

I-SEM Project Implementation

Technical Liaison Group (TLG) – Terms of Reference

Introduction

The Regulatory Authorities (RAs) and Eirgrid, acting in the capacity of Transmission System Operator and Market Operator, are establishing four Liaison Groups to facilitate the delivery of the I-SEM project:

These liaison groups are being established in order to foster and facilitate clear communication across industry of project plans, milestones, technical details, issues, and risks. The objective is to provide information relevant to a specific interest group and a discussion forum whereby the views of participants can be heard, including understanding the impacts on their own delivery plans.

The roles and responsibilities, at a high level, of each Liaison Group are:

1. **Project Managers' Group** – A discussion and information forum for I-SEM Project Managers across industry to develop a common understanding of the central delivery plans; gain a shared understanding of progress against those plans; and to discuss the impact on individual plans of any slippages in milestones or any proposed changes to milestone dates. It therefore serves as the key communication channel for project management personnel.
2. **The Rules Working Group** will be responsible for collaborating on and reviewing the proposed drafting of the Market Rules and Agreed Procedures for the I-SEM.
3. **Technical Liaison Group** – serves as the principal forum for engagement with industry on topics of a technical nature, such as connectivity and interface specifications.
4. **Business Liaison Group** – serves as the principal forum for communication, consultation and co-ordination across industry on issues of business interest relating to I-SEM. Topics might include such matters as training, certification testing, readiness monitoring and the Market Trial.

Technical Liaison Group (TLG)

The Technical Liaison Group (TLG) is the I-SEM forum for communication, consultation and coordination with Market Participants regarding the technical aspects of I-SEM implementation. The principal focus of the TLG is to provide technical input into technical specifications, particularly those related to participant interfaces.

EirGrid is undertaking the design of the technical solution to support the I-SEM implementation. The TLG facilitates communication and feedback of relevant aspects of the I-SEM technical design. The TLG is not a technical design authority but will consider input from Market Participants.

The TLG will also serve as a forum for Market Participants to communicate with each other regarding business challenges they face in the implementation of their own processes, procedures, systems and organisational changes, thereby assisting their own readiness programmes for market go-live.

TLG Membership

The Technical Liaison Group membership is open to all participant I-SEM projects. Members are expected to be Technical Architects or Technical Delivery Leads of their organisation's I-SEM Project.

To manage numbers, participants are asked to limit attendance at meetings to a single representative per organisation. Participant representatives may nominate an alternate including a third party to represent them..

TLG Objectives

- *Communication* : To share relevant technical information related to the I-SEM with Market Participants. A key objective is to ensure that participants are in a position to implement the required changes, within their own companies, in order that they are able to successfully interface with central market processes and systems.
- *Consultation* : To provide a mechanism for participants to offer input and provide feedback on technical matters related to central market processes and systems.
- *Coordination* : To facilitate the effective coordination of industry-wide activities, such as the Market Readiness and Market Trial.

Operating Principles

The TLG will meet on a monthly basis¹ and will be chaired and supported by Eirgrid's I-SEM Participant Engagement and Market Readiness (PEMR) work stream. Notification of meeting locations and times will be provided in advance of each meeting in a timely and convenient manner.

The I-SEM Project Webpage (<http://www.sem-o.com/isem/Pages/Home.aspx>) will be used to communicate Agendas, Meeting Notes and Issues Log for TLG meetings, as well as relevant documents and calendars.

E-mail distribution lists will be used extensively for communication with and amongst TLG members and all significant announcements will be e-mailed to these lists.

¹ The frequency of meetings may vary in line with I-SEM Project milestones and deliverables. This will be agreed with TLG Members.
