



MARKET PROCESS DESIGN

Retail Market Release Prioritisation Process

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Introduction

Scope

This document describes the process that is to be used by the retail market to agree the contents of future market releases. This document will not describe the process for implementing market changes that are to be delivered outside of a release nor will it describe the MCR approval process.

History of Changes

This document includes the following changes:

Date	Source of Change	Description of Change	Version
27.09.2021	RMDS review	Replacement for previous " Retail Market Release Prioritisation Process " in light of System Separation in September 2021. This document details the Process steps and Visio diagrams for the ROI Retail Market Release Prioritisation Process.	V1.0

Reference Documents

Document
Governance Arrangement for the IGG
Retail Market Design Change Control Process

Background

The ReMCoDS and RMDS surveys from 2017 both provided feedback from suppliers relating to the previous prioritisation processes. See extract from slide presented by ReMCoDS at the ReMCoWG on 28.06.2017:

- *Suppliers are satisfied with the overall prioritisation exercise undertaken by ReMCoDS, however when it comes to the deciding factor of what MCRs will be implemented Suppliers are requesting process clarity and transparency around the decision making.*
- *Actions*
 - *ReMCoDS will highlight the comments received regarding the MCR Prioritisation exercise to the ReMCoSG.*

At the ReMCoSG meeting on the 23.08.2017 an action was assigned to ReMCoDS as follows:

New Action 143: Prioritisation process for post Q1/2019 to be agreed.

Following System Separation in September 2021, both the ReMCoSG and ReMCoWG were formally dissolved. This document was updated to reflect the new Prioritisation Process in the Republic of Ireland electricity retail market.

Design Principles

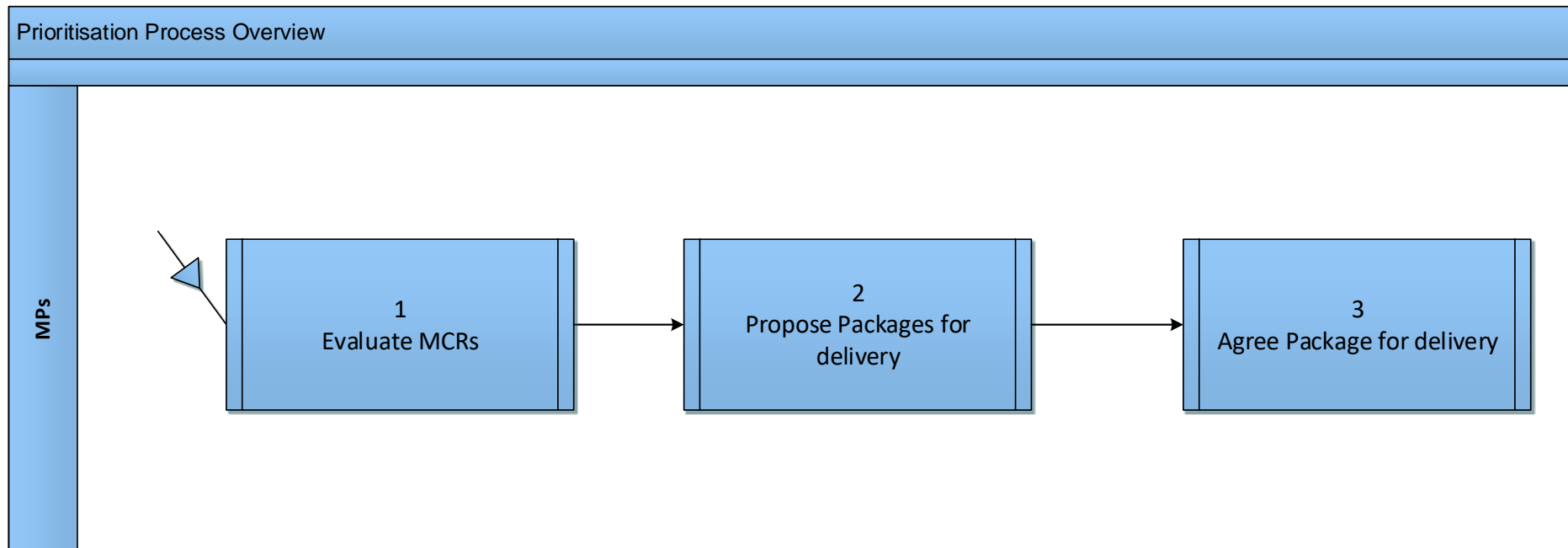
The following principles were agreed as part of the original prioritisation process in 2017 in order to guide the development of this process:

- Transparent / Clear
- Fair
- Efficient
- Encourage collaboration and partnership between CRU, ESBN and other participants e.g.
 - Clear and explained review of issues driving constraints
 - “timely” engagement and explanation with CRU and industry to give proper consideration time
- Optimise utilisation of available resources in order to ensure maximum delivery
- Ensure all prioritised changes align with CRU’s retail market regulatory policy implementation timelines
- Timed
- Reduce likelihood of non-scheduling of prioritised changes at a later date

Process Maps

Process overview

High Level Objective: To allow the retail market to prioritise and agree the contents of a future market release in line with the Design Principles agreed by CRU.





Detailed Processes

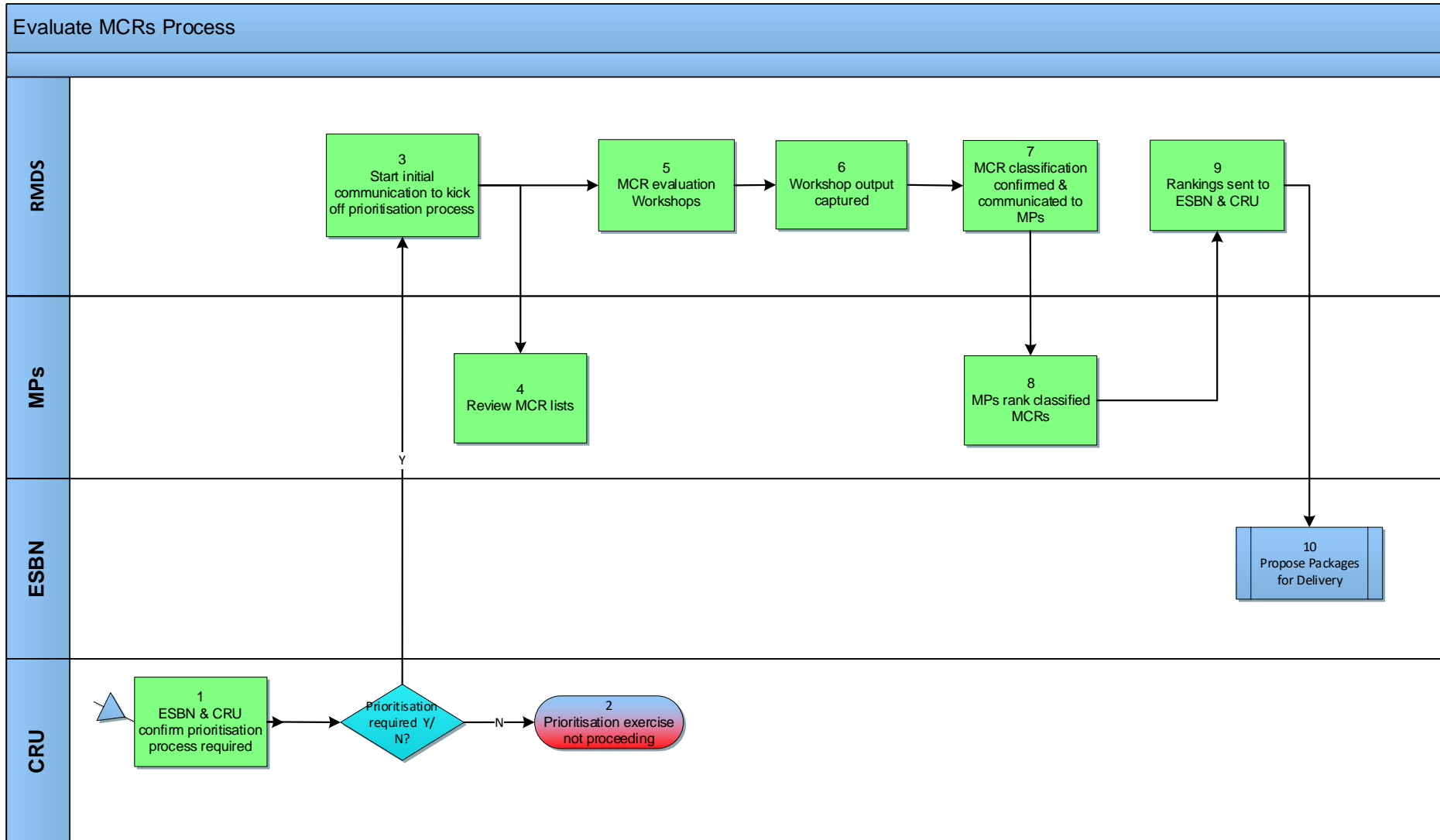
Evaluate MCRs Process

High level Objective:

To review existing MCRs and ensure only appropriate MCRs are brought forward in the process potentially reducing the impact assessment effort and increasing focus on required MCRs. The ability to implement the MCR is not considered at this stage.

This sub process could be executed independently from the other sub processes as a periodic housekeeping exercise.

Evaluate MCRs Process Diagram



Evaluate MCR Process Description

Process Step		Role	Process Step Description
1	ESBN and CRU confirm prioritisation process required	CRU	At the start of the year CRU will confirm based on information from ESBN if prioritisation exercises are required.
2	Prioritisation exercise not proceeding	RMDS	RMDS to issue communication to MPs outlining the CRU's decision to not proceed with a prioritisation exercise. The process ends.
3	If proceeding, start initial communication to kick off prioritisation process	RMDS	<p>Communications will be sent detailing the following:</p> <ul style="list-style-type: none"> • MCR lists <ul style="list-style-type: none"> ○ Schema & Non-Schema impacting • Link to approved prioritisation process. • Process schedule e.g. <ul style="list-style-type: none"> ○ Date/location of workshop(s) ○ Timeline <p>Please note: Note: Non-schema impacting Market Change Requests may be implemented outside the scheduled package delivery timelines through a Minor Market Release (MMR). An MMR is not subject to the prioritisation process.</p>
4	Review MCR lists	MPs	MPs are expected to review the MCRs ensuring they are ready to take part in the workshop as outlined in step 5.
5	MCR Evaluation Workshops	RMDS	<p>The objective of this workshop is to classify each MCR by consensus as:</p> <ul style="list-style-type: none"> • Included for prioritisation <ul style="list-style-type: none"> ○ Has a significant improvement for all Market Participants (MPs)

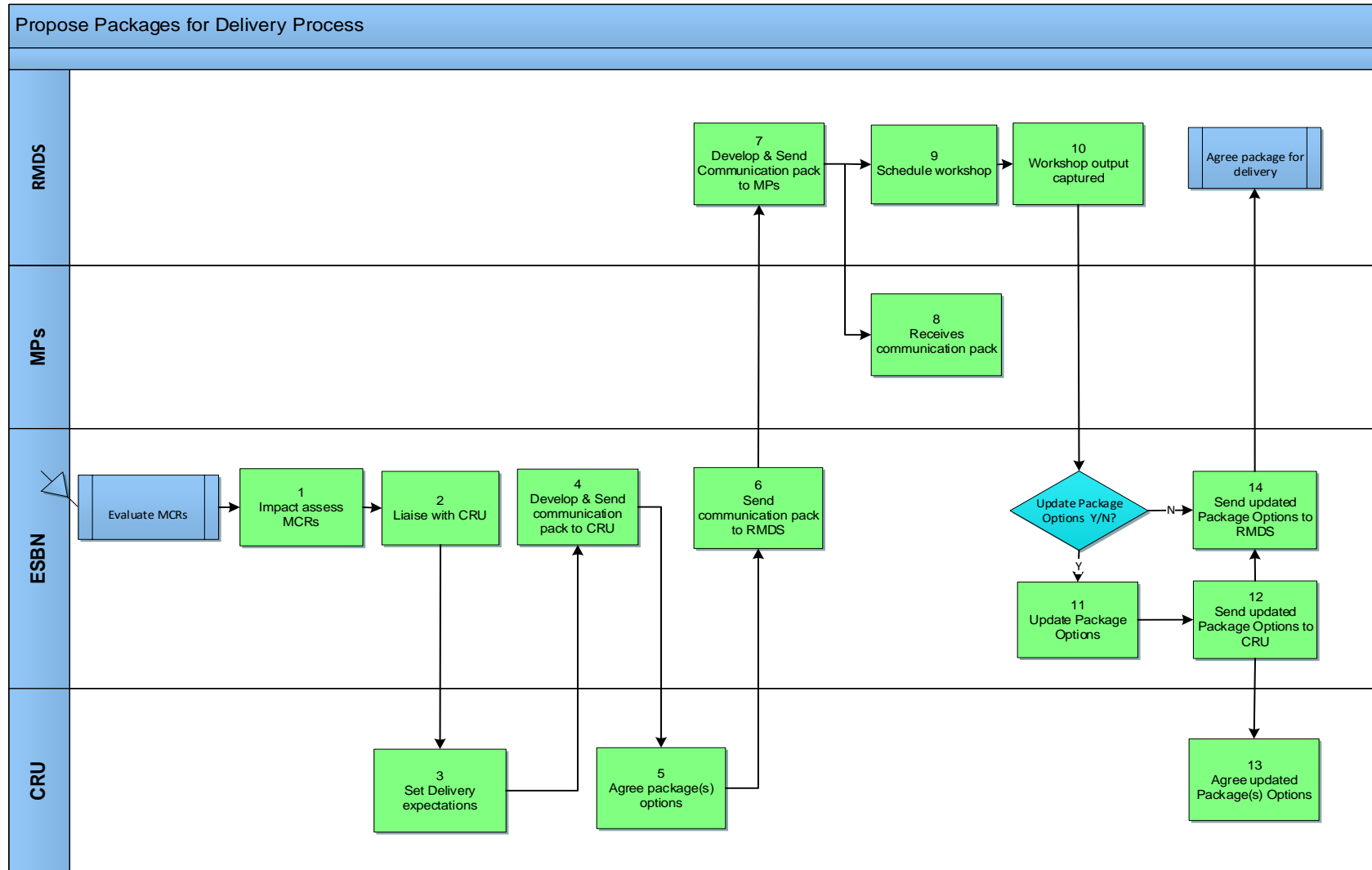
Process Step		Role	Process Step Description
			<p>and/or ESBN in terms of increased efficiency, reduced transaction time, reduced work effort and/or compliance. These will be brought forward for ESBN Impact assessment.</p> <ul style="list-style-type: none"> • Not included for prioritisation <ul style="list-style-type: none"> ○ Is not immediately required as the market has functioned without its implementation to date satisfactorily without significant additional impact on MPs. These will not be brought forward for ESBN Impact assessment for this release but if a synergy is identified it may be included in a package option. • Withdrawn <ul style="list-style-type: none"> ○ MP's agree that this MCR is to be assigned a permanent classification of "Withdrawn". If a similar requirement arises in the future a new DR shall have to be raised. <p>If consensus cannot be attained, then CRU will act as an escalation point.</p>
6	Workshop output captured	RMDS	The minutes of the workshop will be captured and will include the classification attained for each MCR. MPs will be given one week to revert with any feedback on the minutes.
7	MCR classification confirmed and communicated to MPs	RMDS	The MCR classification will be confirmed by RMDS via email. RMDS will also communicate any changes to classifications at the next IGG for CRU final approval.
8	MPs rank classified MCRs	MPs	MPs rank MCRs classified as "Included for Prioritisation" in order of preference for delivery and respond to RMDS with ranking. Note: A high ranking is not a guarantee of delivery for an MCR.
9	Rankings sent to ESBN & CRU	RMDS	RMDS sends anonymised list of rankings to ESBN & CRU for input into the package option(s).

Process Step		Role	Process Step Description
			An anonymised list of rankings will also be issued out to the IGG distribution list.
10	Propose Packages for delivery	ESBN	See Sub Process for details.

Propose Package for Delivery Process

High Level Objective: ESNB impact assesses the deliverability of changes and together with CRU proposes package options for delivery ensuring transparent communication to the Retail Market. The output from this process should be a package option(s) that both CRU and ESNB are satisfied can be delivered.

Propose Package for Delivery Process Diagram



Propose package for Delivery Process Description

Process Step		Role	Process Step Description
1	Impact assess MCRs	ESBN	ESBN impact assesses MCRs, ensuring it considers: <ul style="list-style-type: none"> • Estimated Effort and Cost • Delivery Timeline • Constraints • Synergies • Risks
2	Liaise with CRU	CRU	There potentially could be multiple interactions between CRU and ESBN between step 1 and 5.
3	Set delivery expectations	CRU	CRU should set expectations to ESBN on the following: <ul style="list-style-type: none"> • Delivery Timeline <ul style="list-style-type: none"> ○ CRU may wish to set an expectation on the timeline that is required for changes to be implemented. • Mandatory Changes <ul style="list-style-type: none"> ○ CRU will identify and instruct ESBN of the changes it deems mandatory. ○ Note: ESBN will be obliged to inform CRU of any significant non MCR changes that it requires to deliver that reduces its capacity to deliver other MCRs.
4	Develop and send communication pack to CRU	ESBN	ESBN will send a communication pack to CRU. This communication pack should include (but not limited to) the following: <ul style="list-style-type: none"> • Proposed package option(s) for Delivery • List of all changes (MCRs and other significant required work on the Central Market Systems) with the following information: <ul style="list-style-type: none"> ○ Mandatory or optional change

			<ul style="list-style-type: none"> ○ Estimated % of total effort and cost ○ If there are any synergies ○ If there are any constraints ● High Level Delivery Plan ● Delivery Risks <p>ESBN furnishes CRU with the above information for schema and non-schema affecting changes.</p>
5	Agree package option(s)	CRU	CRU confirms in writing to ESNB that it agrees to the proposed package option(s).
6	Develop and send communication pack to RMDS	ESBN	<p>ESBN will send a communication pack to RMDS. This communication pack should include (but not limited to) the following:</p> <ul style="list-style-type: none"> ● Agreed proposed package option(s) for Delivery <ul style="list-style-type: none"> ● List of all changes (MCRs and other significant required work on the Central Market Systems) with the following information: <ul style="list-style-type: none"> ○ Mandatory or optional change ○ Estimated % of total effort ○ If there are any synergies ○ If there are any constraints (important to include reasons for the non-inclusion of valid MCRs from the proposed package option(s)) ● High Level Delivery Plan ● Delivery Risks
7	Send communication pack to MPs	RMDS	RMDS will issue the communication pack to the IGG distribution list.
8	Receives communication pack	MPs	MPs receive this communication pack and review in advance of workshop (see step 9).
9	Schedule Workshop	RMDS	The objective of the workshop is to allow ESNB and CRU outline the various package options and address any queries MPs may have.

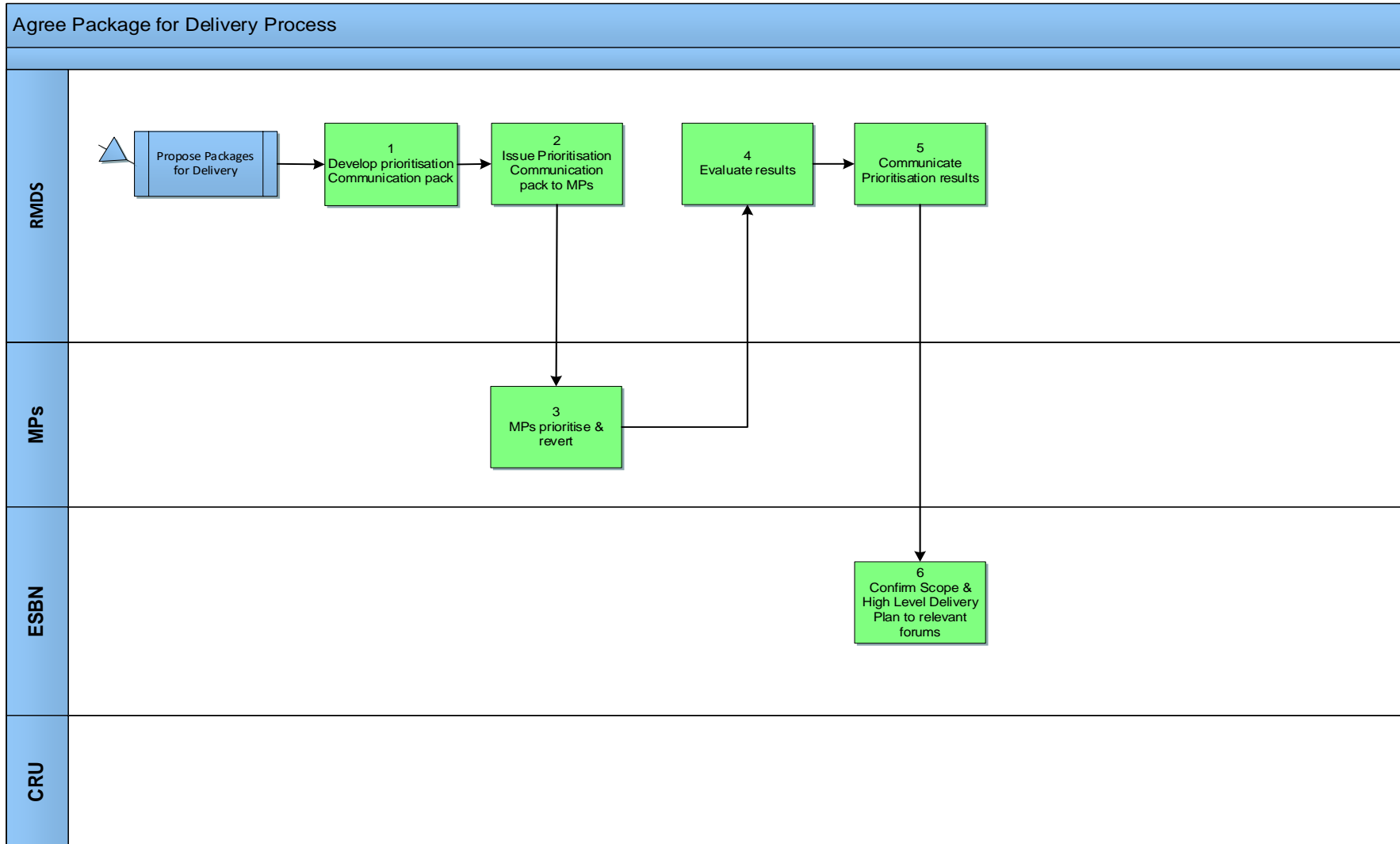
			Additional workshops may be required.
10	Workshop output captured	RMDS	The minutes of the workshop will be captured. If there are changes to the package option(s), steps 11-13 will be executed else agreed package(s) will feed into the Agree Package for Delivery Process.
11	Update Package Option(s)	ESBN	ESBN will update the package option(s) if necessary.
12	Send updated Package Options to CRU	ESBN	ESBN will send updated package option(s) to CRU for approval.
13	Agree updated package(s) options	CRU	If required, CRU will confirm in writing that it agrees to the proposed package option by ESBN.
14	Send Updated Package Options to Design Services	ESBN	RMDS will use this pack as input into the Agree Package for Delivery Process.

Agree Package for Delivery Process

High Level Objective: To allow MPs to vote on which MCRs are to be scheduled for delivery and allow ESN to finalise release package.

This process is only required to be executed if there is more than one package option proposed.

Agree Package for Delivery Process Diagram

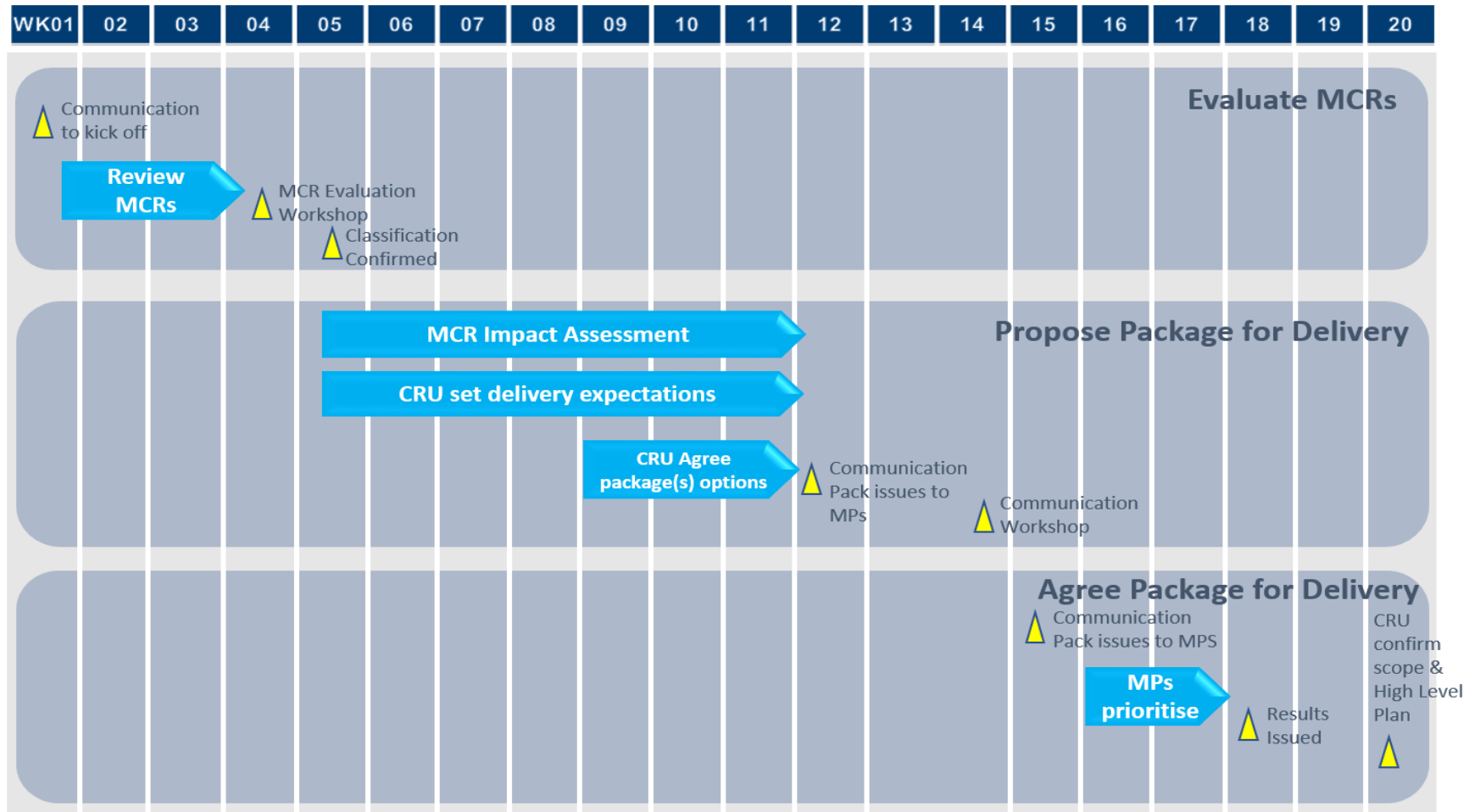


Agree Package for Delivery Process Description

Process Step		Role	Process Step Description
1	Develop prioritisation Communication pack	RMDS	This process follows on from the Propose Package for Delivery Process. The prioritisation communication pack should contain but not limited to the following: <ul style="list-style-type: none"> • Voting Rules & Tool – will be in line with previous prioritisation exercises. • Instructions for using the Voting Tool. • Voting Closing date. • Date when results will be known.
2	Issue Prioritisation Communication pack to MPs	RMDS	RMDS will ensure a designated contact to receive the communication pack from each MP.
3	MPs prioritise & revert	MPs	MPs review package options and revert to RMDS using Voting Tool.
4	Evaluate results	RMDS	RMDS evaluates results.
5	Communicate Prioritisation results	RMDS	RMDS communicates results.
6	Confirm Scope & High-Level Delivery Plan	ESBN	ESBN will present the confirmed scope and current high-level delivery plan at the next IGG Meeting.

Timing Considerations

Please see high level timeline below, all detailed steps must complete within allocated window outlined below.



Risks & controls, issues, assumptions & decisions

Risks & controls:

No	Risk Description	Mitigation
1	Resources are not available to execute this process	<p>Process will be communicated and agreed by CRU and IGG.</p> <p>CRU should advise and communicate an approximate start date for this process so that MPs can ensure resource availability – this has been agreed to be no later than end of April.</p>
2	Timelines may prove challenging	<p>Communicating the expected timelines in advance will allow MPs to plan sufficiently.</p> <p>MCR Evaluation Process is designed to reduce the amount of MCRs required to be impact assessed.</p> <p>ESBN should ensure that any expected mandatory changes are impact assessed in advance of the Proposed Package for Delivery Process to allow them to concentrate on the MCRs agreed by the market to be included for prioritisation.</p> <p>More time may be afforded for the inaugural execution of this process. Each execution of the exercise thereafter should see incremental efficiencies achieved.</p>
3	Non-approved MCRs requested to be prioritised	Process is quite clear that only approved MCRs will be included in this process.
4	MPs fail to reach a consensus in the “MCR Evaluation Process”	CRU will act as an escalation point.
5	The success of the process is dependent on a good impact assessment and sufficient communication of information	The process is clear on what needs to be provided and allows ample time to deliver on

	from ESNB.	this providing the necessary focus is applied by ESNB.
6	Scheduling conflict with Gas Market Changes or Wholesale Market Changes could impact suppliers	CRU is best placed to highlight any potential scheduling conflicts with Gas and Wholesale Market changes. An opportune time to do this would be in step 5 of “Propose Package for Delivery Process”.

Issues:

No	Issue Description	Response

Assumptions & Decisions:

The following Assumptions and Decisions have been identified with this Process.

No	Assumption	Consultation and Decision
1	RMDS will contact CRU at the start of April to request permission to kick off the prioritisation process.	Upon consultation with ESNB and CRU it was agreed that a preferred approach would be for CRU to provide the decision to proceed with a prioritisation exercise with a view to having the process kick off no later than the end of April.
2	ESNB needs to make available to CRU the estimated % of effort and cost for all changes in the proposed package options i.e. mandatory and optional.	ESNB felt that this could be achieved.

3	ESBN and CRU propose packages and MPs receive the package at Step 7 in the Propose package for Delivery sub process.	It is felt that there is sufficient engagement with MPs throughout this process and there is significant improvement on the previous level of transparency and clarity on the decision making.
4	All market participant votes are weighted equally as with previous prioritisation exercises.	Agreed by CRU that this approach should continue.
5	Package Options proposed by ESBN will not be constrained by MPs ability to implement corresponding changes on their side.	MPs will have sight of high-level implementation timelines and design well in advance to allow them to make the necessary arrangements. CRU will flag conflicts with Gas and Wholesale changes.