 6, section 1.7. Remove "Procedure' from header. • Page 7, top section. Missing space after '1.10' • Page 7, step 3. Clarify last previous business day, same as in step 2. • Page 8, step 9. Clarify what we mean by 'intensions' • Page 8, step 10. Remove 'appropriate' in two places. • Page 8, section 1.8 step 1. Remove 'facsimile, email' (same on page 9 step 5). • Page 9, heading 1.9. Remove Mutually Exclusive Facilities. • Page 10, top section. Reference to 1.1.1 should be 1.9.1 • Page 10. Consistent use of 'Mutually Exclusive', 'mutually exclusive' or remove altogether. • Page 10, heading 1.10, first section. 'Assign' should be 'assign' and 'to approved' should be 'in accordance with approved' • Page 11. Section 2.2 step 1. remove last part of the last sentence: 'in the case of...'. Also add 'before' in front of 18 August. • Page 13, section 2.4 step 1. Break after "offer' and move 'is' to step (a) • Page 13, sec 2.4 step 4. Punctuation. • Sections 2.7, 2.8 and 2.9. These are just cut and pastes from the Rules. Remove all of this as they will change if the rules change. Also, the rules tell us what must be done. The procedures should explain how we or the participant do what the rules require. 	
7.	<p>NEXT MEETING</p> <p>To be advised.</p>	Chair