

Gemini Long Term Entry Capacity Auctions: Procedural stages

Process No.	Process	Procedure	Owner
1.	Determine requirement for contingency procedure		National Grid
2.	Is there a Long Term Auction bid window open?	If yes: decision must be made as to whether to close the auction (step 5).	National Grid
3.	Has an invite letter been issued?	If yes: decision must be made as to whether to close the auction (step 5).	National Grid
4.	See Daily Auction Contingency Procedure	File: Gemini _Short_Term_BCM procedures _Shipper_v0.1 - Draft Flow Diagram: Gemini_Daily_Capacity_Auctions_shipper_v0.1	National Grid
5.	Is the Auction to be deferred?	Yes/No	National Grid
6.	Issue ANS message/letter via Joint Office informing Shippers of details	Inform Shippers of the procedure that will be followed.	National Grid
7.	Initiate Enhanced Operations Contingency procedures and issue communications 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
9.	Determine which Long Term Capacity Auction is in operation via NG website	Read the National Grid web page news items on www.nationalgrid.com/uk/Gas/Data/News to see which Entry capacity auctions are to be run and what timescales they will be run under.	Shipper
10.	Maintain view of Entry Capacity position	Shipper uses own records to evaluate current Entry Capacity position and consider appropriate actions.	Shipper
11.	Supply contact details to NG	Send an e-mail to National Grid at www.capacityauctions@uk.ngrid.com stating your name, contact phone number, Gemini	Shipper

		Shipper name and Gemini 3 letter Business Associate (Shipper) code.	
12.	Receive Shipper contact details	Details should be as above.	National Grid
13.	Using appropriate proforma email/fax auction bids to NG	Shipper e-mails/faxes C041 (QSEC) / C026 (AMSEC) / C050 (RMTTSEC) / C051 (Option Tender) proforma to: <ul style="list-style-type: none"> • www.capacityauctions@uk.ngrid.com • Fax no: 01926 656615. 	Shipper
14.	Can bids be input?	If not NG will contact the Shipper to resolve the problem.	National Grid
15.	Input Shipper bids	National Grid input the Long Term Entry Capacity auction bids into Gemini on behalf of the Shipper.	National Grid
16.	Validate/confirm bid input and issue to Shippers	Check the input of bids into Gemini before informing the Shippers.	National Grid
17.	Monitor Gemini restoration	Ongoing checks of Gemini functionality undertaken with xoserve.	National Grid
18.	Is Gemini restored?		National Grid
19.	Validate NG bid entry to ensure all bids submitted were included in the auction	Shipper to verify the bid information report.	Shipper
20.	Is the data entered correct?	Shipper to determine whether data entered is correct or not. If it is not, contact National Grid via www.capacityauctions@uk.ngrid.com	Shipper
21.	Await Allocations		Shipper
22.	Are the online auctions being restored?	Determine process for restoring auction.	National Grid