Irish Retail Market Assurance

Assurance Advisory Group Terms of Reference

Version : 1.0

Status : Approved

Date : 01 February 2007

Document Reference :

Gemserv Limited
7th Floor Centurion House
24 Monument Street
London
EC3R 8AJ

Company Reg. No: 4419 878

Tel: +44 (0) 20 7090 1000
Fax: +44 (0) 20 7090 1001

www.gemserv.com

INVESTOR IN PEOPLE

Version Number	Status	Date of Issue	Reason for Change	Change Control Reference
1.0	Draft 1		First draft	
1.0	Draft 2		Internal interim draft	
1.0	Draft 3-6		Following internal reviews	
1.0	Draft 7	10/2006	Following RMDS review	
1.0	Approved	02/2007	Following CER review	

Quality Assurance

Name	Role & Responsibility	Signature	Date
Editor:			
Peter Varley	Modify		
Reviewer(s):			
Dinesh Sharma RMDS	Fitness for Purpose		
Authorised:			
Alan O'Kelly	CER		Feb 2007

Table of Contents

1. ACRONYMS and DEFINITIONS 4

2. AAG OBJECTIVES 4

3. AAG RESPONSIBILITIES 4

4. MEMBERSHIP 5

4.1 Facilitator 5

4.2 Secretary 5

4.3 AAG Members and Quoracy 5

4.4 Member's Interests 5

5. CONDUCT OF BUSINESS AND MEETINGS 6

6. TIMESCALES 6

7. Annex 1 – AAG Membership 7

1. ACRONYMS and DEFINITIONS

Acronyms	
AAG	Assurance Advisory Group
CER	Commission for Energy Regulation
IGG	Industry Governance Group
RMDS	Retail Market Design Service
Definitions	
Market, the Market	The fully competitive electricity retail market in Ireland
Market Participant	An organization that is active in the Market in an operational capacity, including Supplier and central roles
New Entrant	An organization that is not currently active in the Market in an operational capacity but has formally requested to become active

2. AAG OBJECTIVES

The Assurance Advisory Group (AAG) is a sub-group of the Industry Governance Group. It was established to provide expert assessment of the Assurance Processes and their application under the Assurance Strategy for the Irish Retail Electricity Market to inform the Industry Governance Group discussion.

3. AAG RESPONSIBILITIES

The AAG shall make recommendations to the IGG on the structure, content and application of Assurance processes in the Market. In particular:

1. Proposals to develop or modify the Assurance Strategy and associated Assurance Processes;
2. Assurance proposals incorporated in individual discussion requests currently before the IGG;

3. Assurance approaches for specific releases of the Market Design currently before the IGG;
4. Outcome reports of the Assurance Body on assurance for changes to the market design pursuant to the Assurance Strategy;
5. Consideration in general terms of the assurance approach followed in respect of specific assurance events.

4. MEMBERSHIP

4.1 FACILITATOR

The RMDS will facilitate discussions/meetings and report to CER.

4.2 SECRETARY

The RMDS will provide the secretariat, compile the meeting agenda and minute the meetings.

4.3 AAG MEMBERS AND QUORACY

Each Market Participant, the Commission and the Assurance Body may nominate one member of the group. For the optimal working of the group, this nominee should have suitable expertise to fully contribute to the group. Once accepted onto the group the member is expected to participate on an ongoing basis unless formally replaced on the group by their own organization. Continuity of membership is important and therefore alternates will be accepted onto the group at the discretion of the facilitator.

The group will be considered quorate, and business may be concluded, if at least the facilitator, three Market Participant members of which two are supplier members and the Assurance Body representative are contributors to any recommendation.

4.4 MEMBER'S INTERESTS

Each AAG Member shall have due regard to the objectives of the IGG, the collective interests of Market Participants and the advice of any other relevant experts. Each AAG Member shall be required when performing AAG functions to act in the best interests of the industry and Market participants as a whole and independently of the interests of their employer and of any affiliate of their employer.

5. CONDUCT OF BUSINESS AND MEETINGS

The routine business of the AAG will normally be conducted ex-committee via e-mail and/or by teleconference. Corporal meetings will be held by exception where deemed necessary by the facilitator.

The conduct of business will be per the IGG governance code.

6. TIMESCALES

At least five working days will normally be required for notice of a teleconference and at least ten working days for a corporal meeting, unless previously agreed by all AAG Members. Corporal meetings will normally be held in the Dublin area.

At least five working days will normally be allowed for members to review and respond to documents. Members are required to respond no later than ten working days.

Minutes/updated documents/recommendations to IGG will be made available within five working days of the conclusion of the consultation/review.

7. Annex 1 – AAG Membership

Members	
Name	**Organisation**