

Code Contingency Guidelines Documents

Version 1.0

May 2009

Purpose

A "**Code Contingency**" is an event or circumstance affecting UK Link, of a kind specified in the Contingency Procedures, which affects the ability of the Transporters or Users (or where so specified in the Contingency Procedures, of a particular Transporter or User or particular Transporters or Users) to give or receive UK Link Communications, or to generate information to be contained in a Code Communication.

A Code Contingency will generally be caused by a partial or complete loss of a key commercial system forming part of the UK Link suite.

These Guidelines provide a consolidated, single point of reference, which sets out the processes and procedures required in the event of a Code Contingency. The Code Contingency Guidelines Document is an annex of the UK Link Manual and governed, in accordance with the UK Link Manual, under TPD Section U – 1.4 UK Link Manual. Any amendments to the Guidelines will be in accordance TPD section 8 – UK Link Modifications.

Introduction

This section describes the arrangements which the Transporters have put in place to mitigate the impact from failures of UK Link on UK Link Users. The arrangements cover both the manual procedures which are necessary to enable UK Link Users to continue to communicate with the Transporters and the recovery procedures which are designed to ensure that any failure of UK Link is rectified as quickly as possible.

The Transporters have developed a comprehensive set of contingency plans to mitigate the impact that any failures of UK Link on the normal operations of both UK Link Users and the Transporters. The contingency arrangements have been designed with four possible failure scenarios in mind:

- no-one can operate a given process;
- individual UK Link Users cannot operate a given process;
- only partial operation of a given process is possible by some/all UK Link Users;
- UK Link Users will miss a deadline.

The Transporters may in accordance with the Code, declare a Code Contingency whenever any of these situations occur, due to a fault, unavailability, or serious degradation of service of UK Link. The Transporters will not declare a Code Contingency for failure of a UK Link User's internal systems, although Users may use the XP1 Gemini contingency in certain

circumstances, as described in Appendix C of Chapter 4 – Gemini Code Contingency Arrangements.

The contingency procedures have been developed to encompass all business processes which are set out in the UK Link Manual "Procedures Documentation for the Transporters Customers" and will be reviewed on a continual basis. The detailed procedures to be followed in the event that the Transporters declare a Code Contingency are contained within the relevant chapter of these Guidelines (or within the Code Contingency Manual (transitional)).

Code Contingency Guidelines Document

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- Chapter 1 Supply Point Administration (SPA)
Contingency Guidelines**
(Code Contingencies requiring Contingency Procedures currently identified as part of appendix 5b of the UK Link Manual and Contingency Procedures Documentation for the Transporters Customers)
- Chapter 2 Invoicing Code Contingency Guidelines**
(Code Contingencies requiring Contingency Procedures currently identified as part of appendix 5b of the UK Link Manual and Contingency Procedures Documentation for the Transporters Customers)
- Chapter 3 Sites and Meters Code Contingency
Guidelines**
(Code Contingencies requiring Contingency Procedures currently identified as part of appendix 5b of the UK Link Manual and Contingency Procedures Documentation for the Transporters Customers)
- Chapter 4 Gemini Code Contingency Guidelines**

Code Contingency Guideline Documents

Chapter 4 – Gemini Code Contingency Arrangements

Version 1.0

Code Contingency Guidelines document

Chapter 4 - Gemini Contingency Arrangements

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1. Introduction

1.1 Aims and Objectives

The purpose of this document is to provide consolidated details of procedures and processes required for Code Contingency arrangements that are associated with Gemini systems failures – a “**Gemini Code Contingency**”.

The aim of the document is to define both the processes and procedures that will be followed during a Code Contingency and the responsibilities placed on Users and Transporters.

1.2. Definition of Gemini

“**Gemini**” is the system upon which the energy balancing and entry and exit capacity business processes involved in the transportation of gas are conducted.

1.3. Contingency Management Process

1.3.1. This document seeks to provide a guide and greater clarification of the processes and procedures, for all relevant parties, required during a Code Contingency that is associated with a failure of the Gemini system.

1.3.2. The Transporters may in accordance with the Code, declare a Gemini Code Contingency whenever any of the following situations occur;

- outage due to a fault;
- unavailability;
- serious degradation of service on the Gemini system.

The Transporters will not declare a Code Contingency for failure of a UK Link User’s internal systems, although UK Link Users may use the XP1 Gemini Contingency in certain circumstances, as described in **Appendix C – Extended Product 1 (XP1)**

1.3.3. Class ‘A’ Code Contingency

In accordance with the UNC TPD: A ‘Class A’ Code Contingency is define as one where:

‘U6.3 Class A Contingencies

6.3.1 It is agreed that where certain Code Contingencies occur or continue for particular periods or at particular times:

(a) the application of certain provisions of the Code (in particular, the requirement for Users to pay certain charges, or the basis on which such charges are determined), will be modified); and/or

(b) the timetable provided for in the Code for the giving of certain Code Communications may be extended

as provided in the relevant Section of the Code.

6.3.2 A Code Contingency of the kind referred to in paragraph 6.3.1 is a **"Class A Contingency"**.

6.3.3 The Code Contingencies which are Class A Contingencies are specified, for the purposes of the relevant provisions of the Code, in the Contingency Procedures.’

1.3.4. These Guidelines define the step by step scenarios to be followed by UK Link Users, the Transporters and Transporters Agent, for each of the Contingency Procedures and reflect any relaxation of Code provisions where such provisions have been identified as class ‘A’ Code Contingencies referenced in section **U6.3 Class ‘A’ Contingencies**.

1.3.5. Code arrangements referenced in the relevant sections of the UNC TDP as requiring Gemini Code Contingency procedures;

Affected Area	Sections of UNC TPD where Code Contingency applies
Gemini	B – System Use and Capacity, C – Nominations, D – Operations, Balancing and Trading Arrangements, E – Daily Quantities, Imbalances and Reconciliation H – Demand Estimation and Demand Forecasting - 5.2.1 – Notify Demand Forecast for Flow Day K – Operating Margins - 4.8.1 (i) Submit Output Trade Noms for injection into storage to cover ‘relevant deficiency’ N Shrinkage - 2.2.2 (i), (ii) – NTS Shrinkage Factors;

	N 4.4.1 – Output Nominations for Shrinkage Provider Q – Emergencies R – Storage – x.x injection and withdrawal noms
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1.3.6. For further details please refer to the UK Link Manual - Appendix 5B – Network Code Principal Document and relevant sections of the UNC TPD.

1.3.7. Note that Automated Programmable Interfaces (APIs) are not recognised under the UNC.

1.4. Planning

Disaster recovery arrangements are in place, which are designed to restore the system within 12 – 48 hours of a major failure of the Gemini system. The data on the system will be restored to the point at which the daily back up was taken. In any event, this will be to a point not greater than 26 hours prior to the time of the disaster.

1.4.1. Code Contingency plans are intended to allow the business to continue, albeit in some cases in a limited way, until the Gemini system is available and operational.

1.5. Contingency Arrangements during Planned Downtime

There will be periods, known as “**Planned Downtime**”, when Gemini is unavailable to UK Link Users; these are defined in Appendix 2 of the UK Link IS Service Definition. Planned Downtime falls into two categories:

- a short period which occurs each Day during the hours 04:00 to 06:00;
- a less frequent, but potentially longer period which may occur at any time of the Day.

Code Contingencies will not be declared for Planned Downtime occurring during the period 04:00 to 06:00. For all other Planned Downtime, UK Link Users will be notified whether a Code Contingency is to be declared.

In the event that any period of Planned Downtime exceeds the originally planned period, The Transporters will advise UK Link Users of the likely additional downtime and, where necessary, declare a Code Contingency.

1.6. UK Link – Gemini System Unavailability

The Transporters will endeavour to ensure that the Gemini Network is available on a 24 hours a day basis and will also attempt to schedule any necessary outages at times which will cause the least business impact to The Transporters and UK Link Users. The Transporters’ Agent will use its

reasonable endeavours to ensure that UK Link Users are given at least three months notice of any planned outage.

- 1.6.1 Unavailability of Batch Transfer Communications or Shipper Information Service will not normally affect the ability of UK Link Users to access Gemini unless the unavailability is the result of either failure or a period of downtime of the UK Link Network.

2. Communication

It is recognised that prompt communication, notifications and regular updates, before, during and following Code Contingency, are key to ensure that necessary information exchanges are achieved during a Gemini outage.

2.1 Notification Processes

It may be appropriate to notify the community that a system outage or failure may be likely, as well as provide regular updates of the status of the contingency during the outage.

UK Link Users should use the helpdesk as the first point of contact for notification of an issue associated with the performance of the Gemini system. Once a Code Contingency has been announced the form and timing of communications to be used by UK Link Users, during the contingency, is defined in Section 4 of these guidelines.

The primary form of communication from the Transporters to UK Link Users will be via the Active Notification System (ANS), but where appropriate may be supported by website notifications, e-mail or fax. Further details of how and when such communications will be used can be found in Section 4 of these Guidelines.

3. Testing Arrangements and Availability of Code Contingency Documentation

Familiarisation of the Code Contingency procedures, by all affected parties, is critical to the successful deployment of the Code Contingency arrangements. This in turn provides all parties with the continued capability to meet their Code obligations during Gemini system failure. Provision of a scheduled 'Dry Run' testing programme (Exercises) of the Gemini Code Contingency arrangements may help to facilitate such familiarisation.

3.1 Roles during Gemini Contingency Code Contingency Exercise

The Transporters' Agent will be responsible for coordinating the Gemini Code Contingency Exercise arrangements, reporting on and undertaking post event support.

The relevant Transporters, Transporters Agent and all UK Link Users that use Gemini will be required to participate in the Exercise.

3.2 Testing Policy

Gemini Code Contingency procedures will be tested at least every 2 years.

3.2.1 Through the UK LINK committee, UK Link Users will be notified 3 months prior to a Gemini Code Contingency Exercise of the scope of the testing programme.

3.2.2 A document providing details of the Gemini Code Contingency Exercise will be available prior to the initiation of the testing programme.

3.2.3 During the Gemini Code Contingency exercise, the following areas may be tested:

Energy Balancing

- Input, Output (“**Gas Flow**”) and Trade Nominations (and Renominations) (End Of Day)
- Demand Forecasting
- Determination of Trade Nomination Quantities (“**Gas Trade Registration**”)
- Measurement
- Determination of User Daily Quantity Inputs and User Daily Quantity Inputs (“**Allocations**”) and Daily Imbalances (“**Balancing**”)

Capacity

- Capacity Trading
- “**Long Term Entry Capacity Auctions**”
 - (Quarterly NTS Entry Capacity (“**QSEC**”),
 - Monthly NTS Entry Capacity under the annual invitation (“**AMSEC**”),
 - Monthly NTS Entry Capacity under the rolling invitation, in accordance with the Entry Capacity Transfer and Trade Methodology Statement (“**RMTTSEC**”),
 - Discretionary NTS Entry Capacity (“**DRSEC**”)
- “**Short Term Auctions**”
 - Daily Firm NTS Entry Capacity sold at Day ahead stage (“**DADSEC**”)
 - Daily Interruptible NTS Entry Capacity sold at Day ahead stage (“**DISEC**”)
 - Daily Firm NTS Entry Capacity sold within Day (“**WDDSEC**”)

- Capacity Management (curtailment of Interruptible NTS Entry Capacity “**Scalebacks**” and acceptance of offers to surrender Available Firm NTS Entry Capacity “**Buy Backs**”)

3.2.4 Testing of the Forms of Contingency Communications

The following forms of communication may be used during a Gemini Contingency exercise and reflect the forms of communication described in paragraph 4.4:

- Helpdesk
- ANS
- SIS
- Telephone
- Website
- Email communication
- Fax
- Conventional Notice as defined under TPD section U 1.2.2

3.3 Post Gemini Code Contingency Exercise

3.3.1 The Transporters’ Agent will prepare and issue the results and findings of the Exercise.

3.3.2 UK Link Users will be provided with feedback and results relating to the outcome of the Exercise.

4 Scenarios and Procedures

4.1 Overview

A Code Contingency is associated with a failure of the Gemini system due to any of the failures defined in section 1. The Contingency arrangements described within these guidelines have been designed to cater for the failures leading to the following scenarios:

- All UK Link Users unable to operate a specific Gemini process;
- Individual UK Link Users unable to operate a given process;
- UK Link Users only able to carry out partial operation of a given process;
- UK Link Users unable to meet a deadline prescribed in Code.

4.2 Contingency Flow Diagrams

The “**Contingency Scenarios**” and “**Contingency Flow Diagrams**” represent the sequence of events and activities that need to occur to enable business operations to continue following a Gemini system failure. The Contingency Scenarios will be used to identify:

- Initiation of contingency; Who should be told in the event of a degradation or failure;
- Communication chain ; the forms and times of communications that need to be carried out during the contingency period
- The parties responsible for each element of the contingency process
- The processes necessary to reinstate ‘normal’ operations once the system is recovered.

4.2.1 The Transporters are responsible for declaring the Code Contingency, updating UK Link Users on the contingency procedures available and scenarios to be adopted, and ending the Code Contingency.

4.2.2 The scenarios demonstrate the sequence of steps that need to be taken before, during and after the system degradation or failure.

4.3 Guide to the Gemini Code Contingency Scenarios

Each of the contingency scenarios described below allow a specific business process to be carried out once a contingency has been invoked. The process maps and supporting documentation for each scenario define the process to be adopted by the transporters and users, the key decision points during the contingency, the methods of communication to be adopted at each point of the contingency, and the responsibilities at each point in the process.

It is not the intention to define the decisions that will be taken at each stage of the processes as these will vary depending upon the circumstances of the particular failure which has led to the contingency being called, however the aim is to provide clarity as to when the decisions will be made and how the outcomes of these decisions will be communicated as well as the processes that should be followed once a decision has been made.

4.3.1 **Energy Balancing**

Manage Gas Flow and Energy Trade Nominations

This aim of this process is to ensure that all Users nominations and trades are entered into the Gemini system at the earliest opportunity. The default position if the system returns before the end of the gas day is to allow shippers to enter their own data, whereas if the system failure crosses the end of the gas day the default is for NG to enter the data once following the end of each gas day. The flow diagram does however provide for a within day option to manage the maintenance of users NDM positions through the gas day to improve the users ability to manage their overall portfolio balance position, however adoption of this additional process will depend upon the circumstances of the system failure and the availability of appropriate resources to the support the process.

4.3.2 **Entry Capacity Auctions**

Manage QSEC Auction

This process will only be adopted if the contingency is invoked in the period immediately before or during a QSEC auction. The default position will be to defer the auction until the end of the contingency period however the flow diagram does provide the option for carrying out an offline auction process dependant upon the circumstances of the system failure and the availability of appropriate resources to support the process

4.3.3 **Manage AMSEC Auction**

This process will only be adopted if the contingency is invoked in the period immediately before or during an AMSEC auction. The default position will be to defer the auction until the end of the contingency period however the flow diagram does provide the option for carrying out an offline auction process dependant upon the circumstances of the system failure and the availability of appropriate resources to support the process

4.3.4 **Manage RMTTSEC Auction**

These processes will only be adopted if the contingency is invoked in a period of the month that is critical to either the surrender or bidding elements of the RMTTSEC auction process. The default process is to carry out an offline process to ensure that auction can be completed by the end of the calendar month unless a short term deferment will not impact the overall auction timescales.

4.3.5 **Manage Short term auctions (Firm and interruptible)**

The aim of this process is to ensure that a short term (D-1 and/or D) auction process can be carried out. This process gives the opportunity for users to refine their capacity position near to real time and therefore allows the overrun process to operate as normal. The particular combination of day ahead and within day firm and interruptible auctions that will be held will depend upon the particular circumstances of the

failure but will be communicated to users as part of this process and may vary on a day to day basis during the period of the contingency.

4.3.6 **Manage DRSEC Auction**

This process will only be adopted if the contingency is invoked in the period immediately before or during a DRSEC auction. The default position will be to defer the auction until the end of the contingency period however the flow diagram does provide the option for carrying out an offline auction process dependant upon the circumstances of the system failure and the availability of appropriate resources to the support the process

4.3.7 **Entry Capacity Trading**

Manage Capacity trades

This process allows users to register capacity trades that they have carried out to allow the users overall position to be maintained and to support the overrun and constraint management processes.

4.3.8 **CAPACITY CONSTRAINT MANAGEMENT**

Manage Capacity Buyback auctions and actions

This process allows NG to carry out capacity buyback actions during the contingency period as required.

4.3.9 **Manage Capacity Scale Back process**

This defines the Scaleback process that NG would carry out during the contingency period if required

4.4 **Forms of Communication**

4.4.1 In some cases where a Code Contingency is declared, this may affect;

- the form and/or manner in which a Communication normally given as a Link Communication is to be given; and/or
- the restrictions on timescales for giving the Communication.

4.4.2 This section 4 and Annex A of these Guidelines defines how the relevant UK Link Communication is to be given for each of the Contingency Procedures and specifies any relaxation in the time limits allowed for giving the Communication

4.4.3 Forms of a communication will be in accordance with the provision set out in the UK Link Manual Appendix 5a Code Communication Summary Table and will include that following communication types:

4.4.4 Active Notification System

Primary notification system used by the transporters to all registered users for all contingency related communications. The system will also be used to direct users to other communication media, e.g. the website, where these are seen as more suitable for certain types of communication, e.g. circulation of documents and proformas for use and support during the contingency

4.4.5 Fax

Primary form of user specific communication during the contingency

4.4.6 Email Communications

Used to support user specific communications during the course of the contingency

4.4.7 Telephone

Not intended for use as a primary communication form during the contingency but will be used as and when required to resolve specific user issues.

4.4.8 National Grid Website (exact web address to be notified users via ANS process at the start of the contingency period)

Used to provide generic industry information during the contingency, and to provide documentation and information to users that does not lend itself to distribution via the ANS service, e.g. long documents, proformas etc

4.5 **Default Processes**

Each contingency scenario defines the set of minimum processes that all parties must carry out these are known as the default processes.

On notification of a Gemini Code Contingency, initially the 'default' processes for the particular failure will be instigated and changes from this level of contingency management to include additional processes will be decided upon by the Transporters, taking into account any operational issues and resourcing capabilities.

4.6 **Priority of Processes**

The Transporters will notify UK Link Users at the start of the Code Contingency period, and at appropriate times during the contingency, which if any elements of the arrangements are being prioritised with respect to either introduction of the process or the level at which the process is being operated.

5 **Other Considerations**

5.1 Interfaces to other UK Link Applications

S&M /SPA

Should any of the interfaces into Gemini be subject to a Code Contingency period, the relevant S&M /SPA contingency processes and procedures will include the appropriate Gemini 'data catch-up' elements.

5.2 Invoicing

In the event of an outage Invoicing Contingency arrangements as defined in TPD section S1.9 *may apply*. Where an outage has delayed or prevented closeout processes from being completed and the production of invoices has been affected by such a delay; invoicing may be suspended awaiting recovery of the system and generation of the closeout data.

5.3 Impacts on Other Parties

5.3.1 On-the-day Commodity Market (OCM)

The OCM Trade Nominations contingency process will be similar to that encompassed within the Nominations (OTC NBP) contingency process/procedure.

OCM Physical re-nominations (including logging of OCM trades into Gemini) to be further considered.

Consideration of the effects on parties associated with UNC obligations and Communication Service Level Agreements e.g. under the TPD, Annex D1, the Market Operator is required to send trade notifications to National Grid NTS within 5 minutes. [Suspension of the PRI charges]

5.4 Allocations agents

Should any of the allocation input interfaces into Gemini be subject to a Code Contingency period, the Gemini Code Contingency procedures will include the appropriate Gemini 'data catch-up' processes/procedures.

6 Version History

	Status	Author	Date Issued	Comments
V0.1	Draft	Paul Gallagher	23/06/08	
V0.2	Draft	Claire Thorneywork	30/09/08	Reviewed by Steve Pownall/Paul Gallagher Gallagher/Dave Bayliss
V1.0	Draft		02/12/08	Development Drafts
V2.0	Draft	Claire Thorneywork/Paul Gallagher	06/02/09	Development Drafts
V1.0	Final	Claire Thorneywork	07/05/09	Final version – 5.2 added

				ref to Invoicing contingency UNC S1.9. Amended fax detail in GE01 and removed redundant diagram.
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Annex A: Contingency Flow Diagrams

Energy Balancing

- GE01 Manage Gas Flow and Energy Trade Nominations

Entry Capacity Auctions

- GC01 Manage QSEC auction

- GC02 Manage AMSEC auction

- GC03 Manage RMTTSEC auction

- GC04 Manage Short term auctions (Firm and interruptible)

- GC05 Manage DRSEC auction

Entry Capacity Trading

- GC06 Manage Capacity trades

Capacity Constraint Management

- GC07 Manage Capacity Buyback auctions

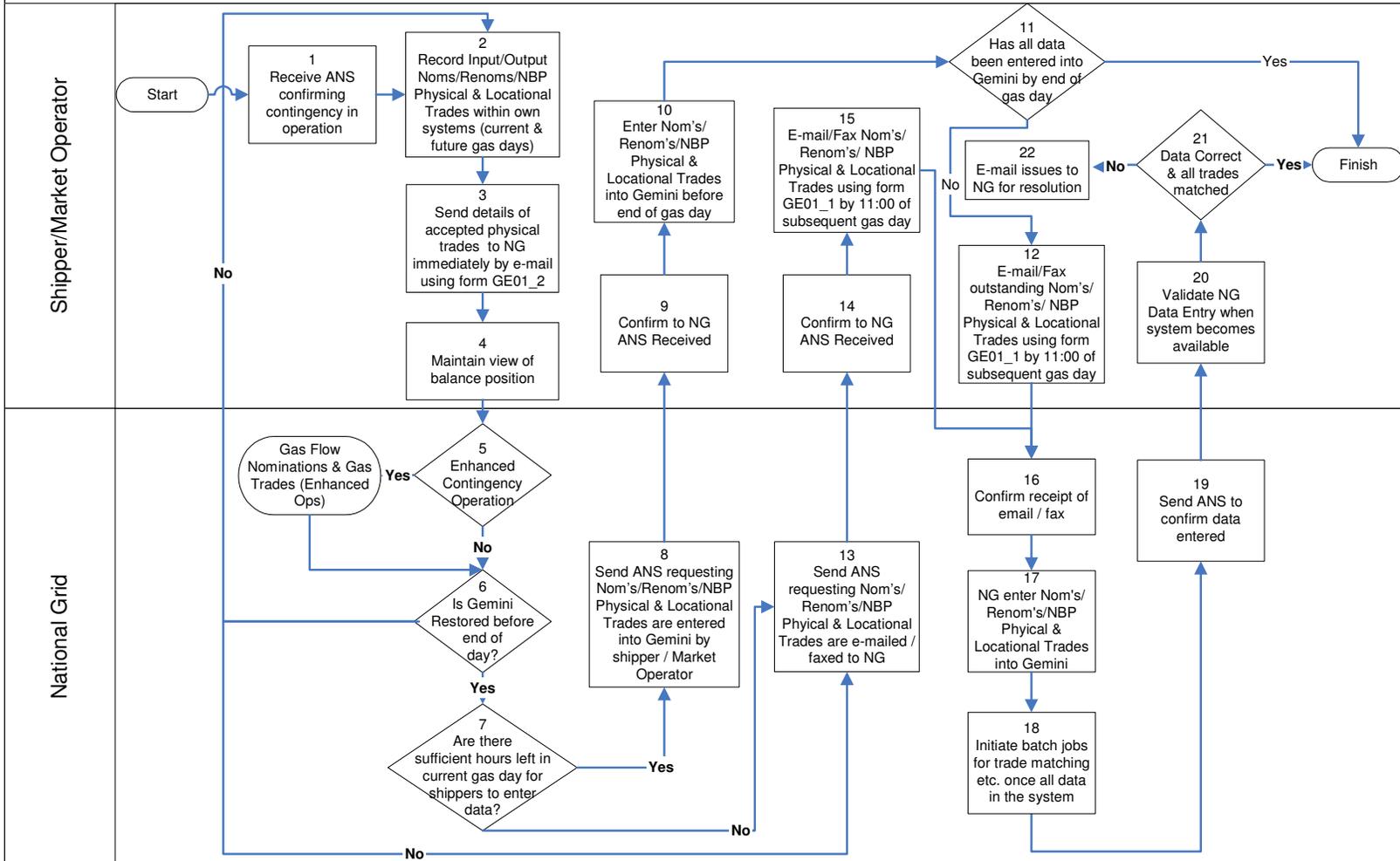
- GC08 Manage Scale Back

Energy Balancing

GE01: Manage Gas Flow and Energy Trade Nominations

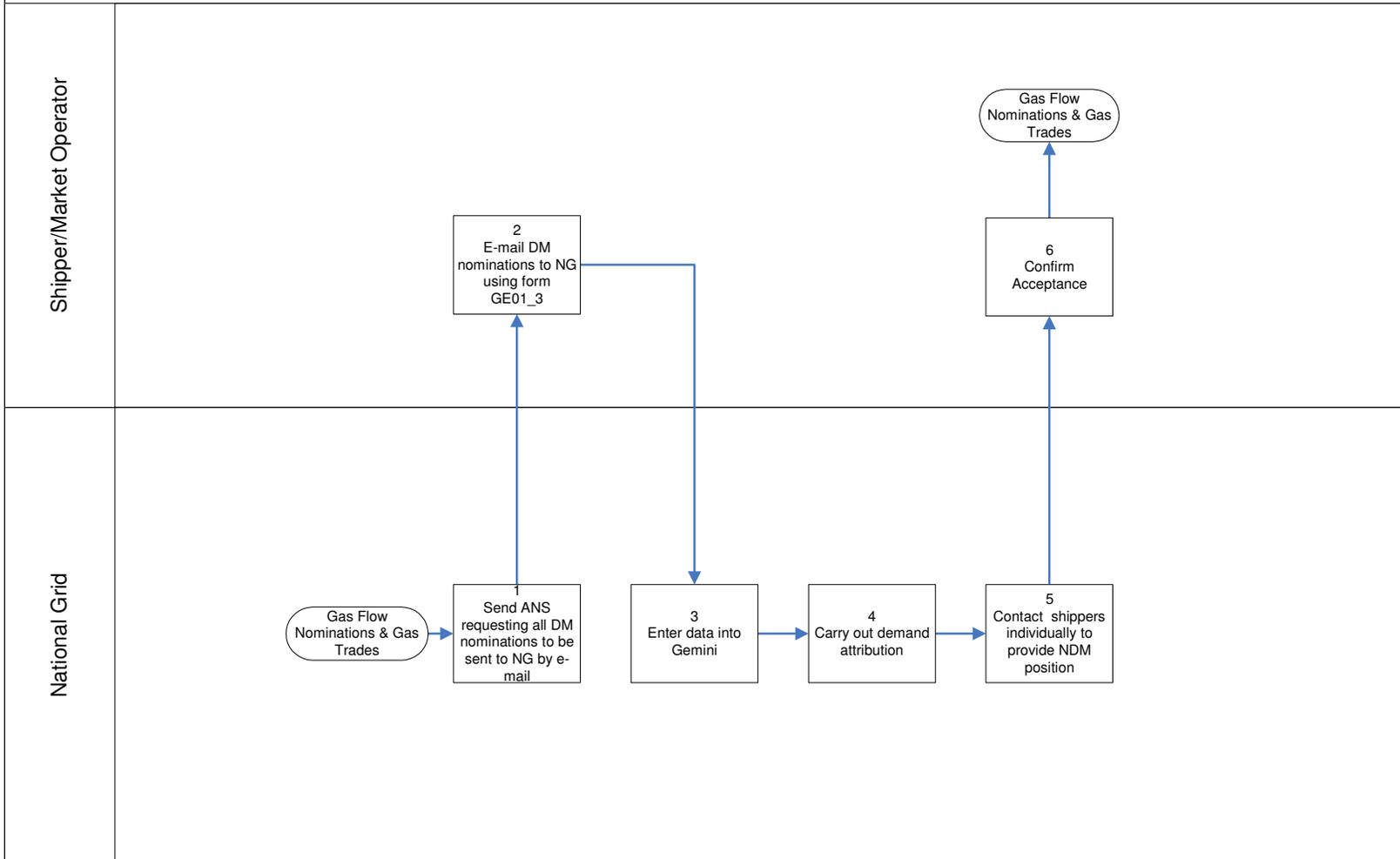
GE01: Manage Gas Flow and Energy Trade Nominations

Version 1



GE01: Manage Gas Flow and Energy Trade Nominations (Enhanced Ops)

Version 1



GE01: Manage Gas Flow and Energy Trade Nominations: Procedural stages

Process No.	Process	Procedure	Owner
1.	Receive ANS confirming contingency in operation.	ANS Message Received by Shipper/Market Operator confirming contingency process to be adopted	Shipper / Market Operator
2.	Record Input/Output Nom's/Renom's/NBP Physical & Locational Trades within own systems (current & future gas days).	Shippers / Market Operators maintain own records of Input/Output Nom's/Renom's/NBP physical & locational trades to keep track of actions during the system outage.	Shipper / Market Operator
3	Send details of accepted physical trades to NG immediately by e-mail using form GE01_2	Shippers / Market Operators provide details behind all their accepted physical trades to NG via e-mail	Shipper / Market Operator
4.	Maintain view of balance position.	Shipper / Market Operator uses own records to evaluate current balance position and take appropriate actions.	Shipper / Market Operator
5.	Enhanced Contingency Operation?	Do National Grid have the system functionality and resources to provide a DM nomination data entry service.	National Grid
6.	Is Gemini Restored before end of day?	Ongoing checks of Gemini functionality undertaken with xoserve.	National Grid
7.	Are there sufficient hours left in the current gas day for shippers to enter data?	Check to identify if there is sufficient time left in the gas day for users to enter data into Gemini at the end of an incident.	National Grid
8.	Send ANS requesting Nom's/Renom's/NBP Physical & Locational Trades are entered into Gemini by shipper / Market Operator.	Notification provided to Shippers / Market Operators via ANS of requirements for the Shipper / Market Operator to enter data directly into Gemini following restoration of Gemini functionality.	National Grid
9.	Confirm to NG ANS Received.	Shipper/Market Operator receives ANS Message and sends confirmation of receipt via fax to NG.	Shipper / Market Operator
10.	Enter Nom's/Renom's/NBP Physical & Locational Trades into Gemini before end of gas day.	Shipper/Market Operator enters outstanding Nom's/Renom's/NBP physical & locational trade data into Gemini for current Gas Day (and future?)	Shipper / Market Operator
11.	Has all data been entered into Gemini by end of gas day?	Shipper / Market Operators to identify whether all the required data has been successfully entered into the Gemini system by the end of the gas day.	Shipper / Market Operator
12.	E-mail/Fax outstanding Nom's/Renom's/NBP	Shipper/Market Operator e-mails/faxes GE01_1 Proforma to: <ul style="list-style-type: none"> geminicontingency@uk.ngrid.com 	Shipper / Market Operator

	Physical & Locational Trades using form GE01_1 by 11:00 of subsequent gas day.	<ul style="list-style-type: none"> Fax no: 0870 191 0646 	
13.	Send ANS requesting Nom's/Renom's/ NBP Physical & Locational Trades are e-mailed / faxed to NG.	Notification provided to Shippers / Market Operators via ANS of requirements for the Shipper / Market Operator to e-mail or fax relevant data directly to National Grid on the appropriate form.	National Grid
14	Confirm to NG ANS Received	Shipper/Market Operator receives ANS Message and sends confirmation of receipt via fax to NG.	Shipper / Market Operator
15	E-mail/Fax Nom's/Renom's/NBP Physical & Locational Trades using form GE01_1 by 11:00 of subsequent gas day.	Shipper/Market Operator e-mails/faxes GE01_1 Proforma to: <ul style="list-style-type: none"> geminicontingency@uk.ngrid.com Fax no: 0870 191 0646 	Shipper / Market Operator
16	Confirm receipt of e-mail / fax.	NG provide notification to each Shipper / Market operator of fax/e-mail received.	National Grid
17	NG enter Nom's/Renom's/NBP Physical & Locational Trades into Gemini	NG enter faxed/e-mailed Nom/Renom/NBP physical & locational trade data into Gemini.	National Grid
18	Initiate Batch Jobs for Trade matching etc. once All Data In The System.	Gemini batch Jobs are authorised to run in the system only following the entry of all required data.	National Grid
19	Send ANS to confirm data entered.	Notification provided to Shippers / Market Operators via ANS of data having been entered into Gemini.	National Grid
20	Validate NG Data Entry When System becomes Available.	Shipper / Market Operator to log into Gemini when the system becomes available and validate correct data entry by NG.	Shipper / Market Operator
21	Data Correct & All Trades Matched?	Shipper / Market Operator to determine that data entered is correct or not.	Shipper / Market Operator
22	E-mail issues to NG for resolution.	Shipper/Market Operator e-mails issues to: <ul style="list-style-type: none"> geminicontingency@uk.ngrid.com for resolution and agreement with the relevant parties.	Shipper / Market Operator

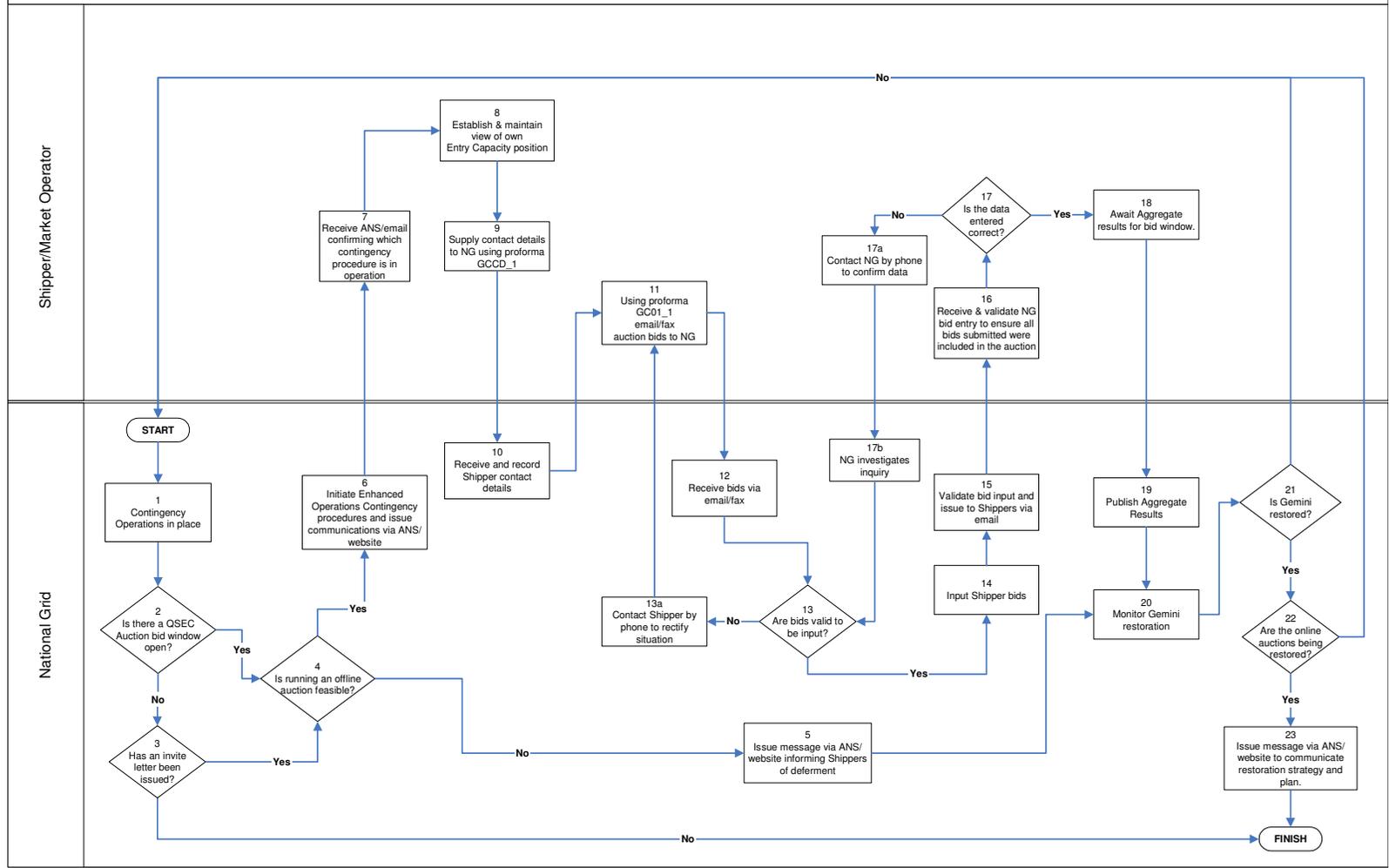
**GE01: Manage Gas Flow and Energy Trade Nominations (Enhanced Ops):
Procedural stages**

Process No.	Process	Procedure	Owner
1.	Send ANS requesting all DM nominations to be sent to NG by e-mail.	Notification provided to shippers / market operators via ANS of requirements for the shipper / market operator to provide to National Grid all DM nominations via e-mail to enable National Grid to enter these directly into Gemini.	National Grid
2.	E-mail DM nominations to NG using form GE01_3.	Shipper / market operator provide nominations to National Grid via e-mail using form GE01_3	Shipper / Market Operator
3	Enter Data into Gemini.	National Grid enters shippers DM nominations into Gemini.	National Grid
4.	Carry out demand attribution.	National Grid runs demand attribution process to assess shipper NDM positions.	National Grid
5.	Contact shippers individually to provide NDM position.	National Grid contacts each shipper individually via e-mail/fax providing their NDM position.	National Grid
6.	Confirm acceptance.	Shipper / market operator reviews NDM position and confirms acceptance.	Shipper / Market Operator

Capacity Scenarios
GC01: Manage QSEC Auction

GC01: Manage QSEC Auction

Version 1



GC01: Manage QSEC Auction: Procedural stages

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		National Grid
2.	Is there a QSEC Auction bid window open?	If yes: decision must be made as to whether running an offline auction is feasible (step 4).	National Grid
3.	Has an invite letter been issued?	If yes: decision must be made as to whether running an offline auction is feasible (step 4).	National Grid
4.	Is running an offline auction feasible?	Yes/No	National Grid
5.	Issue message via ANS / Website informing Shippers of deferment	Inform Shippers of the procedure that will be followed. Go to Step 20.	National Grid
6.	Initiate Enhanced Operations Contingency procedures and issue communications via ANS/Website	Inform Shippers of the procedure that will be followed.	National Grid
7.	Receive ANS/email confirming which contingency procedure is in operation	ANS message received by Shipper confirming which contingency process is to be adopted.	Shipper / Market Operator
8.	Establish & maintain view of own Entry Capacity position	Shipper uses own records to evaluate current Entry Capacity position and consider appropriate actions.	Shipper / Market Operator
9.	Supply contact details to NG using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at www.capacityauctions@uk.ngrid.com stating your name, contact phone number, Gemini Shipper name and Gemini 3 letter Business Associate (Shipper) code.	Shipper / Market Operator
10.	Receive and record Shipper contact details	Details should be as above.	National Grid
11.	Using proforma GC01_1 email/fax auction bids to NG	Shipper e-mails/faxes QSEC proforma C031 to: <ul style="list-style-type: none"> www.capacityauctions@uk.ngrid.com Fax no: 01926 656615. 	Shipper / Market Operator
12.	Receive bids via email/fax		National

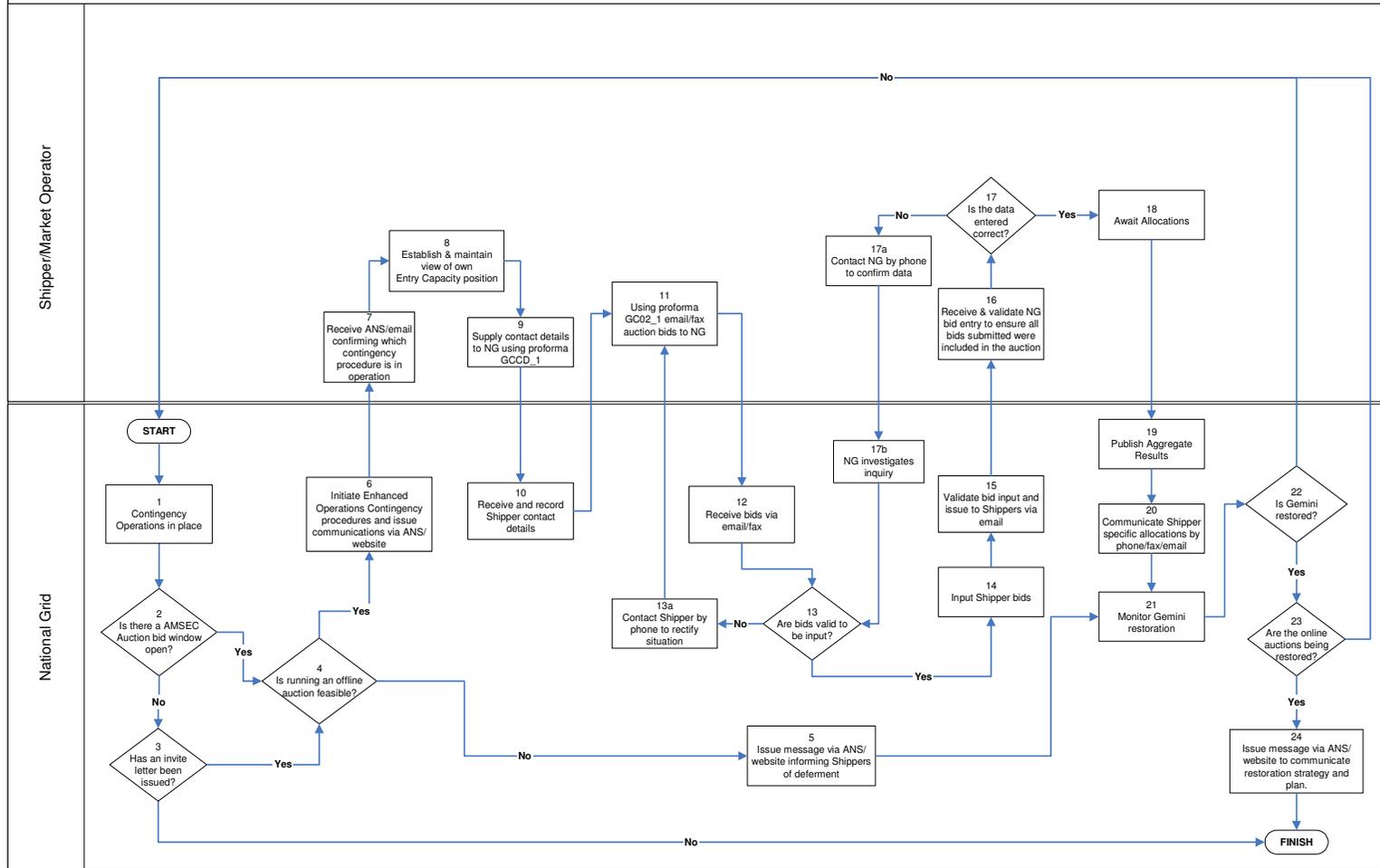
			Grid
13.	Are bids valid to be input?	Yes/No	National Grid
13a	Contact Shipper by phone to rectify the situation	NG will phone the Shipper to resolve the problem.	National Grid
14.	Input Shipper bids	National Grid input the QSEC auction bids into Gemini on behalf of the Shipper.	National Grid
15.	Validate bid input and issue to Shippers via email	Check the input of bids into Gemini before informing the Shippers.	National Grid
16.	Receive and validate NG bid entry to ensure all bids submitted were included in the auction	Shipper to verify the bid information report.	Shipper / Market Operator
17.	Is the data entered correct?	Shipper to determine whether data entered is correct or not. If it is not, contact National Grid via phone	Shipper / Market Operator
17a.	Contact NG by phone to confirm data	Shipper contacts NG to raise inquiry over data entered.	Shipper / Market Operator
17b.	NG Investigates inquiry	NG to investigate inquiry.	National Grid
18.	Await aggregate results for bid window		Shipper / Market Operator
19.	Publish aggregate results		National Grid
20.	Monitor Gemini restoration	Ongoing checks of Gemini functionality undertaken with xoserve.	National Grid
21.	Is Gemini restored?		National Grid
22.	Are the online auctions being restored?	Determine process for restoring auction.	National Grid
23.	Issue message via ANS/email to Shippers to communicate restoration strategy and plan.		National Grid

Capacity Scenarios

GC02: Manage AMSEC Auction

GC02: Manage AMSEC Auction

Version 1



GC02: Manage AMSEC Auction: Procedural stages

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		National Grid
2.	Is there an AMSEC Auction bid window open?	If yes: decision must be made as to whether running an offline auction is feasible (step 4).	National Grid
3.	Has an invite letter been issued?	If yes: decision must be made as to whether running an offline auction is feasible (step 4).	National Grid
4.	Is running an offline auction feasible?	Yes/No	National Grid
5.	Issue message via ANS / Website informing Shippers of deferment	Inform Shippers of the procedure that will be followed. Go to Step 20.	National Grid
6.	Initiate Enhanced Operations Contingency procedures and issue communications via ANS/Website	Inform Shippers of the procedure that will be followed.	National Grid
7.	Receive ANS/email confirming which contingency procedure is in operation	ANS message received by Shipper confirming which contingency process is to be adopted.	Shipper / Market Operator
8.	Establish & maintain view of own Entry Capacity position	Shipper uses own records to evaluate current Entry Capacity position and consider appropriate actions.	Shipper / Market Operator
9.	Supply contact details to NG using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at www.capacityauctions@uk.ngrid.com stating your name, contact phone number, Gemini Shipper name and Gemini 3 letter Business Associate (Shipper) code.	Shipper / Market Operator
10.	Receive and record Shipper contact details	Details should be as above.	National Grid
11.	Using proforma GC02_1 email/fax auction bids to NG	Shipper e-mails/faxes AMSEC proforma GC02_1 to: <ul style="list-style-type: none"> www.capacityauctions@uk.ngrid.com 	Shipper / Market Operator

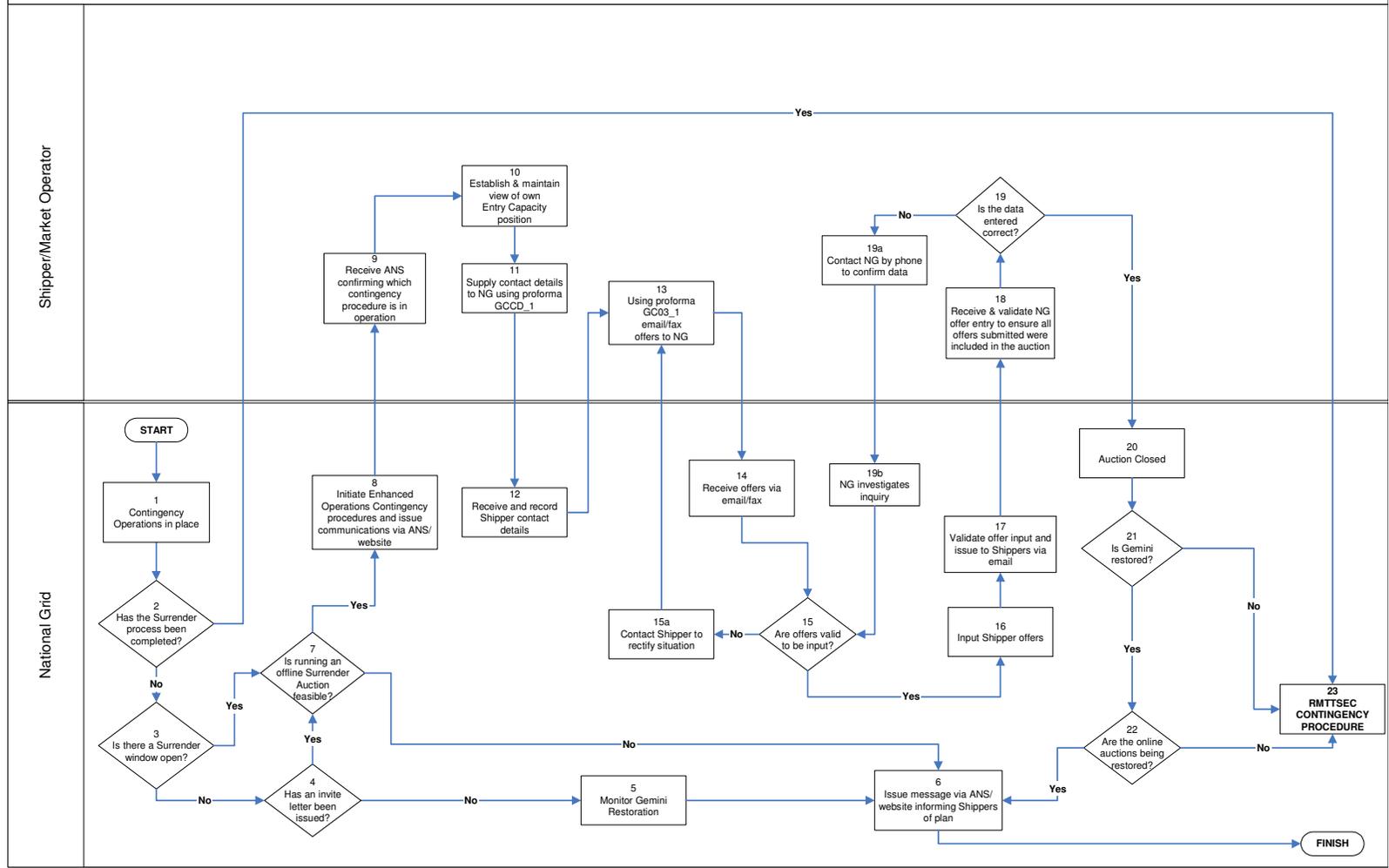
		• Fax no: 01926 656615.	
12.	Receive bids via email/fax		National Grid
13.	Are bids valid to be input?	If not NG will phone the Shipper to resolve the problem.	National Grid
14.	Input Shipper bids	National Grid input the QSEC auction bids into Gemini on behalf of the Shipper.	National Grid
15.	Validate bid input and issue to Shippers via email	Check the input of bids into Gemini before informing the Shippers.	National Grid
16.	Receive and validate NG bid entry to ensure all bids submitted were included in the auction	Shipper to verify the bid information report.	Shipper / Market Operator
17.	Is the data entered correct?	Shipper to determine whether data entered is correct or not.	Shipper / Market Operator
17a.	Contact NG by phone to confirm data	Shipper contacts NG to raise inquiry over data entered.	Shipper / Market Operator
17b.	NG Investigates inquiry	NG to investigate inquiry.	National Grid
18.	Await allocations		Shipper / Market Operator
19.	Publish aggregate results		National Grid
20.	Communicate Shipper specific allocations via phone/fax/email		National Grid
21.	Monitor Gemini restoration	Ongoing checks of Gemini functionality undertaken with xoserve.	National Grid
22.	Is Gemini restored?		National Grid
23.	Are the online auctions being restored?	Determine process for restoring auction.	National Grid
24.	Issue message via ANS/website to Shippers to communicate restoration strategy and plan.		National Grid

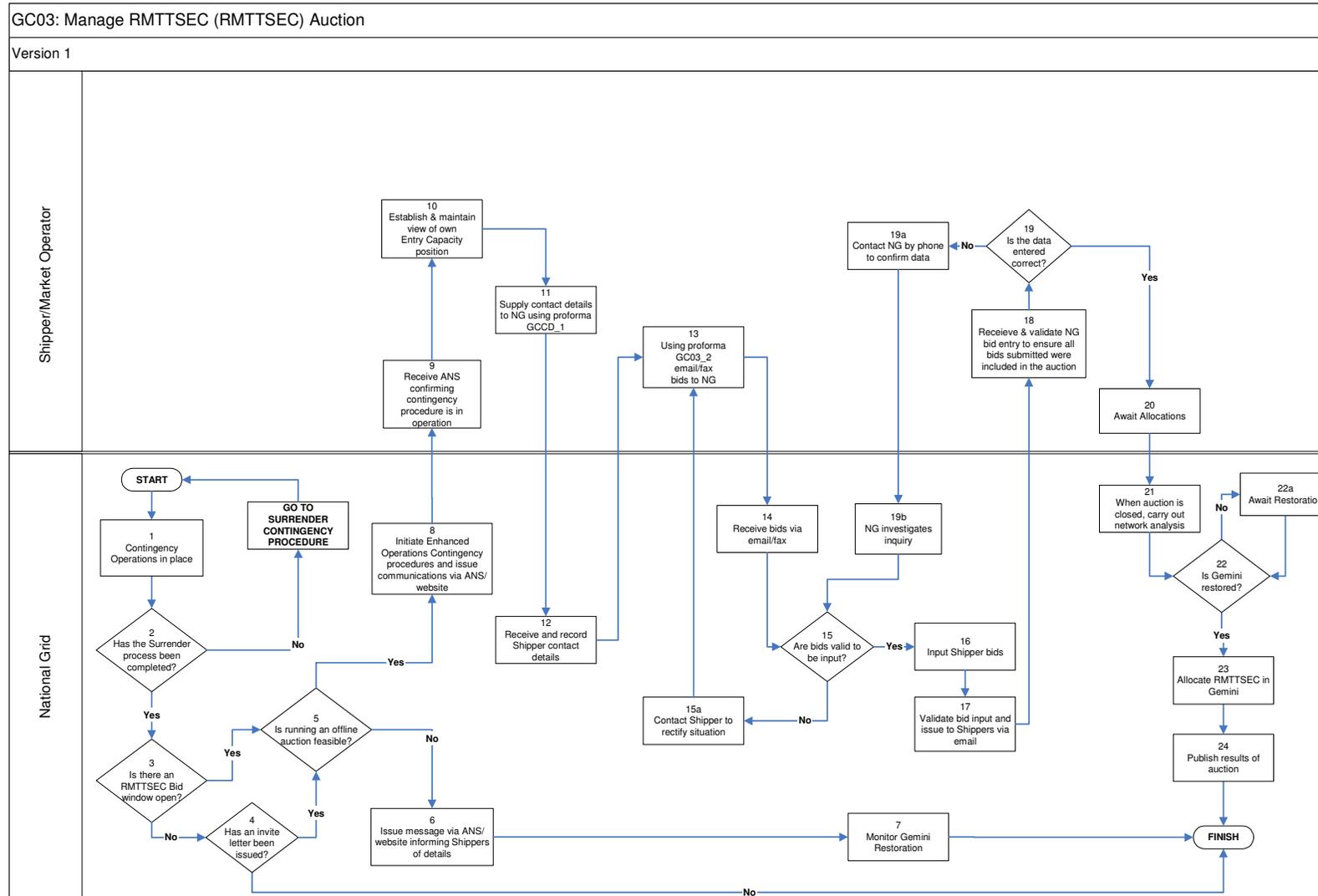
Capacity Scenarios

GC03: Manage RMTTSEC Auction

GC03: Manage RMTTSEC (Surrender) Auction

Version 1





GC03: Manage RMTTSEC (Surrender) Auction: Procedural stages

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		National Grid
2.	Has the Surrender process been completed?	Has the offer window already taken place?	National Grid
3.	Is there a Surrender window open?	<i>If yes:</i> the decision as to whether running an offline auction is feasible must be made (step 7).	National Grid
4.	Has an invite letter been issued?	<i>If yes:</i> the decision as to whether running an offline auction is feasible must be made (step 7).	National Grid
5.	Monitor Gemini Restoration		National Grid
6.	Issue message via ANS / Website informing Shippers of plan	Inform Shippers of the procedure that will be followed.	National Grid
7.	Is running an offline Surrender Auction feasible?	Yes/No <i>If yes: go to step 8</i>	National Grid
8.	Initiate Enhanced Operations Contingency procedures and issue communications via ANS/Website	Inform Shippers of the procedure that will be followed.	National Grid
9.	Receive ANS confirming which contingency procedure is in operation	ANS message received by Shipper confirming contingency process to be adopted.	Shipper / Market Operator
10.	Establish & maintain view of own Entry Capacity position	Shipper uses own records to evaluate current Entry Capacity position and consider appropriate actions.	Shipper / Market Operator
11.	Supply contact details to NG using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at www.capacityauctions@uk.ngrid.com stating your name, contact phone number, Gemini Shipper name and Gemini 3 letter Business Associate (Shipper) code.	Shipper / Market Operator
12.	Receive and record Shipper contact details	Details should be as above.	National Grid
13.	Using proforma GC03_1 email/fax offers to NG	Shipper e-mails/faxes proforma GC03_1 to: <ul style="list-style-type: none"> www.capacityauctions@uk.ngrid.com 	Shipper / Market Operator

		• Fax no: 01926 656615.	
14.	Receive offers via email/fax		National Grid
15.	Are offers valid to be input?	Yes / No	National Grid
15a.	Contact shipper to rectify situation	NG will phone the Shipper to resolve the problem	National Grid
16.	Input Shipper offers	National Grid input the offers into Gemini on behalf of the Shipper.	National Grid
17.	Validate offer input and issue to Shippers via email	Check the input of offers into Gemini before informing the Shippers.	National Grid
18.	Receive and validate NG offer entry to ensure all offers submitted were included in the auction	Shipper to verify the offer information report.	Shipper / Market Operator
19.	Is the data entered correct?	Shipper to determine whether data entered is correct or not.	Shipper / Market Operator
19a.	Contact NG by phone to confirm data.	Shipper contacts NG to raise inquiry over data entered.	Shipper / Market Operator
19b.	NG investigates inquiry.	NG to investigate inquiry.	National Grid
20.	Auction Closed		National Grid
21.	Is Gemini restored?	Ongoing checks of Gemini functionality undertaken with xoserve.	National Grid
22.	Are the online auctions being restored?	Determine process for restoring auction.	National Grid
23.	PROCEED WITH RMTTSEC CONTINGENCY PROCEDURE		National Grid

GC03: Manage RMTTSEC Auction (RMTTSEC): Procedural stages

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		National Grid
2.	Has the Surrender process been completed?	If not: GO TO SURRENDER CONTINGENCY PROCEDURE (see above)	National Grid
3.	Is there an RMTTSEC window open?	<i>If yes:</i> the decision as to whether running an offline auction is feasible must be made (step 5).	National Grid
4.	Has an invite letter been issued?	<i>If yes:</i> the decision as to whether running an offline auction is feasible must be made (step 5).	National Grid
5.	Is running an offline auction feasible?	Yes/No <i>If yes: go to step 8</i>	National Grid
6.	Issue message via ANS / Website informing Shippers of details	Inform Shippers of the procedure that will be followed.	National Grid
7.	Monitor Gemini Restoration		National Grid
8.	Initiate Enhanced Operations Contingency procedures and issue communications via ANS/Website	Inform Shippers of the procedure that will be followed.	National Grid
9.	Receive ANS confirming which contingency procedure is in operation	ANS message received by Shipper confirming contingency process to be adopted.	Shipper / Market Operator
10.	Establish & maintain view of own Entry Capacity position	Shipper uses own records to evaluate current Entry Capacity position and consider appropriate actions.	Shipper / Market Operator
11.	Supply contact details to NG using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at www.capacityauctions@uk.ngrid.com stating your name, contact phone number, Gemini Shipper name and Gemini 3 letter Business Associate (Shipper) code.	Shipper / Market Operator
12.	Receive and record Shipper contact details	Details should be as above.	National Grid
13.	Using proforma GC03_2 email/fax	Shipper e-mails proforma GC03_2 to: • www.capacityauctions@uk.ngrid.com	Shipper / Market

	bids to NG	m <ul style="list-style-type: none"> Fax no: 01926 656615. 	Operator
14.	Receive bids via email/fax		National Grid
15.	Are bids valid to be input?	Yes / No	National Grid
15a.	Contact Shipper to rectify situation	NG will phone the Shipper to resolve the problem	National Grid
16.	Input Shipper bids	National Grid input the bids into Gemini on behalf of the Shipper.	National Grid
17.	Validate bid input and issue to Shippers via email	Check the input of bids into Gemini before informing the Shippers.	National Grid
18.	Receive and validate NG bid entry to ensure all bids submitted were included in the auction	Shipper to verify the bid information report.	Shipper / Market Operator
19.	Is the data entered correct?	Shipper to determine whether data entered is correct or not.	Shipper / Market Operator
19a.	Contact NG by phone to confirm data	Shipper contacts NG to raise inquiry over data entered.	Shipper / Market Operator
19b.	NG investigates inquiry	NG to investigate inquiry.	National Grid
20.	Await Allocations		Shipper / Market Operator
21.	When auction is closed, carry out network analysis	Assess bids based on network analysis and decide allocations.	National Grid
22.	Is Gemini restored?	<i>If yes: continue to step 23</i>	National Grid
22a.	Await Restoration		National Grid
23.	Allocate RMTTSEC in Gemini based on analysis (step 21).		National Grid
24.	Publish results of auction	Produce report and upload to the Information Exchange	National Grid

Capacity Scenarios

GC04: Manage Short Term Auctions (Firm & Interruptible)

GC04: Manage Short Term Auctions (Firm & Interruptible): Procedural stages

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		National Grid
2.	Determine which Daily auctions are to be held.	This may depend on what time the contingency process begins.	National Grid
3.	Issue message via ANS/website confirming contingency procedure is in operation.	Notice explains what auctions will take place, the timescale and what procedure will be followed.	National Grid
4.	Receive ANS/email confirming contingency procedure is in operation.	ANS Message Received by Shipper confirming contingency process to be adopted	Shipper / Market Operator
5.	Establish & maintain view of own Entry Capacity position.	Shipper uses own records to evaluate current Entry Capacity position and consider appropriate actions.	Shipper / Market Operator
6.	Supply contact details to NG using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at www.capacityauctions@uk.ngrid.com stating your name, contact phone number, Gemini Shipper name and Gemini 3 letter Business Associate (Shipper) code.	Shipper / Market Operator
7.	Receive and record shipper contact details	Details should be as above.	National Grid
8.	Using proformas GC04_1, GC04_2 or GC04_3 as directed by NG, email/fax auction bids to NG	Shipper e-mails/faxes appropriate proforma (GC04_1/GC04_2/GC04_3) for the Entry Capacity Auction that is being held (as directed by NG) to National Grid: <ul style="list-style-type: none"> www.capacityauctions@uk.ngrid.com Fax no: 01926 656615. 	Shipper / Market Operator
9.	Receive bids via e-mail or fax.	Collect and collate the e-mails/faxes from the appropriate machines.	National Grid
10.	Are bids valid to be input	NG check for errors, duplicates or missing information.	National Grid
10a.	Contact Shipper to rectify situation.	NG contacts the Shipper / Market Operator to confirm correct details.	National Grid
11.	Input shipper bids	National Grid input the Entry Capacity auction bids into Gemini on behalf of the Shipper.	National Grid
12.	When auction closed: Process Allocations		National Grid
13.	Allocate Entry Capacity auction bids		National Grid
14.	Send email confirming allocations from the auction to each Shipper	Shipper receives E-mail to confirm Allocations from the auction <ul style="list-style-type: none"> Formatted copy of the Bid Information 	National Grid

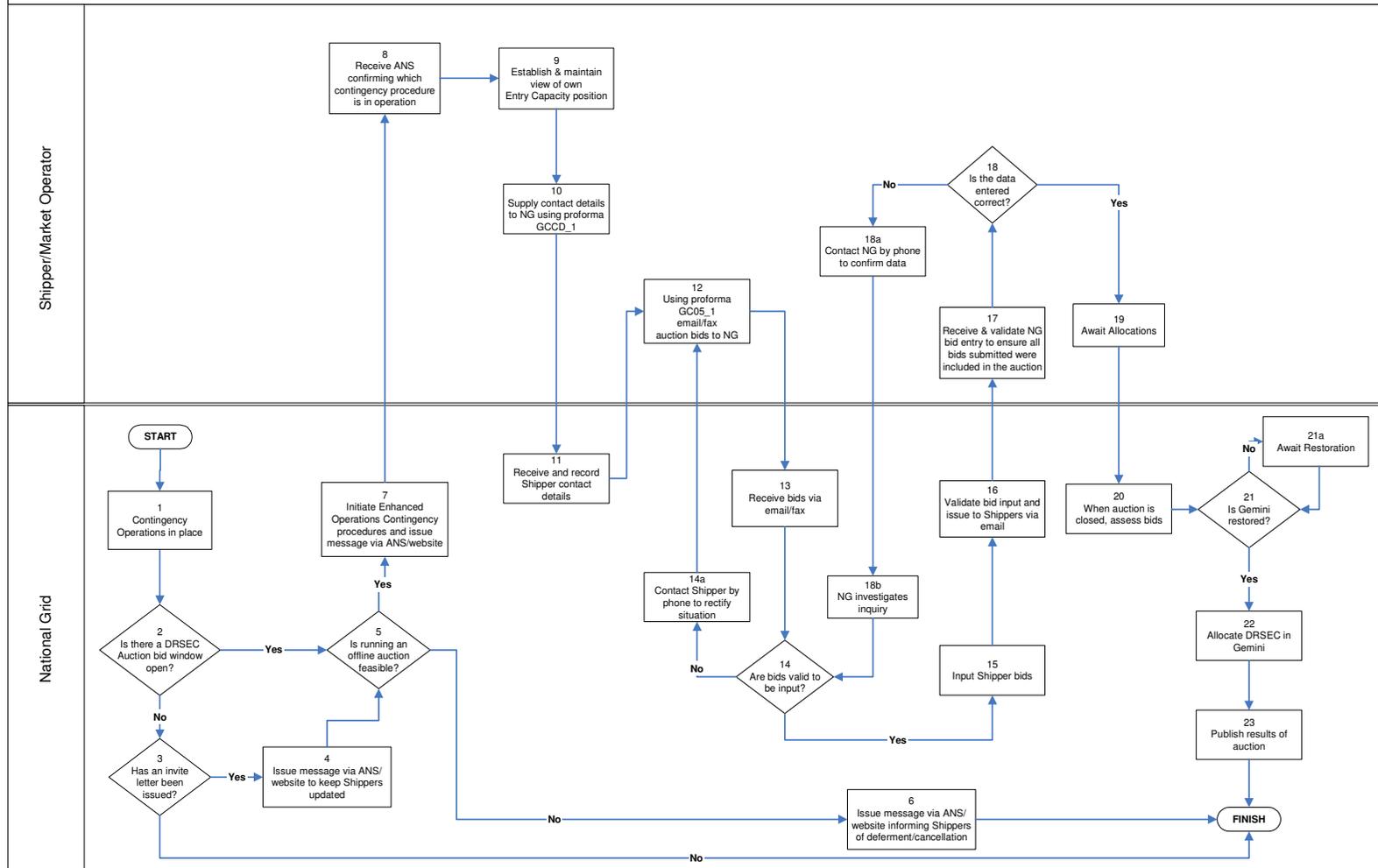
	screen report post allocation		
15.	Validate NG allocations to ensure all bids submitted were included in the auction correctly.	Shipper to verify the bid information report to ensure all bids submitted were included in the auction.	Shipper / Market Operator
16.	Do the allocations align with the bids?	Shipper to determine whether the allocations align with the bids – Yes / No	Shipper / Market Operator
16a.	Contact NG to query allocations	Shipper contacts NG to raise query over allocations.	Shipper / Market Operator
16b.	NG Investigates query	NG to investigate query.	National Grid
17.	Can the query be resolved satisfactorily?	Yes/no	National Grid
18.	Query resolved		National Grid
19.	Confirm results with Shipper	By email	National Grid
20.	Review options with Shipper		National Grid
21.	Agree resolution		Shipper / Market Operator & National Grid

Capacity Scenarios

GC05: Manage DRSEC Auction

GC05: Manage DRSEC Auction

Version 1



GC05: Manage DRSEC Auctions: Procedural stages

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		National Grid
2.	Is there a DRSEC Auction bid window open?	If yes: continue to step 5. If no: continue to step 3.	National Grid
3.	Has an invite letter been issued?	If yes: continue to step 4. If no: end process	National Grid
4.	Issue message via ANS / website to keep Shippers updated.	Inform Shippers of the procedure that will be followed.	National Grid
5.	Is running an offline auction feasible?	Yes/No If yes: continue to step 7	National Grid
6.	Issue message via ANS / website informing Shippers of deferral/cancellation	Inform Shippers of the procedure that will be followed in deferring/cancelling the auction.	National Grid
7.	Initiate Enhanced Operations Contingency procedures and issue message via ANS / website	Inform Shippers of the procedure that will be followed.	National Grid
8.	Receive ANS confirming contingency procedure is in operation	ANS message received by Shipper confirming contingency process to be adopted.	Shipper / Market Operator
9.	Establish & maintain view of own Entry Capacity position	Shipper uses own records to evaluate current Entry Capacity position and consider appropriate actions.	Shipper / Market Operator
10.	Supply contact details to NG using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at www.capacityauctions@uk.ngrid.com stating your name, contact phone number, Gemini Shipper name and Gemini 3 letter Business Associate (Shipper) code.	Shipper / Market Operator
11.	Receive and record Shipper contact details	Details should be as above.	National Grid

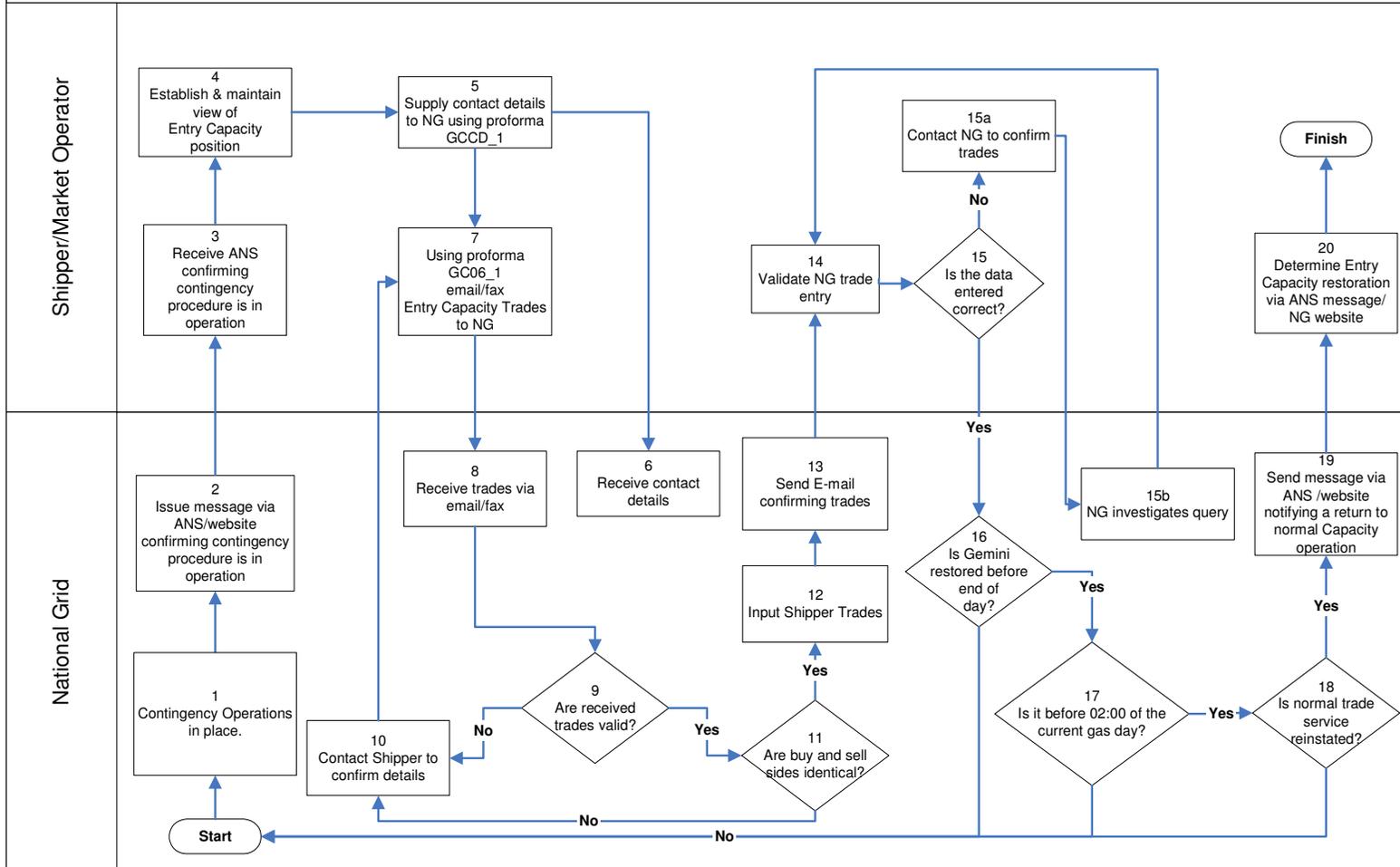
12.	Using proforma GC05_1 email/fax auction bids to NG	Shipper e-mails/faxes proforma GC05_1 to: <ul style="list-style-type: none"> • www.capacityauctions@uk.ngrid.com • Fax no: 01926 656615. 	Shipper / Market Operator
13.	Receive bids via email/fax		National Grid
14.	Are bids valid to be input?	Yes / No	National Grid
14a.	Contact Shipper by phone to rectify situation	NG contact the Shipper / Market Operator to resolve the problem.	National Grid
15.	Input Shipper bids	National Grid input the DRSEC auction bids into Gemini on behalf of the Shipper.	National Grid
16.	Validate bid input and issue to Shippers via email	Check the input of bids into Gemini before informing the Shippers.	National Grid
17.	Receive and validate NG bid entry to ensure all bids submitted were included in the auction	Shipper to verify the bid information report.	Shipper / Market Operator
18.	Is the data entered correct?	Shipper to determine whether data entered is correct or not.	Shipper
18a.	Contact NG by phone to confirm data	Shipper contacts NG to raise inquiry over data entered.	Shipper / Market Operator
18b.	NG investigates inquiry	NG to investigate inquiry.	National Grid
19.	Await Allocations		Shipper / Market Operator
20.	When auction is closed, assess bids.	Assess bids based on network analysis and decide allocations.	National Grid
21.	Is Gemini restored?	<i>If yes: continue to step 22</i>	National Grid
21a.	Await restoration		National Grid
22.	Allocate DRSEC in Gemini based on analysis (step 20).		National Grid
23.	Publish results of auction	Produce report and upload to the Information Exchange	National Grid

Capacity Scenarios

GC06: Manage Capacity Trades

GC06: Manage Capacity Trades

Version 1



GC06: Manage Capacity Trades: Procedural stages

Process No.	Process	Procedure	Owner
1	Contingency Operations in place.		National Grid
2	Issue message via ANS / website confirming contingency procedure is in operation	Inform Shippers / Market Operators of the procedure that will be followed.	National Grid
3	Receive ANS confirming contingency procedure is in operation	ANS message received by Shipper confirming which contingency process is to be adopted.	Shipper / Market Operator
4	Establish and maintain view of Entry Capacity position	Shipper uses own records to evaluate current Entry Capacity position and consider appropriate actions.	Shipper / Market Operator
5	Supply Contact details to NG using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at www.capacityauctions@uk.ngrid.com stating your name, contact phone number, Gemini Shipper name and Gemini 3 letter Business Associate (Shipper) code.	Shipper / Market Operator
6	Receive contact details	Details should be as above.	National Grid
7	Using proforma GC06_1 email / fax Entry Capacity Trades to NG	Shipper / Market Operator faxes proforma GC06_1 to: <ul style="list-style-type: none"> www.capacityauctions@uk.ngrid.com Fax no: 01926 656615 	Shipper / Market Operator
8	Receive trades via email / fax		National Grid
9	Are received trades valid?	Yes / No	National Grid
10	Contact Shipper to confirm details	NG contacts Shipper / Market Operator to confirm details.	National Grid
11	Are buy and sell sides identical?	Yes / No	National Grid
12	Input Shipper trades	National Grid input the trades into Gemini on behalf of the Shipper / Market Operator	National Grid
13	Send E-mail confirming trades	E-mail sent to the Shipper confirming the trade details	National Grid
14	Validate NG trade entry	Shipper to verify the trade information.	Shipper / Market Operator
15	Is the data entered correct?	Shipper to determine whether data entered is correct or not.	Shipper / Market Operator
15a.	Contact NG to confirm trades	Shipper contacts NG to raise inquiry over trade data entered.	Shipper / Market Operator
15b.	NG investigates query	NG to investigate inquiry.	National Grid
16	Is Gemini restored	Yes / No	National

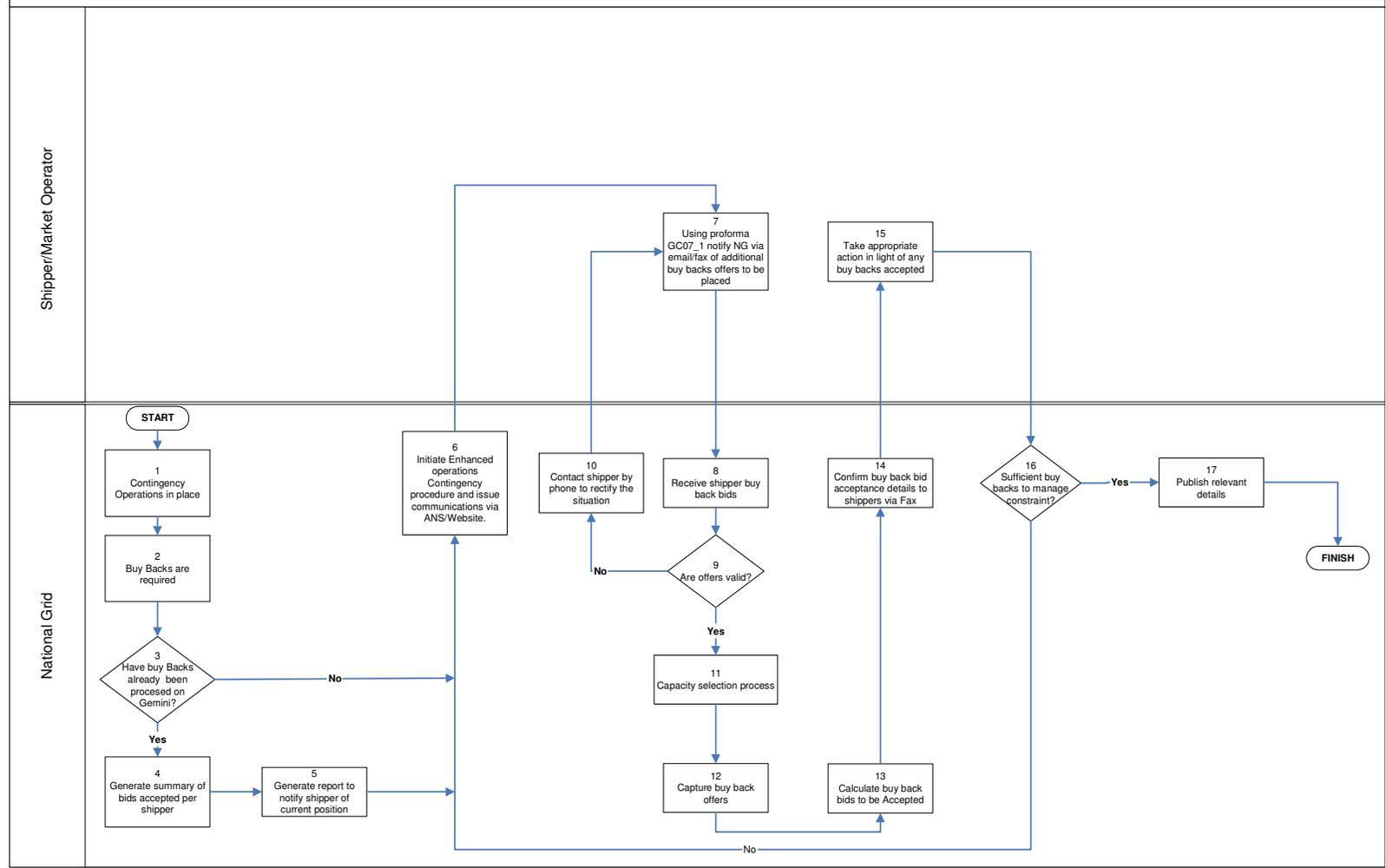
	before end of day?		Grid
17	Is it before 02:00 of the current gas day?	Yes / No	National Grid
18	Is normal trade service reinstated?	Yes / No	National Grid
19	Send message via ANS / website notifying a return to normal Capacity operation	National Grid notify Shippers / Market Operators of the details of a return to normal Capacity operations via ANS message and the NG website	National Grid
20	Determine Entry Capacity restoration via ANS message / NG Website	ANS message received by Shippers / Market Operators confirming details of a return to normal Capacity operations.	Shipper / Market Operator

Capacity Scenarios

GC07: Manage Capacity Buyback Auctions

GC07: Manage Entry Capacity Buyback Auction

Version 1



GC07: Manage Capacity Buyback Auctions: Procedural stages

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		National Grid
2.	Buy Backs are required	Due to system capability, Entry capacity buy backs are required.	National Grid
3.	Have buy backs already been processed on Gemini?	Has Gemini been available to process any buy back bids to date	National Grid
4.	Generate summary of bids accepted per shipper	A summary of shippers offers, accepted, or otherwise is generated	National Grid
5.	Generate report and notify shipper of current position	A report is generated to notify those shippers who have submitted buy back offers of their current position in relation to buy back offers accepted or otherwise and current position	National Grid
6.	Initiate Enhanced Operations Contingency procedure and issue communications via ANS/Website.	Contingency procedure initiated and shippers notified	National Grid
7.	Using pro-forma GC07_1 notify NG via email/fax of additional buy backs offers to be placed	Shippers use pro-forma GC07_1 to notify NG of additional buy back offers the shipper would like to place: <ul style="list-style-type: none"> www.capacityauctions@uk.ngrid.com Fax no: 01926 656615 	Shipper / Market Operator
8.	Receive shipper buy back bids	Buy back offers received from shipper	National Grid
9.	Are offers valid?	Yes / No	National Grid
10.	Contact shipper by phone to rectify the situation	The shipper is contacted via phone to investigate and request shipper to correct pro-forma and re submit proforma.	National Grid
11.	Capacity selection process	Process undertaken to identify buy back and offers to be accepted.	National Grid
12.	Capture buy back offers	Capture valid buy back offers received from shippers	National Grid
13.	Calculate buy back bids to be accepted	Calculate buy back bids to be accepted	National Grid
14.	Confirm buy back bid acceptance	Shippers are notified of the buy back offers accepted.	National Grid

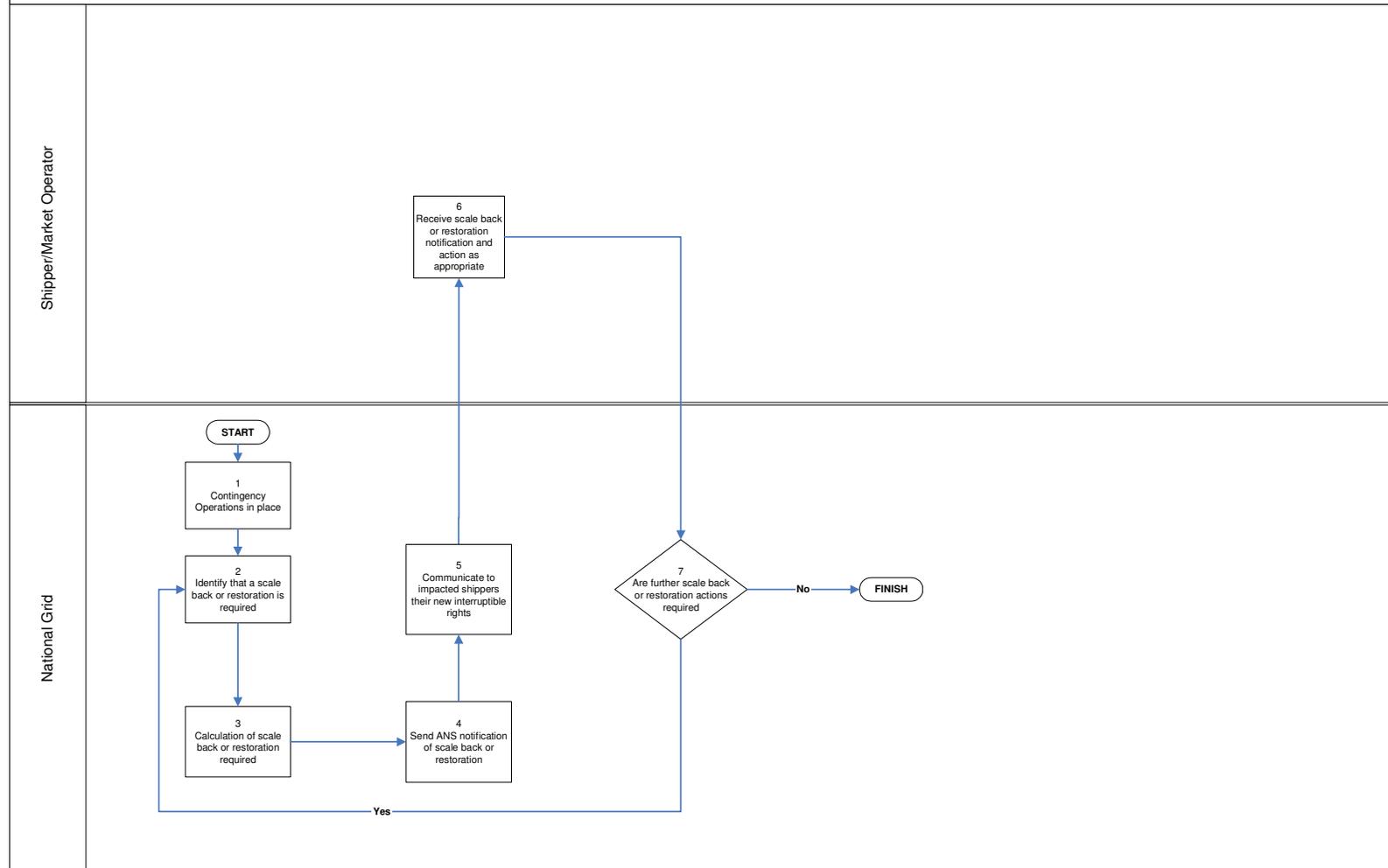
	details to shippers		
15	Take appropriate action in light of any buy backs accepted	Shipper adjusts their position accordingly in light of any impact from capacity buy backs	Shipper / Market Operator
16	Sufficient buy backs to manage constraint?	Yes / No	National Grid
17	Publish relevant details	Communications issued regarding contingency arrangements state of play and summary of buy back actions	National Grid

Capacity Scenarios

GC08: Manage Scale Back

GC08: Manage Entry Capacity Scaleback Auctions

Version 1



GC08: Manage Scale back: Procedural stages

Process No.	Process	Procedure	Owner
1	Contingency Operations in place		National Grid
2	Identify that a scale back or restoration is required		National Grid
3	Calculation of scale back or restoration required		National Grid
4	Send ANS notification of scale back or restoration	National Grid sent ANS message informing of a scale back requirement or restoration following a scale back.	National Grid
5	Communicate to impacted shippers their new interruptible rights	National Grid contact impacted shippers via fax / phone notifying them of their new interruptible rights.	National Grid
6	Receive scale back or restoration notification and action as appropriate	Shipper / Market Operator receives notification and takes action accordingly.	Shipper / Market Operator
7	Are further scale back or restoration actions required.	Yes / No	National Grid

Annex B – Library of Proformas

Energy Balancing

GE01-1 Nominations, Renominations and Gas trades

GE01-2 OCM Physical trade confirmation

GE01-3 DM nomination position – Within Day

Entry Capacity Auctions

GCDD-1 Capacity Auction Contact Details

GC01-1 QSEC Auction Bids

GC02-1 AMSEC Auction Bids

GC03-1 Transfer Trade Buyback Bids

GC03-1 RMTTSEC auction Bids

GC04-1 DADSEC Auction Bids

GC04-2 WDDSEC Auction Bids

GC04-3 DISEC Auction Bids

GC05-1 DRSEC Auction Bids

Entry Capacity Trading

GC06-1 Report Entry Capacity trades

Capacity Constraint Management

GC07-1 Entry Capacity Buyback offers

GCCD_1

Shipper Contact Details Capacity Auctions

To: Capacity Team
National Grid
Warwick
Email: capacityauctions@uk.ngrid.com

Tel: 01926 654071
Fax: 01926 656615

Please complete the relevant details in the table below in and return via email to capacityauctions@uk.ngrid.com or fax to 01926 656615:

Shipper Short (BA) Code	
Shipper Name	
Contact Individual Name	
Tel No	
Fax No	

NB: PLEASE TYPE WHERE POSSIBLE TO ENSURE CLARITY OF DATA TRANSFER.

FOR NG USE ONLY:

Fax Received By	
On Behalf Of	National Grid
Signature	
Position	
Date	
Tel No	
Fax No	01926 65 6615

GC01_1: QSEC



Quarterly System Entry Capacity
Tel: 01926 654071
Fax: 01926 656615

To: Capacity Team
National Grid
Warwick
Email: capacityauctions@uk.ngrid.com

Shipper Short (BA) code: Agent: ASEP ID:

Shipper/ Agent Tel:

SUBMIT*/ AMEND*/ WITHDRAW* BID/S

*Please delete those not applicable

QSEC Transaction Period: Interim Bid Window Date:

SUB TRANSACTION PERIOD i.e. which Quarter?	PRICE LEVEL	MINIMUM QUANTITY ¹ (kWh/day)	MAXIMUM QUANTITY (kWh)
	P0		
	P1		
	P2		
	P3		
	P4		
	P5		
	P6		
	P7		
	P8		
	P9		
	P10		
	P11		
	P12		
	P13		
	P14		
	P15		
	P16		
	P17		
	P18		
	P19		
	P20		

¹ Minimum eligible amount = 100, 000 kWh/ day

Fax Originated By		Fax Received By	
Company		On Behalf Of	National Grid
Signature		Signature	
Position		Position	
Date		Date	
Tel No		Tel No	
Fax No		Fax No	01926 65 6615

GC06_1: CAP TRADE

Entry Capacity Trading
Tel: 01926 654071
Fax: 01926 656615

To: Capacity Team
 National Grid
 Warwick
 Email: capacityauctions@uk.ngrid.com

Shipper Short (BA) code:

Agent:

Shipper/ Agent Tel:

BUY*/ SELL* CAPACITY

*Please delete those not applicable

Counterparty Shipper Short (BA) code:	
ASEP ID	
Capacity Day (DD/MM/YYYY)	
Trade Quantity (kWh/day)	
Trade Type	Firm / Interruptible. <small>Please delete those not applicable</small>
Unit Price (p/kWh/day)	

NOTE: ONLY TRADES FOR THE CURRENT GAS FLOW DAY WILL BE ACCEPTED BY NATIONAL GRID.

Fax Originated By		Fax Received By	
Company		On Behalf Of	National Grid
Signature		Signature	
Position		Position	
Date		Date	
Tel No		Tel No	
Fax No		Fax No	01926 65 6615

Annex C - Extended Product 1

The Transporters will supply each User with a security token, logon name and PIN code allowing access to the XP1 Gemini contingency system. This enables Users to continue to access Gemini via an independent telecommunications network in the event that the User's own systems have failed. This system is also known as Extended Product 1 (XP1). The User is responsible for providing a suitable PC and communications hardware. Line provision and call costs are the responsibility of the User. A User may use XP1 at the User's discretion. Regardless of the state of the Users own systems, subject to the following limits: XP1 will be available on a best endeavours basis at all times other than during planned maintenance.

Where a User invokes XP1 due to a perceived failure of their main IX system, the User must inform the Transporters of the failure.

Transporters shall have no liabilities or obligations in respect of XP1 and its use by any UK Link User other than those which are set out in Appendix 3.

There will be no consequential change to any procedure associated with energy balancing.

Each UK Link User will be allocated one security token per operating licence. Requests for additional tokens will be considered where there is a clearly defined need. Additional tokens will be assigned to the UK Link User's existing logon account; no additional accounts will be created. Additional tokens will be charged at a rate enabling Transporters to recover the cost of the additional token, inclusive of administration and delivery. When additional tokens are due for replacement due to expiry, replacement will be a chargeable service.