***RMTTF Meeting Notes***

***November 2nd, 2017***

***ERCOT MET Center, Room 102***

RMTTF Attending

* Tomas Fernandez NRG
* Carolyn Reed Centerpoint
* Kathy Scott Centerpoint
* Debbie McKeever Oncor
* Sheri Wiegand TXU
* Monica Jones NRG
* Art Deller ERCOT
* Jim Lee AEP
* Diana Rehfeldt TNMP via WebEx
* Lisa Sumruld ERCOT via WebEx
* Matt Tschetter ERCOT via WebEx

Meeting Highlights

Minutes from the October 21st meeting were approved as submitted.

Follow up on ACTION items: Art provided an example of the completion certificate which will be available at the end of each module. There will be messaging on the last slide and directions for downloading. Implementation will be provided by the next meeting 12/7

**Instructor led classes**:

Presenters at the upcoming Retail 101 and MarkeTrak 101:

ERCOT presenters: Lisa, Eileen, Sarah, Dave (remote via WebEx)

Market participants: Jim, Sheri, Synetrick, Debbie, Monica, Marty, Tomas

*Enrollments*:

Live WebEx

RETAIL 101 9 7

IAG 5 15

*Market notices*:

Sheri will send a reminder note (using ERCOT’s market notice) to RMS, RMTTF, TxSET, TDTMS, COPS, AMWG list serves on 11/6 and again on 11/13 with a final count by 11/17.

Tomas will also present in his update to RMS on 11/7.

**Switch Hold On line Module**

Matt will update the following slides:

* to state “Once the valid documents have been reviewed and verified…” replacing “Once the documents have been obtained”
* slide 6 of 8 removing “ERCOT on behalf of”
* the pop up box to remain longer
* add new language about availability of certificate on last slide
* add pop up for “complete before auto-completes” consistent with later modules pop up

Matt will complete modifications this week and send to leadership next week for final release.

**Cancel w/ and w/o Approval**

Embedded is the script with proposed revisions and comments incorporating ERCOT’s removal of the 1-day evaluation window.



The TF will review the changes at the December meeting.

**Inadvertent Gain On line Module**

One suggested revision other than ‘re-skinning’:

Add a pop up box to state “an escalation email will be sent after 3 calendar days if the MT remains in New status..” near the beginning of the module.

**TX SET Module discussion:**

Kathy has suggested the TxSET instruction be expanded to include a “how to get started in the market?” section which ERCOT may present. The initial thoughts are to address the following questions:

* How does a market participant get started?
* Review of the step by step ERCOT playbook / checklist for new participants
* Texas Market Test Plan
* Pre-flight activities
* Certification with the PUC
* A ‘how to” on where information is located and steps to take

ACTION ITEM: Kathy will consult with Ted Hailu of ERCOT to review concept and ERCOT’s thoughts.

Depending on the amount of material, this is thought to be a precursor to the TxSET ILT. Kathy will report at the next meeting.

**Assignments of proposed high level outline for TxSET portion of traiing**

*Introduction: (Use Retail 101 TxSET slides as a starting point) (ONCOR)*

* What is TxSET?
* Why do we have TxSET?
* How is TxSET executed?
  + NAESB protocal (to briefly explain)
* When are TxSET used?
* TxSET Working Group (Match Scope on ERCOT.com)

*Tools/References: (To be assigned)*

* ERCOT Protocols (Ch. 15, 19, 24)
  + Overview
* Retail Market Guide
  + Overview
  + Section 7 Market Processes
  + Transaction Timing Matrix (Section 9 Appendix D1)
  + Stacking Logic (Section 11 of the RMG)
* TxSET Webpage
  + Overview
  + Swimlanes
  + EDI Guidelines
  + Testing
* Any other relevant information

**Transactions: (Transaction Names Inventory V4 .0 Card handout)**

* Groupings *(May be able to utilize some of what was in Retail 101) (TXU)*
  + 814’s
  + 810’s
  + 820’s
  + 867’s
  + 650’s
  + 824’s
  + 997’s
  + T Series
* Interaction Assignment SWIM LANES *(TXU)*
* Stacking Logic *(TXU)*
* EDI Transaction *(TXU)*
  + Example (Happy Path/UnHpappy Path of MVI)
  + Walkthrough of Examples of EDI transactions from implementation guides.
* MIS/Portal (Monica/Carolyn)
  + Review
  + Demo
* TxSET Working Group (Diana)
  + What is it
  + How it works
  + Change Controls
  + Texas Market Test Plan
  + Any other Information

Conclusion:

For next meeting, final assignments will be made.

Any outlines from above assignments will be presented to the TF for initial thoughts. Keeping in mind, final slides will be presented at the February RMTTF meeting.

Following plan remains on target…

**Proposed Planning for TxSET ILT:**

*January* – final assignments and present rough outline

*February* – Slides by all parties should be complete

*March 1st* – complete initial draft of the TX SET Overview ppt. we will go through the entire ppt.

*April 5th* – final review of the version- ERCOT branded.

*April 13th* - ppt –clean up finished.

*April 18th* – ppt goes to print.

*April 30th* – dry run in Dallas with presenters…start around 10:00 AM or 11:00 AM

*May 1 and 2* – instructor led training in Dallas

**Upcoming Agendas**

DECEMBER

* Review surveys from November training
* Complete assignments of TxSET
* Review high level draft slides
* Finalize *Usage & Billing* module
* Finalize *Inadvertent Gain* module
* Finalize *Cancel w/ Approval* module
* Review *Day to Day* module

JANUARY

* Finalize Day to Day module
* Review updates of TxSET slides

**NEXT MEETING** : Thursday, December 7th 9:30 am – 3:30 pm MET Center