

XBID_JOINT_OTH_01: Procedures Reading Instructions

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1.0	28/09/2017	T. Bus		Document updated in line with the concept and terminology used in the common XBID Procedures.
1.1	14/11/2019	OTF Chair		Added XBID_JOINT_OTH_06
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1. Introduction

1.1. Summary

The purpose of this document is to introduce the main principles used within the XBID procedures to a new reader. Some basic concepts and terminology are explained here to make the operational XBID procedures understandable.

Please note: Capitalized terms used in the operational XBID procedures have the meaning set forth in Exhibit 1 of the Intraday Operations Agreement (IDOA).

1.2. Overall presentation

The operation of the Single Intraday Coupling is a three-phase process for which a number of procedures have been created that are applied (included as Exhibit 6 of the IDOA). The phases distinguished are the pre-coupling, the coupling, and the post-coupling. Execution of each phase requires the application of procedures constituting the set of XBID procedures in order to ensure performing the needed actions in a coordinated manner by all the parties involved within the Single Intraday Coupling.

In order to secure reliable operations, three modes of operations can be distinguished normal, backup, and fallback where procedures of the corresponding categories have to be applied. In addition to these three modes, there can be exceptional situations that require application of an exceptional procedure. Finally there are other procedures, where procedures and operational information are captured in documents with corresponding names.

All procedures that are commonly applicable for the Single Intraday Coupling operations are named XBID procedures, whereas procedures that are not common for all are named local.

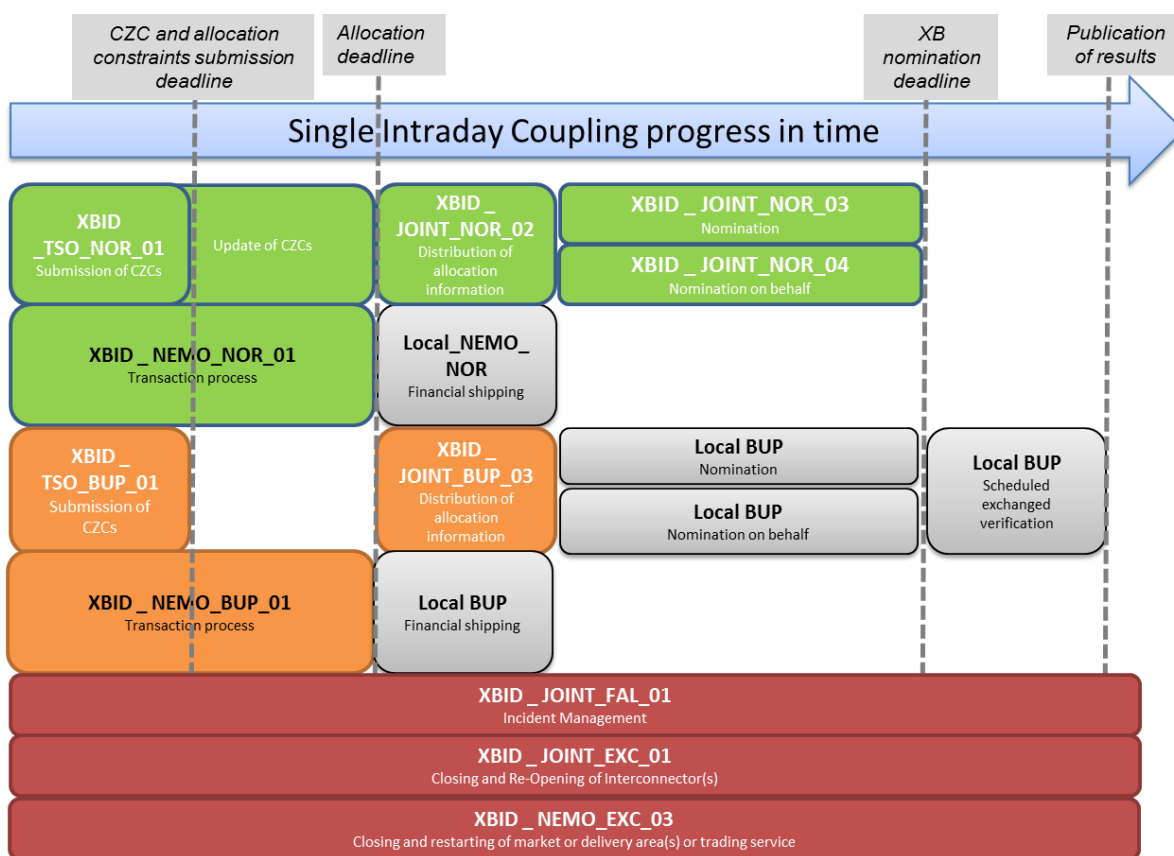
The XBID procedures are split into several categories that are described in this document (naming conventions included between brackets):

- Normal procedures (XBID_JOINT/TSO/NEMO_NOR_XX)
- Backup procedures (XBID_JOINT/TSO/NEMO_BUP_XX)
- Fallback procedures (XBID_JOINT/TSO/NEMO_FAL_XX)
- Exceptional procedures (XBID_JOINT/TSO/NEMO_EXC_XX)
- Configurational procedures (XBID_JOINT/TSO/NEMO_CFG_XX)
- Other procedures (XBID_JOINT/TSO/NEMO_OTH_XX)

Regarding the naming conventions for these procedures, it is good to point out that these are a sequence consisting of

- Prefix indicating procedure is a common for Single Intraday Coupling: XBID
- Indicator regarding the operational responsibility: JOINT/TSO/NEMO
- Indicator regarding the category: as listed above
- Suffix with the number given to the respective procedure: XX

In the figure below, the most important procedures and their relations are shown, against an indicative progress bar going from left to right. Going from the top row to the bottom, the three different modes of operations normal, backup, and fallback are shown in green, orange and red, respectively.



Besides the Fallback, also two Exceptional procedures are included in red, which can be considered to apply when in Fallback mode.

Vertically, four deadlines have been schematically indicated that are relevant for running the Single Intraday Coupling. As long as these deadlines can be respected, being it in Normal or Backup mode, the coupling can be completed as usual. In case there is an issue with respecting the deadlines, this would be considered an incident, which means that operations are in Fallback mode.

Note: all Timings described in the procedures refer to Central European Times (CET).

2. Procedures

Throughout the procedures, one should consider the common XBID level, that is to say the procedures that apply to all XBID Parties. When referring to local procedures, one should consider all procedures that are not at the common XBID level, that is to say the cross-regional procedures, regional procedures (CWE for instance), the bilateral procedures, or any other procedure that does not apply to the whole XBID region.

2.1. Normal Procedures

During each phase, a number of common XBID procedures will be operated under normal conditions. These procedures are called the Normal procedures (XBID_JOINT/TSO/NEMO_NOR_XX) and they describe per phase the normal actions to be performed by the Parties in a “clear weather” scenario. Normal procedures are performed before the Target Time on a daily basis.

Below an overview is given of Normal procedures:

- XBID_TSO_NOR_01: Submission of Cross Zonal Capacities
- XBID_NEMO_NOR_01: Transaction_process
- XBID_JOINT_NOR_02: Distribution of Allocation Information
- XBID_JOINT_NOR_03: Nomination
- XBID_JOINT_NOR_04: Nomination on behalf
- XBID_TSO_NOR_05: Allocation on behalf to be added

2.2. Backup procedures

Backup procedures (XBID_JOINT/TSO/NEMO_BUP_XX) describe the backup actions and workarounds that are available in order to overcome any issue without (significant) risk for breaching the applicable deadline.

Backup procedures are available so that the Single Intraday Coupling can still be operated for all its steps (i.e. Fallback Procedures are not triggered).

Below an overview is given of the backup procedures:

- XBID_TSO_BUP_01: Submission of Cross Zonal Capacities
- XBID_NEMO_BUP_01: Transaction Process
- XBID_JOINT_BUP_02: Distribution of allocation information

2.3. Fallback Procedures

Fallback procedures (XBID_JOINT/TSO/NEMO_FAL_XX) are triggered when a deadline:

- CZC and allocation constraints submission deadline
- Allocation deadline
- XB nomination deadline
- Publication of results

is (very likely to be) breached.

For the Single Intraday Coupling, there is one fallback procedure that describes the Incident Management process: XBID_JOINT_FAL_01: Incident Management

2.4. Exceptional Procedures

Exceptional Procedures (XBID_JOINT/TSO/NEMO_EXC_XX) are executed when exceptional situations occur in the market requiring specific measures to be taken. Backup procedures can still be applied during Exceptional Procedures.

Below an overview is given of the Exceptional procedures:

- XBID_NEMO_EXC_01: Trade recall
- XBID_JOINT_EXC_01: Closing and re-opening of interconnector(s)
- XBID_NEMO_EXC_03: Market suspension and reactivation

2.5. Configurational Procedures

The Configurational procedures (XBID_JOINT_CFG_XX) are related to certain configurations of the XBID system, while distinguishing the specific module of the system, namely Capacity Management Module (CMM), Shared Order Book (SOB), and Shipping Module (SM).

Below an overview is given of the Configurational procedures:

- XBID_TSO_CFG_01: CMM – Balancing Group and User Management
- XBID_TSO_CFG_02: CMM – Master Data Management
- XBID_NEMO_CFG_01: SOB – Configuration and User Management
- XBID_JOINT_CFG_01: SM – Configuration and User Management

2.6. Other Procedures

The Other procedures (XBID_JOINT/TSO/NEMO_OTH_XX) are related to Procedures that deal mostly with organization and communication aspects, which need to be managed by a formalized procedure and for any other subject that needs a common approach on XBID level.

Below an overview is given of the Other procedures:

- XBID_JOINT_OTH_01: Procedures Reading Instructions
- XBID_JOINT_OTH_02: Internal and External Communications
- XBID_NEMO_OTH_02: Internal and External Communications
- XBID_JOINT_OTH_03: Change Control Procedure
- XBID_TSO_OTH_04: System Maintenance (TSO systems)
- XBID_JOINT_OTH_05: System Maintenance (Central systems)
- XBID_JOINT_OTH_06: Maintenance Window local Shipping Agent System
- SIDC_JOINT_OTH_08: Transit Shipping
- XBID_NEMO_OTH_03: XBID NEMO Admins
- XBID_NEMO_OTH_04: MPLS Incident Management
- XBID_NEMO_OTH_06: XBID Coordinator Calendar

3. Glossary

A glossary is attached in Exhibit 1 of the IDOA.