XBID_TSO_OTH_04: Maintenance Window Local TSO System

Version	0.5	
Date	20/01/2020	
Status	☐ Draft	☒ Final

Approval

Version	Date	Name	Function	Signature

Previous versions

Version	Date	Author	Summary of changes
0.1	07/04/2017	TenneT NL	Initial draft
0.2	30/10/2017	TenneT NL	Processing of comments from legal review
0.3	21/11/2017	Joint	• Clean up • Removal of approval of maintenance step • Messaging listed in XBID_JOINT_OTH_02 aligned with this procedure.
0.4	27/03/2019	O TF Chair	Minor textual changes
0.5	20/01/2020	O TF Chair	Added footnote on timing of maintenance notification

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1. Introduction

This procedure describes the process of coordinating, communicating and executing a planned maintenance window for local TSO systems, which require a partial (i.e. contract halt or contract modification[1]) or full (i.e. service halt) closing of one or more Interconnector(s). Maintenance windows are the result of a local change request to address a bug fix or general needed maintenance work linked to TSO 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

- Local Arrangements
- TSO Cooperation IntraDay (TCID)
- 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

Preceding procedures:

- N/A

Subsequent procedures:

- N/A

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

Other associated procedures and rules:

- XBID_TSO_NOR_01 - Submission of Cross Zonal Capacities
- XBID_JOINT_OTH_03 - Change Control Procedure
- XBID_JOINT_EXC_01 - Closing and re-opening of Interconnector(s)

2. Procedure

2.1. General Principles

Maintenance on TSO systems and TSO environments, which 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 TSO planning a maintenance window (the requesting TSO) 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 TSO 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 to close an Interconnector 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 TSO	NEMOs and relevant TSOs[3]	E-mail
2	Announce maintenance window	As soon as possible after step 1	Requesting TSO	NEMOs and relevant TSOs	E-mail/Unavailability Service System

[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 with the Requesting TSO.

#	Process	Timing	From	To	Tools
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	Close relevant Interconnector(s)	At least 5 minutes before the start of the maintenance window	Requesting TSO	-	XBID - CMM
6	Perform maintenance	-	Requesting TSO	-	Local TSO system
7	Announce end of maintenance	As soon as possible	Requesting TSO	NEMOs and relevant TSOs	E-mail/ Unavailability Service System
8	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 Interconnector(s)	At announced time	Requesting TSO	-	XBID - CMM

2.2. Process Clarification

1. Send notification of planned maintenance

Any TSO 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 optionally NEMOs. This alignments needs to be started 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:

- Time of partial or full closing of Interconnector(s)
- The planned time to start the maintenance
- The involved Interconnector(s)
- The way of closing and in case of partial closing which tradeable hours will become un-tradeable.
- Nomination deadlines and the regular process of aligning between TSOs.

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.

2. Announce maintenance window

The Requesting TSO officially announces the maintenance window in line with procedure XBID_JOINT_OTH_02.

- In case service halt will be applied for one or more Interconnector(s) the announcement is made by message XBID_TSO_03, specifying the Interconnector(s) in concern.
- In case contract halt or contract modification[1] will be applied for one or more Interconnector(s) the announcement is also made by message XBID_TSO_03, specifying the Interconnector(s) and the non-tradeable hours in concern.

Note: In case of changes of the outage timings or cancellation of the maintenance window, the Requesting TSO has to inform the NEMOs and relevant TSOs as soon as possible.

3. Inform Market Participants about upcoming maintenance windows

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

Also in the case where Interconnector(s) are to be closed partial for trading, 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 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. Close relevant Interconnector(s)

At the announced time, the Requesting TSO closes the relevant Interconnector(s) either by applying a service halt (which stops the allocation on the Interconnector(s) completely) or a contract halt (which stops the allocation on the Interconnector(s) for specific tradeable hours) or contract modification[1] (ahead of the start of the maintenance).

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

Alternatively, the Interconnector(s) can be closed by submitting a negative CZC following the steps described in XBID_TSO_NOR_01.

6. Perform maintenance

Once the allocation process on relevant Interconnector(s) has been stopped and the relevant post-coupling processes have been completed (e.g. Nomination on Behalf and Scheduled Exchange Verification), the actual maintenance can be performed.

During the maintenance, the Requesting TSO 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_TSO_04 specifying the Interconnector(s) of concern.

7. Announce end of maintenance

Once the maintenance at the Requesting TSO has ended the Requesting TSO informs NEMOs and relevant TSOs about the end of the maintenance in line with procedure XBID_JOINT_OTH_02, using message XBID_TSO_02, specifying the Interconnector(s).

8. Inform Market Participants about the re-opening time

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

9. TSO re-opens Interconnector(s)

At the announced time, the Requesting TSO re-opens the relevant Interconnector(s) either by applying a service allocation (which enables the allocation on the Interconnector(s) completely) or a contract allocation (which enables the allocation on the Interconnector(s) for specific tradeable hours) or contract modification[1] .

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

Alternatively, in case the Interconnector(s) was 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 Interconnector(s) for which maintenance was performed are re-opened.