

Operational Performance Standards Working Group Terms of Reference – Working Document

The Operational Performance Standards Working Group (OPSWG) has been established to advise the Market Performance Committee following recent consultations and CPW030 code change. CSD0002 now includes OPS measures in the performance rectification process, and the MPC has agreed an intention to introduce selective charging for OPS in October 2018.

1. Overview

The OPSWG shall be established to support the MPC in fulfilling its obligations in relation to Operational Performance Standards in the Market Performance Framework. The OPSWG shall aim to provide its initial recommendations to the MPC by 30th May 2018.

2. Objectives and Principles

The purpose of the OPSWG is to develop a practical plan, with timescales, for the introduction of selective OPS charging in October 2018. This plan will then be subject to review and challenge from the MPC.

The objectives of the committee are to:

- Develop an approach to conducting the OPS review
- Select the standards, and number of standards, to be included for early charging introduction
- Standardise reporting methodologies and interpretations
- Recommend assurance processes needed to ensure Trading Party confidence
- Advise on transparency and visibility of reporting
- Provide input on charging, and areas associated with charging

3. Membership

a. Chair

MOSL shall appoint a Chair of the OPSWG. The Chair's role will be to chair meetings, facilitate discussions, and encourage consensus but shall have no casting vote.

In addition, the Chair will be the primary point of contact with the MPC.

The OPSWG shall have a secretary who shall be a person provided by the Market Operator. They will be responsible for taking the minutes, agreeing and circulating agendas, scheduling meetings and producing the papers and reports, on behalf of the OPSWG. The secretary will not be member of the Committee

b. Voting Members

Members of the OPSWG should be nominated by Trading Parties and agreed by the Chair. Members must act impartially, in the best interests of the market. It is intended that the OPSWG shall be composed of the following members:

- (6) Wholesale members; with
- A minimum of one (1) Wholesaler MPC member; and
- Two (2) Retailer members

OPSWG Members shall be appointed by the Chair for an initial fixed term.

c. [Alternates](#)

If a an OPSWG member cannot attend, the member may provide an Alternate. Alternates should possess sufficient knowledge and expertise to act as an OPSWG Member.

d. [Quorum and decision making](#)

No business is to occur at the meeting unless a quorum is present. A quorum is a minimum of at least four (4) OPSWG Members in total including:

- Three (3) Wholesaler members; and
- One (1) Retailer member

If a Quorum of OPSWG Members has not confirmed attendance, the Chair may determine that the meeting should be cancelled and a notification be issued to OPSWG Members no later than five (5) Working Days prior to a meeting. In the event that a meeting of the OPSWG is convened and a quorum is not present within one hour, the meeting will be adjourned and re-scheduled by the OPSWG Secretary at the earliest convenience. A meeting shall be quorate if the necessary members are present in person at the meeting or are contactable by telephone conference call.

e. [Voting Procedure](#)

The OPSWG is encouraged to try and reach a concensus but, where not possible, any decision made by the OPSWG shall be decided by a simple majority of voting Members. When voting on any one decision, each OPSWG Member shall be entitled to exercise one (1) vote

4. [Proceedings of the Meeting](#)

a. [Frequency of meetings](#)

The MPC will set the date by which it expects the OPSWG to produce its recommendation report. The Chair, with agreement from members, will set the frequency of meetings to achieve this date. The Chair, with agreement from members, will also decide the location and form of each meeting.

5 Code of Conduct

OPSWG Members and all other attendees must refrain from the use of inappropriate or offensive behavior during the meetings. This includes, but is not limited to:

- Defamatory comments regarding another person or persons;
- Unsubstantiated statements that could be considered slanderous or subject to libel proceedings;
- Use of foul language; and
- Use of threatening language towards other persons whether present or not.

The OPSWG Chair reserves the right to remove any attendee in the event that they consider the guidelines set out above are breached, or to adjourn the meeting as appropriate.

6 Conflict of Interest

OPSWG Members shall declare in advance any actual or perceived conflict of interest. In the event of any conflict of interest is declared by a OPSWG Member, the Member shall notify the secretary for the matter to be discussed at the next appropriate OPSWG meeting. At the meeting, the OPSWG Members shall decide the most appropriate course of action.