

**Electric Reliability Council of Texas**

**TEXAS DATA TRANSPORT & MARKETRAK SYSTEMS WORKING GROUP (TDTMS) PROCEDURES**

Effective

 Approved by RMS

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# TEXAS DATA TRANSPORT & mARKETRAK SYSTEMS WORKING GROUP PROCEDURES

The following are general procedures of the Texas Data Transport & MarkeTrak Systems (TDTMS) Working Group and are intended to guide all working group operations. Where more specific procedures for this working group are approved and communicated by the Retail Market Subcommittee (RMS), the applicable, specific procedures are intended to guide the operations of the group in lieu of these generally applicable procedures.

# Establishment of the Texas Data Transport & MarkeTrak Systems Working Group

(1) The Texas Data Transport & MarkeTrak Systems Working Group reports to the RMS. The Texas Data Transport & MarkeTrak Systems Working Group performs various functions as set forth in the RMS Procedures and as determined by RMS.

(2) RMS has approved the Texas Data Transport & MarkeTrak Systems Working Group scope listed below:

(a) Serves as the forum for addressing topics related to Texas data transport and MarkeTrak systems in ERCOT such as:

 (i) Reviewing ERCOT system instances report, MarkeTrak monthly performance metrics, and ERCOT performance measures pursuant to PUCT Subst. R 25.88, and report findings to RMS.

 (ii) Maintaining a guide which describes the data transport process used by Market Participants and ERCOT.

(iii) Identify, address and/or propose solutions for maintenance and enhancement of the MarkeTrak application and associated User Guides.

(b) Recommend changes to RMS and implement changes upon RMS approval to current business practices and processes through Nodal Protocol Revisions Requests (NPRRs), Retail Market Guide Revision Requests (RMGRRs) and other guides related to Texas Data Transport and MarkeTrak Systems.

(c) Responsible for maintenance of Retail Market IT Services Service Level Agreements and monitoring ERCOT’s adherence to performance metrics specified in the SLA.

(d) Ensure that Texas market requirements are included in North American Energy Standards (NAESB) electronic delivery mechanisms (EDM) specifications.

 (e) Address additional issues as directed by the RMS.

# Texas Data Transport & MarkeTrak Systems Working Group Membership

(1) The Texas Data Transport & MarkeTrak Systems Working Group membership is open to all interested parties.

(2) Cross-market representation of Market Participants is critical to the success of the group.

# Recommendations to RMS

Recommendations to RMS are normally made after the working group has reached a consensus decision. If the group is unable to reach consensus, the issue may be presented to RMS with all the facts and interested parties can present their views to RMS before RMS makes a decision on the recommendation.

# Establishment of Working Group Sub-teams or Workshops

The Texas Data Transport & MarkeTrak Systems Working Group may establish, at its discretion, a sub-team(s) or, workshops, to assist in the achievement of its objectives and tasks. Participation is open and voluntary. These sub-teams or workshops shall report to the Texas Data Transport & MarkeTrak Systems Working Group on a regular basis. All proposed recommendations of said sub-team(s) or workshops must be reviewed by the Texas Data Transport & MarkeTrak Systems Working Group.

# Meetings

5.1 Regular Meetings

(1) Will be held at times and places selected by Texas Data Transport & MarkeTrak Systems Working Group members.

(2) Notification of meetings will be sent to tdtms@lists.ercot.com at least two weeks in advance of the meeting. A full agenda will be sent at least one week in advance of the meeting. If cancellation of a meeting is necessary, leadership will send notification as soon as possible.

(3) Face-to-face meetings will have a Webex and teleconference scheduled. Meetings may be held solely by Webex and teleconference as deemed appropriate.

(4) The Texas Data Transport & MarkeTrak Systems Working Group members will be responsible for submitting agenda items to leadership at least one week prior to the meeting. Agenda items not submitted at least one week prior to the meeting may be discussed at the discretion of the Texas Data Transport & MarkeTrak Systems Working Group membership.

(5) A working document, including task list and action items, will be maintained by leadership and will be posted, along with supporting documents to the Texas Data Transport & MarkeTrak Systems Working Group web page on the ERCOT website.

5.2 Emergency Meetings

(1) Request for an emergency meeting should be requested through the working group leadership.

(2) If leadership agrees to the need for such a meeting he/she shall schedule at their discretion.

(3) Leadership will notify the TDTMS listserv of emergency meetings by e-mail.

(4) Emergency meetings may be held via webex and/or teleconference.

# Officers

6.1 Chair

(1) Compile any RMS assigned activities, Market Participant issues, and determine the meeting venue and logistics;

(2) Prepare and distribute an agenda one week prior to each meeting;

(3) Represent the Texas Data Transport & MarkeTrak Systems Working Group at RMS meetings and all other market meetings as necessary; and

(4) Term of office is one year.

6.2 Vice Chair(s)

(1) Assumes the role of the Chair in the event of the Chair's absence;

(2) If the Chair can no longer fulfill their duties, the Vice Chair will assume the Chair position for the remainder of the term;

(3) Duties to be assigned by the chair; and

(4) Term of office is one year.

6.3 Election of Officers

(1) Officers will be elected to one year term at the January Texas Data Transport & MarkeTrak Systems Working Group meeting;

(2) Nominations will be made from the floor or by e-mail to ERCOT;

(3) Candidates must be an active participant in the Texas Data Transport & MarkeTrak Systems Working Group to be elected;

(4) Companies must attend the voting meeting in-person or via teleconference to vote;

(a) Votes from parties calling in will be sent to ERCOT during the voting meeting; and

(b)

(5) The successful candidates must receive a majority of the votes to be elected;

(6) Officers can serve consecutive terms, if re-elected;

(7) No proxies;

8.

# TDTMS Issues

7.1 Issues Process

The Issues Process provides the process for issues identified by Market Participants to be reviewed and discussed by the Texas Data Transport & MarkeTrak Systems Working Group. Issues brought forth through this process may be used by the Texas Data Transport & MarkeTrak Systems Working Group representatives to develop and submit Nodal Protocol Revisions Requests (NPRRs), Retail Market Guide Revision Requests (RMGRRs), and/or System Change Requests (SCRs). Market Participants will follow the process for submitting issues to be considered by the Texas Data Transport & MarkeTrak Systems Working Group.

7.2 Submission of Issues

(1) A completed Advanced Metering Issues Form, available on the ERCOT website, shall be submitted to the Texas Data Transport & MarkeTrak Systems Working Group leadership prior to a scheduled Texas Data Transport & MarkeTrak Systems Working Group meeting.

(2) Leadership will assign a unique number to the Advanced Metering Issues Form with an assigned status of “New,” and add the issue to the ERCOT website.

(3) Issues will be distributed with the Texas Data Transport & MarkeTrak Systems Working Group agenda for the next regularly scheduled meeting.

(a) The initiator or a company representative sponsoring the issue must be present in person or via teleconference. If no representative is present, the discussion pertaining to their issue will be delayed until the next AMWG meeting for which the representative will be available.

7.3 Review of Issues

(1) The Texas Data Transport & MarkeTrak Systems Working Group will review and discuss each issue for a recommended resolution.

(2) Issues may be considered and recommended as a possible Change Request based on the following criteria:

(a) Validity of Issue;

(b) Number of occurrences for that specific issue;

(c) Impacts to end use Customer;

(d) Number of Market Participants affected;

(e) Negative impact to other business processes; and

(f) Alleviation of manual processes.

7.4 Status of Issues

All issues will have a designated status. The Texas Data Transport & MarkeTrak Systems Working Group will assign one of the following statuses to the issue:

(a) New - Issue has not yet been discussed at an AMWG meeting.

(b) Under Review - Issue is under review by AMWG until a resolution has been determined.

(c) Closed - Issue was discussed, recommended resolution is agreed upon and a Change Request has been submitted if deemed necessary. Issue is no longer under consideration.

(d) If a Change Request is submitted a cross reference will be noted on the issue document.

# Texas Data Transport & MarkeTrak Systems Working Group Change Requests

8.1 Change Request Process

(1) The Change Request Process is the process in which updates or modifications to the current processes may be discussed, reviewed, accepted, and implemented.

(a) Change Requests are reviewed by the Texas Data Transport & MarkeTrak Systems Working Group.

(b) All Change Requests are presented to RMS for consideration.

(2) RMS will review all Change Requests and approved Change Requests will be forwarded to the appropriate party.

8.2 Submission of Change Requests

(a) A completed Advanced Metering Change Request Form, available on the ERCOT website, shall be submitted to the RMS Chair and AMWG Co-Chairs.

(b) All change requests should be submitted two weeks prior to the next scheduled AMWG meeting in order to be considered for discussion.

(c) Prior to submitting a Change Request the submitter should follow the Issue process outlined above.

(d) The submitter will draft a will draft an AMWG Change Request that includes a thorough description of the needed/desired update/enhancement and justification (benefit to be achieved) for such update/enhancement, and submits the AMWG Change Request to RMS and AMWG for consideration.

(e) AMWG Leadership will assign a unique number to the Advanced Metering Change Request Form with an assigned status of “New,” and add it to the ERCOT website and to the Change Request Log for tracking and auditing purposes.

(e) The initiator or a company representative sponsoring the change request must be present in person or via teleconference. If no representative is present, the discussion pertaining to their change request will be delayed until the next regularly scheduled Texas Data Transport & MarkeTrak Systems Working Group meeting for which the representative will be available.

8.3 Review of Change Requests

All Change Requests are presented to RMS for consideration. The Texas Data Transport & MarkeTrak Systems Working Group reviews the Change Requests prior to RMS consideration in order to provide an Texas Data Transport & MarkeTrak Systems Working Group recommendation to RMS.

(a) The Texas Data Transport & MarkeTrak Systems Working Group reviews the Change Request for a recommended resolution.

(b) The Texas Data Transport & MarkeTrak Systems Working Group will provide a recommended action for each Change Request.

(c) RMS reviews the AMWG Change Request and initially votes to approve or reject the AMWG CR and if approved will forward to the appropriate party.. \*

(i) If RMS initially approves an AMWG Change Request that directly impacts SMT the AMWG Change Request is forwarded to the Joint TDUs to provide estimated costing and implementation timelines.

(A) The Joint TDUs will forward the AMWG Change Request to the SMT Development Oversight Project, including the estimated costing and implementation timelines for review and prioritization.

(ii) The AMWG Change Request (with scope, estimated cost, and estimated implementation timeline) is presented back to RMS for their final approval.

(iii) If RMS approves the AMWG Change Request then it is presented back to the Joint TDUs for their final approval. \*

(iv) If the Joint TDUs approve the AMWG Change Request, then the SMT Development Oversight Project establishes the priority of the approved AMWG Change Request and will facilitate detailed design, development, testing, and implementation.

(v) Joint TDUs report the approval or rejection of the AMWG Change Request (and its prioritization) to RMS. \*

(d) If RMS initially approves an AMWG Change Request that impacts ERCOT systems then the appropriate RMGRR, SCR or NPRR will be submitted through the ERCOT Stakeholder Process.

*\* If an AMWG Change Request is not approved, the Market Participant can request that the AMWG Change Request be implemented as long as the Market Participant agrees to prepay the entire cost of implementing such AMWG Change Request to the Joint TDUs and as long as implementing the AMWG Change Request does not adversely affect operations of the SMT for other Market Participants.*

8.4 Status of Change Requests

All Change Requests will have a designated status. Statuses assigned to the Change Requests by the Texas Data Transport & MarkeTrak Systems Working Group will be presented as the recommendation for RMS consideration.

(a) New - Change Request has not yet been discussed at an Texas Data Transport & MarkeTrak Systems Working Group or RMS meeting.

(b) Under Review - Change Request is under review by the Texas Data Transport & MarkeTrak Systems Working Group, but consensus on a recommended resolution or recommendation to RMS has not been agreed upon.

(c) Recommended for Approval - The Change Request has been identified and recommended for approval to RMS.

(d) Recommended for Rejection - The Texas Data Transport & MarkeTrak Systems Working Group determined that the Change Request does not warrant creating a solution in the Market and will recommend that RMS reject the Change Request.

(e) Recommended for Withdrawal - The Change Request is withdrawn by the submitter.

(f) Approved - Change Request has been approved by RMS.

(g) Rejected - The RMS determined that the Change Request does not warrant creating a solution in the market.

(h) Implemented - Change Request has been implemented.