

**Electric Reliability Council of Texas**

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

Effective December 9, 2015

 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 Working Group (TDTMS) 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 Retail Market Subcommittee (RMS). The Texas Data Transport & MarkeTrak Systems Working Group (TDTMS) performs various functions as set forth in the RMS Procedures and as determined by RMS.

(2) RMS has approved the TDTMS 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 (SLAs) 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 (TDTMS) membership is open to all interested parties.

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

# Recommendations to the Retail Market Subcommittee

(1) Recommendations to the Retail Market Subcommittee (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

(1) The Texas Data Transport & MarkeTrak Systems Working Group (TDTMS) 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 TDTMS on a regular basis. All proposed recommendations of said sub-team(s) or workshops must be reviewed by the TDTMS.

# Meetings

5.1 Regular Meetings

(1) Will be held at times and places selected by Texas Data Transport & MarkeTrak Systems Working Group (TDTMS) 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 TDTMS 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 TDTMS 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 TDTMS 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 Texas Data Transport & MarkeTrak Systems Working Group (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 Retail Market Subcommittee (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 (TDTMS) 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 (TDTMS) meeting;

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

(3) Candidates must be an active participant in the TDTMS 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) Each company in attendance at the election meeting shall have one vote.

(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) The Retail Market Subcommittee (RMS) must confirm elected officers.

# Texas Data Transport & MarkeTrak Systems Working Group Issues

7.1 Issues Process

(1) 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 (TDTMS). Issues brought forth through this process may be used by the TDTMS representatives to develop and submit Nodal Protocol Revisions Requests (NPRRs), Retail Market Guide Revision Requests (RMGRRs), and/or System Change Requests (SCRs) that may be bundled into an ERCOT project. Market Participants will follow the process for submitting issues to be considered by the TDTMS.

7.2 Submission of Issues

(1) A completed Texas Data Transport & MarkeTrak Systems Issues Form, available on the ERCOT website, shall be submitted to the Texas Data Transport & MarkeTrak Systems Working Group (TDTMS) leadership at least two weeks prior to the next scheduled TDTMS Working Group meeting.

(2) ERCOT will assign a unique issue number to the Texas Data Transport & MarkeTrak Systems Issues Form with an assigned status of “New,” and add the issue to the ERCOT website.

(3) Issues will be distributed with the TDTMS 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 TDTMS meeting for which the representative will be available.

(4) All Issues resulting in a Nodal Protocol Revision Request (NPRR), Retail Market Guide Revision Request (RMGRR), System Change Request (SCR), and/or ERCOT project, with respect to impacts on retail market operations, will be presented to the Retail Market Subcommittee (RMS) for approval. Following RMS approval, submissions will continue through the appropriate ERCOT Stakeholder process. Refer to Retail Market Guide Section 3, Retail Market Guide Revision Process for detailed information on the RMGRR Stakeholder process and Nodal Protocol Section 21, Revision Request Process for detailed information on the NPRR Stakeholder process.

7.3 Review of Issues

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

(2) Issues may be considered and recommended based on the following criteria:

(a) Validity of Issue;

(b) Number of occurrences for that specific issue;

(c) Impacts to end users;

(d) Number of Market Participants affected;

(e) Negative impact to other business processes; and

(f) Alleviation of manual processes.

7.4 Status of Issues

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

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

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

(c) Closed - Issue was discussed, recommended resolution is agreed upon. Issue is no longer under consideration.

(d) If a Nodal Protocol Revision Request (NPRR), Retail Market Guide Revision Request (RMGRR), System Change Request (SCR), and/or ERCOT project is submitted a cross reference will be noted on the issue document.

# Maintain the TDTMS NAESB EDM Implementation Guide

1. The Texas Data Transport & MarkeTrak Systems Working Group (TDTMS) will maintain the TDTMS NAESB EDM Implementation Guide as necessary and submit to the Retail Market Subcommittee (RMS) for approval.
2. Coordinate with North American Electronic Standards Board (NAESB) to communicate changes to Retail business processes and any affected Electronic Data Mechanisms (EDMs) that impact the ERCOT Retail market.

# Maintain the MarkeTrak User Guide

(1) The Texas Data Transport & MarkeTrak Systems Working Group (TDTMS) will maintain the MarkeTrak User Guide as necessary and communicate any changes electronically through the appropriate ERCOT ListServ.