

XBID_JOINT_OTH_06: Maintenance Window Local Shipping Agent System

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Approval

Version	Date	Name	Function	Signature

Previous versions

Version	Date	Author	Summary of changes
0.1	14/11/2019	OTF Chair	Initial draft
	18/11/2019	OTF Chair	Finalization
0.2	13/01/2020	OTF	Added footnote on timing of maintenance announcement
	20/01/2020	OTF Chair	Clean up of changes for 2 nd wave go-live (19/11/2019)
0.3	12/07/2020	OTF Chair	Inclusion of message XBID_JOINT_14
0.4	12/09/2020	OTF Chair	Added optional step to start operational call.

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1. Introduction

This procedure describes the process of coordinating, communicating and executing a planned maintenance window for local Shipping Agent systems, which require a partial (i.e. contract halt or contract modification¹) or full (i.e. service halt) closing of one or more Interconnectors

Maintenance windows are the result of a local change request to address a bug fix or general needed maintenance work linked to Shipping Agent environments (e.g. firewall, network, system upgrade).

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

1.1. Summary

This procedure gives a detailed description about the tasks which have to be followed upfront, during and after the maintenance window.

1.2. Governed / Regulated by

- XBID_JOINT_OTH_03 - Change Control Procedure

1.3. Tools and Communication protocols

Tools

- XBID System (incl. CMM, SOB and Shipping Module)
- Internet, E-mail and Unavailability Service System

Communication protocols

- E-mail
- Phone
- Unavailability Service System

1.4. Associated procedures

- XBID_JOINT_NOR_03 - Nomination
- XBID_JOINT_OTH_03 - Change Control Procedure
- XBID_JOINT_EXC_01 - Closing and re-opening of Interconnector(s)
- XBID_JOINT_OTH_02 - Internal and External Communications
- XBID_TSO_NOR_01 - Submission of Cross Zonal Capacities

¹ Contract modification reschedules the gate closure time for allocation on an Interconnector of a specific tradeable hour.

2. Procedure

2.1. General Principles

Maintenance on Shipping Agent systems and Shipping Agent environments which prevents the timely execution of the nomination process (see XBID_JOINT_NOR_03 - Nomination) require a full or partial halt of the allocation on one or multiple Interconnectors, shall be planned, announced and executed according to the steps indicated in this procedure.

Where feasible, a Shipping Agent planning a maintenance window (the requesting Shipping Agent) should make use of scheduled maintenance windows of the XBID System to minimize impact on the Single Intraday Coupling availability. Maintenance windows of the XBID system will be announced in advance in order to allow other parties to take these maintenance windows into account.

Such Shipping Agent maintenance windows will be announced in advance in order to allow all Parties a proper communication towards Market Participants and for internal coordination.

A specific communication timeline needs to be respected allowing the impacted parties to perform the necessary coordination.

Please note that there are several ways for TSOs to close relevant Interconnectors for maintenance:

- Submitting a negative CZC (see XBID_TSO_NOR_01 - Submission of Cross Zonal Capacities).
- Closing an Interconnector (see XBID_JOINT_EXC_01 - Closing and re-opening of Interconnector(s)).

2.1. Preconditions to start

None.

2.2. General overview

Table 1 – The maintenance process

#	Process	Timing	From	To	Tools
PREPARATION PLANNED OUTAGE					
1	Send notification of planned maintenance	(at least 5 business days in advance) ²	Requesting Shipping Agent	NEMOs and relevant TSOs ³	E-mail

² Only in case there is an urgent need to have a critical maintenance within an hour it is considered to be an unplanned maintenance and handled in line with JOINT_FAL_01 procedure.

³ Relevant TSOs are TSOs sharing a border where the Requesting Shipping Agent cannot fulfil the timely execution of the nomination process.

#	Process	Timing	From	To	Tools
2	Confirm maintenance window	As soon as possible after step 1	Requesting Shipping Agent	NEMOs and relevant TSOs	E-mail
3	Inform Market Participants about upcoming maintenance window(s)	As soon as possible	NEMOs and relevant TSOs	Market Participants	E-mail /Unavailability Service System
4	Optional: Send reminder to all Market Participants	1 business day before the maintenance starts	NEMOs and relevant TSOs	Market Participants	E-mail/ Unavailability Service System
MAINTENANCE WINDOW					
5	Optional: Transit Shipper starts an operational call	5 minutes before the start of the maintenance window	Requesting Shipping Agent	-	Phone
6	Close relevant Interconnectors	At least 5 minutes before the start of the maintenance window	Relevant TSOs	-	XBID – CMM
7	Perform maintenance	-	Requesting Shipping Agent	-	Local Shipping Agent system
8	Announce end of maintenance	As soon as possible	Requesting Shipping Agent	NEMOs and relevant TSOs	E-mail
9	Inform Market Participants about the re-opening time	As soon as possible	NEMOs and relevant TSOs	Market Participants	E-mail/ Unavailability Service System
9	TSO reopens Interconnectors	At announced time	Relevant TSOs	-	XBID – CMM

2.2. Process Clarification

1. Send notification of planned maintenance

Any Shipping Agent planning a maintenance checks if internal maintenance work could be combined with already announced maintenance timeslots of the XBID system to reduce the unavailability for the intraday market to a minimum.

As part of the planning the expected maintenance window is to be aligned with relevant TSOs and all NEMOs. This alignment needs to be started by the Shipping Agent at least 5 business days in advance of the planned maintenance window. The alignment is taking place by e-mail conversation (no pre-defined message).

In the announcement towards other parties the following is to be taken into account:

- The planned date and time to start the maintenance
- The involved Interconnector(s) (see JOINT_EXC_01 – Closing and reopening of interconnectors)

As a general principle, TSOs will follow the proposed planned maintenance. Should there be any issue regarding the timings (e.g. grid security), then the involved parties will propose a new maintenance window.

As part of the alignment TSOs may indicate how they will facilitate the planned maintenance:

- service halt for one or more interconnectors
- Applying contract halt or contract modification¹ for one or more Interconnectors

Only once the Shipping Agent and all relevant TSOs are aligned the next step in the process can be performed.

2. Confirm maintenance window

The Requesting Shipping Agent officially announces the maintenance window in line with procedure XBID_JOINT_OTH_02 by predefined message XBID_JOINT_09.

Note: In case of changes of the outage timings or cancellation of the maintenance window, the Requesting Shipping Agent has to inform the NEMOs and relevant TSOs as soon as possible. The Requesting Shipping Agent officially announces cancellation of the maintenance window in line with procedure XBID_JOINT_OTH_02 by predefined message XBID_JOINT_11.

The requesting shipping agent may remind NEMOs and relevant TSOs if needed.

3. Inform Market Participants about upcoming maintenance windows

In case Interconnectors are to be closed fully, NEMOs and relevant TSOs inform Market Participants on the scheduled closing of Interconnectors in line with procedure XBID_JOINT_OTH_02, using message XBID_TSO_03, specifying the Interconnector(s).

Also in the case where Interconnectors are to be closed partially for trading (contract halt or contract modification¹), NEMOs and relevant TSOs inform Market Participants on the scheduled closing in line with procedure XBID_JOINT_OTH_02, using message XBID_TSO_03, specifying the Interconnector(s) and non-tradeable hours.

4. Optional (Send reminder to all Market Participants)

As a service to the Market Participants, NEMOs and relevant TSOs may send a reminder to the Market Participants in line with procedure XBID_JOINT_OTH_02, using message XBID_TSO_03 specifying the Interconnector(s) and optionally tradeable hours in concern. This reminder is expected to be sent 1 business day before the start of the announced maintenance window.

5. Optional: Transit Shipper starts an operational call

5 minutes before the start of the maintenance, an operational call may be opened by the Transit Shipper. It is the responsibility of the Transit Shipper to arrange the conference call and invite relevant TSOs to the conference call.

6. Close relevant Interconnectors

At the announced time, the relevant TSOs close the relevant Interconnectors either by applying a service halt (which stops the allocation on Interconnectors completely) or a contract halt (which stops the allocation on Interconnectors for specific tradeable hours) or contract modification¹ (ahead of the start of the maintenance).

The relevant TSOs will follow the steps described in procedure XBID_JOINT_EXC_01.

Alternatively, Interconnectors can be closed by submitting a negative CZC following the steps described in XBID_TSO_NOR_01.

7. Perform maintenance

Once the Requesting Shipping Agent has received confirmation from the TSOs that the allocation process on relevant Interconnectors has been stopped the actual maintenance can be performed.

During the maintenance, the Requesting Shipping Agent might not respond to incoming messages from the XBID system, TSOs, Shipping Agents, CCPs and Market Participants.

In case the maintenance window is exceeded by more than 15 minutes, all relevant parties have to be informed in line with procedure XBID_JOINT_OTH_02, using message XBID_JOINT_14.

8. Announce end of maintenance

Once the maintenance at the Requesting Shipping Agent has ended the Requesting Shipping Agent informs NEMOs and relevant TSOs about the end of the maintenance in line with procedure XBID_JOINT_OTH_02, using message XBID_JOINT_10.

9. Inform Market Participants about the re-opening time

Once the Requesting Shipping Agent has announced the end of the maintenance the re-opening of interconnectors is to be announced.

In case Interconnectors have been closed fully, NEMOs and relevant TSOs inform Market Participants on the re-opening of the Interconnector in line with procedure XBID_JOINT_OTH_02, using message XBID_TSO_02, specifying the Interconnector(s) and the re-opening time.

Also in the case where Interconnectors have been closed partially for trading NEMOs and relevant TSOs inform Market Participants about the re-opening in line with procedure XBID_JOINT_OTH_02, using message XBID_TSO_02, specifying the Interconnector(s) and the re-opening time.

10. TSO re-opens Interconnectors

At the announced time specified in step 9, relevant TSOs re-open the relevant Interconnector either by setting the service on allocation (which enables the allocation on Interconnectors completely) or a contract allocation (which enables the allocation on Interconnectors for specific tradeable hours) or contract modification¹.

The TSO operator will follow the steps described in procedure XBID_JOINT_EXC_01.

Alternatively, in case Interconnectors were closed by submitting a negative CZC, the TSO operator will submit a regular CZC following the steps described in XBID_TSO_NOR_01.

3. Final State

The procedure ends when the Interconnectors which were closed for the Shipping Agent system maintenance, have been re-opened.