

**Ontario Energy  
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**Commission de l'énergie  
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**BY E-MAIL AND WEB POSTING**

May 4, 2015

**To: All Licensed Electricity Distributors**

**Re: The OEB Announces Benchmarking Webinar and Training Session in Support of Improvement Initiatives for the 2014 Electricity Distributor Scorecard**

The Ontario Energy Board (OEB) letter of April 30, 2015 provided information on the scorecard improvement initiatives undertaken by an industry Working Group and OEB staff that has resulted in six key improvements that will be implemented in 2015 for the 2014 scorecard process. One of the key improvements is an enhanced benchmarking Spreadsheet Model and User's Guide developed for electricity distributors. The documents will be posted on the OEB's website by Friday May 8, 2015.

This material was developed to increase the transparency of the total cost benchmarking and stretch factor assignments. It provides electricity distributors with new tools and instructions to more readily review their benchmarking results, more easily trace the source and use of data, and to review the various calculations including distributor-specific parameter estimates.

The benchmarking Spreadsheet Model and User's Guide will be introduced and presented to distributors through a webinar on May 11 at 10 AM to 12 Noon. A training session will provide in-depth training on the spreadsheet model and the user's guide on May 25 (9 AM to 3 PM) at the OEB's office. The training session will also be available via a webcast on WebEx. The contents of the webinar and the training session are outlined in Appendix A.

Information and instructions for the webinar on May 11 are provided in Appendix B.

For the training session at the OEB on May 25, if you plan to attend, please notify Antonette Franco by May 20 at [Antonette.franco@ontarioenergyboard.ca](mailto:Antonette.franco@ontarioenergyboard.ca).

If you plan to attend the training session on May 25 via WebEx, the instructions to do so are provided in Appendix C.

In advance, thank you for your participation in these two events which is highly recommended. Please do not hesitate to contact me if you have any questions.

Sincerely,

*Original Signed By*

Daria Babaie, P. Eng., CPA, CMA  
Manager, Audit & Performance Assessment

## Appendix A

An outline of the webinar on May 11 is as follows:

- Benchmarking in the IRM-4 Regulatory Environment
- New Tools for the Validation of LDC Benchmarking Results
  - Brief overview of the calculation method
  - Walkthrough of the Validation worksheet
- New Tools for Forecasting Future Benchmarking Results
  - Brief overview
  - How to change the Assumptions
- An Upgraded Presentation of the 2013 Working Papers
- What is included in the User's Guide
- What to expect from the training session

An outline of the training session on May 25, which will cover more in-depth presentation of the webinar contents, is as follows:

- Understanding the benchmarking method
- Detailed walkthrough of the calculations
- Start to finish process for understanding and validating the calculations
- How the User's Guide relates to the spreadsheet model
- Detailed review of forecasting capabilities with examples and reference to the User's Guide
- How to make use of the Generic LDC worksheet to better understand the model
- Advanced topics in validation: Understanding the details of the IRM-4 work
- What to expect from the 2014 data update later this year in July

## Appendix B

### Benchmarking Webinar in Support of Improvement Initiatives for the 2014 Electricity Distributor Scorecard

#### Meeting prerequisites **IMPORTANT:**

Install WebEx client or have your **IT personnel** install it.  
**(You have to be an administrator to install new software in your PC/MAC ).**  
Go to <https://ontarioenergyboard.webex.com> Click on Support then Download  
Download Meeting Center Application

The screenshot shows the Ontario Energy Board's WebEx Meeting Center interface. The page title is "Meeting Center: Downloads". On the left is a navigation menu with "Support" and "Downloads" highlighted. The main content area is titled "Productivity Tools" and describes WebEx Productivity Tools. Below this is a "Download" button with a "Windows" dropdown menu. A second section, "Meeting Center Application", explains that the application is installed automatically but can be manually downloaded. It features a "Download" button with a "Windows (for Internet Explorer)" dropdown menu. A blue arrow points to this second "Download" button. A note at the bottom states: "Note: You must have administrator privileges on your computer to use this installer."

**You will not be able to attend the meeting without installing this software**

To test after the installation use the link below:

<http://www.webex.com/test-meeting.html>

## Appendix B

### **To attend the meeting:**

Click on the link below

[Join WebEx meeting](#)

Enter your name and email address.

If the link does not work go to <https://ontarioenergyboard.webex.com>

Click on your meeting

Meeting number: 735 455 213

Meeting password: Scorecard11

### **Important**

The audio portion of the meeting will be delivered via telephone

To access the conference line call:

**Local 416-641-6150**

**Toll Free 1 800-952-5114**

**Access number: 1713602**

If you are unable to see the slides **contact your IT personnel.**

If you still continue to experience problems call OEB ITHelp at 416 481 1967 Ext 555 or email [it.help@ontarioenergyboard.ca](mailto:it.help@ontarioenergyboard.ca)

## Appendix C

### Benchmarking Training Session in Support of Improvement Initiatives for the 2014 Electricity Distributor Scorecard

#### Meeting prerequisites **IMPORTANT**:

Install WebEx client or have your **IT personnel** install it.  
**(You have to be an administrator to install new software in your PC/MAC ).**  
Go to <https://ontarioenergyboard.webex.com> Click on Support then Download  
Download Meeting Center Application

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[Join WebEx meeting](#)

Enter your name and email address.

## Appendix C

If the link does not work go to <https://ontarioenergyboard.webex.com>

Click on your meeting

Meeting number: 734 213 790

Meeting password: Scorecard25

### **Important**

The audio portion of the meeting will be delivered via telephone

To access the conference line call:

**Local 416-340-2217**

**Toll Free 1 866-696-5910**

**Access number: 1802142**

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If you still continue to experience problems call OEB IT Help at 416 481 1967 Ext 555 or email [it.help@ontarioenergyboard.ca](mailto:it.help@ontarioenergyboard.ca)