Code Contingency Guidelines document
Gemini Contingency Arrangements

1) Purpose

a) 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.

b) A Code Contingency will generally be caused by a partial or complete loss of a key commercial system forming part of the UKLINK suite such as GEMINI.

c) The Code Contingency Guidelines are a UNC related document as defined under the UNC section V12. The Guidelines provide consolidated single point of reference, which set out the processes, procedures required in the event of a Code Contingency. This section of the Guidelines (Code Contingency Guidelines – Gemini Systems), provides the consolidated details of procedures and processes required for Code Contingency arrangements that are associated with Gemini Systems failures.

2) Aims and Objectives

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.

3) Contingency Management Process

a) What constitutes a contingency?

b) Circumstances that will impact the calling of a contingency

c) Overview of contingency management process and pointer to appendices including detailed processes and proformas etc.

d) For each defined failure event there will be a set of minimum processes that all parties believe must be carried out, these are the default processes.

e) Clarification that on notification of a Code Contingency, initially the 'default' processes for the particular failure will be instigated and that changes from this level of contingency management to include additional processes will be decided upon by National Grid taking into account any operational issues and resourcing capabilities.

f) Approaches for single, multiple and all User contingencies.

g) Procedure for ending a contingency

4) Communication Approach

Recognise that a key principle of any contingency arrangements is the timely communication of changing status and decisions made before and during an outage.

a) Who notifies that a contingency has been initiated?

b) Who is notified?

c) Pre-notification;
Appropriateness of notifying 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. The introduction of a form of 'traffic light' notification process may be beneficial and merits further consideration.

d) How is notification and subsequent contingency communication carried out (e.g. ANS, fax, website, phone, issues with using e-mail ?) to the various parties and groups of affected parties (user/shipper specific, shipping community, general market, other relevant parties (xoserve, CVA etc)).

e) When is the notification process initiated (event driven or periodic etc).

f) Format/content that will be required in each type of communication (simple, uncluttered, standard texts etc).

g) Communications during the Contingency associated with changing status and decision making.

h) Communications associated with ending a contingency.

5) Decision Making and Prioritisation rules for Code Contingency procedures

a) National Grid to define the level of contingency being operated.

b) Need for ratification;
   i) When and under what circumstances?
   ii) Who to?
   iii) Who by?

c) deviation from the standard contingency procedures.

d) triggers for moving up from basic processes and back down again..

e) events and circumstances that may determine the prioritisation of contingency processes during the day:

   i) Out of hours, weekends

   ii) Constraints on the pipeline system

   iii) Days of high demand

   iv) Any other issue which may need to be addressed above other processes

f) Which additional processes are instigated under what conditions (e.g. capacity auctions may take precedence over nomination processes if there are active capacity constraints on the NTS).

g) Convening, or communication with, UK Link Committee (or other appropriate body) regarding prioritisation and decision making.

6) Roles and Responsibilities

a) Who decides that a Code Contingency should be invoked, and the key decisions during and after the contingency.

b) Definition of the overall roles and responsibilities for Transporters and Users (and pointer to explicit requirements within each procedure).

c) Role of the UK Link Committee

   i) During a contingency the UK Link committee may hold regular meetings (via telecoms) aimed to keep parties informed.

d) xoserve role – Contingency testing arrangements, system health updates during the contingency, post event support.

e) EBCC (?) – determining whether an extension of the M+15 close out is required to allow the Allocation Agent and CVAs to input data may have a knock on impact on EBI generation.

f) Market Operator

g) Other market participants or affected parties?

7) Potential for Contingency to lead to relaxation/deviation from prevailing UNC obligations

a) Areas identified which may be impacted by Contingency arrangements:

   i) Scheduling charges (defined conditions plus any other deemed by ??? on appeal from ???)

   ii) Overrun charges (defined conditions plus any other deemed by ??? on appeal from ???)

   iii) Extending the allocation closeout periods;

   Where outage falls over D+5 or M+15 issues data input for CVAs, Allocation Agents (may fall under the jurisdiction of the EBCC) etc. any other key dates that may need extending.

   iv) Delaying Long Term, Monthly Auctions;

   The UNC determines when auctions are run. Where an Auction falls on a day of a Gemini failure it may be necessary to delay running the longer term Auctions.

   v) Impact on Data Publication etc

b) Determination of which UNC obligations might be suspended under various outage scenarios - either linked to specific procedure or generic rules applied. For example;

   i) If Day Ahead or Within Day capacity auctions are not held for a particular day then should overrun charges be suspended..

   ii) Contingency decisions made on a Gas Day should apply for whole of the Gas Day and should not be rescinded within day

8) Issues resolution

9) Impact of Contingency arrangements on after the day processes

    a) Meter set up process
    b) Allocations Demand attribution
    c) General Energy Balance Regime

10) Contingency procedure testing policy

    a) Level and involvement required
    b) Frequency
    c) Responsibility

11) Impact on non Gemini applications

    UK Link

    a) SPA

    b) Invoicing

    Others

    a) On-the-day Commodity Market (OCM)

    b) Data publication systems

12) Impact on external parties

    a) CVA

    b) Allocations agents

    c) Market Operator (APX)

Version History

Version	Status	Author	Date Issued	Comments
V0.1	Draft	Claire Thorneywork	23/06/08	

APPENDIX A   Contingency Scenarios and links to procedures

APPENDIX B   Contingency Procedures

APPENDIX C   Information Proformas

APPENDIX D   Standard Communications proformas

UNC Principal Document section U6 - CONTINGENCY ARRANGEMENTS

6.1 General

6.1.1 For the purposes of the Code:

(a) the "**Contingency Procedures**" are procedures forming part of the UK Link Manual for the Transporter and Users to communicate with each other in the event of a Code Contingency;

(b) 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.

6.1.2 The Transporter and UK Link Users agree to adopt and (in the event of a Code Contingency) to implement the relevant Contingency Procedures.

6.1.3 A Code Contingency may (where so specified in the Contingency Procedures) include:

(a) a degradation in performance of UK Link which falls short of a failure thereof (where the Contingency Procedures are likely, having regard to such degradation, to provide a superior method of communicating);

(b) planned UK Link downtime which occurs other than between 04:00 hours and 06:00 hours on any Day.

6.2 Code Communications

6.2.1 In the event of a Code Contingency, where so provided in the Contingency Procedures, a Code Communication which would normally be required to be given as a UK Link Communication may (notwithstanding any other provision of the Code or the UK Link Manual) be given by any means provided for in the Contingency Procedures.

6.2.2 Except as provided in the Code or the Contingency Procedures, the provisions of the Code will apply in and will not be affected by a Code Contingency; and in particular any requirements under the Code or the UK Link Manual as to the timing and content of any Code Communication, and the giving of communications by means other than UK Link, will continue to apply.

6.2.3 Where the Contingency Procedures specify intervals or other requirements for the giving in a Code Contingency of any Code Communication which would normally be given as a T-U On-Line Communication under paragraph 4.3.3(b), the giving of such communication at such intervals will be treated as complying with the relevant requirements of the Code.

6.2.4 Under the Contingency Procedures communication resources of the Transporters and Users will be used for the purposes of facilitating the continued giving (in accordance with the Contingency Procedures) of certain kinds of Code Communications in a Code Contingency, and so may not be available for other kinds of Code Communications; and accordingly in any case where the Contingency Procedures do not make provision for the giving of a particular kind of Code Communication (which is required to be given as a UK Link Communication), it may not be possible for Code Communications of that kind to be given.

6.3 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.

6.4 Short-term suspension of access

Where at any time a failure in or degradation in the performance of any part of UK Link is likely to occur, or such a degradation has occurred, and in the Transporters' judgement it will be possible to prevent such failure or degradation, or remedy such degradation, by suspending access to and use of UK Link or a part thereof at a time and for a period which will not result in significant inconvenience to Users in the use of UK Link for making Code Communications:

(a) the Transporters shall be entitled, without initiating any Contingency Procedures (but subject to paragraph (b)) which otherwise would be applicable, to suspend access to and use of UK Link (in accordance with such procedures as to notification of UK Link Users and otherwise as may be provided in the UK Link Manual);

(b) if at any time subsequently it becomes apparent to the Transporters that such suspension will continue for a period or at a time at which it will result in such inconvenience to Users, any applicable Contingency Procedures will be