

## IDA\_NEMO\_OPE\_01: IDA Coordinator and IDA Back Up Coordinator Switch

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### Previous versions

Version	Date	Author	Summary of changes
1.0	13/06/2024	██████████	Final version
1.1	30/7/2024	██████████	Updated in 2.2, step 4: added link to definitions of ██████████
1.2	29/04/2025	██████████	Updates related to PMB 13.1 changes: <ul style="list-style-type: none"><li>- Table 1 in chapter 2.1, Chapter 2.2</li><li>- Table 2 in chapter 3.1, Chapter 3.2</li></ul>
1.3	16/09/2025	██████████	Deleted the step 4 in the <i>Table 1 - Coordinator Regular Switch in Chapter 2.1. General Overview</i>  Amended the step 5 the <i>Table 1 - Coordinator Regular Switch in Chapter 2.1. General Overview</i>
1.4	09/02/2026	██████████	Update of timing for Coordinator switch for ensuring IDA session DUMP will be upload on SFTP to by correct coordinator

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## 1. Introduction

This procedure is set up to describe how to perform the switch from the IDA Coordinator role to the IDA Back Up Coordinator role. The IDA NEMO Operators share the IDA Coordinator and the IDA Back Up Coordinator role on a rotating basis.

The switch of the IDA Coordinator role occurs regularly according to the Operational Calendar available on Project Place. However, it may also occur in certain exceptional circumstances as described in this procedure.

The Rotational Scheme on Project Place has to be followed at all times and the order indicated in the SCF will not be taken into consideration.

The actual Operational calendar will be created, approved and provided by the OPSCOM.

The excel file on Project Place shows the Rotational Scheme approved by the SIDC NEMO OPSCOM, 

During each Market Coupling Session, there will be only one IDA Coordinator and one IDA Back Up Coordinator at a time.

The IDA Back Up Coordinator has to ensure that he is prepared to take over the IDA Coordinator role at any moment.

Once the switch is completed according to the Rotational Scheme, the new IDA Coordinator will inform all IDA NEMO Operators by sending the message *IDA\_JOINT\_06: IDA Coordinator switch completed* according to the procedure *SIDC\_JOINT\_OTH\_02*.

The exceptional switch from the IDA Coordinator to the IDA Back Up Coordinator has to be performed only after the launch of an Incident Committee.

The regular switch from the IDA Coordinator to the IDA Back Up Coordinator is performed without the launch of an Incident Committee, when the Market Coupling Session is already finished.

From the technical point of view, all the NEMO IDA Operators having implemented the EUPHEMIA Algorithm in their PMB can act as a IDA Coordinator and IDA Back Up Coordinator.

### 1.1. Purpose

The purpose of this procedure is to describe the steps that the IDA Coordinator and the IDA Back Up Coordinator should take in case of a IDA Coordinator switch during exceptional and regular situations.

It also indicates the IDA Coordinator and IDA Back Up Coordinator Rotational Scheme in normal situations.

### 1.2. Governed / Regulated by

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

## 2. IDA Coordinator - Regular Switch

### 2.1. General overview

A regular IDA Coordinator switch represents any switch which follows the pattern of the Rotational Scheme.

This type of IDA Coordinator switch is performed only when the IDA 3 Session is already completed.

In normal situations, the IDA Coordinator and IDA Back Up Coordinator role will be changed every two weeks on Wednesday (with first delivery date on Thursday), when the IDA 3 Session is finished (except for some particular situation, see Rotational Scheme).

SIDC OPSCOM has to update the Rotational Scheme at the end of each year by updating the Operational Calendar for the next year, according to procedure [REDACTED]

If a new IDA NEMO Operators intends to perform the IDA Coordinator role, they will be added to the Rotational Scheme list but they will not be allowed to perform the IDA Coordinator and IDA Back Up Coordinator role during their first month of PMB operation.

The next IDA Coordinator in the Rotational Scheme will take the IDA Coordinator role. The IDA NEMO Operators who follows the new IDA Coordinator in the Rotational Scheme will take over the IDA Back Up Coordinator role according to the step 4 described in Section 2.1.2.

The table below lists all the actions that need to be performed by the next IDA Coordinator for a Regular Switch.

**Table 1 - Coordinator Regular Switch**

Steps	Description: IDA Coordinator Regular Switch	Module involved	PMB Message ID	Procedures involved	Time
1	The next IDA Coordinator checks the communication lines from the Process menu in PMB.	PMB		-	10:55 -
2	The next IDA Coordinator takes over the IDA Coordinator role by selecting <i>Take Over Coordinator Role</i> from the Process menu in PMB.	PMB	MX30 MX90 N23	-	11:00
3	The new IDA Coordinator performs a Shared Configuration Check from the Process menu in PMB.	PMB	-	-	Before 11:10
4	The new IDA Coordinator sends the internal message <i>IDA_JOINT_6</i> to inform all NEMO IDA Operators that the switch has been completed.	-	-	IDA_JOINT_ OTH_02	Before 11:15

### 2.2. Process clarification

1. In PMB, the next IDA Coordinator in the Rotational Scheme checks the communication lines from the Process menu.

If all Brokers are online continue with step 2.

If one or several Brokers are offline the next IDA Coordinator calls the involved NEMO IDA Operator(s).

**Remark:** All Brokers need to be online in order to receive the IDA Coordinator activation signal.

2. According to the Rotational Scheme, the IDA Back Up Coordinator takes over the IDA Coordinator role by selecting “*Take over Coordinator role*” from the Process menu in PMB.
3. In PMB, the new IDA Coordinator performs a Shared Configuration Check from the Process menu in order to check that all Brokers have the same parameters (the IDA Coordinator).

If all Brokers have the same parameters continue with step 4.

If one or several Brokers do not have the same parameters the new IDA Coordinator calls the involved NEMO IDA Operator(s).

4. Before 11:15, the new IDA Coordinator informs all NEMO IDA Operators that the IDA Coordinator switch has been completed successfully, by sending the communication *IDA\_JOINT\_06: switch completed*.

If the switch is not completed before 11:15, the current IDA Coordinator calls the IDA Back Up Coordinator and if this cannot solve the situation, an IC will be triggered, to decide who can take over the IDA Coordinator role.

### 2.3. How to modify the Rotational Scheme or the Operational Calendar

The Rotational Scheme or Operational Calendar can be modified only by the Operations Committee (OPSCOM), according to procedure IDA\_NEMO\_OTH\_01.

If one NEMO IDA Operator needs to modify the Operational Calendar, the request should be made in the OPSCOM and the OPSCOM will decide on the modification.

### 3. IDA Coordinator - and IDA Back Up Coordinator - Exceptional Switch

#### 3.1. General overview

An Exceptional IDA Coordinator switch represents any switch which is not part of the Rotational Scheme during the MCS at any time.

During the Market Coupling Session, the IDA Back Up Coordinator is expected to take over the role of the IDA Coordinator if, for any reason the IDA Coordinator is not able to run the Market Coupling Session or is not able to perform the IDA Coordinator's actions required by the ANDOA procedures.

The IDA Coordinator having the issues triggers an Incident Committee, according to procedure IDA\_JOINT\_FAL\_01, in order to inform all IDA NEMO Operators (only participants to be invited as mandatory) that an IDA Coordinator switch is needed. The IDA Back Up Coordinator takes over the IDA Coordinator role as soon as possible.

In case the IDA Back Up Coordinator cannot take over the IDA Coordinator role, any other IDA NEMO Operator having the Algorithm implemented may take over the role.

When the IDA Coordinator is unexpectedly disconnected from the Cloud (offline), the IDA Back Up Coordinator should take over the IDA Coordinator role. As soon as the initial IDA Coordinator becomes online again, he needs to request that the new IDA Coordinator takes over the IDA Coordinator role again in order to align all PMBs.

In case of Partial Decoupling during MCS and the IDA Coordinator and Backup will be decoupled, one of the following IDA NEMO Operators must take over the Coordinator Role before the automatic Partial Decoupling is launched:



The IDA Coordinator will be selected from the 3 following the agreed Rotational Scheme. So, the next NEMO in the Rotational Scheme to be the IDA Coordinator from the 3 aforementioned NEMOs will be chosen.

The table below lists all the actions that need to be performed when switching the IDA Coordinator role in exceptional situations.

**Table 2 – IDA Coordinator Exceptional Switch**

Steps	Description: IDA Coordinator and IDA Back Up Coordinator Exceptional Switch	PMB Message ID	Procedures involved
1	<i>If not already done and if technically possible:</i> The IDA Coordinator switches the PMB to Manual Mode by selecting "Manual Mode".	-	-
2	<i>If not already done:</i> The IDA Coordinator triggers an IC by sending the internal message InC_01 to all NEMO IDA Operators	-	FAL_01 IDA_JOINT_O TH_02
3	<i>If not already done:</i> All PMBs are switched to Manual Mode.	-	-
4	<i>The new IDA Coordinator verbally requests the Presenter role and upon approval by current IDA Coordinator, shares its PMB screen via Microsoft Teams.</i>	-	-

Steps	Description: IDA Coordinator and IDA Back Up Coordinator Exceptional Switch	PMB Message ID	Procedures involved
5	The new IDA Coordinator takes over the IDA Coordinator role by selecting "Take Over Coordinator Role" from the Process menu.	MX30 MX90 N23	-
6	IDA NEMO Operators confirm the IDA Coordinator switch by pressing the OK button from the popup message. If this is not done within 30 seconds, the role switch is considered as validated anyway. All NEMO IDA Operators should confirm the new IDA Coordinator in the IC.	-	-
7	<i>Only applicable if the Calculation process is Active on any Local PMB (if not, skip this step):</i>  The concerned IDA NEMO Operators will skip its Shadow Calculation process in the PMB. If the skip button is disabled, the concerned NEMO IDA Operators will need to press the play button first. This is needed in order to activate the Preliminary Confirmation process.	-	-
8	All the PMBs are set back to automatic mode by selecting "Automatic Mode".	N7	-
9	<i>If applicable:</i> Go back to the backup procedure applied before having to perform the IDA Coordinator switch.	-	Relevant backup procedure
10	The new IDA Coordinator triggers an Operational Call by 30 minutes from last IDA's GFC sharing in order to assess one of the following options:  a) If the issue of the initial IDA Coordinator is still not solved, the new IDA Coordinator keeps the role for the Next Market Coupling Session as well.  b) If the technical issue is solved, the initial IDA Coordinator takes back the IDA Coordinator role (not earlier than IDAx OBK GCT + 60 min)  <b>In both options, the IDA Coordinator sends the internal message IDA_JOINT_06 to inform all NEMO IDA Operators that the switch has been completed.</b>  Remark: Reason for taking back coordinator role by regular coordinator not earlier than affected IDA OBK GCT + 60 min is for IDA DUMP to be extracted to correct folder ("PUBLISHED") by coordinator whose calculation has been used for published results.	MX30 MX90 N23	IDA_JOINT_OTH_02

### 3.2. Process clarification

1. As soon as the IDA Coordinator is aware that he is not able to perform the IDA Coordinator role, he will switch the PMB to manual mode, if this is technically possible, in order to prevent a process from being completed before changing the IDA Coordinator role.
2. The IDA Coordinator will launch an Incident Committee as soon as possible by sending the internal message *IDA\_JOINT\_01*, according to procedure *SIDC\_JOINT\_OTH\_02*.
3. All PMBs will switch the PMB to Manual Mode, in order to prevent a process from being completed before the change in the IDA Coordinator role is completed.

**Important remark:** The PMB for which the Shared Configuration check was skipped will no longer be able to become IDA Coordinator or IDA Back Up Coordinator during the whole Market Coupling Session.

4. The new IDA Coordinator verbally requests the Presenter role and upon approval by current IDA Coordinator, shares its PMB screen via Microsoft Teams.
5. According to the decision of the Incident Committee, the new IDA Coordinator will take the IDA Coordinator role by clicking on *“Take over coordinator role”* in the PMB Process menu.

The new IDA Coordinator confirms the message *“Do you want to take the coordinator role?”* and becomes the new IDA Coordinator.

At this moment, the *“Take over Coordinator role”* application log (MX30) is sent to all PMBs and the start time is recorded.

6. All PMBs receive a notification and a popup message about the switching of the IDA Coordinator role.

All the IDA NEMO Operators confirm the IDA Coordinator takeover by clicking on the *“Yes”* button in the pop-up screen, which automatically sends a confirmation application log (MX90) to the IDA Coordinator.

The new IDA Coordinator waits until the reception of all the takeover confirmations from the Cloud or until the predefined timeout of 30 seconds is reached (according to the SCF).

Even if not all IDA NEMO Operators have confirmed the takeover by the time the timeout is reached, the new Coordinator PMB creates the notification N23 stating that *“Coordinator has been changed”*.

All IDA NEMO Operators have to check that the IDA Coordinator has been changed correctly and that the field *“Active Coordinator”* in the PMB Dashboard shows the new IDA Coordinator. All NEMO IDA Operators should confirm the new IDA Coordinator in the IC.

If the IDA Back Up Coordinator is not able, for any reason, to take over the role of IDA Coordinator, then during the Incident Committee, the next NEMO IDA Operator in the Rotational Scheme will take the IDA Coordinator role. Because this NEMO IDA Operator is neither the IDA Coordinator nor the IDA Back Up Coordinator, the following message will be displayed: *“You are not Broker backup coordinator. Do you really want to take over coordinator role?”* If the IDA NEMO Operator agrees on taking the IDA Coordinator role, the NEMO IDA Operator has to click on the *“ok”* button, otherwise the role is not switched.

Once the IDA Coordinator role is accepted, it cannot be rejected or taken back. Only a new role switch can be performed if necessary.

7. *Only applicable if the Calculation process is Active on any Local PMB (if not, skip this step):*

The Concerned NEMO IDA Operator will skip its Shadow Calculation process. If the skip button is disabled, the concerned NEMO IDA Operator will need to press the play button first.

This is needed in order to activate the Result Sharing process and the reception of the Market Coupling Results from the new IDA Coordinator.

8. All the PMBs are set back to automatic mode by selecting “Automatic Mode” once the switch has been successfully completed.

9. *If applicable:*

Go back to the backup procedure applied before having to perform the IDA Coordinator switch.

10. The new IDA Coordinator triggers an Operational Call by 30 minutes from last IDA’s GFC sharing in order to assess one of the following options:

a) **If the issue of the initial IDA Coordinator is still not solved**, the new IDA Coordinator keeps the role for the Next Market Coupling Session as well.

As soon as the initial IDA Coordinator is able to perform the IDA Coordinator role again, the Rotational Scheme will be restored. Another option is that the Rotational Scheme will be changed according to Section 2.3.

b) **If the technical issue is solved**, the initial IDA Coordinator takes back the IDA Coordinator role. In this case, the Rotational Scheme is restored once again according to the Operational Calendar on Project Place.

In both options, the IDA Coordinator informs all IDA NEMO Operators that a IDA Coordinator switch has been completed successfully by sending the communication *IDA\_JOINT\_06: Coordinator switch completed*.


This message informs all IDA NEMO Operators about who will be the IDA Coordinator for the next Market Coupling Session, responsible to run the Market Coupling Session and to perform the IDA Coordinator actions required by the ANDOA procedures.

## 4. Incident Management rules related to the IDA Coordinator Switch

In case of incidents during the IDA Coordinator switch the following guidelines should be followed:

- a) In case the IDA Back Up Coordinator cannot take the IDA Coordinator role, any other IDA NEMO Operator having the Algorithm implemented may take the IDA Coordinator role. There is no limitation concerning the number of role switches that can be performed during one Market Coupling Session.
- b) In case several IDA Coordinators (two or more) are present in the Cloud, this can be checked in the Share Configuration window. An Incident Committee will be started by the IDA Coordinator according to the Rotational Scheme and according to procedure IDA\_JOINT\_FAL\_01. The correct IDA Coordinator will take over again the IDA Coordinator role in the PMB. It has to be confirmed by all IDA NEMO Operators in the IC that all the PMBs are aligned with the correct IDA Coordinator.
- c) In case the Coordinator PMB is down during the Result Sharing process and the IDA Back Up Coordinator did not receive the Result from the IDA Coordinator, the IDA Back Up Coordinator will not take the IDA Coordinator role because he does not have the last version of the Results. Therefore, another IDA NEMO Non-Coordinator who has received the Results has to take the IDA Coordinator role.

## 5. Operational Manual Reference

See chapter 'Take OVER Coordinator Role' in the Operational Manual (User Guide provided by )