IDCT_NEMO_OTH_03 XBID NEMO Admins

Version	1.9	
Date	27.5.2025	
Status	☐Draft	☒Final

Approval

Version	Date	Name	Function	Signature

Previous versions

Version	Date	Author	Summary of changes
1.9	27.5.2025	PWG	To ensure limiting the usage of the SuperAdmin, the Chapter 3.2., point 2. had been deleted.
1.8	21.1.2025	PWG	ComTrader replaced with Market Admin Tool.
1.7	16.5.2024	PWG	Chapters 2.4 – 2.6 concerning the Coordinator were moved under separate chapter 3. Coordinator switch process has been amended in more details. Naming convention changed- XBID to IDCT
1.6	2.11.2023	PWG	Extended 2.3.1 – the list of permitted actions.
1.5	29.11.2022	PWG	Chapter 2.6 ACER Report moved to NEMO_OTH_07.
1.4	22.3.2022	PWG	Chapter “2.6 Back-up Coordinator switch process“ added.
1.3	1.9.2020	PWG	Chapter 2.2.2, step 3: [redacted] Chapter 2.3.4, [redacted]

			Chapter 2.4: [redacted] Chapter 2.5: [redacted] New annex (3.3) added: [redacted]
1.2	22.11.2019	PWG	Chapter "2.6 ACER report procedure" added
1.1	26.7.2019	PWG	Chapter "2.5 Coordinator switch process" added Chapter "3 Annexes to IDCT_NEMO_OTH_03 XBID NEMO Admins" added

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Notice	This document is part of the operational manual of XBID and is governed by change control. Any change to this document shall follow the NEMO Change Control procedure, following ANIDOA contract. The content of this document might have evolved by the time you read or use this document. Please contact the NEMO Change Control Administrator to check that this is the latest version before using this document.

1 Introduction

This procedure describes the actions that should be performed by Local NEMO Admin (SOB NA, SM NA) and the NEMO Central Admin (NCA) through SOB/SM WebGUI or Market Admin Tool in case that a NEMO has a local or global issue or in case a configurational change has to be carried out.

Capitalized terms used in this document shall have the meaning set forth in Annex 1, unless if defined differently in this document.

1.1 Purpose

The purpose of this document is to describe the set of actions to be carried out by the SOB and SM admin role. For local issues, each NEMO shall have a SOB/SM NA to perform the actions regarding the NEMO's system in order to solve the local issue and in case of global issues, there will be one NEMO who will act as NCA to perform the actions in order to solve the global issue.

1.2 Governed / Regulated by

- All NEMO Intraday Operations Agreement (ANIDOA)
- High Level Architecture (HLA)
- HLS100 – Functional Description SOB
- DFS510 – AMQP Public Message Interface – Trading

1.3 Associated procedures

- Joint IDCT Procedures: SIDC_JOINT_FAL_01: Incident Management Procedure (as included in Exhibit 6 to the IDOA) and SIDC_JOINT_OTH_03: Change control procedure (as included in Exhibit 3 to the IDOA)
- IDCT_NEMO_OTH_02: Internal and External Communications
- IDCT_NEMO_BUP_01: Transaction process - Backup
- IDCT_NEMO_CFG_01: SOB Configurations
- IDCT_NEMO_EXC_03: Market suspension and reactivation
- IDCT_NEMO_OTH_06: XBID Coordinator Calendar

2 Procedure

2.1 General overview

Agreed terms and abbreviations are used in the procedure to distinguish various administrator roles:

- **SOB NEMO Admin (SOB NA)** – a user which is responsible for modification and management of SOB data which does not affect all NEMOs and which are not shared by all NEMOs, but are relevant to just one or a subset of NEMOs.
    - **Example:** [redacted]
- **SM NEMO Admin (SM NA)** – a user which is responsible for modification and management of SM data which does not affect all NEMOs and which are not shared by all NEMOs, but are relevant to just one or a subset of NEMOs.
    - **Example:** [redacted]
- **NEMO Central admin (NCA)** – a user which is responsible for modification and management of data which affect all NEMOs in SOB and SM and which are shared by all NEMOs and in case of emergency when NEMO itself cannot do the NEMO admin task on its own.
    - **Example:** [redacted]

2.2 SOB NA, SM NA

2.2.1 List of SOB NA, SM NA actions

The table below lists the main processes related to the SOB admin tasks that are executed by SOB NA:

SOB NA, SM NA actions				
Steps	**Transaction Process**	**From**	**To**	**Procedures involved**
1	There is a local action impacting the SOB or SM, so only some NEMOs (not all) are involved.	NEMO(s)	SOB NA, SM NA	
2	The SOB NA, SM NA carries out the actions according to the procedures.			SIDC_JOINT_FAL_01, IDCT_NEMO_EXC_03, IDCT_NEMO_CFG_01
3	In case of incorrect actions by a NEMO in an area under other NEMO's responsibility, the NEMO that performed an incorrect action has to inform the affected NEMOs and			SIDC_JOINT_FAL_01, IDCT_NEMO_OTH_02

[redacted]	solve the problem following the procedures.			

2.2.2 Process clarification

Case 1: SOB NA, SM NA action

Step 1. to step 2.

SOB NA, SM NA follows the procedure(s) according to which the need to trigger action is identified.

The actions that SOB NA, SM NA can perform are:

[redacted]

Step 3. In case of incorrect actions by a NEMO in an area under other NEMO's responsibility, the NEMO has to inform the affected NEMOs as soon as it is aware of its incorrect action and solve the problem following the procedures.

The NEMO who has performed an incorrect action follows the process:

- try to fix the issue as soon as possible
    - as soon as the issue is solved, NEMO contacts the affected Party informing them about the performed actions
- in case the error cannot be fixed
    - NEMO who has performed the action contacts affected Party (Parties) and agree on following steps.
    - In case the issue affects all Parties the **SIDC_JOINT_FAL_01** procedure is followed. In the IC, the NEMO involved will explain the wrong action, and it will perform the correct action in order to return to the correct state.
        - Depending on the scope and impact of the accidental action, consider contacting only impacted party (bilaterally) but in case when multiple parties are affected or if there is a bigger impact on operations or if unsure: follow the SIDC_JOINT_FAL_01 to trigger the ICCC with all NEMOs/TSOs (but without DBAG implicitly).

[redacted]

2.3 NCA

2.3.1 List of NCA actions – emergency issues

The table below lists the main processes related to the SOB admin tasks that are executed by NCA:

NCA Actions – emergency issues				
Steps	**Transaction Process**	**From**	**To**	**Procedure involved**
1	There is an emergency issue where some (local issue) or all NEMOs are affected (global issue).	NEMO(s)	NCA	
2	Decision of affected NEMOs has to be provided to NCA. This can be triggered by: A) The IC has to be started and all NEMOs agree on actions to be done by NCA. B) Affected Party requests actions to be done by NCA.	NEMO(s)	NCA	SIDC_JOINT_FAL_01, IDCT_NEMO_EXC_03, IDCT_NEMO_CFG_01
3	The NCA carries out the actions.	-	-	SIDC_JOINT_FAL_01, IDCT_NEMO_EXC_03 IDCT_NEMO_CFG_01
4	The NCA informs everyone about the actions that have been performed, unless the message has been already sent following the respective procedure. Sending duplicate messages should be avoided.	NCA	NEMO(s)	IDCT_NEMO_OTH_02, IDCT_NEMO_OTH_02

2.3.2 Process clarification

Case 2: NCA actions – emergency issues

Step 1: There is an emergency issue where some (local issue) or all NEMOs are affected (global issue).

Step 2: Decision of affected NEMOs has to be provided to NCA.

This can be triggered by:

A) The IC has to be started and all NEMOs agree on actions to be done by NCA.

The NEMO who detects the issue contacts the NCA and informs him about actions that need to be performed. These are listed in step 3: A) Central (joint) actions.

B) Affected Party request actions to be done by NCA.

Affected party contacts the NCA and request action which affects only this party. These are listed in step 3: B) Local requests.

Step 3: The NCA carries out the actions.

The actions that NCA can perform are:

- A) Central (joint) requests:

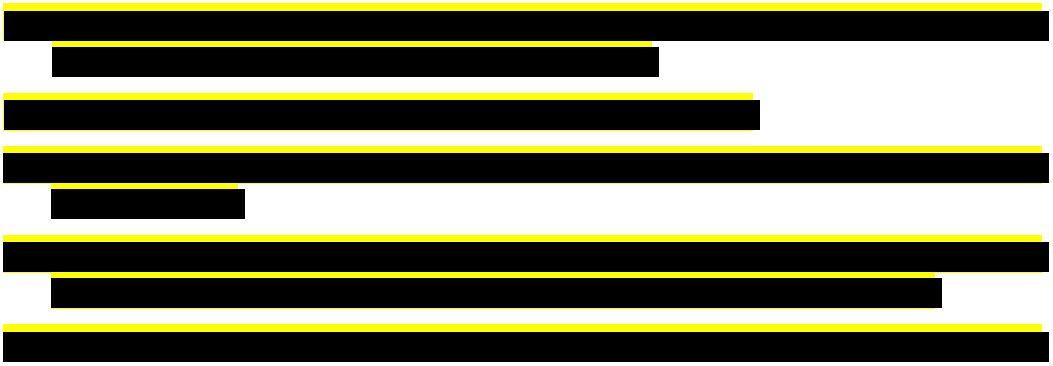
- B) Local requests:

Step 4: The NCA informs all NEMOs about that actions that have been performed

Once the action is performed, the NCA informs all NEMOs about the actions performed.

Each NEMO may forward the message to their relevant TSOs in case they need to be informed and if foreseen by the local arrangements.

NCA sends the message to the NEMOs according to the **IDCT_NEMO_OTH_02** procedure and according to the mapping of codes to actions:



2.3.3 List of NCA actions – planned actions

NCA Actions – planned actions				
Steps	**Transaction Process**	**From**	**To**	**Procedure involved**

1	There is a plan of actions to be performed.	NEMO(s)	NCA	
2	This can be triggered by: A) Change Control Procedure is followed and clear description of actions to be done by NCA is prepared. B) Planned maintenance is followed according to the System Maintenance procedure and clear description of actions (market reopening, sanity check, etc.) to be done by NCA is prepared.	Implementation manager	NCA	IDCT_NEMO_EXC_03, IDCT_NEMO_CFG_01, SIDC_JOINT_CFG_01, SIDCT_JOINT_OTH_05 SIDCT_JOINT_OTH_03
3	The NCA carries out the actions.	-	-	IDCT_NEMO_EXC_03, IDCT_NEMO_CFG_01, SIDCT_JOINT_CFG_01
4	The NCA informs everyone about the actions that have been performed, unless the messages has been already sent following the respective procedure. Sending duplicate messages should be avoided.	NCA	NEMO(s)	IDCT_NEMO_OTH_02

2.3.4 Process clarification

Case 3: NCA actions – planned actions

Step 1: There is a plan of actions to be performed.

Step 2: Plan of actions to be performed is provided to NCA.

This can be triggered by:

A) Change Control Procedure is followed and clear description of actions to be done by NCA is prepared.

B) Planned maintenance is followed according the System Maintenance procedure (**SIDC_JOINT_OTH_05**) and clear description of actions (market reopening, sanity check, etc.) to be done by NCA is prepared.

Step 3: The NCA carries out the actions.

The actions that NCA can perform are:

[redacted]

Step 4: The NCA informs all NEMOs about that actions that have been performed

Once the action is performed, the NCA informs all NEMOs about the actions performed.

Each NEMO forwards the message to their related TSOs according to the local arrangements.

NCA sends the message to the NEMOs according to the **IDCT_NEMO_OTH_02** procedure and according to the mapping of codes to actions:

[redacted]

3 XBID Coordinator

3.1 Appointment of the XBID Coordinator

The NEMOs appointed to perform the XBID Coordinator (IC SPOC, NEMO Central Admin) services shall perform the services during the periods indicated in the agreed XBID Coordinator calendar so that roles provided by the XBID Coordinator are appointed to the same NEMO at the same time. The calendar is described in the document "IDCT_NEMO_OTH_06 (XBID Coordinator Calendar)" as part of Annex 7 (NEMO Operational Procedures).

- Duration [redacted]
  - Availability [redacted]

The XBID Coordinator services are provided on rotational bases between the following NEMOs in the alphabetical order:

[redacted]

XBID Coordinator [redacted]. The new Party acting as XBID Coordinator role sends the [redacted] message to all NEMOs according to **IDCT_NEMO_OTH_02** procedure.

Backup XBID Coordinator role Party:

[redacted] XBID Coordinator [redacted] XBID Coordinator. [redacted] XBID Coordinator [redacted] XBID Coordinator [redacted] XBID Coordinator [redacted]

[redacted] XBID Coordinator [redacted] XBID Coordinator [redacted]

Contact details:

- Please refer to Annex I. section “XBID Coordinator contact details (for IC SPOC, NEMO CA, Colt SPOC)” in the document with the title “IDCT_NEMO_OTH_02 (Internal and External Communications)”, as part of Annex 7 (NEMO Operational Procedures)

3.2 XBID Coordinator switch process

[redacted] XBID Coordinator [redacted]

[redacted]

[redacted]

[redacted]

3.3 Back-up XBID Coordinator switch process

[redacted]

[redacted]

3.4 Change of XBID Coordinator's shared contact details (FreshDesk and FreshCaller)

[redacted]

4 Annexes to IDCT_NEMO_OTH_03 XBID NEMO Admins

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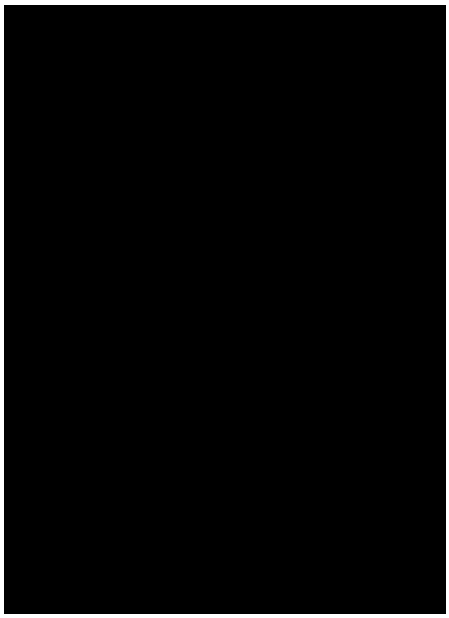

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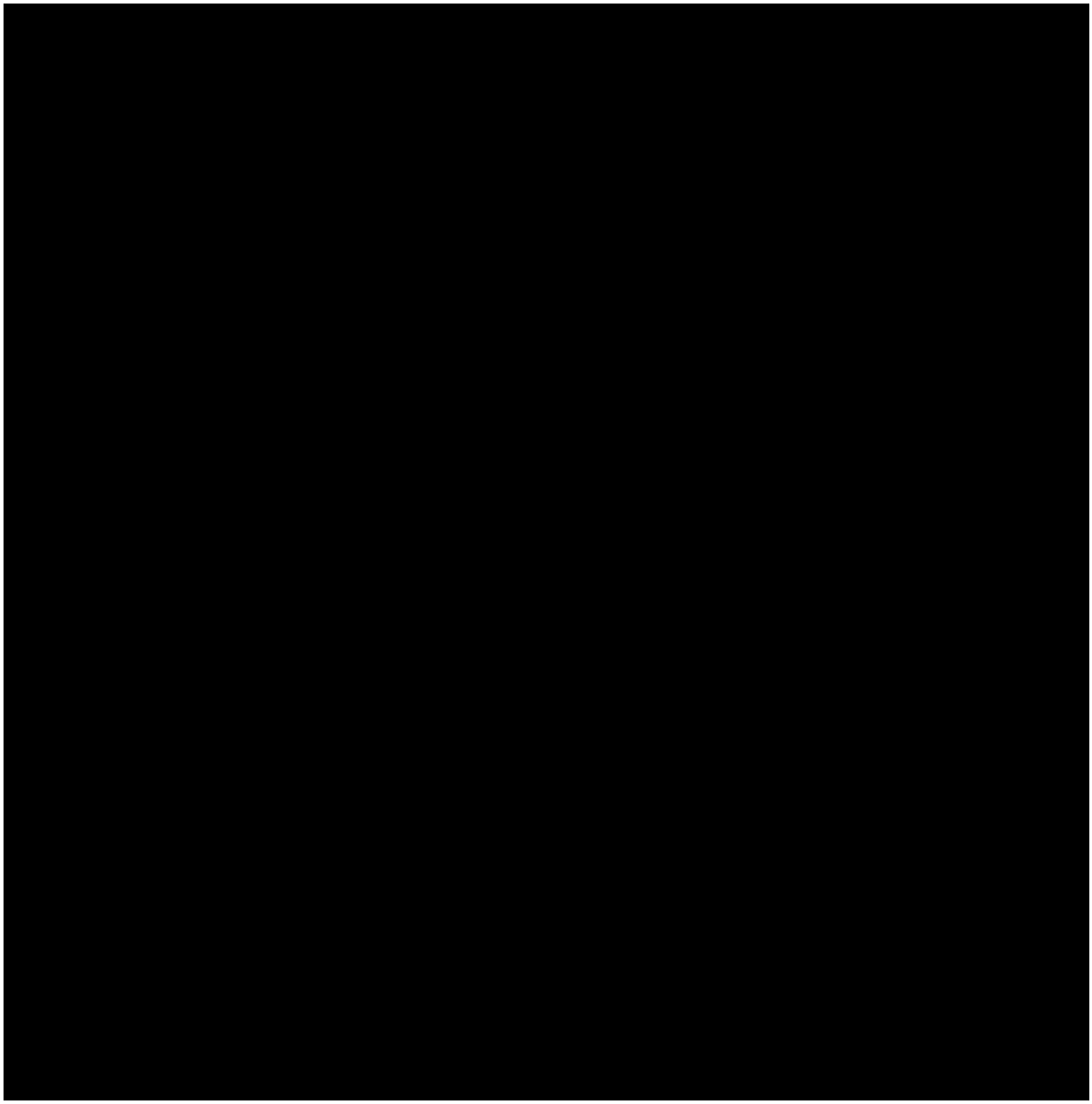

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4.2 Annex 2. FreshCaller user guide

[redacted]

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4.3 Annex 3. PMI Log Analysing Tool user guide

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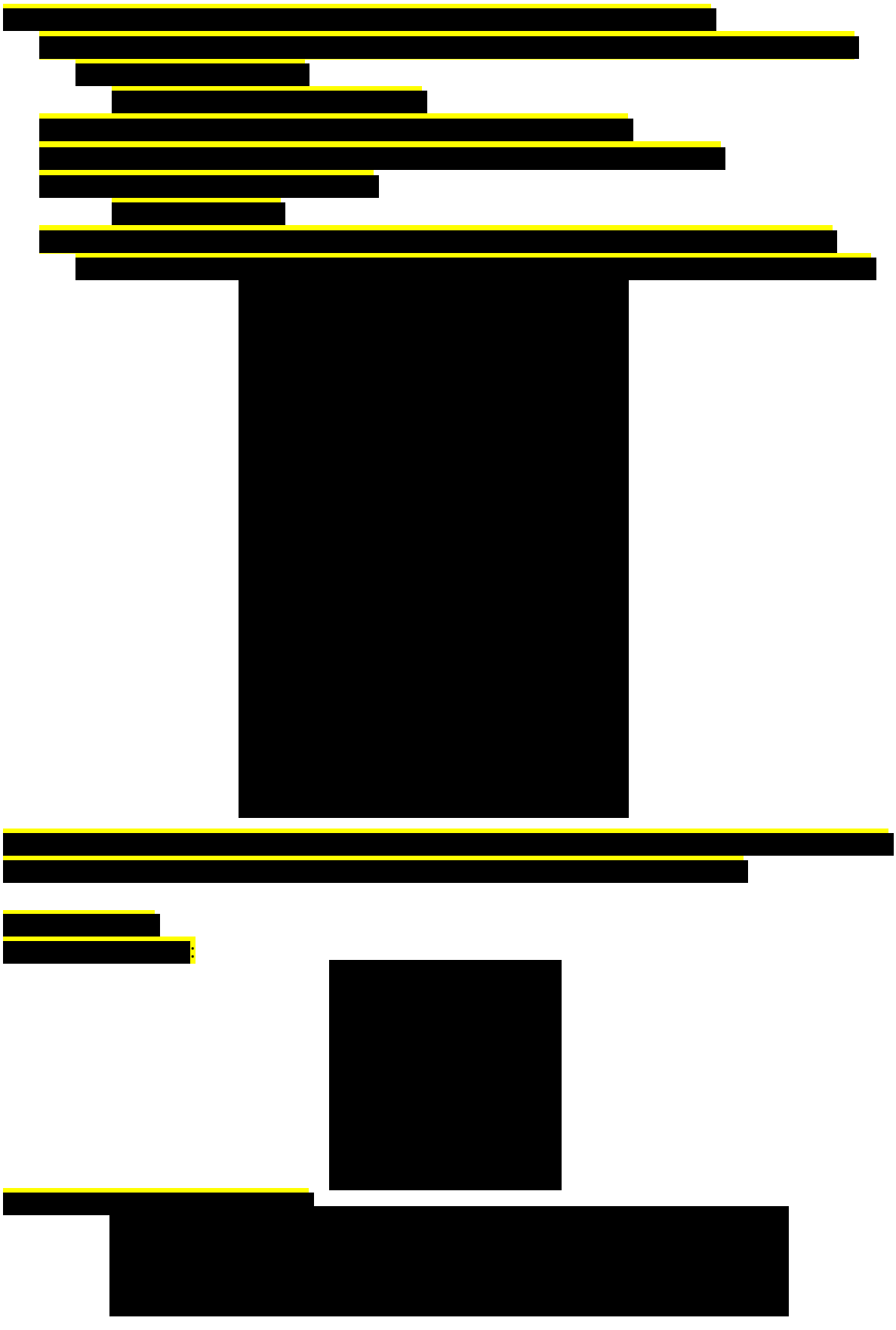

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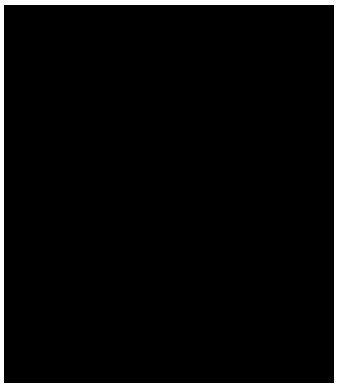

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