

Market Readiness Reporting Plan

1.1.1 Terminology

Term	Meaning
Criterion/milestone	An indicator showing that a particular amount of progress has been achieved.
Market Readiness	The extent to which the arrangements and components of I-SEM are ready for live operation and Participants are ready to fulfil their obligations in I-SEM.
Market Readiness Report	A report, based on the information provided by Participants, that summarises the current readiness status.
Market Readiness Team	EirGrid/SONI I-SEM team that manages the Market Readiness Reporting Process.
Market Trial	The “as-live” practice operation of I-SEM leading up to the opening of the DAM/IDM and BM.
Metric	An indicator of progress that can be assessed or measured. A Metric status is derived by aggregating the statuses of one or more criteria.
Participants	Market Participants, EirGrid Group, Interconnector Owners, Meter Data Providers, Regulatory Authorities

1.1.2 Acronyms

Term	Meaning
BM	Balancing Market
CRM	Capacity Remuneration Mechanism
DAM	Day Ahead Market
FTR	Financial Transmission Rights
IBS	Imbalance Market/Settlement
ICO	Interconnector Owner
IDM	Intraday Market
I-SEM	Integrated Single Electricity Market
MPs	Market Participants
MDPs	Meter Data Providers
MRC	EirGrid/SONI I-SEM Project Market Readiness Coordinator
MRRP	Market Readiness Reporting Process
PRC	Participant Readiness Coordinator
RAs	Regulatory Authorities
SEMO	Single Electricity Market Operator
TSO	Transmission System Operator
T&SC	Trading and Settlement Code

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2. Summary

2.1 Purpose and scope

The aim of the Market Readiness Reporting process is to provide on a periodic basis an overall picture of progress towards readiness for operation of I-SEM against an agreed set of metrics. The process encompasses all of the markets within I-SEM and the categories of Participants that have roles in each market (meaning Market Participants including Interconnector Owners, Meter Data Providers, EirGrid/SONI as TSO, NEMO, market operator, and AoLR, and the Regulatory Authorities).

Building on the “Market Readiness Reporting Strategy”, which described the overall approach to market readiness reporting and main features of the process, this document describes how the approach described in the strategy will be put into practice.

2.2 Approach

The reporting process will be overseen by a joint working group comprising representatives of the RAs and EirGrid/SONI.

EirGrid/SONI will coordinate the assessment and reporting process.

Participants will be asked periodically to voluntarily self-assess their progress towards readiness, using an assessment framework provided by EirGrid/SONI and approved by the RAs.

EirGrid/SONI will collect the assessment information and produce a summary dashboard of readiness for each market, presenting progress and risks.

2.3 Assessment Framework

This assessment framework defines steps towards readiness. It will include, for each market:

- A set of metrics, covering the main components of the market arrangements (such as legal arrangements, systems, and business processes).
- For each metric, a set of criteria/milestones defining steps towards completion and readiness (Participants will use these to self-assess their status and progress).
- For each Criterion/milestone, an indicative date for completion.
- Guidelines for use.

2.4 Information Collection

EirGrid/SONI will provide Participants with a questionnaire reflecting the assessment framework: in answering the questions, Participants will provide information about progress in respect of each set of criteria/milestones, and an indication of issues and risks.

For the first reporting cycle, EirGrid/SONI will offer to work through the questionnaire with individual Participants. For subsequent cycles, Participants will be invited to complete the questionnaire on-line: support from EirGrid/SONI will be available.

2.5 Information Aggregation

EirGrid/SONI will collect the self-assessment information from Participants, and aggregate it to produce a summary dashboard for each market, and I-SEM overall, thus presenting an overall picture of status.

Through the aggregation process, information from individual Participants (other than EirGrid/SONI) will be kept anonymous.

Where information is aggregated, progress will be shown as an average value; risk status will be calculated and assessed separately to give a Risk Indicator, to reflect the extent of any items at Amber or Red status. For both progress and risk indicators, the distribution of the underlying data will be available if required.

2.6 Reporting and Commentary on Status

The readiness report will include summaries of status for I-SEM overall, and for individual markets: the report will include, at the next level of detail, summaries of status by component (such as systems and business processes) and by category of Participant.

EirGrid/SONI will add a succinct explanation and commentary to the report and will highlight any issues and risks identified from consideration of the status information. Where useful and practicable, EirGrid/SONI will add a forward-looking perspective to the commentary, indicating how status is expected to evolve, assuming plans are successfully executed.

The readiness report will include summary status information on trialling; a separate process will report at a detailed level on trialling metrics.

EirGrid/SONI will engage a market readiness auditor to provide assurance that the readiness report has been produced in accordance with the method set out in this plan and also to periodically provide an independent view on the readiness status of the market.

2.7 Schedule

Information collection for the first market readiness report will be in August 2016, and the first report will be published by 5th September 2016.

Two further reports will be produced from data submitted during 2016, one in November and one in January 2017; there will be an increase in reporting frequency during 2017, leading up to the start of the market trial and go-live, by which time reports will be issued weekly and working arrangements for the delivery of I-SEM, includes within its scope Market Operator/ Transmission System Operator and Market Participant readiness. The readiness reporting process described in this plan forms part of the arrangements to achieve Market Operator/ Transmission System Operator and Market Participant readiness.

It is anticipated that the reports delivered by the process described in this document will form an important input into the decision making related to the commencement and completion of trialling and go-live. It is anticipated that the RAs will set out in a policy paper to be published later in the year the arrangements for these decision making processes and governance regarding Go-live decisions.

The reporting process described in this document will be managed and executed by EirGrid/SONI and overseen by a joint working group comprising representatives of the RAs and EirGrid/SONI.

2.8 Overview

Market readiness reporting is the process by which overall progress towards Go-live for I-SEM is assessed and communicated. It encompasses the preparations being carried out by Market Participants (including the Interconnector Owners), EirGrid/SONI, the Meter Data Providers, and the Regulatory Authorities (collectively referred to as “Participants”).

The “Market Readiness Reporting Strategy” which was published at the end of April¹ describes the overall approach: please refer to that document for a description of the main features of the process. The Market Readiness Reporting Plan (this document) describes how the approach described in the strategy will be put into practice. It provides further details of the plans for:

- The information collection process.
- The information to be collected (in terms of metrics and criteria).
- The format of reports that will be produced and published.
- The reporting calendar (commencing in August 2016 and ending near to Go-live in October 2017).

2.9 Purpose

Market readiness reporting provides an overall picture of the progress of preparations towards go-live. This status is, in turn, expected to constitute an important input into the go-live decision making process that will precede the opening of each market within I-SEM.

It is also expected that market readiness reporting will provide information about risks that arise as I-SEM preparation progresses: indications that such risks were emerging would appear as defined readiness criteria not being met as, or when, anticipated. The readiness reports will be useful in determining mitigating actions and preparing contingency measures.

As stated, the emphasis in this process is to provide an overall picture of progress and status. To achieve this, the inputs from large numbers of Participants will be aggregated to synthesise the “big picture”: this is consistent with not seeking to monitor individual Participants, and keeping the information provided by individual Participants anonymous.²

¹ This document may be found at [Market Readiness Reporting Strategy](#)

² Note that the RAs have indicated that they may require access to the information provided by Participants, before aggregation and before anonymisation.

2.10 Communications Approach

By its nature, the process described in this plan encourages engagement with I-SEM preparations by all Participants:

- All Market Participants will be invited to join the information collection process.
- The reports produced will tabled at the Project Managers' Group and published on the SEMO website, providing all Market Participants with an overall picture of progress towards Go-live.

3. Overview of approach

This section summarises the fundamentals of the approach set out in the previously published strategy.

3.1 Scope

Figure 1 shows the scope of the market readiness reporting process, including the categories of Participants that will be asked to provide status information; it also identifies the EirGrid/SONI Market Readiness team as operator of the process responsible for collecting, assessing in collecting, assessing and reporting readiness data.

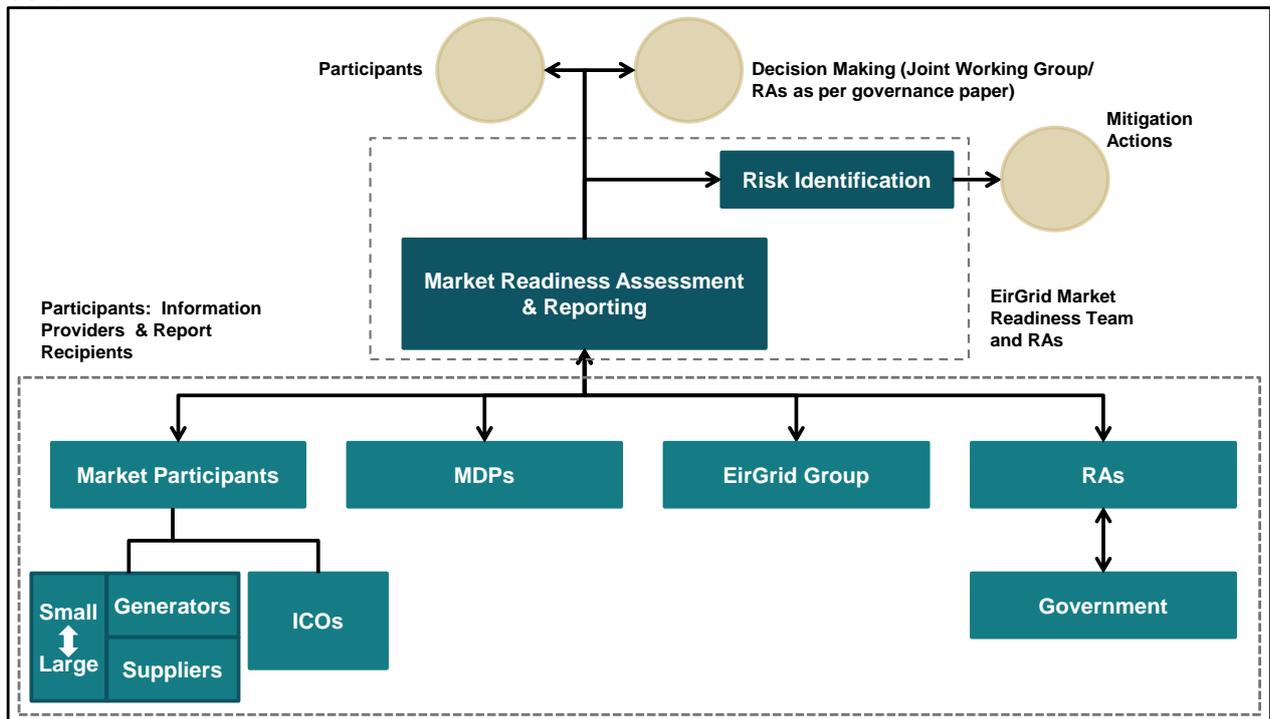


Figure 1 Scope

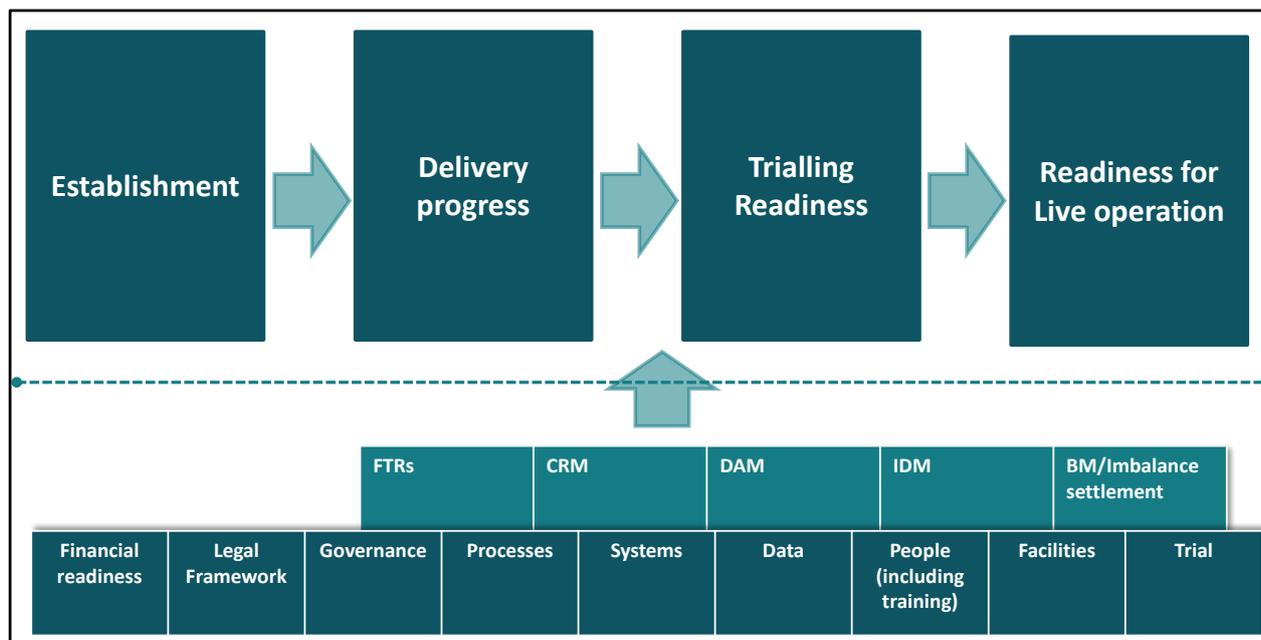


Figure 2 Scope of Readiness Information

Figure 2 provides an overview of the areas for which readiness information will be collected and reported. As shown, it is intended to encompass all aspects of the I-SEM market: for each market area, all Participants will report on readiness in relationship to their responsibilities. So, as an example, for the Balancing Market (BM), in relation to systems, EirGrid/SONI will report on the readiness of the central systems and its own local systems, while Market Participants will report on the readiness of their own systems.

Details of the information to be collected are given in Section 4.

3.2 Overview of Schedule

Figure 3 summarises the overall timetable for readiness reporting. Information collection for market readiness reporting, as described in this document, will commence in August 2016: a series of reports will be produced, with the first report being published in September 2016. The frequency of reporting will increase as go-live approaches. More details of the proposed calendar are given in Section 7

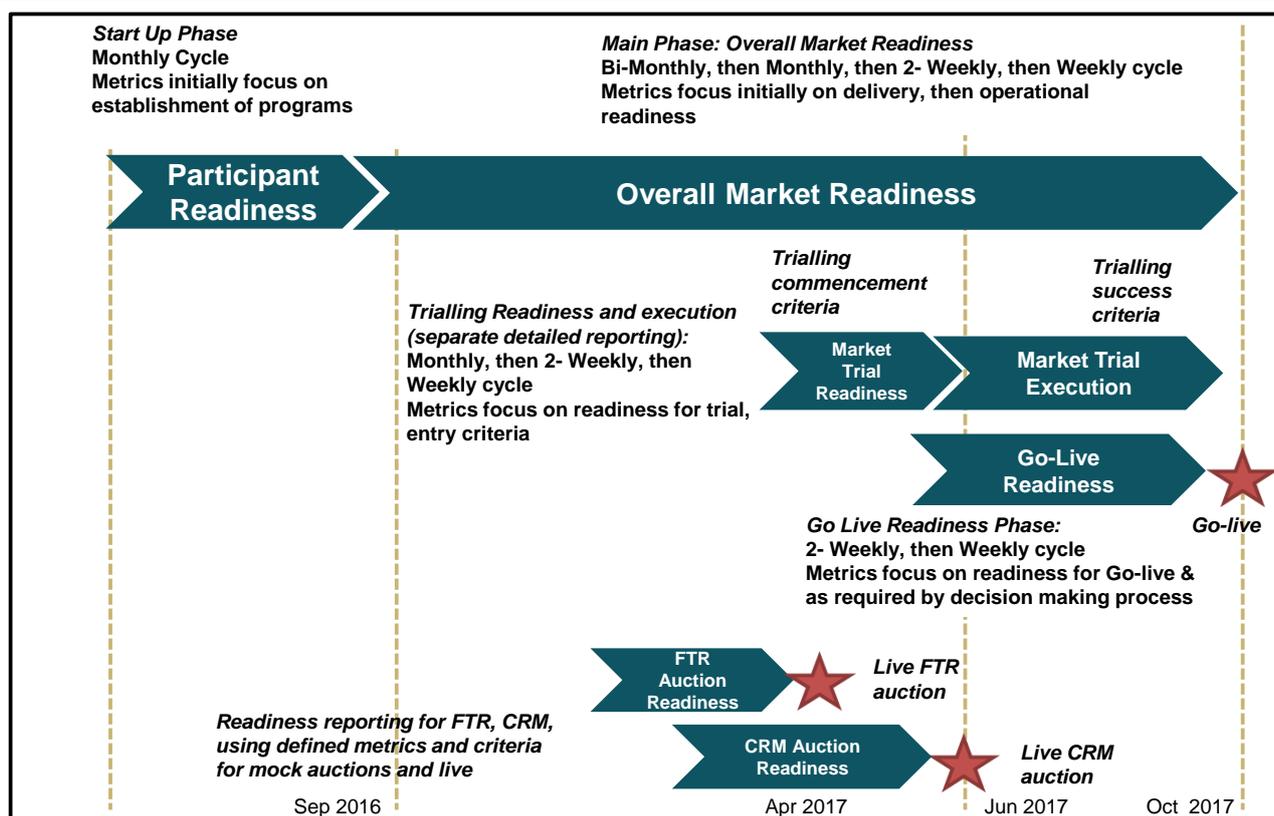


Figure 3 Overview of schedule

3.3 Principles of Information Collection, Assessment and Reporting

3.3.1 Overall Aim

The aim of the process is to produce an overall picture of progress towards readiness for live operation: it is not the purpose of this process to monitor or certify the work of individual Participants. Nor is the intent to report in great detail on activities in specific areas.

3.3.2 Assessment of Readiness

Progress towards readiness will be assessed using a common assessment framework comprising a set of metrics and criteria defined by EirGrid/SONI and agreed with the RAs (see Section 4.2).

3.3.3 Information Collection

Participants will be responsible for the self –assessment of their own status, using a questionnaire that reflects the metrics and criteria provided by EirGrid/SONI. It is recognised that, in specifying this assessment framework, there is a trade-off between making it specific enough to be useful but general enough to accommodate a diversity of approaches across Participants. Similarly, it is recognised that Participants will need to exercise judgement in making their self-assessments. The EirGrid/SONI I-SEM project will be available to guide Participants, as required.

The questionnaire and assessment framework, and subsequent reporting, will be structured by I-SEM market (FTR, CRM, DAM/IDM, BM and IBS): this will make it possible to track the progress towards go-live of the separate components of I-SEM. For each market, Participants will be asked to assess their readiness in a number of areas

(such as processes and systems): this will involve Participants summarising progress across different business areas within their organisations.

Participants will be asked to give permission for their submitted information to be used to be aggregated and summarised in readiness reporting and also to allow it to be passed in raw form to the RAs.

3.3.4 Information processing

EirGrid/SONI will use Participants' submissions to synthesise an overall picture of readiness status. This will involve, for each I-SEM market, calculating a representative readiness status across all Participants. This will also be done for each category of Participant and each component (for example, systems). EirGrid/SONI will consider what other summaries of information will prove useful (for example, summaries by Supplier/Generator, large/small Market Participants, or summaries weighted by market share). It is likely that the analysis carried out will evolve in the light of information received.

3.3.5 Reporting, commentary, and risk identification

EirGrid/SONI will produce an overall dashboard style report for each reporting cycle. This will be supported as appropriate by a short commentary (for example, on any identified risks).

The intent will be to keep the status of individual Participants confidential. Consequently, it may be necessary to adjust the aggregation rules to ensure that information from individual Participants cannot be identified. However, in a limited number of cases, even though data is aggregated and summarised, it may be possible to make inferences about individual Participants.

Identified risks will be highlighted to the appropriate owner; for example, any related to the central systems would be added to the EirGrid/SONI I-SEM Project's risk register and managed through the project's normal process.

4. Readiness information to be collected by Participants

4.1 Information Collection

Participants will be asked to provide self-assessed readiness information. For the first report, information collection will be carried out in August 2016: so as to facilitate this first pass through the process, EirGrid/SONI will contact each Participant individually and offer to work through the survey questionnaire with them. This questionnaire will reflect the structure of the readiness information described in Section 4.2.

For subsequent reports, Participants will be asked to complete the survey questionnaire on-line, and will be able to request assistance from EirGrid/SONI. The questionnaire will be supported by guidelines on how to make the readiness assessment.

Participants will be asked to give permission for their submitted information to be used in readiness reporting, which will involve it being passed to the RAs.

4.2 The Assessment Framework

The overall structure of the information to be collected by Participants is illustrated in Figure 4.

For each market within I-SEM, Participants will be asked to provide information about progress towards readiness for each of their roles. The Figure illustrates this for EirGrid/SONI in the BM and IBS, which involves multiple roles: TSO, BM Operator, and SEMO as the market operator. As illustrated in the Figure, for each of these roles, EirGrid/SONI will assess progress towards readiness in each relevant area of interest.

As an example, the Figure illustrates this for “Systems”: the metric “Readiness of systems” is defined by three supporting sets of Criteria/Milestones. The status of progress towards the attainment of each of these is assessed and expressed in the form of a “Harvey Ball” (a visual status indicator showing status against plan, see Section 4.4).

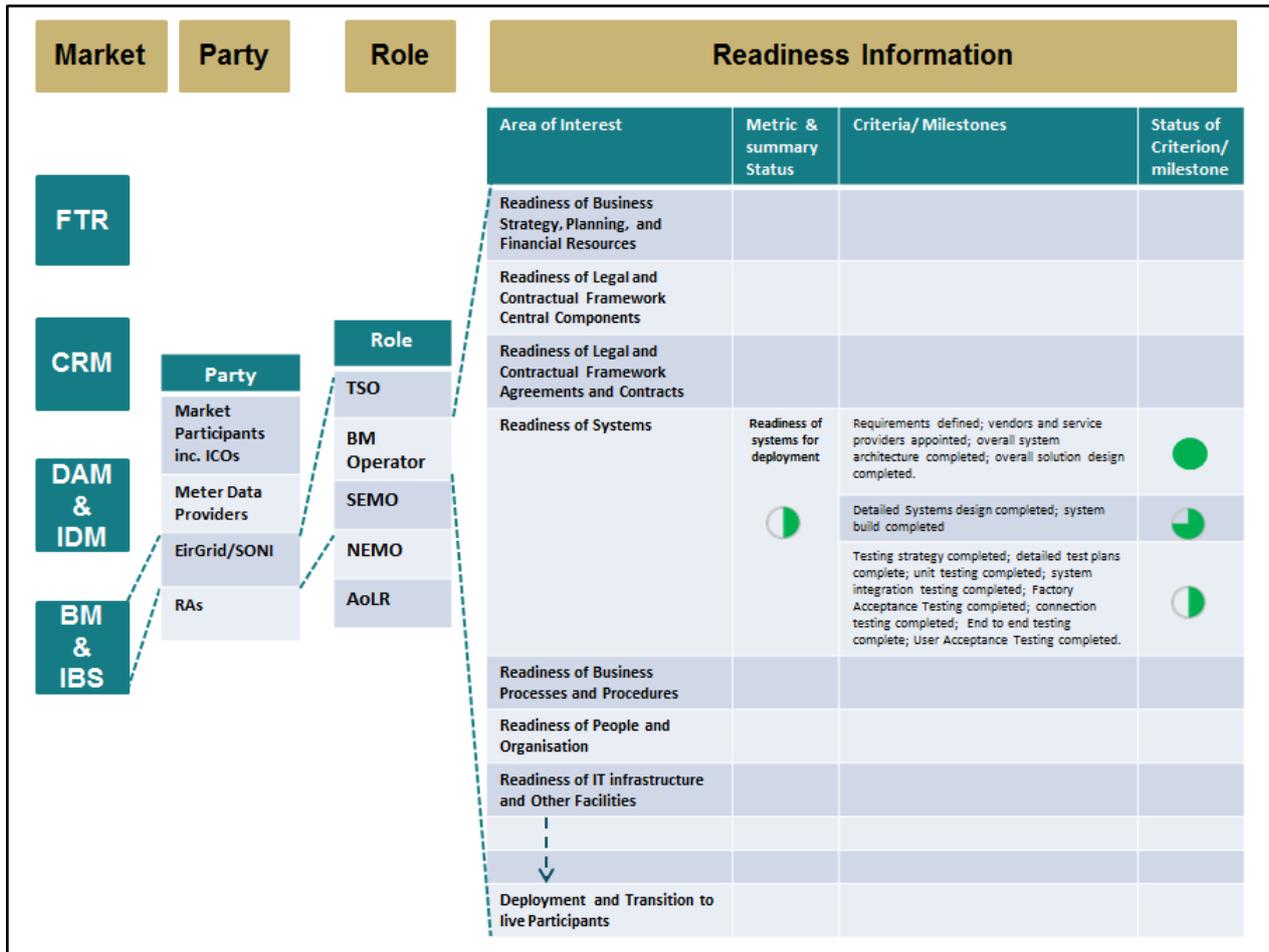


Figure 4 Structure of Readiness Assessment Framework

Details of the information to be collected (the metrics and criteria which are to be used to assess readiness), together with guidelines on use will be published subsequently.

4.3 Market Trial

There will be a separate process carrying out detailed monitoring and reporting of the progress of the Trial: this will use metrics and milestones agreed with the RAs. A summary of these will be carried forward into the overall readiness report.

4.4 Description of Status Indicators (“Harvey Balls”)

Harvey Balls are used to provide a visual summary to rapidly communicate status. The current status of progress towards the achievement of each criterion/milestone is assessed as being at one of the following stages summarised below,

-  Work not started.
-  0-25% of work complete.
-  26-50% of work complete.
-  51-75% of work complete.
-  76-99% of work complete.
-  Criterion/milestone achieved – no further work is needed.

Further, the Harvey Ball is coloured Green, Amber, or Red, to summarise the severity of any issues, either current or foreseen relating to the criterion: such issues might include, for example, concerns about the delivery schedule, or concerns about delivering the required functionality:

-  No issues/risks.
-  The criterion/milestone is at risk (for example, the work is behind schedule).
-  The criterion/milestone will not be met without remedial action.

4.5 Example of Use of Metrics and Criteria for Assessing Readiness

Figure 5 provides an example of the metrics and criteria to be used: it shows an extract from those for the DAM/IDM.

Metric	Criteria/ Milestones	Example Date	Guidelines
Readiness of Systems	Requirements defined; vendors and service providers appointed; overall system architecture completed; overall solution design completed.		Market Participants will need to consider: any trading (front office) systems and interfaces to the TSO, interfaces between trading and short term planning/operational systems, risk management (middle office) systems, Back office (settlement, credit management, funds transfer) systems and interfaces to SEMO, corporate systems.
	Detailed Systems design completed; system build completed		Meter Data Providers will need to make any necessary changes to systems to meet the new requirements for meter data. EirGrid/SONI as TSO will need to consider all the systems required to fulfil its TSO obligations for balancing. This will include: outage planning; network model management; demand forecasting; wind forecasting; scheduling and dispatch.
	Testing strategy completed; detailed test plans complete; unit testing completed; system integration testing completed; Factory Acceptance Testing completed; connection testing completed; End to end testing complete; User Acceptance Testing completed.		SEMO as BM Operator will need to consider all its systems necessary to execute the BM operator function. This will include: registration; query management; market interfaces; price calculation; settlement (including for CRM); credit management; billing; funds transfer; reporting; integrity and transparency reporting. Interconnector Owners will need to put in place any systems necessary for interfacing to the EirGrid/SONI as TSO. RAs will put in place any systems necessary to perform market monitoring

Figure 5 Example of Metrics and Criteria/Milestones

The example *metric* illustrated is *the readiness of systems*. For this metric, a set of three criteria/milestones are defined to guide assessment of progress towards completion.

In the example given, a Market Participant would use the metrics and criteria as follows. The Market Participant would:

1. Note each of its systems that are within scope. The worksheet includes guidance on what this might encompass.
2. Make an overall assessment encompassing all the relevant systems against each of the three defined criteria/milestones.

The *Example Date* will be added by EirGrid/SONI simply as a general indicator of when the various steps towards readiness might reasonably be expected to be achieved. Once again, it is recognised that Participants will in fact be working to their own programme plans, and hence their dates are likely to vary from the indicative dates provided.

5. Information aggregation

5.1 Aggregation Hierarchy

EirGrid/SONI will aggregate the information collected from Participants so as to communicate an overall picture of readiness. The approach to be adopted is illustrated in Figure 6. In short, this will provide for:

- Aggregation of criteria/milestones to metric level for a category of Participants for each single market (thus, as an example, showing the status of “Systems” for Market Participants for the DAM/IDM).
- Aggregation to market level (thus, as an example, showing the status of systems across all Participants for a given market).
- The status for each market is aggregated to provide an overall I-SEM status indicator For a given market.

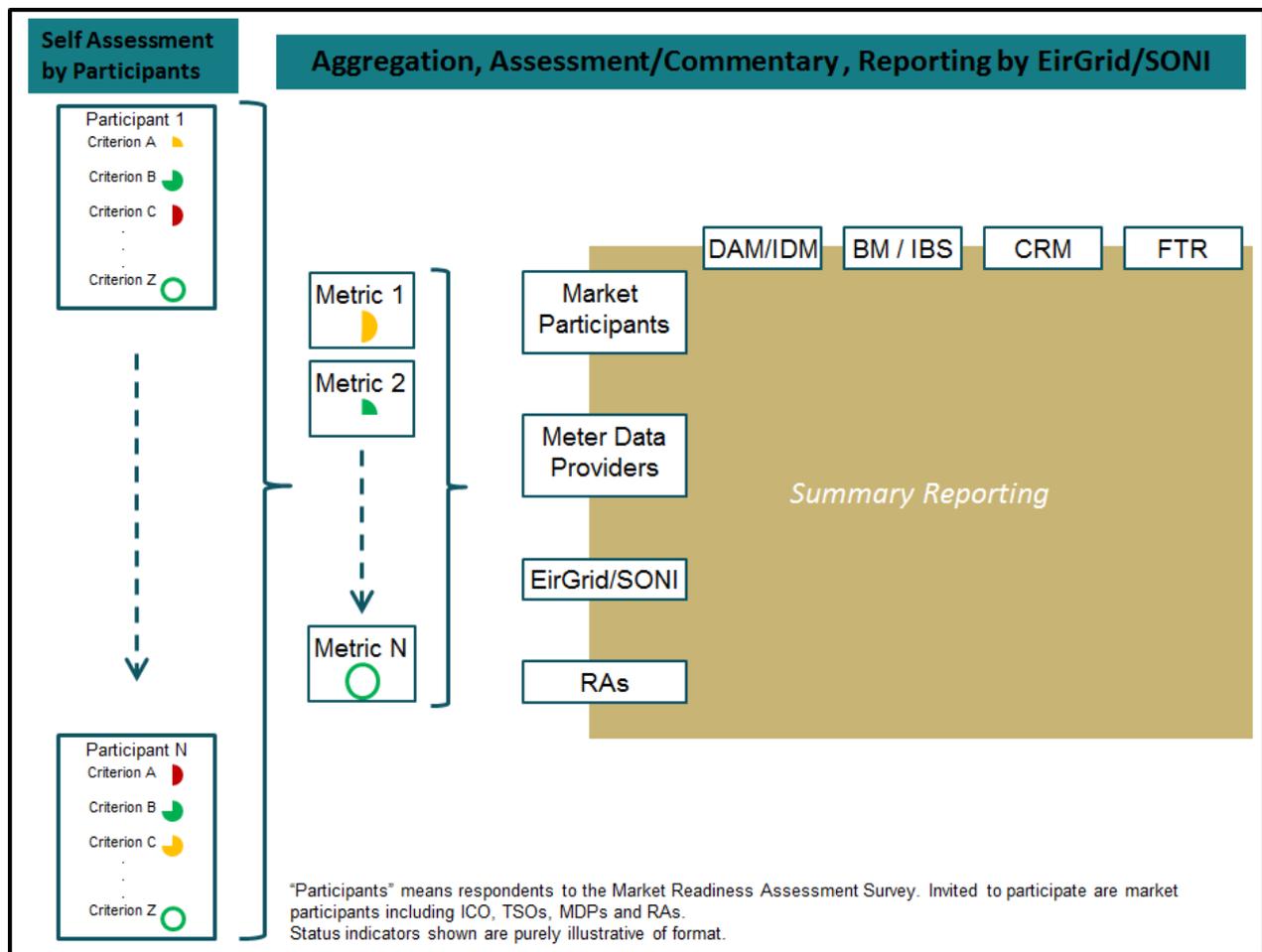


Figure 6 Aggregation of Readiness Information

Other aggregations (such as, Generators, Suppliers, small/large Market Participants) will be considered, assuming these can be reported without impacting on anonymity of any individual Participant.

5.2 Approach to Aggregation of Information

The reason for aggregating data is to communicate clearly and quickly an overall picture of status and the extent to which there are issues and risks: this overall picture will be presented to the Project Managers Group, made available to all Participants via the SEMO website, and provided to the RAs. For I-SEM Readiness reporting, such an approach is essential, because there are some thousands of relevant individual pieces of readiness information: without aggregation it would be difficult or impossible to discern what they all mean taken together.

However, it is recognised that aggregation, by its nature, must discard some of the richness of the underlying individual data items. Further, aggregation may sometimes tend to dilute the contribution of a key individual piece of information: it is difficult to deal with this mechanistically, because which (of the many thousands) of pieces of information may be important at any given time may be difficult to predict.

With this in mind, EirGrid/SONI will adopt the following approach to aggregation of readiness information:

- a) First aggregating the information according to a set of defined rules.
- b) Then, secondly, the calculated status will be assessed manually to determine whether any of the constituent pieces of information are sufficiently critical as to warrant an adjustment to the calculated status. In the event such an adjustment were made, the rationale for it would be recorded.

The rules used for aggregating the information as below:

1. Progress information (that is the extent to which the Harvey Ball is filled in) will be aggregated by averaging. In addition, this average will be complemented by summarising the distribution of contributing values (25%, 50% complete, etc) in the underlying data. This distribution chart will, for example, clarify how far away from “everything complete by everyone” the status is. For simplicity and clarity this distribution data will not be routinely included in standard reports but will be available if required.
2. For issues and risks status (that is, Green, Amber, or Red status), a Risk Indicator will be calculated summarising the level of risk. Initially this will comprise a simple average; When actual progress information is available, EirGrid/SONI will review whether this gives a reasonable indication of overall risk.
3. The Risk Indicator will be complemented by summarising the distribution of contributing values (% Green, etc), showing the distribution of the underlying data with Red weighted. For simplicity and clarity this distribution data will not be routinely included in standard reports but will be available if required.

The way in which aggregated data will be summarised is illustrated in Figure 7; the two smaller Harvey Balls will only be included where a view of the distribution of underlying data is required.

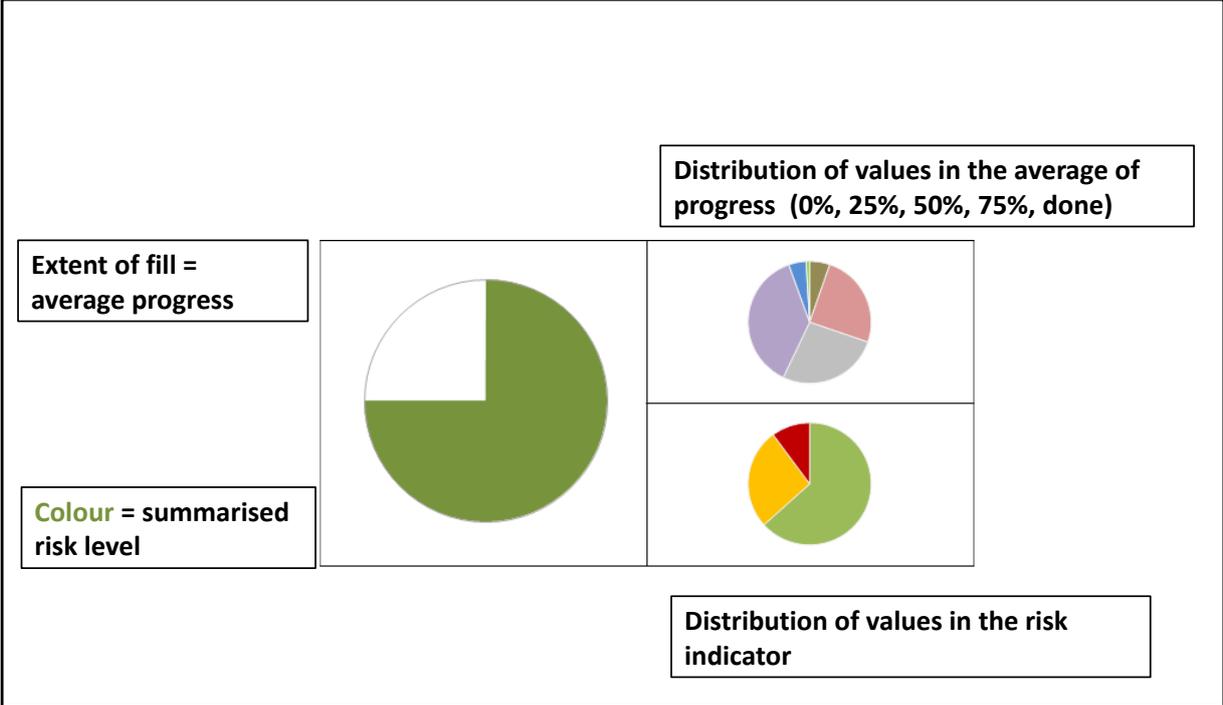


Figure 7 Displaying Aggregated Information

6. Assessment Commentary and Reporting

6.1 Overall process

EirGrid/SONI will collect and aggregate the readiness data as described in this plan. This will produce the summarised report information described later in this section.

EirGrid/SONI will add to this information an explanation/commentary as described in Section 6.3. This commentary will be included in the published reports.

6.2 Reporting

The reporting format adopted will include a summary (intended to be a single sheet) using icons to display status, supported by sheets giving the further levels of detail for I-SEM markets.

The overall structure of these is described below, starting from the most summarised level.³

6.2.1 Overall I-SEM Status Sheet

The overall status sheet is shown in Figure 8. The main features of this are described below:

- The calculated overall I-SEM progress indicator, illustrating progress towards completion, coloured according to the Risk Indicator as described in Section 5.2.
- For each market, a summary progress indicator, illustrating progress towards completion and the risk level.
- A summary of what EirGrid/SONI and the RAs consider to be the highest priority risks and issues.
- A graphical summary of actual progress against expected progress (derived from milestones/criteria reported as satisfied and milestones/criteria expected to be satisfied at the time of the report).
- An explanation/commentary produced by EirGrid/SONI (see 6.3).

³ Actual layouts of reports may vary from the indicative formats shown here, for example to take advantage of A3 format where printed versions are used.

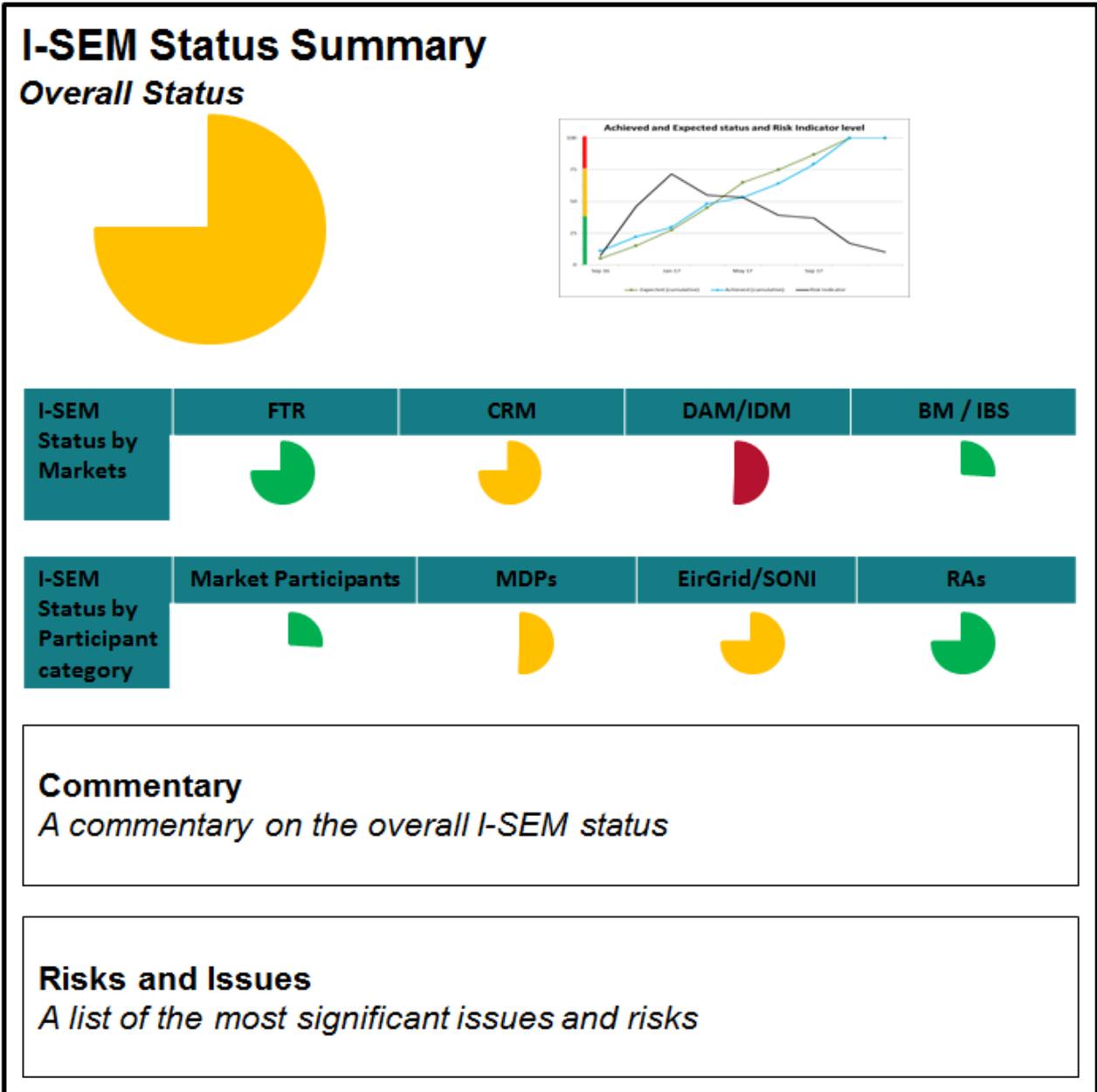


Figure 8 Overall summary of I-SEM status

6.2.2 Market Summary Sheet

A single sheet summarising status for each market and each Participant category. This will be accompanied by identified risks and a commentary as appropriate (see Figure 9).

I-SEM Markets	FTR	CRM	DAM/IDM	BM/IBS
Market Participants (inc ICOs)				
MDPs				
EirGrid /SONI as TSO				
EirGrid /SONI as NEMO				
EirGrid /SONI as AoLR				
EirGrid /SONI as SEMO				
RAs				
Summary				
Risk Commentary	Risk 1		Risk 2	

Figure 9 Status Summary for Markets

6.2.3 Market Status Sheet

There will be a single summary sheet for each market showing the status for each area of interest/metric. Figure 10 illustrates an indicative format for a summary sheet for a market (in this case the DAM/IDM – the status indicators shown are purely for illustration). In this illustration:

- There is no status for the MDPs, since they are not involved in this market.
- For many areas, work has not yet started, so for these areas for clarity the status indicator is only shown in the summary column.
- Summaries by area and by Participant category are shown.
- Identified risks (explanatory notes are provided separately).

6.2.4 Further Levels of Detail

It is not intended that further levels of detail will be routinely or comprehensively reported. However, further detail may be provided in specific instances: for example, where the status of a particular metric may explain a feature of progress or risk reported a higher level. Such reporting will need to be consistent with the maintenance of anonymity.

DAM/IDM	Market Participants	EirGrid/SONI			RAs	Summary
		TSO	NEMO	AoLR		
Readiness of Business Strategy, Planning, and Financial Resources						
Readiness of Legal and Contractual Framework <i>Central Components</i>						
Readiness of Legal and Contractual Framework <i>Agreements and Contracts</i>						
Readiness of Systems						
Readiness of Business Processes and Procedures						
Readiness of People and Organisation						
Readiness of IT infrastructure and Other Facilities						
Market Trial <i>Planning and decision making</i>						
↓			↓			
Deployment and Transition to live <i>Participants</i>						
SUMMARY						

Figure 10 Illustration of format of readiness report for a market

6.3 Explanation and Commentary

The EirGrid/SONI Market Readiness Team will produce a succinct explanation/commentary to form part of the Market Readiness Report.

This will comprise one or more of the following:

1. An explanation of any features of the report, the reasons for which may not be immediately obvious.
2. Highlighting features of the report that may be unusual or significant.
3. Identifying and explaining the reasons for emerging issues and risks as apparent from the status information and noting any mitigating actions.
4. Commentary on the significance and likely impact of continuing and emerging issues and risks as apparent from the status information.
5. Commentary on progress and status in relation to specific events (in particular, the start of the market trial and Go-live (see Section 6.4).

6.4 Readiness for the start of trialling and for Go-live

It is anticipated that the decision making processes and governance for the start of trialling and Go-live will be set out in a governance policy paper to be produced by the RAs.

It is anticipated that there will be individual decision points for the commencement of mock auctions and Go-live for FTR and CRM, and for the commencement of the market trial and Go-live for DAM/IDM, BM and IBS.

In each instance it is expected:

1. The sets of criteria for starting and completing mock auctions and the market trial will be set out in detail and reported and monitored separately: the Market Readiness Report will include a summary of status and progress towards these events, and will provide commentary as appropriate on the overall status.
2. It is assumed there will be defined decision making processes for the commencement of mock/auctions and trialling and for Go-live. Definition of these processes is not within the scope of this document. However, it is assumed that the Market Readiness Report will form one input into such decision making. It is quite likely that such decision making may need to be done materially in advance of the actual execution date. In that case EirGrid/SONI will seek to add a forward-looking perspective to the Readiness Report. As an indication, this might be of the style: “the status now is ● but it would move to ✓ in 3 weeks time if the following are successfully executed according to plan.....”. The nature of such reporting will be set out more specifically when the Go-live decision making processes are defined.

6.5 Market Readiness Report Auditor

EirGrid/SONI will appoint an auditor to provide assurance about market readiness status by:

- reviewing the approach set out in this plan and confirming whether it forms is an appropriate way to assess and report market readiness;
- reviewing each readiness reports and giving an opinion as to whether they have been produced in accordance with this plan; and
- periodically providing an independent view of the status of market readiness.

7. Calendar

Figure 11 illustrates the expected pattern of information collection and readiness reporting through until Go-live. It shows:

- Bi-monthly reporting until the end of 2016.
- Then monthly.
- Then fortnightly reporting until the first part of the Market Trial.
- Then weekly reporting as Go-live approaches.

For the first reporting cycles, the calendar allows for a 2 week information collection period, with the report being published 2 weeks after information collection closes.

Subsequently, the cycle time, including the data collection period, will be shortened: moving to fortnightly in March 2017, and weekly during the market trial. Based on the experience gained in establishing the reporting process in 2016, EirGrid/SONI, aims in 2017 to shorten the data processing and reporting period: hence the calendar is indicative at present.

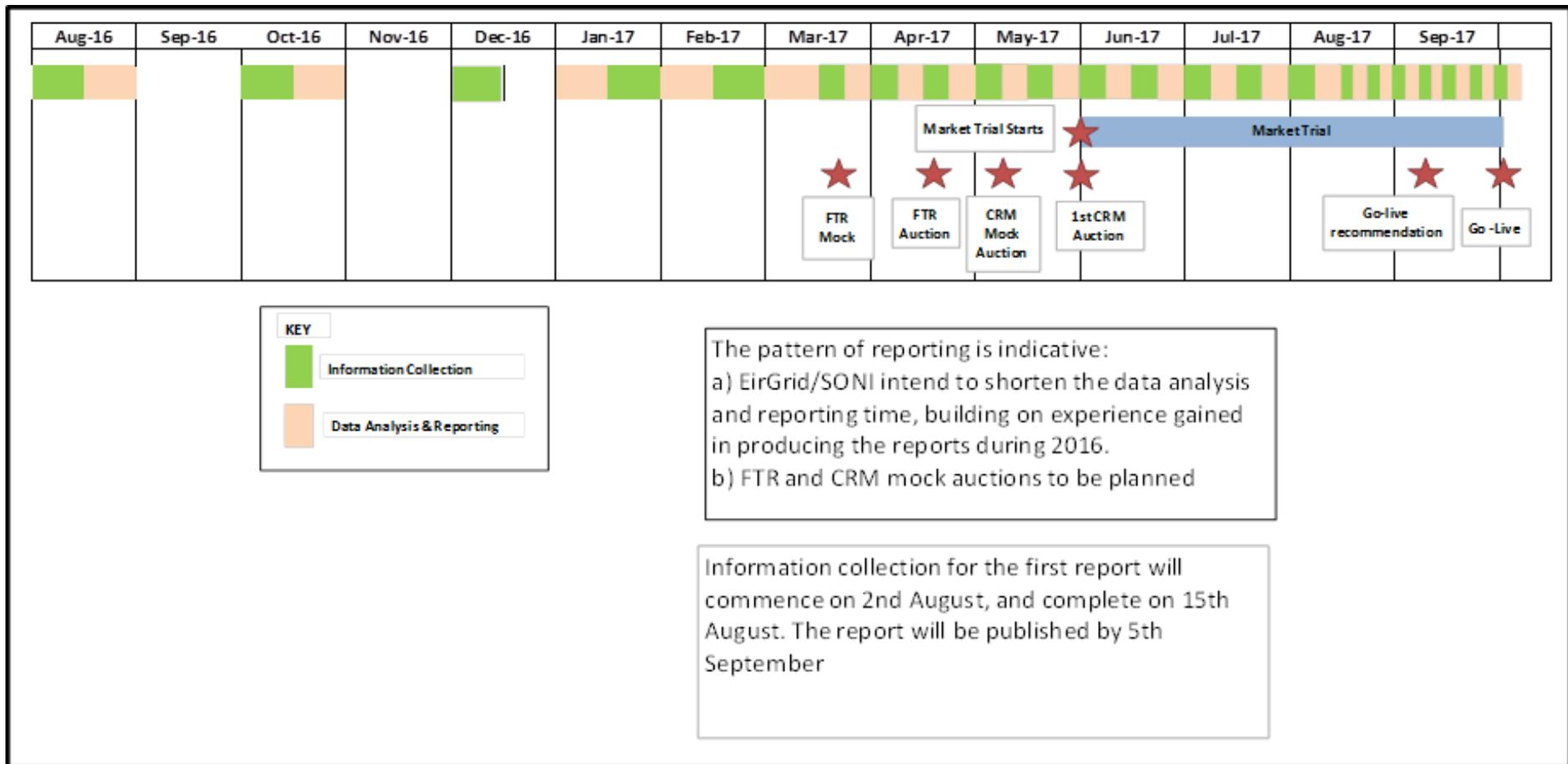


Figure 11 Indicative Calendar

8. Roles and Responsibilities

8.1 Principles

The main areas of responsibilities are as below:

- A joint working group comprising members of the RAs and EirGrid/SONI will oversee the reporting process described in this document.
- The EirGrid/SONI I-SEM Project (Participant Engagement and Market Readiness Workstream, PEMR) has established a market readiness team to define and manage the execution of the readiness assessment and reporting process.
- The main point of contact in the PEMR market readiness team will be the Market Readiness Coordinator (MRC).
- Participants will self-assess their readiness status and submit this information to the Market Readiness Team, following the assessment approach set out by EirGrid/SONI and agreed by the RAs.
- Participants will each appoint a Participant Readiness Coordinator to be their main point of contact for the process.

Section 8.2 and Section 8.3 explain more specifically responsibilities during the period leading up to the production of the first report (that is, Initial Preparations) and the routine information collection and reporting process that will follow subsequently.

8.2 Initial Preparations and First Report

As indicated in Section 4, the readiness assessment and reporting process will commence in August 2016. Before that time it is anticipated that the preparatory activities shown below in Figure 12 will have taken place.

	Who ⁴	What	When (2016)
1	EirGrid/SONI	Publication of plan (this document)	July
2	EirGrid/SONI	Preparations for survey, assessment, and reporting (process and tools)	June - August
3	Participants	Confirm identity of Participant Readiness Coordinator (PRC) to EirGrid/SONI to act as contact point for process (if different from present nominee)	Mid-July
4	Participants	PRCs plan their own information collection, collation, and submission process (including approvals if necessary), based on this plan, workshop, and draft questionnaire, and collect information	July
5	EirGrid/SONI	Draft of questionnaire published (for information to all Participants)	End-July
7	EirGrid/SONI & Participants	Briefing meeting hosted by EirGrid/SONI. Explanation of process and expectations.	End-July

⁴ “EirGrid” here means EirGrid’s Market Readiness Team, in its role as manager of the readiness assessment reporting process. EirGrid will also be one of the “Participants” submitting readiness information.

8	EirGrid/SONI	Legal agreement for permission to use submitted information sent to Participants (for information. Participants will be asked to accept the conditions)	End-July
9	EirGrid/SONI	Formal Publication of invitation to participate ; Information collection for August report commences.	29 July
10	EirGrid/SONI & Participants	Information briefing session.	3 August
11	EirGrid/SONI & Participants	Information collection for August report complete	12 August

Figure 12 Preparatory Activities

The above activities will be followed by the publication of the first readiness report on 5th September 2016.

8.3 The Regular Process Cycle

The main steps in the regular submission and reporting process will be as below in Figure 13:

Step	Who is responsible	What
1	EirGrid/SONI MRC	Publish information request and confirm timetable for this cycle
2	PRCs & EirGrid/SONI MRC	Raise/resolve information requirement queries
3	PRCs	Collect and submit required information
4	EirGrid/SONI MRC & PRCs	Raise/ resolve any queries about information submission
5	EirGrid/SONI Market Readiness Team	Analyse information submissions
6	EirGrid/SONI Market Readiness Team	Produce reports
7	EirGrid/SONI MRC	Publish reports
8	PRCs & EirGrid/SONI MRC	Raise/ resolve any queries about reports
9	EirGrid/SONI MRC	Register any identified risks
10	EirGrid/SONI Market Readiness Team	Review cycle outcomes, adjust process and information requirements as necessary

Figure 13 The regular process cycle