

IDA_NEMO_OPE_03: SCF Distribution and Activation

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1. Introduction

This procedure indicates how the distribution and the activation of a new Shared Configuration File (SCF) are performed. (The activation) cannot be performed when a Market Coupling Session is in [REDACTED] mode.

Both steps are performed by the [REDACTED] and while the second one requires a manual action in all the IDA Non-Coordinators, the first one does not require any action from the [REDACTED].

As a pre-requisite to this procedure all new changes in the SCF have to be approved through the Change Control Procedure process and have to be implemented and tested with all [REDACTED] in the test environments and in the pre-production environment.

1.1. Purpose

The purpose of this procedure is to describe the steps that the [REDACTED] have to perform in order to distribute a new Shared Configuration File and activate a Shared Configuration File, depending on their role at the moment of execution of this procedure (IDA Coordinator or [REDACTED]).

1.2. Governed / Regulated by

- All NEMO Intraday Operational Agreement
- Intraday Auctions – Detailed design
- Intraday Auctions Implementation HLC

2. Shared Configuration File principles

Only the IDA Coordinator is able to distribute and to activate a new SCF to the PMB Cloud.

At any moment, only one SCF is active in the [REDACTED].

At any time, there will be only one SCF up-to-date and available for activation in the [REDACTED].

3. Distribution of a new Shared Configuration File

The distribution of a SCF file can be performed only by the [REDACTED] and only after the new SCF has been approved and tested in the test environments, according Change Control Procedure.

This section explains how the new SCF is distributed to all the [REDACTED] in the [REDACTED] in order to be implemented in the production environment.

3.1. General overview

Steps	Description: Distribution of new Shared Configuration File	Message ID / Notification	Procedures involved	C	BC	NC
1	Implementation manager (IM) prepares the new SCF.					
2	The [REDACTED] sends an email between 15:45 and 16:15 of day D-1 to the [REDACTED] to inform that Shared Configuration File distribution will be performed at 10:45 of day D.					
3	The [REDACTED] starts an [REDACTED] at 10:45 with all [REDACTED] by sending an email invitation. The [REDACTED] starts the [REDACTED] and shares its [REDACTED] screen.		OPE_02			
4	All [REDACTED] join the Operational Call and the [REDACTED] sharing.		OPE_02			
5	[REDACTED] distributes the new SCF during an [REDACTED]	N25	OPE_02			
6	[REDACTED] receives the new SCF	N25				
7	[REDACTED] checks during the operational call that everybody has received the new SCF					
8	After the distribution of the SCF, all [REDACTED] will review and validate the SCFs during the week of implementation. In case of issues, the SCF will not be activated.					
9	<i>Only if a new NEMO is included in the SCF or other exceptional cases agreed in the [REDACTED]</i> The new SCF is temporarily activated to test the connection with the new NEMO. At the end, the current SCF is activated back.					

3.2. Process clarification

The normal SCF distribution can take place at any time during the MC session, but it is preferred to do it at the end of the MC session or before the Market Coupling Session becomes active.

Step 1: Preparation of the new SCF

After the change of the SCF has been approved and tested (according to the Change Control Procedure), the changes have to be applied to the production Shared Configuration File (SCF). The [REDACTED] has to copy/reproduce the changes in the current production SCF and to update the SCF name with the version number and the date of the SCF, for example

SCF_v001_24062013. The [REDACTED] assigned under [REDACTED] should place the SCF on Project place to make it available for all parties.

SCF link: [REDACTED]

Step 2: The IDA Coordinator sends a reminder for the SCF distribution to all [REDACTED]

The [REDACTED] sends an email between 15:45 and 16:15 of D-1 to the [REDACTED] to inform that Shared Configuration File distribution will be performed at 10:45 of day D.

Step 3: The [REDACTED] starts an [REDACTED]

In order to distribute a SCF, the IDA Coordinator starts an Operational Call with all [REDACTED] according to procedure [IDA_NEMO_OTH_01: IDA Calls](#). The invitation to the [REDACTED] will be sent via email to all [REDACTED]

The conference call details are the ones used for launching an Incident Committee.

The [REDACTED] will starts the recurring [REDACTED] screen sharing in order to facilitate the coordination among the [REDACTED]

The [REDACTED] will be started outside the Market Coupling Session, around 10:45 of day D.

Step 4: All [REDACTED] join the [REDACTED]

All [REDACTED] join the [REDACTED] within 5 minutes from the reception of the email invitation. If some parties have not joined within the 5 minutes, the [REDACTED] will make reasonable attempts to contact the missing parties.

Step 5: [REDACTED] distributes the new SCF

As soon as the file is ready, the [REDACTED] distributes through the [REDACTED] the new SCF: select the Shared Configuration page and import the new configuration; select the file prepared in step 1 and complete the operation. A validation of the file is performed by the [REDACTED] at that moment; if problems are found they are displayed to the Operator. The [REDACTED] has the possibility of performing a comparison between different SCFs. If the file is fine, the file can be distributed to all the [REDACTED]. A notification [REDACTED] appears in the notification screen of the [REDACTED] Coordinator.

Step 6: [REDACTED] receives the new SCF

Each [REDACTED] receives the new SCF: a notification [REDACTED] appears in the notification window. The new SCF can be compared, pushing the 'compare' bottom, by each [REDACTED] in order to check/verify the changes in the SCF.

In case there is an old Shared configuration file with same code as new Shared configuration file already in the system, the [REDACTED] creates a notification, [REDACTED], that the new shared configuration has been received with problems. Then the [REDACTED] automatically changes the code (add a suffix) of old Shared configuration file and saves the new Shared configuration file.

Step 7: [REDACTED] checks in the [REDACTED] that everybody has received the new SCF

In the running [REDACTED], the [REDACTED] checks that every [REDACTED] has received the new SCF. In case some [REDACTED] did not receive the new SCF, the SCF has to be sent by email and uploaded locally by each [REDACTED] (following the user manual).

Step 8: Review the SCFs during the week of implementation

After the distribution of the SCF, all [REDACTED] will review and validate the SCFs during the week of implementation. In case of issues, the SCF will not be activated.

Step 9: (Occasional) Temporary activation of the new SCF in some exceptional cases

This step is performed only if a new NEMO is included in the SCF or other exceptional cases agreed in the [REDACTED], as follows:

- The new SCF is activated by the IDA Coordinator and then by all [REDACTED] to test the connection with the new NEMO.
- All [REDACTED] perform a check of the [REDACTED] followed by a Shared Configuration check. In case of issues, this needs to be investigated by the concerned parties.
- Once the checks are complete, the current SCF is activated back by the [REDACTED] and then by all [REDACTED]
- All [REDACTED] perform another [REDACTED]

4. Activation of a Shared Configuration File

The activation of a SCF file can be performed only by the [REDACTED] and only **if the SCF has been amended**, approved through the Change Control procedure and distributed to the [REDACTED] (according to the previous section).

4.1. General overview

This part of the procedure can only be executed when the Market Coupling Session is **NOT** in [REDACTED] state.

Steps	Description: Activation of new shared configuration	Message ID / Notification	Procedures involved	C	BC	NC
1	The IDA Coordinator sends an email between 15:45 and 16:15 D-1 to the [REDACTED] to inform that Shared Configuration File activation will be performed at 10:45 of day D.					
2	The [REDACTED] starts an Operational Call at 10:45 of day D with all [REDACTED] by sending an email invitation. The [REDACTED] starts the Teams screen sharing and share PMB screen.		OPE_02			
3	All [REDACTED] join the Operational Call.		OPE_02			
4	The [REDACTED] activates the new/corresponding SCF. Every [REDACTED] receives the activation notification in the PMB for the new SCF.	MC50				
5	All the other [REDACTED] activate the new SCF.	N33/N27				
6	<i>Only if some NEMOs need to run some specific checks, as agreed in the [REDACTED]</i> One of the concerned NEMOs temporarily takes over the [REDACTED] role to activate and check the compatibility between other SCFs and LCFs. Once finished, the current [REDACTED] takes back the role. At the end, the current SCF is activated back.					
7	All [REDACTED] Shared Configuration check to ensure that all PMBs are aligned.					
8	The [REDACTED] sends a brief email to all [REDACTED] mentioning the SCF that was activated during the Operational Call.					

4.2. Process clarification

This section explains how the new SCF is activated in all the [REDACTED] in the [REDACTED]. In order to activate a SCF, the previous procedure (regarding the distribution of the SCF) has to be successfully executed. The activation is completely independent and could be performed in a later stage than the distribution.

As a good behavior rule, at least one day should be left between the distribution and the activation of the new SCF in order to allow all [REDACTED] to check the new SCF properly.

Step 1: The [REDACTED] sends a reminder for the SCF activation to all [REDACTED]

The [REDACTED] sends an email between 15:45 and 16:15 of day D-1 to the [REDACTED] to inform that Shared Configuration File activation will be performed at 10:45 of day D.

Step 2: The [REDACTED] starts an [REDACTED]

In order to activate a SCF, the IDA Coordinator starts an Operational Call with all [REDACTED] according to procedure [IDA_NEMO_OTH_01: IDA Calls](#). The invitation to the [REDACTED] will be sent via email to all IDA NEMO Operators

The conference call details are the ones used for launching an [REDACTED].

The [REDACTED] will start the recurring [REDACTED] screen sharing in order to facilitate the coordination among the [REDACTED]

The [REDACTED] will be started outside the Market Coupling Session, around 10:45 of day D.

Step 3: All [REDACTED] join the Operational Call

All [REDACTED] join the [REDACTED] within 5 minutes from the reception of the email invitation. If some parties have not joined within the 5 minutes, the [REDACTED] will make reasonable attempts to contact the missing parties.

Step 4: The [REDACTED] activates the new SCF

During the [REDACTED] agree on the version of SCF that will be activated.

The activation by the [REDACTED] is done in the Shared Configuration window. It is supposed that everybody has already in its own [REDACTED] the correct SCF (that was distributed with the procedure indicated in the first part of this document).

In the Shared Configuration window, the [REDACTED] activates the new SCF (or an old one that has already been activated previously). A confirmation is required by the [REDACTED] pop-up. Once the [REDACTED] has confirmed, the activation message is sent to all [REDACTED]

Step 5: Every [REDACTED] receives the activation notification and activates the new SCF

Each [REDACTED] receives the message related to the activation of the Shared Configuration file. A pop-up window appears on the screen indicating that a new Shared Configuration file has been received and has to be activated.

Each [REDACTED] has to open the Shared Configuration page from the [REDACTED] and has to activate the only Shared Configuration file that has the [REDACTED] enabled. Then the [REDACTED] creates the notification [REDACTED] stating that a new Shared Configuration was activated.

In case that the new Shared Configuration file was activated but it is not compatible with the Local Configuration file, the [REDACTED] will create a local notification [REDACTED] indicating this problem. The

concerned [REDACTED] has to check the differences between the local and the shared configuration file and update the local configuration file according to the active shared configuration file.

Step 6: (Occasional) Some NEMOs run some specific checks

This step is performed only if certain NEMOs need to run some specific checks, as agreed in the [REDACTED]

One of the concerned NEMOs temporarily takes over the [REDACTED] role to activate and check the compatibility between other [REDACTED]

These checks are performed only by the NEMOs involved in this process, while the others are waiting for a confirmation that the next steps can proceed.

Once the checks are finished between the concerned NEMOs, the current [REDACTED] is asked to take back the Coordinator role in the [REDACTED].

At the end, the current [REDACTED] is activated back.

Step 7: All [REDACTED] perform a Shared Configuration check

When all the [REDACTED] have activated the new SCF, which has to be confirmed by each [REDACTED] in the Operational call, all [REDACTED] perform a Shared Configuration check from the [REDACTED] in order to verify that everybody has activated the new SCF and all the PMBs are aligned.

In case a [REDACTED] has not activated it, the [REDACTED] indicates that to the concerned [REDACTED] during the [REDACTED]. The [REDACTED] then activates the right Shared Configuration File.

In case the activation message has not been received by that [REDACTED], the [REDACTED] is able to resend it by pushing again the [REDACTED] in the Shared Configuration page. This action resends the activation message to all [REDACTED] (including to the one that has not received the file during the first sending).

Step 8: The [REDACTED] sends a brief email to all [REDACTED] mentioning the SCF that was activated during the Operational Call.

5. Exceptional Distribution and Activation of a Shared Configuration File until 30 minutes before IDA GCT

If during the Market Coupling Session, an error is found in the SCF that jeopardizes the completion of the Market Coupling Session for one or several parties, a change of the current SCF should be performed.

The cut-off time for activating the amended SCF in the [REDACTED] for all [REDACTED] is 30 minutes before each IDA GCT.

5.1 General overview

Steps	Description: Exceptional Distribution and Activation of a Shared Configuration File until 11:30	Message ID / Notification	Procedures involved	C	BC	NC
1	Error found in SCF during MCS. The relevant ██████████ contacts IDA Coordinator .					
2	The ██████████ starts an IC.					
3	The relevant ██████████ prepares the new SCF and states clearly the changes made. The amended SCF is forwarded to all ██████████ by e-mail.					
4	The ██████████ distributes the amended SCF to the Cloud, and every ██████████ confirms that they have received the amended SCF.	██████████	OPE_03 Chapter 3			
5	All ██████████ check the amended SCF and confirm in the ██████████ that they agree with the changes made.					
6	The ██████████ coordinates an abortion of the session.		EXC_01			
7	The ██████████ activates the amended SCF.	██████████	OPE_03 Chapter 4			
8	Every ██████████ receives the activation notification in the PMB for the amended SCF and activates it.	██████████	OPE_03 Chapter 4			
9	All ██████████ perform a Shared Configuration check to ensure that all PMBs are aligned.					
10	The IDA Coordinator coordinates a Creation a new Market Coupling Session for all ██████████		EXC_01			
11	The ██████████ requests all ██████████ to go to Manual Mode and press “Play” for the Configuration Synchronization.					
12	The IDA Coordinator requests all ██████████ to go to ██████████ in order to activate the ██████████					

5.2 Process Clarification

Step 1: Error found in SCF during Market Coupling Session. The relevant ██████████ contacts ██████████.

If a ██████████ discovers an error that prevents them from performing the needed actions to complete the Market Coupling Session the ██████████ should be contacted.

The cut-off time for activating the amended SCF in the PMB for all ██████████ is 30 minutes before GCT of each IDA.

Step 2: The [REDACTED] starts an IC

All [REDACTED] join the Incident Committee within 5 minutes from the reception of the email invitation. If some parties have not joined within the 5 minutes, the [REDACTED] will make reasonable attempts to contact the missing parties.

Step 3: The relevant [REDACTED] prepares the new SCF and states clearly the changes made. The new SCF is forwarded to all [REDACTED] by e-mail

The decision of amending a SCF has to be taken in the [REDACTED]. The [REDACTED] determines which [REDACTED] that should take responsibility for amending the existing SCF and the related [REDACTED]. [REDACTED] should explain the changes that is going to be performed and the reasons. Once the relevant [REDACTED] has amended the SCF it is sent to all [REDACTED].

Step 4: The IDA Coordinator distributes the amended SCF to the Cloud, and every IDA Non-Coordinator confirms that they have received the amended SCF.

The [REDACTED] distributes the amended SCF to the [REDACTED]. Every [REDACTED] confirms in the [REDACTED] that they have received the amended SCF.

Step 5: All [REDACTED] check the amended SCF and confirm in the IC that they agree with the changes made.

All [REDACTED] should check the amended SCF thoroughly and confirm in the [REDACTED]. If errors are found in the changes made, this must be stated explicitly in the [REDACTED].

Step 6: The [REDACTED] coordinates an abortion of the session.

The [REDACTED] coordinates an Abortion of the Market Coupling Session according to IDA_NEMO_EXC_01 for all [REDACTED], in order to activate the amended SCF.

Step 7: The [REDACTED] activates the amended SCF.

Once the Market Coupling Session is aborted, the [REDACTED] activates the amended SCF.

Step 8: Every [REDACTED] receives the activation notification in the PMB for the amended SCF and activates it.

Every [REDACTED] receives the activation notification in the [REDACTED] for the amended SCF and activates it.

Step 9: All [REDACTED] perform a Shared Configuration check to ensure that all [REDACTED] are aligned.

All [REDACTED] perform a Shared Configuration check to ensure that all PMBs are aligned.

Step 10: The [REDACTED] coordinates a Creation a new Market Coupling Session for all [REDACTED]

Then the [REDACTED] coordinates a Creation of a new Market Coupling Session, according to IDA_NEMO_EXC_01.

Step 11: The [REDACTED] requests all [REDACTED] to go to Manual Mode and press “Play” for the Configuration Synchronization.

The [REDACTED] requests that all [REDACTED] switch to [REDACTED] mode and press “Play” for the Configuration Synchronization.

Step 12: The [REDACTED] requests all [REDACTED] to go to [REDACTED] mode in order to activate the [REDACTED]

All [REDACTED] switch to [REDACTED] mode in order to activate the [REDACTED] [REDACTED], and re-send relevant data. The Market Coupling Session continues as normal.

Remark: In case the amended SCF is wrong and in order to avoid Full Decoupling, the [REDACTED] [REDACTED] will make sure that the previous SCF is the activated one.

[REDACTED]

See chapter Shared Configuration in the [REDACTED]