Gemini Code Contingency Guidelines Document

Version 3.2

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nationalgrid

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 of 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 Annex 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 the Code Contingency Guidelines.

Code Contingency Guidelines Document

Index

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**

Chapter 4 - Gemini Code Contingency Arrangements

Version 3.2

Index

Section 1 - Introduction

1.1 Aims and Objectives
1.2 Gemini Definition
1.3 Contingency Management Process
1.4 Planning
1.5 Contingency Arrangements during Planned Downtime
1.6 UK Link - Gemini System Unavailability

Section 2 - Communication

2.1 Regular Communication
2.2 Notification processes

Section 3 - Testing arrangements and Availability of Code Contingency documentation

3.1 Familiarisation of the Code Contingency procedures
3.2 Roles during and Post Gemini Code Contingency Exercise
3.3 Testing Policy
3.4 Post Gemini Code Contingency Exercise

Section 4 - Scenarios and Procedures

4.1 Overview
4.2 Contingency Flow diagram
4.3 Guide to Gemini Code Contingency Scenarios
4.4 Forms of Communication
4.5 Default Processes
4.6 Prioritising Processes

Section 5 - Other Considerations

5.1 Interfaces to other UK Link Applications
5.2 Impacts on Other Parties
5.3 Allocations Agents

Section 6 - Version History

Annexes

Annex A - Contingency Flow Diagrams/Procedures

Annex B - Library of Proformas

Annex C - Extended Product 1

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 **Annex C - Extended Product 1 (XP1)**

1.3.3. **Class 'A' Code Contingency**

In accordance with the UNC TPD: A 'Class A' Code Contingency is defined 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*
>
> *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

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

1.4.1. 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.

1.4.2. 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

1.6.1 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.

1.6.2 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

2.1 Regular 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.

2.2 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 period, 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

3.1 Familiarisation of the Code Contingency procedures

All affected parties familiarity of the procedures 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.

3.2 Roles during and post Gemini 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.

3.3 Testing Policy

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

3.2.2 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.

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

3.2.4 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"**)

Entry Capacity Trading

- Management of Entry Capacity Trading Processes

Long Term NTS 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 (**"RMTTISEC" & "RMTNTSEC"**)

- Discretionary NTS Entry Capacity (**"DRSEC"**)

Short Term NTS Entry Capacity 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"**)

Enduring NTS Exit Capacity Applications

- Enduring and Annual Application Window (long term capacity applications for increases and/or reductions in Enduring NTS Exit

Flat Capacity (**"EAFLEC"**) and requests for Annual NTS Exit Flat Capacity (**"AFLEC")** via the annual application window)

- Applications for Adhoc Increases in Enduring NTS (Flat) Capacity (**"AIFLEC"**)

Short Term NTS Exit Capacity Auctions

- Firm Day Ahead Daily NTS Exit Flat Capacity (**"DADNEX"**)
- Firm Within Day Daily NTS Exit Flat Capacity (**"WDDNEX"**)
- Daily Off Peak NTS Exit Flat Capacity (**"DONEX")**

NTS Exit Capacity Transfers

- Management of Exit Capacity Transfer Processes

NTS Exit Capacity - Other Processes

- Offtake Flow Reductions
- DNO Flow Swaps
- Daily Buyback NTS Exit Flat Capacity ("**DBNEX**")

3.2.5 **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
- Website
- Telephone
- Email communication
- Fax
- Conventional Notice as defined under TPD section U 1.2.2

3.4 Post Gemini Code Contingency Exercise

3.4.1 The Transporters' Agent will prepare and issue the results and findings of the Exercise.

3.4.2 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

4.2.1 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.

4.2.2 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

4.2.3 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

4.3.1 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.

4.3.2 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 National Grid 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.

4.3.3 NTS 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

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

Manage RMTNTSEC / RMTISSEC Auction(s)

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 RMTNTSEC/RMTISSEC 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.

Manage Short term NTS Entry Capacity 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.

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

4.3.4 Entry Capacity Trading

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.

4.3.5 Capacity Constraint Management

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

4.3.6 Manage Capacity Scale Back process

This defines the Scaleback process that National Grid would carry out during the contingency period if required.

4.3.7 Manage NTS Exit Capacity Annual Application Window process

This defines the process that National Grid would carry out during the contingency period if required for the Enduring and Annual Exit Capacity Application Window (long term capacity applications for increases and/or reductions in “Enduring NTS Exit Flat Capacity” and requests for “Annual NTS Exit Flat Capacity” via the annual application window).

4.3.8 Manage Short Term NTS Exit Capacity Auctions (Firm and Off Peak)

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 Off Peak 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.

4.3.9 Manage NTS Exit Capacity Transfer process

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

4.3.10 **Manage NTS Exit Offtake Flow Reductions**

This process allows users to register exit offtake flow reductions during the contingency period if required.

4.3.11 **Manage DNO Flow Swap Process**

This process allows users to register DNO Flow swaps 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 the following types of communication:

4.4.4 **Active Notification System**

The Primary notification system which is to be used by transporters. This applies for all registered users for all contingency related communications.

This 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, for instance, the circulation of documents and proformas for use and support during the contingency period.

4.4.5 **Fax**

The Primary form of specific communication to be used during the contingency period.

4.4.6 E-mail Communications

This is to be used to support user specific communications during the contingency period.

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 and telephone calls may be recorded.

4.4.8 National Grid Website

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.

Link: http://www.nationalgrid.com/uk/Gas/Data

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 Prioritising 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

5.1.2 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.

5.1.3 Invoicing

Where an outage has delayed or prevented closeout processes from being completed, the production of invoices affected by such a delay will be suspended awaiting recovery of the system and generation of the closeout data.

5.2 Impacts on Other Parties

5.2.1 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]

5.3 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

Version	Status	Author	Date Issued	Comments
V1.0	External	National Grid NTS	1/11/2009	Implementation
V2.0	External	National Grid NTS	30/06/2010	Inclusion of Exit Capacity
V2.2	External	National Grid NTS	30/06/2010	Cosmetic amendments
V3	Internal	National Grid NTS	04/07/2011	Minor enhancements
V3.1	External	National Grid NTS	31/08/2012	Additional Exit Capacity process added following Phase 3 release.
V3.2	Internal	National Grid NTS	23/08/2013	Minor enhancements

Annex A - Contingency Flow Diagrams/Procedures

Energy Balancing

GE01 Manage Gas Flow and Energy Trade Nominations

GE01 Manage Gas Flow and Energy Trade Nominations (Enhanced Operations)

NTS Entry Capacity Auctions

GC01 Manage QSEC auction

GC02 Manage AMSEC auction

GC03 Manage RMTNTSEC auction

GC04 Manage Short term auctions (Firm and interruptible)

GC05 Manage DRSEC auction

NTS Entry Capacity Trading

GC06 Manage Capacity trades

NTS Capacity Constraint Management

GC07 Manage NTS Entry Capacity Buyback auctions

GC08 Manage Scale Back

NTS Exit Capacity Annual Application Window

GC09 Manage NTS Exit Capacity Annual Application Window Process

Short Term NTS Exit Capacity Auctions

GC10 Manage Short Term NTS Exit Capacity Auctions

NTS Exit Capacity Transfers

GC11 Manage NTS Exit Capacity Transfer Process

NTS Exit Capacity Other Processes

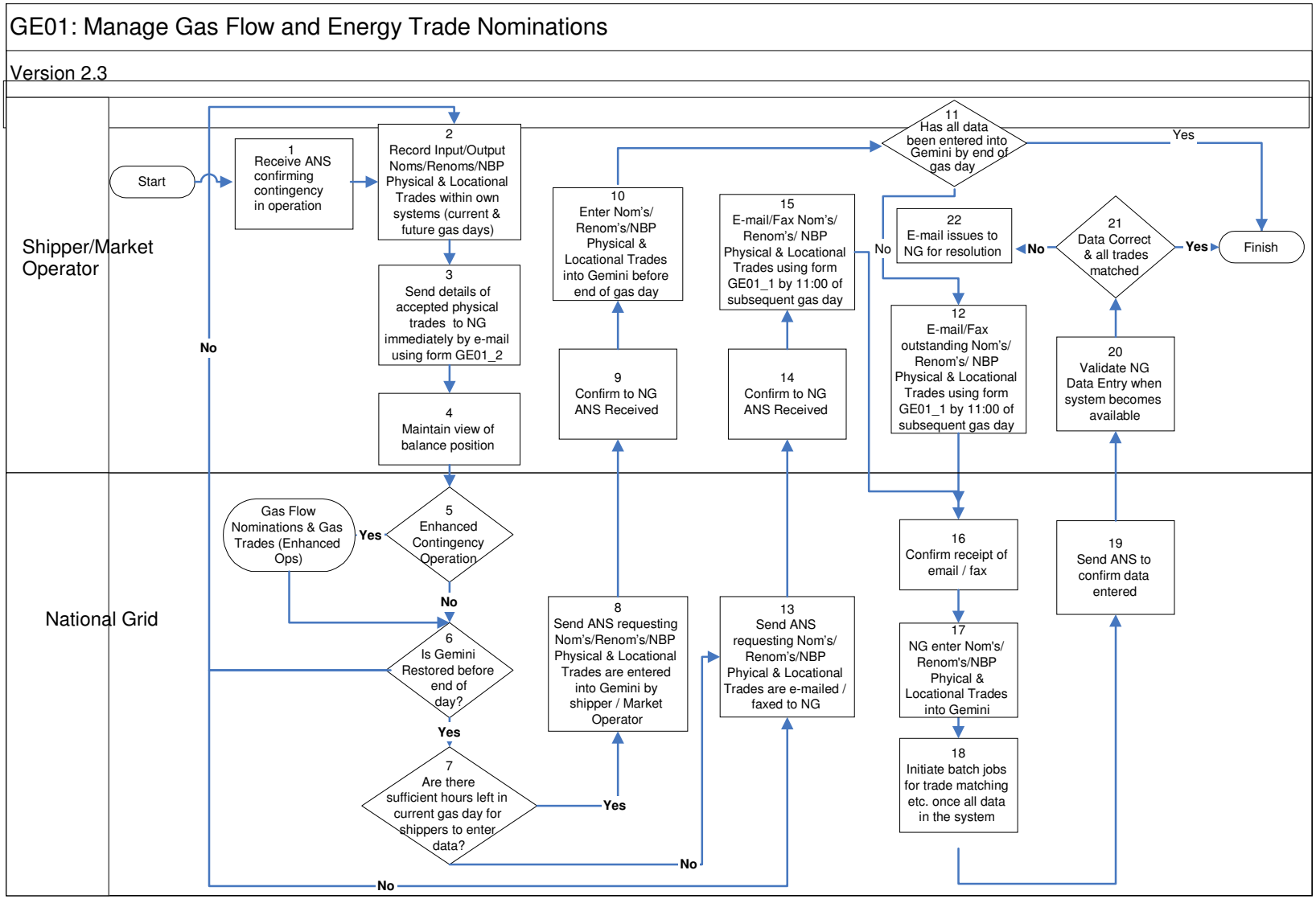
GC12 Manage NTS Exit Offtake Flow Reductions

GC13 Manage DNO Flow Swap Process

GC14 Manage Exit Capacity Buy Back Process

Energy Balancing

GE01: Manage Gas Flow and Energy Trade Nominations


GE01: Manage Gas Flow and Energy Trade Nominations
Version 2.3
Shipper/Market Operator
National Grid
Start
1 Receive ANS confirming contingency in operation
2 Record Input/Output Noms/Renoms/NBP Physical & Locational Trades within own systems (current & future gas days)
3 Send details of accepted physical trades to NG immediately by e-mail using form GE01_2
4 Maintain view of balance position
5 Enhanced Contingency Operation
Gas Flow Nominations & Gas Trades (Enhanced Ops)
Yes
No
6 Is Gemini Restored before end of day?
Yes
No
7 Are there sufficient hours left in current gas day for shippers to enter data?
Yes
No
8 Send ANS requesting Nom's/Renom's/NBP Physical & Locational Trades are entered into Gemini by shipper / Market Operator
9 Confirm to NG ANS Received
10 Enter Nom's/ Renom's/NBP Physical & Locational Trades into Gemini before end of gas day
11 Has all data been entered into Gemini by end of gas day
Yes
No
12 E-mail/Fax outstanding Nom's/ Renom's/ NBP Physical & Locational Trades using form GE01_1 by 11:00 of subsequent gas day
13 Send ANS requesting Nom's/ Renom's/NBP Physical & Locational Trades are e-mailed / faxed to NG
14 Confirm to NG ANS Received
15 E-mail/Fax Nom's/ Renom's/ NBP Physical & Locational Trades using form GE01_1 by 11:00 of subsequent gas day
16 Confirm receipt of email / fax
17 NG enter Nom's/ Renom's/NBP Phyical & Locational Trades into Gemini
18 Initiate batch jobs for trade matching etc. once all data in the system
19 Send ANS to confirm data entered
20 Validate NG Data Entry when system becomes available
21 Data Correct & all trades matched
Yes
No
22 E-mail issues to NG for resolution
No
Finish

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

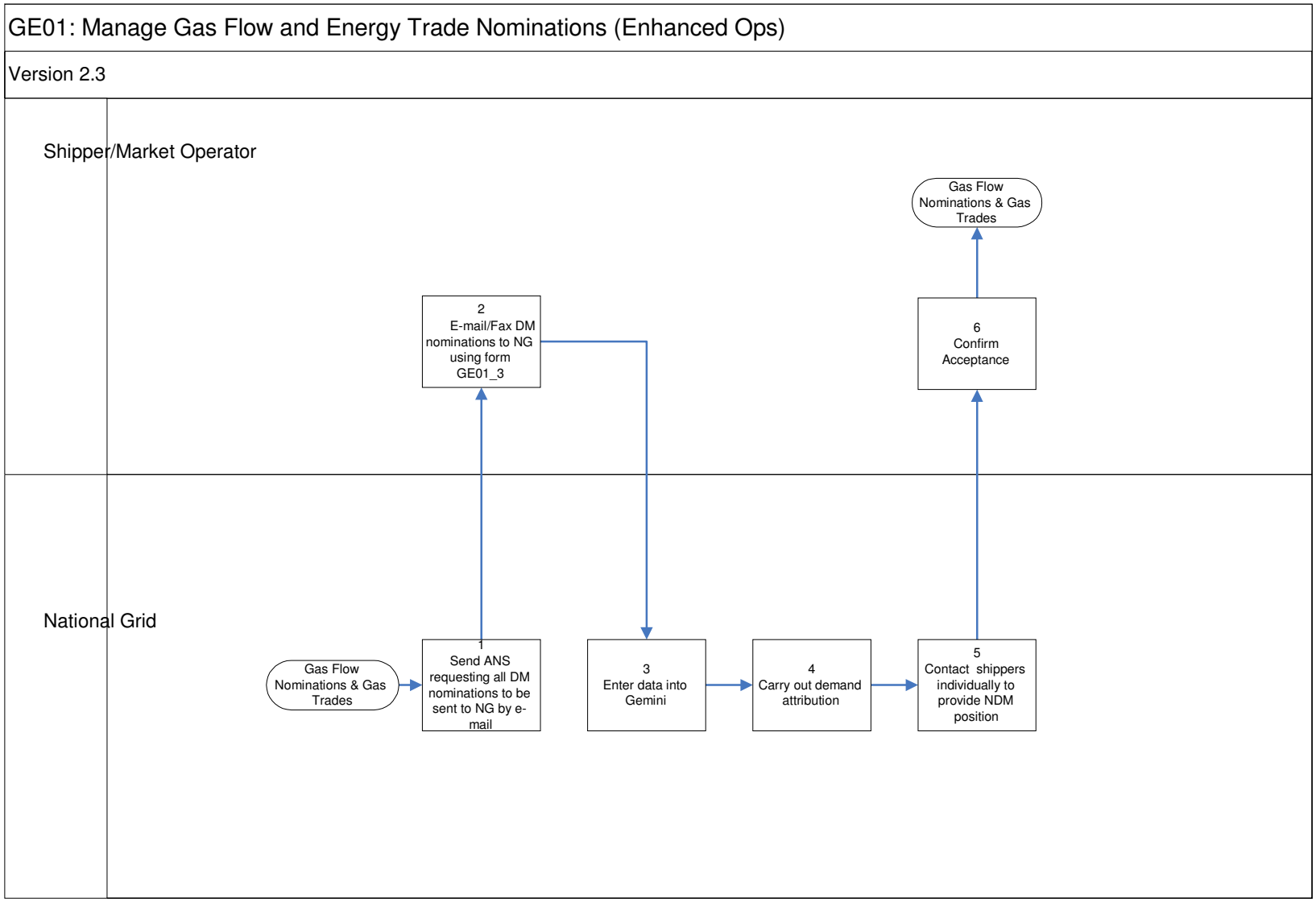
Process No.	Process	Procedure	Owner
1.	Receive ANS confirming contingency in operation.	ANS Message Received by Shipper/Market Operator confirming contingency process to be adopted	Shipper / Market Operator
2.	Record Input/Output Nom's/Renom's/NBP Physical & Locational Trades within own systems (current & 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 National Grid immediately by e-mail/Fax using form GE01_2	Shippers / Market Operators provide details behind all their accepted physical trades to National Grid 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 National Grid ANS Received.	Shipper/Market Operator receives ANS Message and sends confirmation of receipt via fax to National Grid.	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	Shipper / Market Operator

		system by the end of the gas day.	
12.	E-mail/Fax outstanding 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: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646	Shipper / Market Operator
13.	Send ANS requesting Nom's/Renom's/ NBP Physical & Locational Trades are e-mailed / faxed to National Grid.	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 National Grid that ANS Received	Shipper/Market Operator receives ANS Message and sends confirmation of receipt via fax to National Grid.	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: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646	Shipper / Market Operator
16	Confirm receipt of e-mail / fax.	National Grid provide notification to each Shipper / Market operator of fax/e-mail received.	National Grid
17	National Grid enter Nom's/Renom's/NBP Physical & Locational Trades into Gemini	National Grid 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 National Grid Data Entry When System becomes Available.	Shipper / Market Operator to log into Gemini when the system becomes available and validate correct data entry by National Grid.	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 National Grid for resolution.	Shipper/Market Operator e-mails issues to:	Shipper / Market Operator

		geminicontingency@nationalgrid.com for resolution and agreement with the relevant parties.	

Energy Balancing

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

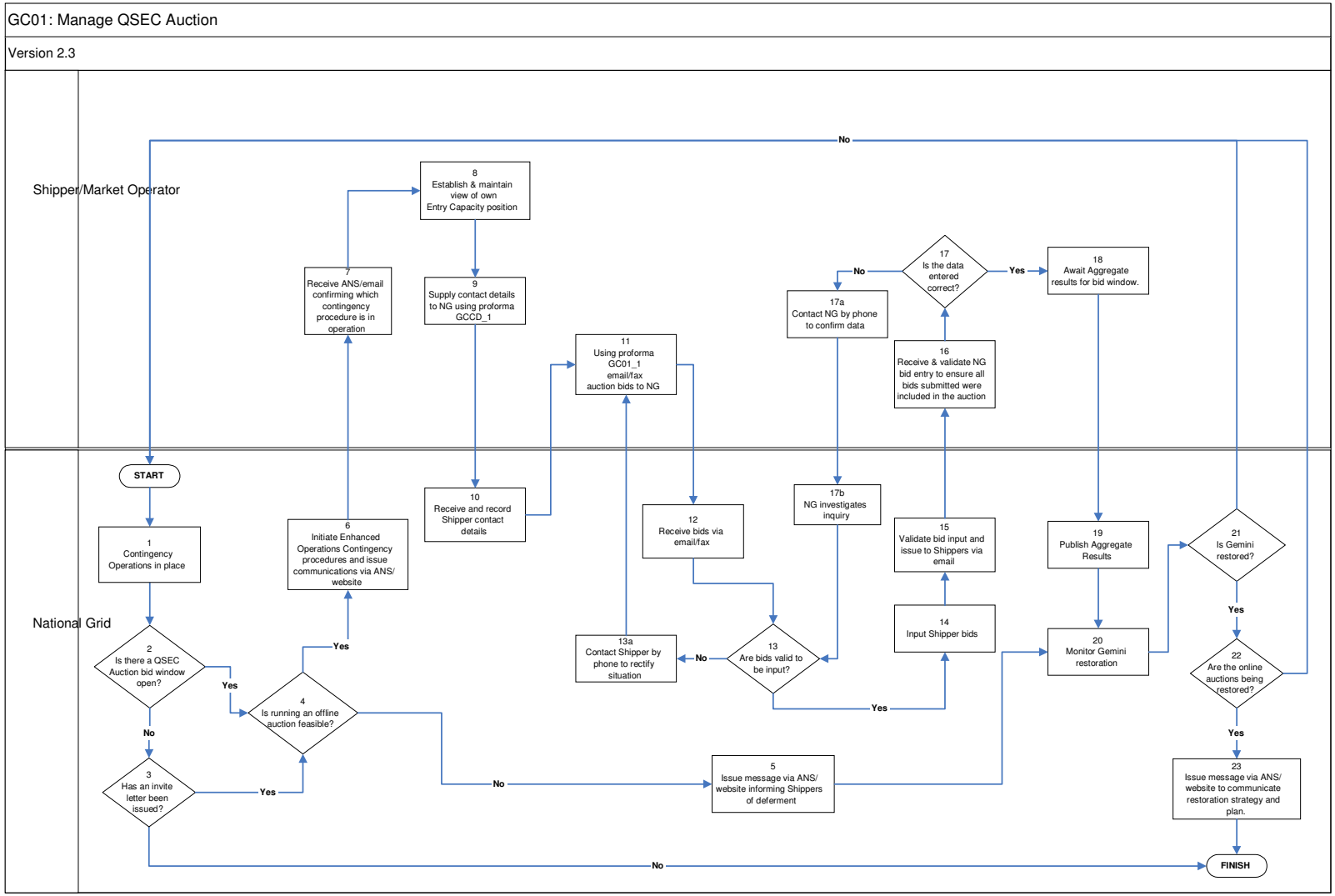

GE01: Manage Gas Flow and Energy Trade Nominations (Enhanced Ops)
Version 2.3
Shipper/Market Operator
National Grid
Gas Flow Nominations & Gas Trades
1
Send ANS requesting all DM nominations to be sent to NG by e-mail
2
E-mail/Fax DM nominations to NG using form GE01_3
3
Enter data into Gemini
4
Carry out demand attribution
5
Contact shippers individually to provide NDM position
6
Confirm Acceptance
Gas Flow Nominations & Gas Trades

Nominations (Enhanced Ops): Procedural stages

Process No.	Process	Procedure	Owner
1.	Send ANS requesting all DM nominations to be sent to National Grid 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/Fax DM nominations to National Grid 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

Entry Capacity Auctions

GC01: Manage QSEC Auction


GC01: Manage QSEC Auction
Version 2.3
Shipper/Market Operator
National Grid
START
1 Contingency Operations in place
2 Is there a QSEC Auction bid window open?
3 Has an invite letter been issued?
4 Is running an offline auction feasible?
5 Issue message via ANS/ website informing Shippers of deferment
6 Initiate Enhanced Operations Contingency procedures and issue communications via ANS/ website
7 Receive ANS/email confirming which contingency procedure is in operation
8 Establish & maintain view of own Entry Capacity position
9 Supply contact details to NG using proforma GCCD_1
10 Receive and record Shipper contact details
11 Using proforma GC01_1 email/fax auction bids to NG
12 Receive bids via email/fax
13 Are bids valid to be input?
13a Contact Shipper by phone to rectify situation
14 Input Shipper bids
15 Validate bid input and issue to Shippers via email
16 Receive & validate NG bid entry to ensure all bids submitted were included in the auction
17 Is the data entered correct?
17a Contact NG by phone to confirm data
17b NG investigates inquiry
18 Await Aggregate results for bid window.
19 Publish Aggregate Results
20 Monitor Gemini restoration
21 Is Gemini restored?
22 Are the online auctions being restored?
23 Issue message via ANS/ website to communicate restoration strategy and plan.
FINISH
Yes
No

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 National Grid using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at Geminicontingency@nationalgrid.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 National Grid	Shipper e-mails/faxes QSEC proforma C031 to: • Geminicontingency@nationalgrid.com • Fax no: 0870 191 0646	Shipper / Market Operator

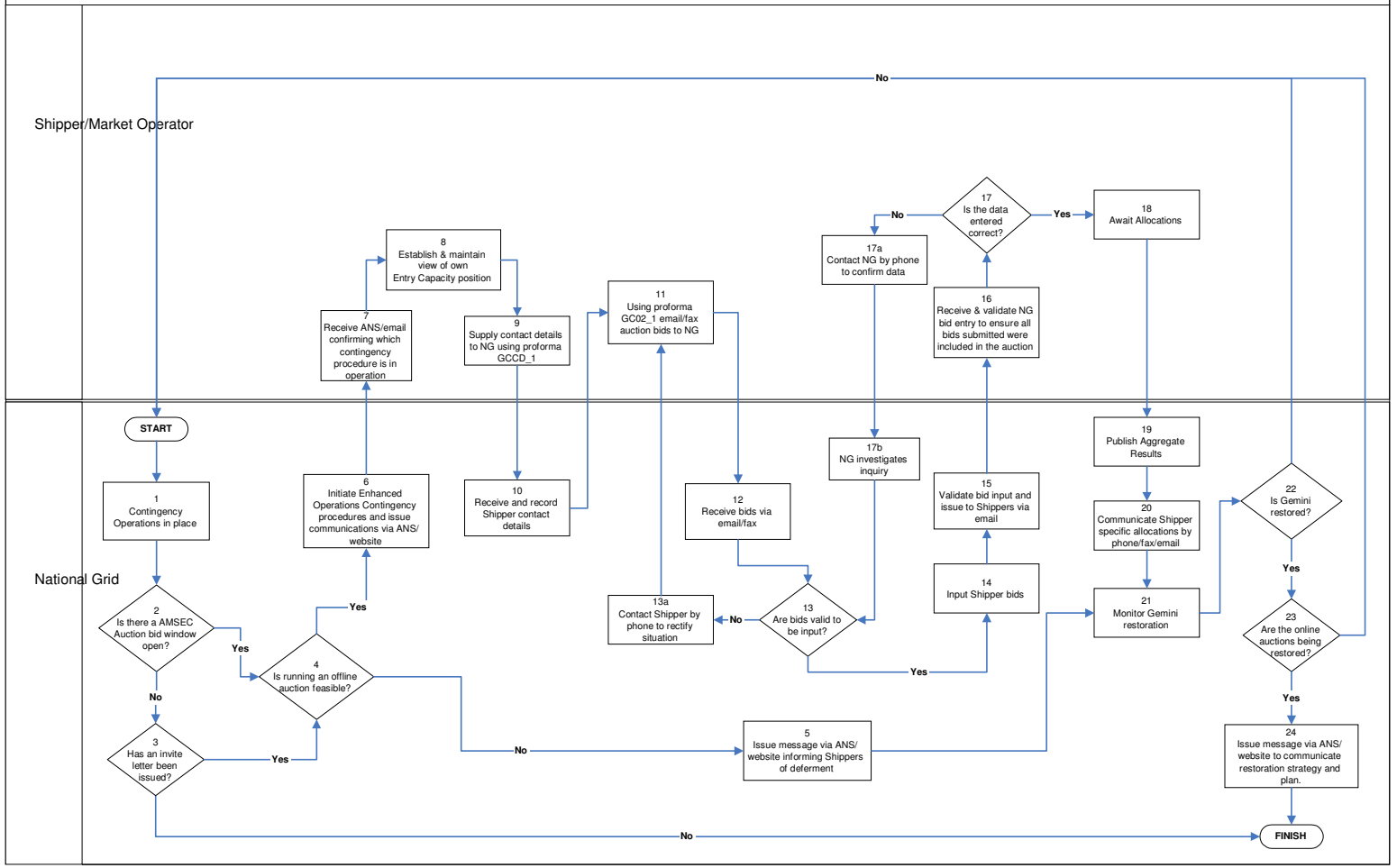
12.	Receive bids via email/fax		National Grid
13.	Are bids valid to be input?	Yes/No	National Grid
13a	Contact Shipper by phone to rectify the situation	National Grid will phone the Shipper to resolve the problem.	National Grid
14.	Input Shipper bids	National Grid input the QSEC auction bids into Gemini 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 National Grid 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 National Grid by phone to confirm data	Shipper contacts National Grid to raise inquiry over data entered.	Shipper / Market Operator
17b.	National Grid Investigates inquiry	National Grid 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

Entry Capacity Auctions

GC02: Manage AMSEC Auction

GC02: Manage AMSEC Auction

Version 2.3



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 geminicontingency@nationalgrid.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

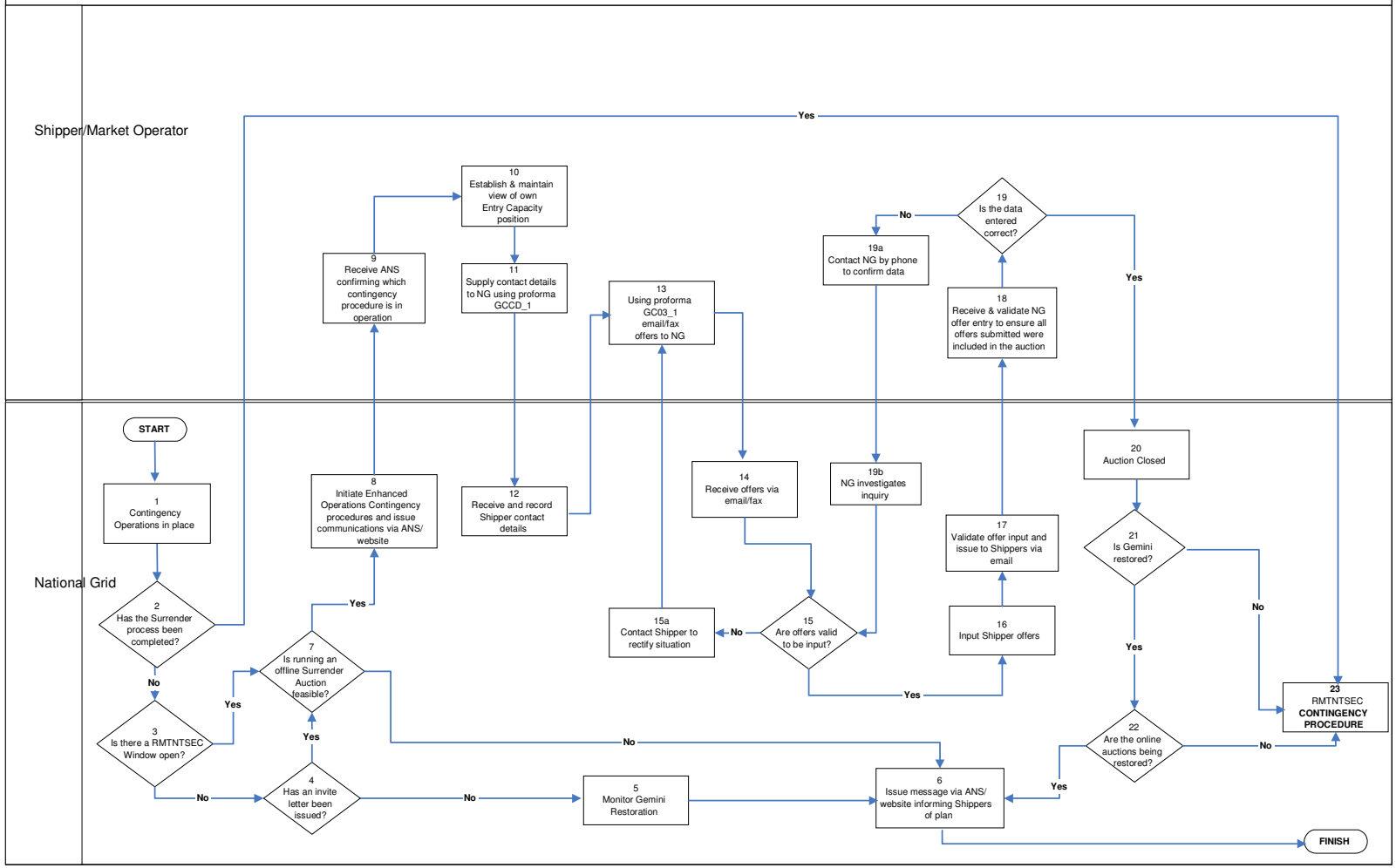
11.	Using proforma GC02_1 email/fax auction bids to NG	Shipper e-mails/faxes AMSEC proforma GC02_1 to: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646.	Shipper / Market Operator
12.	Receive bids via email/fax		National Grid
13.	Are bids valid to be input?	If not National Grid will phone 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 National Grid 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 National Grid by phone to confirm data	Shipper contacts NG to raise inquiry over data entered.	Shipper / Market Operator
17b.	NG Investigates inquiry	National Grid 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

Entry Capacity Auctions

GC03: Manage RMTNTSEC Auction

GC03: Manage RMTNTSEC (Surrender) Auction

Version 2.3



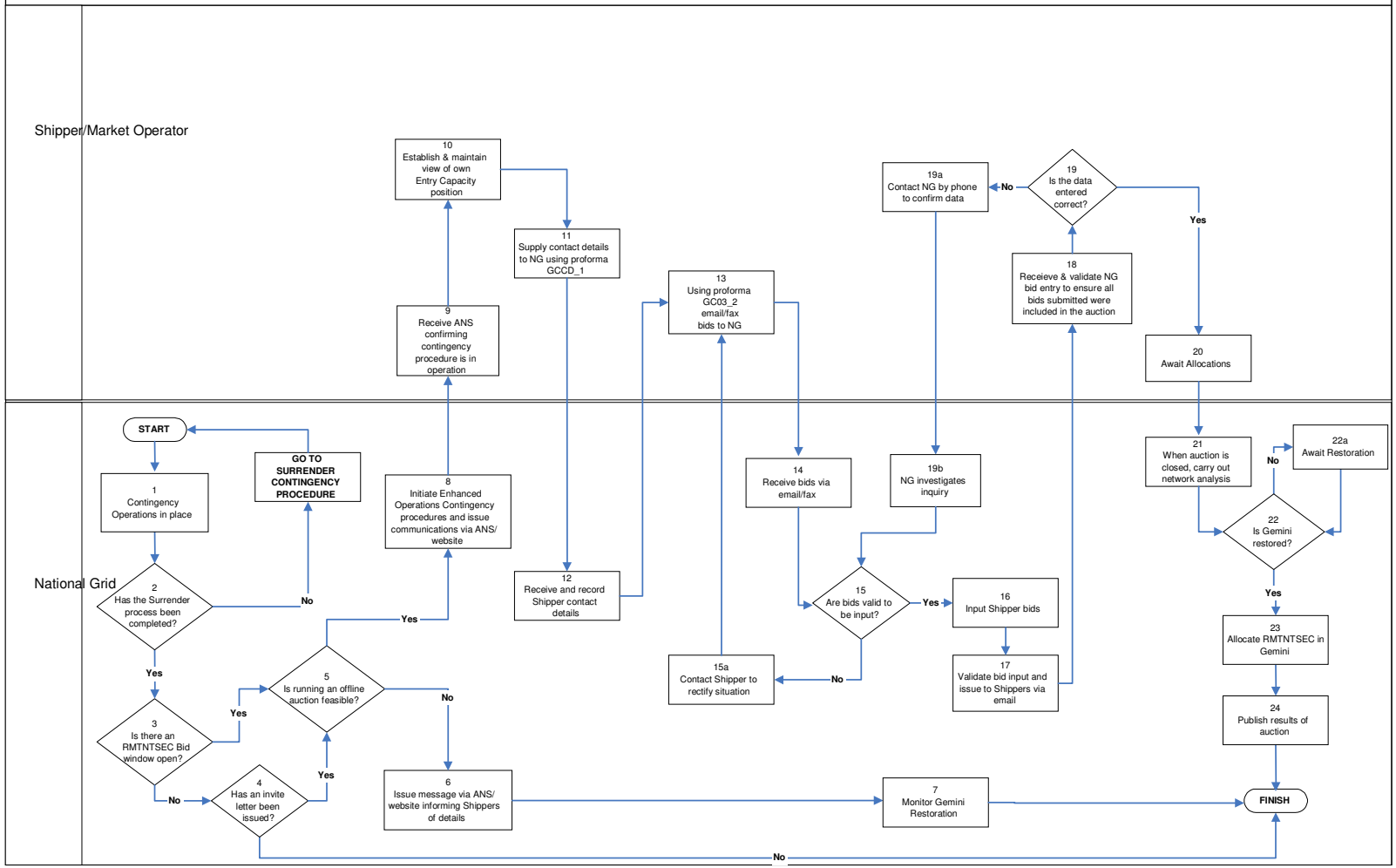
GC03: Manage RMTNTSEC (Surrender) Auction: Procedural stages

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?	*If yes*: 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?	*If yes*: 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 *If yes: go to step 8*	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 geminicontingency@nationalgrid.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 National Grid	Shipper e-mails/faxes proforma GC03_1 to: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646.	Shipper / Market Operator

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	National Grid 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 National Grid by phone to confirm data.	Shipper contacts National Grid to raise inquiry over data entered.	Shipper / Market Operator
19b.	National Grid investigates inquiry.	National Grid 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 RMTNTSEC contingency procedure		National Grid

GC03: (RMTNTSEC) Auction

Version 2.3



GC03: Manage RMTNTSEC 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 RMTNTSEC CONTINGENCY PROCEDURE (see above)	National Grid
3.	Is there an RMTTSEC window open?	*If yes*: 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?	*If yes*: 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 *If yes: go to step 8*	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 National Grid using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at geminicontingency@nationalgrid.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 bids to NG	Shipper e-mails proforma GC03_2 to: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646.	Shipper / Market 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	National Grid 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 National Grid 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 National Grid by phone to confirm data	Shipper contacts National Grid to raise inquiry over data entered.	Shipper / Market Operator
19b.	National Grid investigates inquiry	National Grid 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?	*If yes: continue to step 23*	National Grid
22a.	Await Restoration		National Grid
23.	Allocate RMTNTSEC in Gemini based on analysis (step 21).		National Grid
24.	Publish results of auction	Produce report and upload to the Information Exchange	National Grid

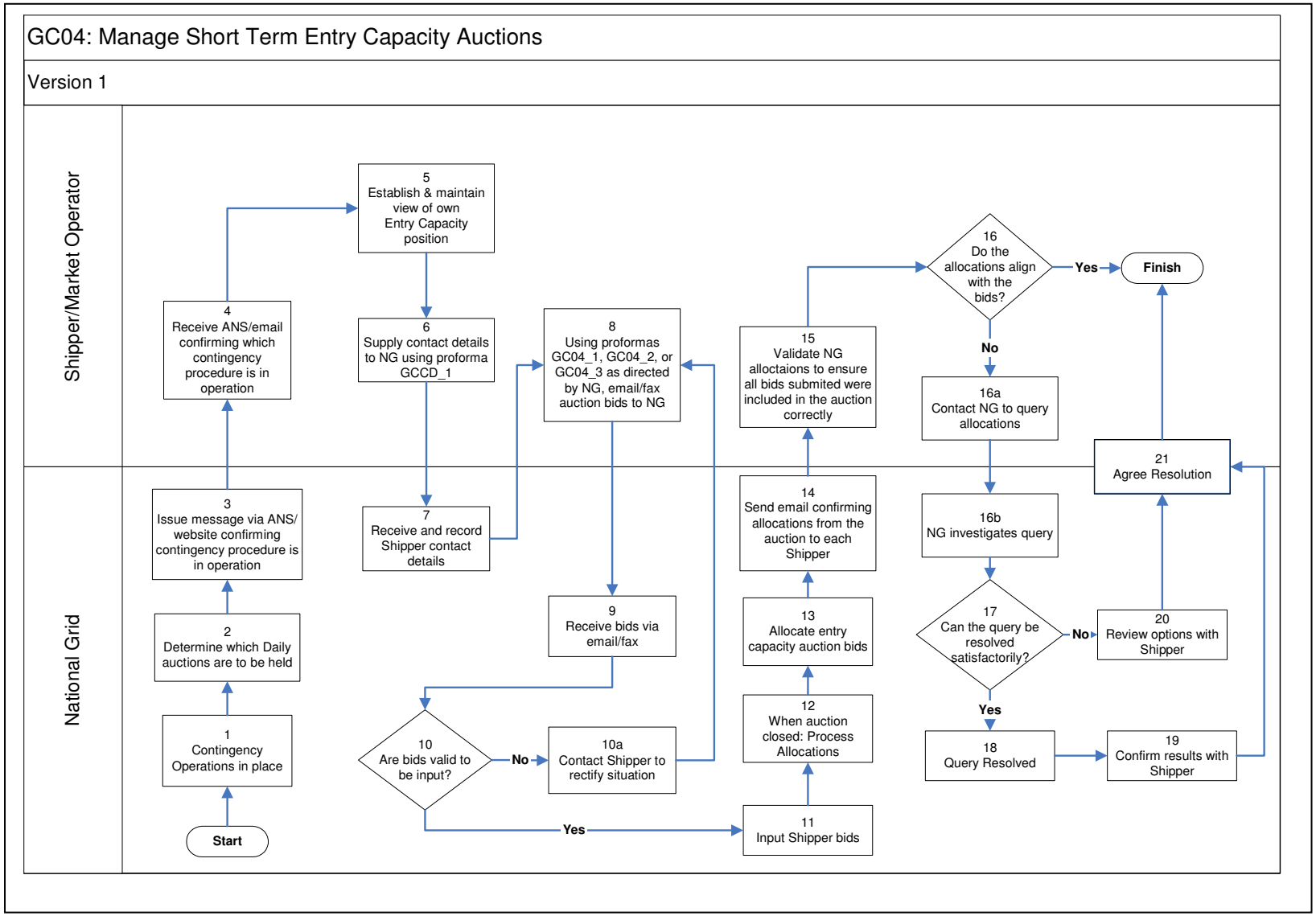
Capacity Scenarios

GC04: Manage Short Term Auctions (Firm & Interruptible)

a) **GC04 DISEC**

b) **GC04 DADSEC**

c) **GC04 WDDSEC**


GC04: Manage Short Term Entry Capacity Auctions
Version 1
Shipper/Market Operator
National Grid
Start
1 Contingency Operations in place
2 Determine which Daily auctions are to be held
3 Issue message via ANS/ website confirming contingency procedure is in operation
4 Receive ANS/email confirming which contingency procedure is in operation
5 Establish & maintain view of own Entry Capacity position
6 Supply contact details to NG using proforma GCCD_1
7 Receive and record Shipper contact details
8 Using proformas GC04_1, GC04_2, or GC04_3 as directed by NG, email/fax auction bids to NG
9 Receive bids via email/fax
10 Are bids valid to be input?
No
10a Contact Shipper to rectify situation
Yes
11 Input Shipper bids
12 When auction closed: Process Allocations
13 Allocate entry capacity auction bids
14 Send email confirming allocations from the auction to each Shipper
15 Validate NG alloctaions to ensure all bids submited were included in the auction correctly
16 Do the allocations align with the bids?
Yes
Finish
No
16a Contact NG to query allocations
16b NG investigates query
17 Can the query be resolved satisfactorily?
No
20 Review options with Shipper
Yes
18 Query Resolved
19 Confirm results with Shipper
21 Agree Resolution

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 National Grid using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at geminicontingency@nationalgrid.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 National Grid	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: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646	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	National Grid check for errors, duplicates or missing information.	National Grid
10a.	Contact Shipper to rectify situation.	National Grid 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

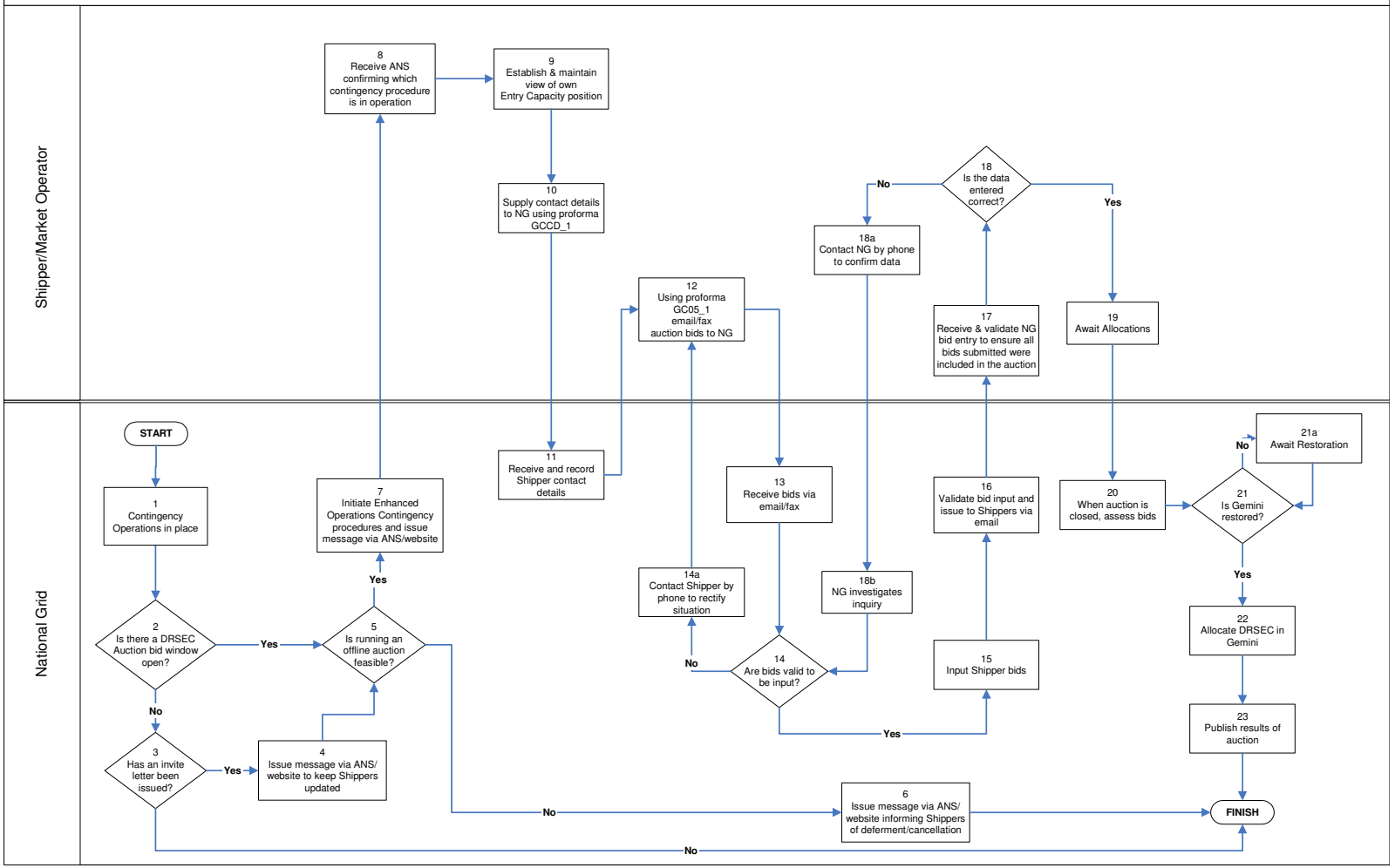
14.	Send email confirming allocations from the auction to each Shipper	Shipper receives E-mail to confirm Allocations from the auction • Formatted copy of the Bid Information screen report post allocation	National Grid
15.	Validate National Grid allocations to ensure all bids submitted were included 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 National Grid to query allocations	Shipper contacts National Grid to raise query over allocations.	Shipper / Market Operator
16b.	National Grid Investigates query	National Grid 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



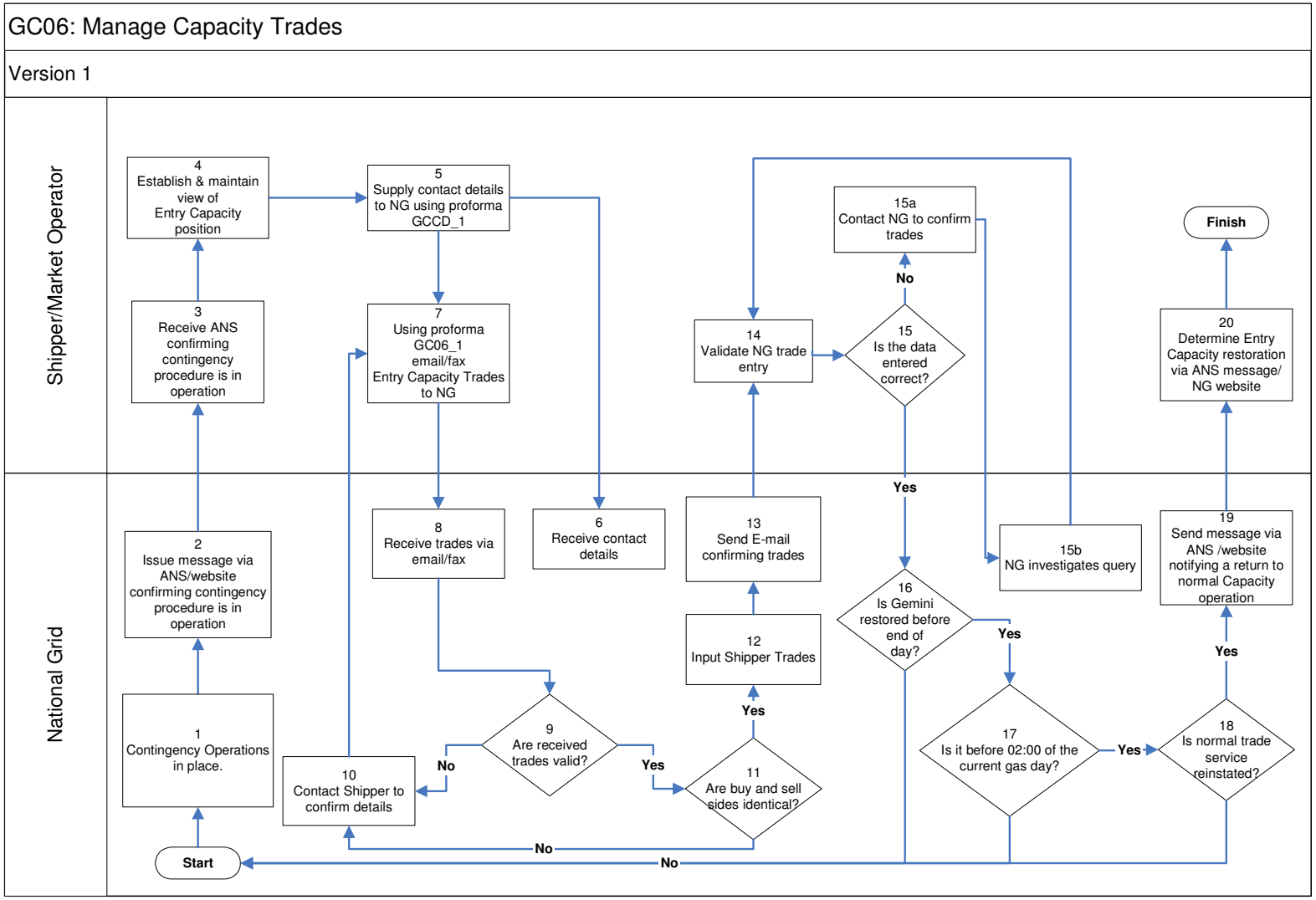
GC05: Manage DRSEC Auctions: Procedural stages

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 deferment/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 National Grid using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at geminicontingency@nationalgrid.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 National Grid	Shipper e-mails/faxes proforma GC05_1 to: • geminicontingency@nationalgrid.com • Fax no:0870 191 0646.	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	National Grid 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 National Grid 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 National Grid by phone to confirm data	Shipper contacts National Grid to raise inquiry over data entered.	Shipper / Market Operator
18b.	National Grid investigates inquiry	National Grid 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?	*If yes: continue to step 22*	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

Entry Capacity Trades

GC06: Manage Capacity Trades


GC06: Manage Capacity Trades
Version 1
Shipper/Market Operator
National Grid
4
Establish & maintain view of Entry Capacity position
5
Supply contact details to NG using proforma GCCD_1
15a
Contact NG to confirm trades
Finish
3
Receive ANS confirming contingency procedure is in operation
7
Using proforma GC06_1 email/fax Entry Capacity Trades to NG
14
Validate NG trade entry
15
Is the data entered correct?
No
20
Determine Entry Capacity restoration via ANS message/ NG website
Yes
2
Issue message via ANS/website confirming contingency procedure is in operation
8
Receive trades via email/fax
6
Receive contact details
13
Send E-mail confirming trades
15b
NG investigates query
19
Send message via ANS /website notifying a return to normal Capacity operation
16
Is Gemini restored before end of day?
Yes
12
Input Shipper Trades
1
Contingency Operations in place.
9
Are received trades valid?
No
Yes
Yes
17
Is it before 02:00 of the current gas day?
Yes
18
Is normal trade service reinstated?
Yes
10
Contact Shipper to confirm details
11
Are buy and sell sides identical?
No
Start
No
No

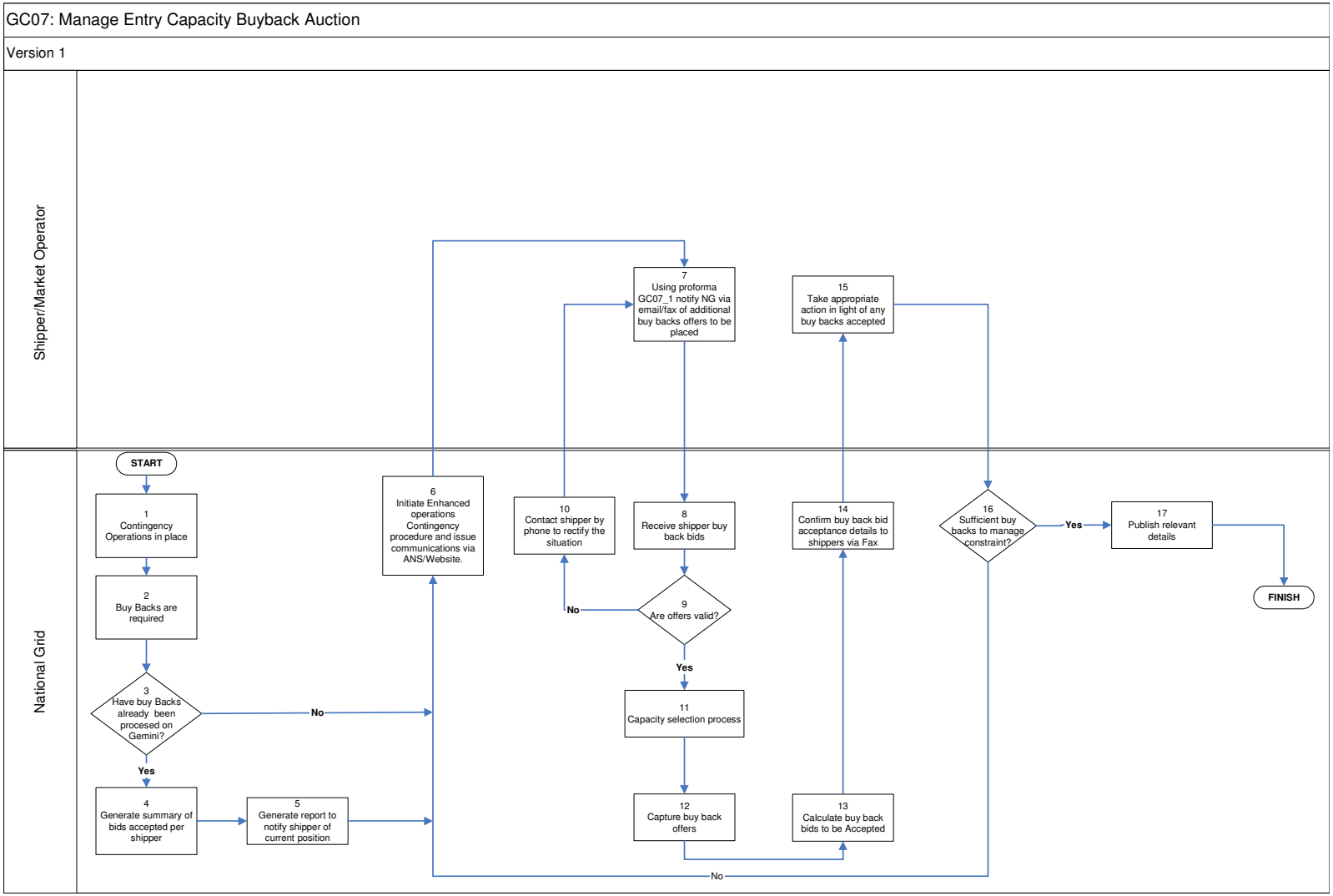
GC06: Manage Capacity Trades: Procedural stages

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 National Grid using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at geminicontingency@nationalgrid.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 National Grid.	Shipper / Market Operator faxes proforma GC06_1 to: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646.	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	National Grid 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 National Grid 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 National Grid to confirm trades	Shipper contacts National Grid to raise inquiry over trade data entered.	Shipper / Market Operator
15b.	National Grid investigates query	National Grid 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 / National Grid Website	ANS message received by Shippers / Market Operators confirming details of a return to normal Capacity operations.	Shipper / Market Operator

Capacity Constraint Management

GC07: Manage Capacity Buyback Auctions


GC07: Manage Entry Capacity Buyback Auction
Version 1
Shipper/Market Operator
National Grid
START
1
Contingency Operations in place
2
Buy Backs are required
3
Have buy Backs already been procesed on Gemini?
No
Yes
4
Generate summary of bids accepted per shipper
5
Generate report to notify shipper of current position
6
Initiate Enhanced operations Contingency procedure and issue communications via ANS/Website.
7
Using proforma GC07_1 notify NG via email/fax of additional buy backs offers to be placed
8
Receive shipper buy back bids
9
Are offers valid?
No
10
Contact shipper by phone to rectify the situation
Yes
11
Capacity selection process
12
Capture buy back offers
13
Calculate buy back bids to be Accepted
14
Confirm buy back bid acceptance details to shippers via Fax
15
Take appropriate action in light of any buy backs accepted
16
Sufficient buy backs to manage constraint?
Yes
No
17
Publish relevant details
FINISH

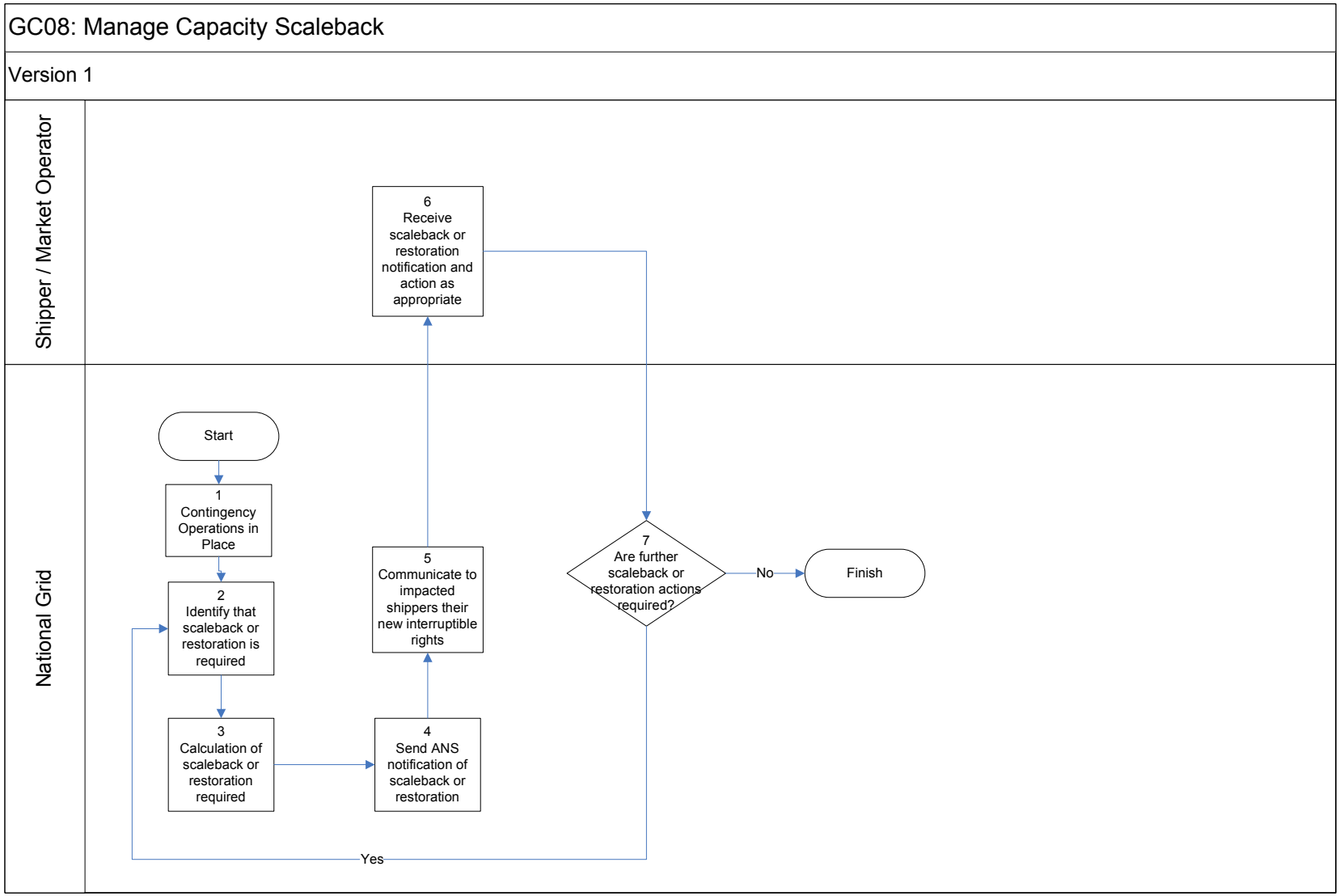
GC07: Manage Capacity Buyback Auctions: Procedural stages

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 National Grid via email/fax of additional buy backs offers to be placed	Shippers use pro-forma GC07_1 to notify National Grid of additional buy back offers the shipper would like to place: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646.	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 details to shippers	Shippers are notified of the buy back offers accepted.	National Grid
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

Constraint Management

GC08: Manage Scale Back


GC08: Manage Capacity Scaleback
Version 1
Shipper / Market Operator
National Grid
6
Receive scaleback or restoration notification and action as appropriate
Start
1
Contingency Operations in Place
2
Identify that scaleback or restoration is required
3
Calculation of scaleback or restoration required
4
Send ANS notification of scaleback or restoration
5
Communicate to impacted shippers their new interruptible rights
7
Are further scaleback or restoration actions required?
No
Finish
Yes

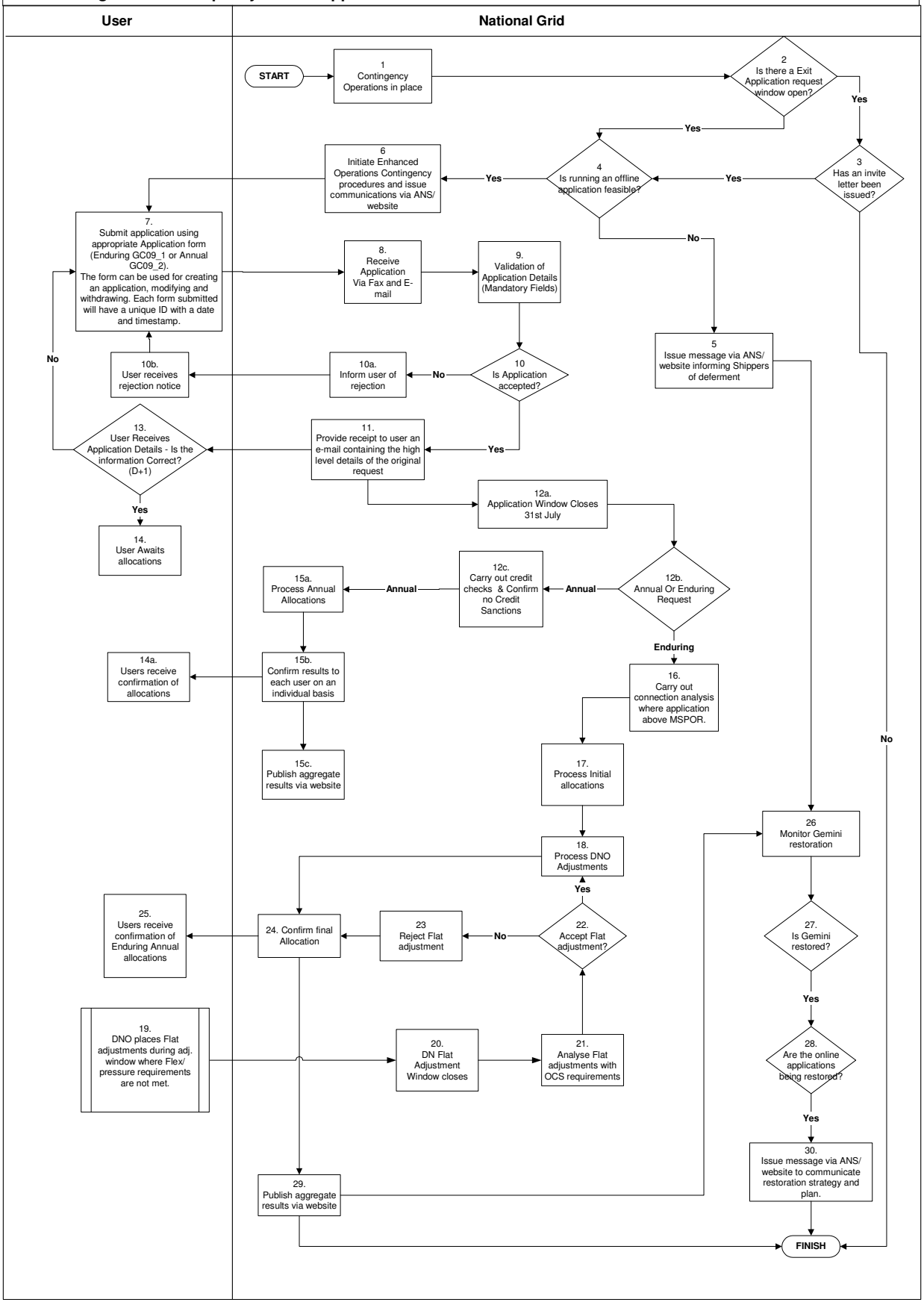
GC08: Manage Scale back: Procedural stages

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

Capacity Scenarios - Annual Applications

GC09: Manage NTS Exit Capacity Annual Application Window Process

GC09: Manage NTS Exit Capacity Annual Application Window Process



GC09: Manage NTS Exit Capacity Annual Application Window Process

<table>
<tr><th>Process No.</th><th>Process</th><th>Procedure</th><th>Owner</th></tr>
<tr><td>1</td><td colspan="2">Contingency operations in place</td><td>National Grid</td></tr>
<tr><td>2</td><td>Is there an Exit Application request window open?</td><td>If yes: decision must be made as to whether running an offline application is feasible (step 4).</td><td>National Grid</td></tr>
<tr><td>3</td><td>Has an invite letter been issued</td><td>If yes: decision must be made as to whether running an offline application is feasible (step 4).</td><td>National Grid</td></tr>
<tr><td>4</td><td>Is running an offline Application feasible?</td><td>Yes/No</td><td>National Grid</td></tr>
<tr><td>5</td><td>Issue message via ANS/website informing Shippers of deferment</td><td>Inform Shippers of the procedure that will be followed. Go to Step 26.</td><td>National Grid</td></tr>
<tr><td>6</td><td>Initiate Enhanced Operations Contingency procedures and issue communications via ANS/website</td><td>Inform users of GERS Contingency being Invoked via Joint Office/ANS Message (including the links to GERS location v Licence location mapping and relevant forms)</td><td>National Grid</td></tr>
<tr><td>7.</td><td>Submit application using appropriate Application form (Enduring GC09_1 or Annual GC09_2).
The form can be used for creating an application, modifying and withdrawing.
Each form submitted will have a unique ID with a date and timestamp.</td><td>Decide if an increase (application) or a decrease (reduction - for Enduring only) is required and complete relevant form appropriately. Form should then be e-mailed and faxed to the capacity team.
Fax no. 0870 191 0646
e-mail: geminicontingency@nationalgrid.com
****
How to use the form (GC09_1 and GC09_2) n.b. These are excel templates and will be provided by National Grid.

The user needs to enter information into the following fields in the form header.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Fax Originated By</td><td>The user’s name</td></tr>
<tr><td>Gemini BA Code</td><td>The 3 letter code used within the Gemini System (i.e. in the create bids screen)</td></tr>
</table></td><td>User</td></tr>
</table>

Company	The full name of the company
Signature	The users' signature
Position	The user's position within the company
Date	The date the form was sent to National Grid
Time	The time the form was sent to National Grid
Email	The E-mail address of the sender, this is the address the acknowledgement will be sent to.
Tel No	The user's telephone number
Fax No	The user's fax number

Once the header is complete the user should select the following

For **GC09_1**

1. It is to be an Enduring Increase, Enduring Reduction or a Annual Application.
    a. If an Increase fill out the Increase Request section of the form
    b. If a Reduction fill out the Decrease Request section of the form
    c. If a Annual use the ACAF form
2. Application
    a. Create – The first application for a specific Exit Point during the Annual Window
    b. Modify – Any subsequent application for a specific Exit Point during the Annual Window
    c. Withdraw – The removal of an existing application from consideration by NG
3. The NTS Exit Point, being one of the names provided within National Grid's NTS Gas Transportation Licence, from the drop down list provided.
4. The Initialised Capacity, being the user's current Exit (Flat) Capacity Holdings (in kWh/day) prior to the annual application window.

Enduring Increase Request

The user will need to fill in the extra amount

		that (in kWh/day) their Capacity Holding at the specific NTS Exit Point is to be increased by, against the Gas Year that the increase is to start from (Y+4, Y+5 or Y+6). Increase applications will be valid for submitting only between 1st and 31st July each year on Business days between 08:00 and 17:00. Enduring Decrease Request The user will need to fill in the Decrease To (in kWh/day) that their holdings are to be reduced to and which date the reduction is to take effect from i.e. Start of month in Gas Year Y+n, where 'Y' is the current Gas Year and '+n' is number of Years into the future Reduction applications will be valid for submitting only between 1st and 15th July each year on Business days between 08:00 and 17:00. For **GC09_2** Annual Application The user will need to fill in the extra amount that (in kWh/day) their Capacity Holding at the specific NTS Exit Point is to be increased by, against the Gas Year that the increase is for (Y+1, Y+2 or Y+3). Annual Applications will be valid for submitting only between 1st and 31st July each year on Business days between 08:00 and 17:00. **Both** Once the form is competed click the button 'Save Form', this will generate a Unique Reference and the user will be required to save a copy of the completed form. This form will need to be sent to National Grid by Fax (to the number provided on the form header) and via E-mail (to geminicontingency@nationalgrid.com in excel format) during business hours only..	
8.	Receive Application via fax and email	Receive, validate and log all forms on Business Days between 08:00 and 17:00. Paper (Faxed) copies will be reconciled with electronic versions (E-mail). Note: Validations at this stage will be to confirm that the completed forms contain all the required data. Validations will NOT be done regarding the volume of capacity requested and the periods it is requested for. Where a reduction is requested a validation against any user commitment will be performed but notice of a rejection due to	National Grid
9	Validation of application details (Mandatory Fields).		National Grid
10	Is application accepted?		National Grid

		user commitment will not be communicated until final allocation.	
10a.	Inform user of rejection	Incorrectly completed forms will be rejected and user contacted to resolve any issues	National Grid
10b.	User receives rejection notice		User
11	Provide receipt to user an e-mail containing the high level details of the original request	Confirm with the user via E-mail that the application has been received and validated. The E-mail will specify the high level details of the application (Volume, dates, exit point and whether it is a Create, Modify or Withdraw application).	National Grid
12a	Application Window closes 31st July	Enduring Annual Application Window (Increase) and Annual Application Window close 31st July. Annual Application Window (Reduction) closes 15th July	NG/User
12b	Annual Or Enduring Request	Annual application or Enduring Annual Application?	National Grid
12c	Carry out credit checks & confirm no credit sanctions	Carry out credit checks and confirm there are no credit sanctions. Where a credit sanction is invoked, the application will be rejected.	National Grid
13	User receives application details – Is the information correct? (D+1)	Contact National Grid where there is a discrepancy. Note: If submitted on the last business day of July the timestamp of National Grid fax machine will be used in determining the time an Application is received.	National Grid
14	User Awaits allocations	Allocation for Annual Application will be completed by no later than 5 business after the Annual Application Window closes Allocation for Enduring Application will be completed by no later than 30th September	User
14a	Users receive confirmation of allocations	Users receive allocation for annual requests and validate it.	User
15a	Process Annual Allocations	Process Annual Allocation	National Grid
15b	Confirm results to each user on an individual basis	National Grid e-mail/fax/phone Annual Application results to each individual shipper by no later than 5 Business Day after Annual Application Window Closes.	National Grid
15c	Publish aggregate results via website	Aggregate allocation information for Annual Applications required by UNC, will be published on the next business day after allocation completed on NG website	National Grid
16	Carry out connection analysis where application above MSPOR	National Grid carry Analysis of any capacity requests that are above the Exit Points maximum offtake specification.	National Grid

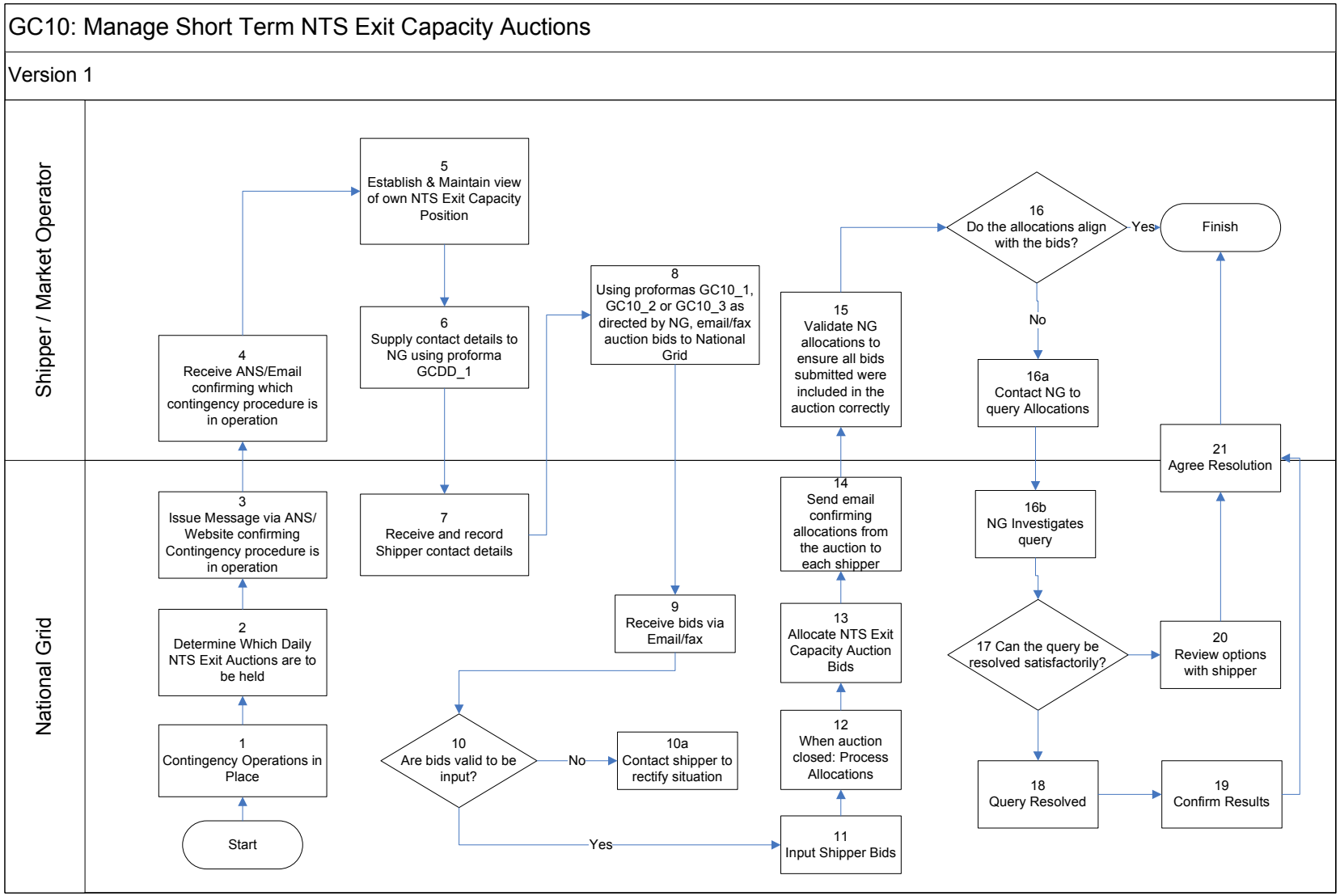
17	Process Initial Allocations	Process Initial Allocations (Enduring capacity requests)	National Grid
18	Process DNO Adjustment	National Grid make adjustments to allocations based on any DNO Adjustment requests	National Grid
19	DNO users communicate adjustment to Flat capacity where Flex/pressure requirements are not met using GC09_1. (Note requests received for 5 business days following 15th Sep)	In the event that Flex capacity requirements and/or pressures are rejected/adjusted as part of the OCS process, users can submit adjustments to their Flat Capacity requirements. Adjustments to requests should be submitted to geminicontingency@nationalgrid.com	User
20	DN Flat Adjustment Window closes	DN Flat Adjustment Window closes	National Grid
21	Analyse Flat adjustments with OCS requirements	National Grid carries out analysis of DNO adjustment requests.	National Grid
22	Accept Flat adjustment?	Where an adjustment is accepted National Grid amend the allocations	National Grid
23	Reject Flat adjustment	National Grid update allocations with any rejections.	National Grid
24	Confirm results to each user on an individual basis	National Grid e-mail/fax/phone Enduring Annual Application results (Increase and Reduction) to each individual shipper by no later than 30 September.	National Grid
25	Users receive confirmation of allocations	Users receive allocation for enduring annual requests and validate it.	User
26	Monitor Gemini restoration	Ongoing checks of Gemini functionality undertaken with xoserve.	National Grid
27	Is Gemini restored?		National Grid
28	Are the online Applications being restored?	Determine process for restoring auction.	National Grid
29	Publish aggregate results via website	Aggregate allocation information for Enduring Annual Applications required by UNC, will be published on the next business day after allocation on NG website	National Grid
30	Issue message via ANS/website to communicate restoration strategy and plan		National Grid

GC10: Manage Short Term NTS Exit Capacity Auctions

a) **GC10 DADNEX**

b) **GC10 WDDNEX**

c) **GC10 DONEX**


GC10: Manage Short Term NTS Exit Capacity Auctions
Version 1
Shipper / Market Operator
National Grid
Start
1
Contingency Operations in Place
2
Determine Which Daily NTS Exit Auctions are to be held
3
Issue Message via ANS/ Website confirming Contingency procedure is in operation
4
Receive ANS/Email confirming which contingency procedure is in operation
5
Establish & Maintain view of own NTS Exit Capacity Position
6
Supply contact details to NG using proforma GCDD_1
7
Receive and record Shipper contact details
8
Using proformas GC10_1, GC10_2 or GC10_3 as directed by NG, email/fax auction bids to National Grid
9
Receive bids via Email/fax
10
Are bids valid to be input?
No
10a
Contact shipper to rectify situation
Yes
11
Input Shipper Bids
12
When auction closed: Process Allocations
13
Allocate NTS Exit Capacity Auction Bids
14
Send email confirming allocations from the auction to each shipper
15
Validate NG allocations to ensure all bids submitted were included in the auction correctly
16
Do the allocations align with the bids?
Yes
Finish
No
16a
Contact NG to query Allocations
16b
NG Investigates query
17 Can the query be resolved satisfactorily?
18
Query Resolved
19
Confirm Results
20
Review options with shipper
21
Agree Resolution

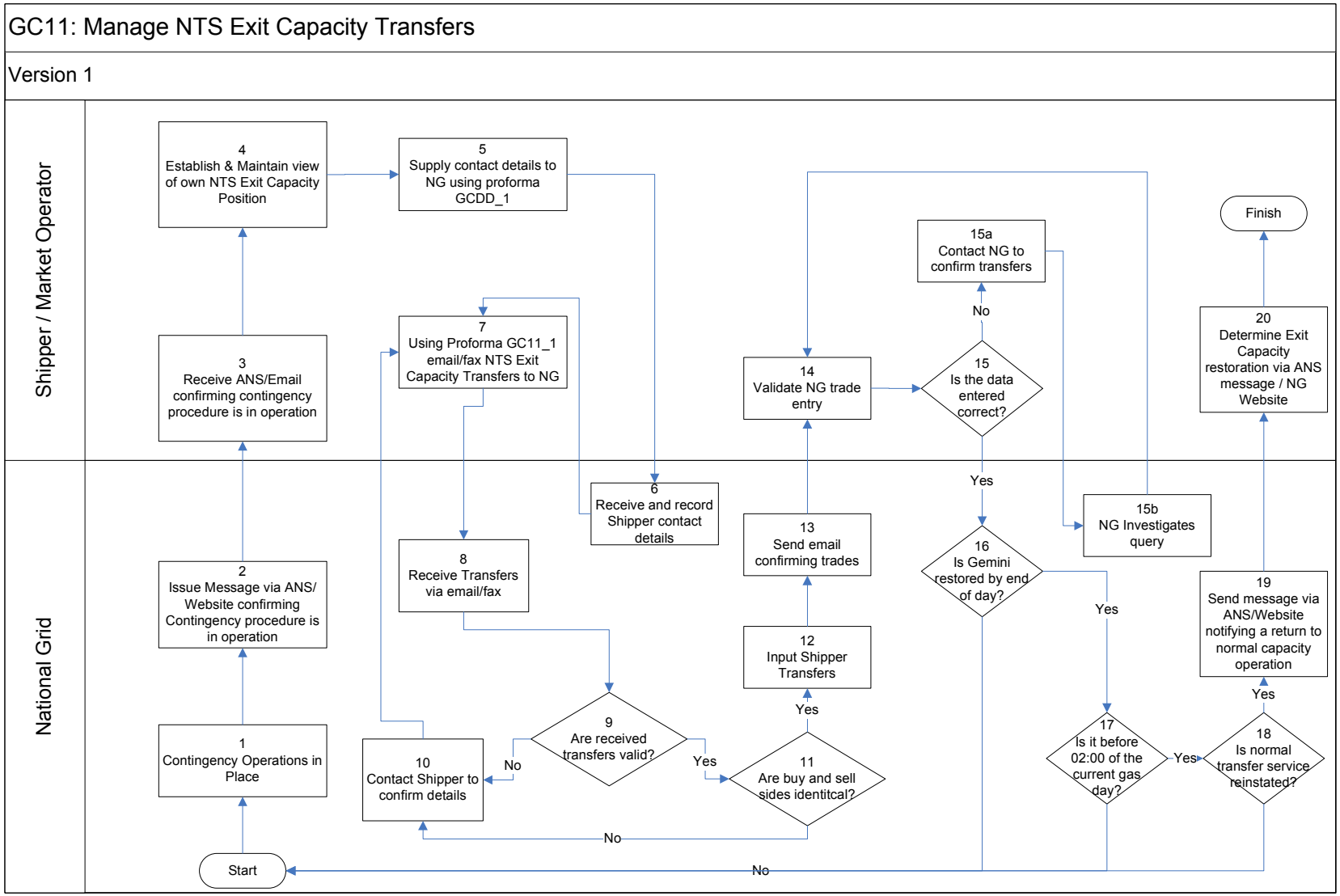
Short Term NTS Exit Capacity Auctions (Firm & Off Peak): Procedural stages

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 Exit Capacity position.	Shipper uses own records to evaluate current Exit Capacity position and consider appropriate actions.	Shipper / Market Operator
6.	Supply contact details to National Grid using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at geminicontingency@nationalgrid.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 GC10_1, GC10_2 or GC10_3 as directed by NG, email/fax auction bids to National Grid	Shipper e-mails/faxes appropriate proforma (GC10_1/GC10_2/GC10_3) for the Short Term NTS Exit Capacity Auction that is being held (as directed by NG) to National Grid: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646	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	National Grid check for errors, duplicates or missing information.	National Grid
10a.	Contact Shipper to rectify situation.	National Grid contacts the Shipper / Market Operator to confirm correct details.	National Grid
11.	Input shipper bids	National Grid input the Short Term NTS Exit Capacity auction bids into Gemini on behalf of the Shipper.	National Grid
12.	When auction closed: Process Allocations		National Grid
13.	Allocate Short Term NTS Exit Capacity auction bids		National Grid
14.	Send email confirming allocations from the auction to each	Shipper receives E-mail to confirm Allocations from the auction	National Grid

	Shipper	• Formatted copy of the Bid Information screen report post allocation	
15.	Validate National Grid 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 National Grid to query allocations	Shipper contacts National Grid to raise query over allocations.	Shipper / Market Operator
16b.	National Grid Investigates query	National Grid 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

NTS Exit Capacity Transfers

GC11: Manage NTS Exit Capacity Transfers


GC11: Manage NTS Exit Capacity Transfers
Version 1
Shipper / Market Operator
National Grid
4
Establish & Maintain view of own NTS Exit Capacity Position
5
Supply contact details to NG using proforma GCDD_1
3
Receive ANS/Email confirming contingency procedure is in operation
7
Using Proforma GC11_1 email/fax NTS Exit Capacity Transfers to NG
6
Receive and record Shipper contact details
14
Validate NG trade entry
15
Is the data entered correct?
No
15a
Contact NG to confirm transfers
Finish
20
Determine Exit Capacity restoration via ANS message / NG Website
Yes
15b
NG Investigates query
2
Issue Message via ANS/ Website confirming Contingency procedure is in operation
8
Receive Transfers via email/fax
13
Send email confirming trades
16
Is Gemini restored by end of day?
Yes
19
Send message via ANS/Website notifying a return to normal capacity operation
12
Input Shipper Transfers
Yes
1
Contingency Operations in Place
9
Are received transfers valid?
No
Yes
10
Contact Shipper to confirm details
11
Are buy and sell sides identitcal?
17
Is it before 02:00 of the current gas day?
Yes
18
Is normal transfer service reinstated?
Yes
No
No
Start
No

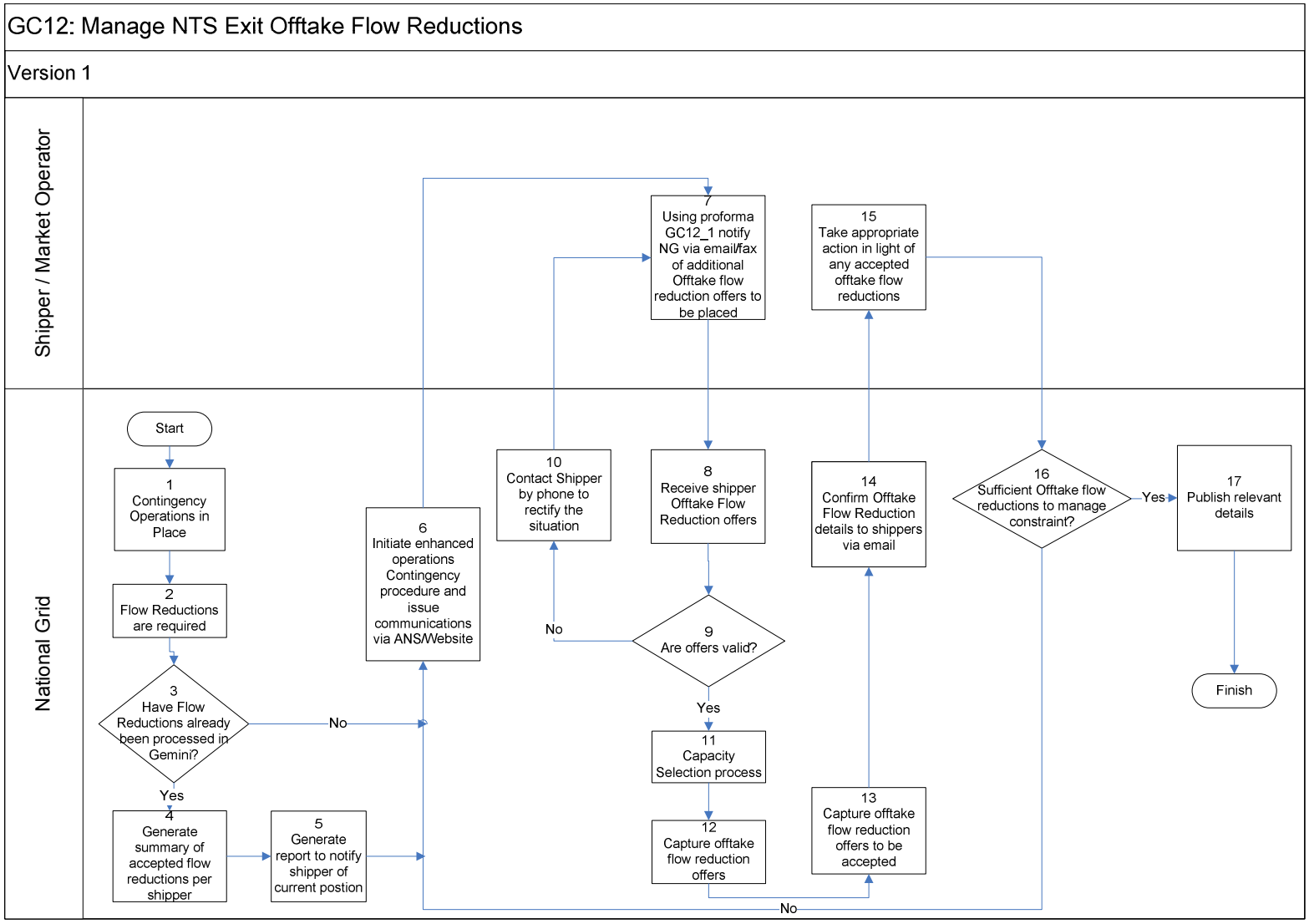
GC11: Manage NTS Exit Capacity Transfers: Procedural stages

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 National Grid using proforma GCCD_1	Send proforma GCCD_1 via e-mail to National Grid at geminicontingency@nationalgrid.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 GC11_1 email / fax NTS Exit Capacity Transfers to National Grid.	Shipper / Market Operator faxes proforma GC11_1 to: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646	Shipper / Market Operator
8	Receive transfers via email / fax		National Grid
9	Are received transfers valid?	Yes / No	National Grid
10	Contact Shipper to confirm details	National Grid contacts Shipper / Market Operator to confirm details.	National Grid
11	Are buy and sell sides identical?	Yes / No	National Grid
12	Input Shipper transfers	National Grid input the transfers into Gemini on behalf of the Shipper / Market Operator	National Grid
13	Send E-mail confirming transfers	E-mail sent to the Shipper confirming the transfer details	National Grid
14	Validate National Grid transfer entry	Shipper to verify the transfer 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 National Grid to confirm transfers	Shipper contacts National Grid to raise inquiry over transfer data entered.	Shipper / Market Operator
15b.	National Grid investigates query	National Grid 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 transfer 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 Exit Capacity restoration via ANS message / National Grid Website	ANS message received by Shippers / Market Operators confirming details of a return to normal Capacity operations.	Shipper / Market Operator

NTS Exit Offtake Flow Reductions

GC12 Manage NTS Exit Offtake Flow Reductions


GC12: Manage NTS Exit Offtake Flow Reductions
Version 1
Shipper / Market Operator
National Grid
Start
1 Contingency Operations in Place
2 Flow Reductions are required
3 Have Flow Reductions already been processed in Gemini?
No
Yes
4 Generate summary of accepted flow reductions per shipper
5 Generate report to notify shipper of current postion
6 Initiate enhanced operations Contingency procedure and issue communications via ANS/Website
7 Using proforma GC12_1 notify NG via email/fax of additional Offtake flow reduction offers to be placed
8 Receive shipper Offtake Flow Reduction offers
9 Are offers valid?
No
10 Contact Shipper by phone to rectify the situation
Yes
11 Capacity Selection process
12 Capture offtake flow reduction offers
13 Capture offtake flow reduction offers to be accepted
14 Confirm Offtake Flow Reduction details to shippers via email
15 Take appropriate action in light of any accepted offtake flow reductions
16 Sufficient Offtake flow reductions to manage constraint?
Yes
No
17 Publish relevant details
Finish

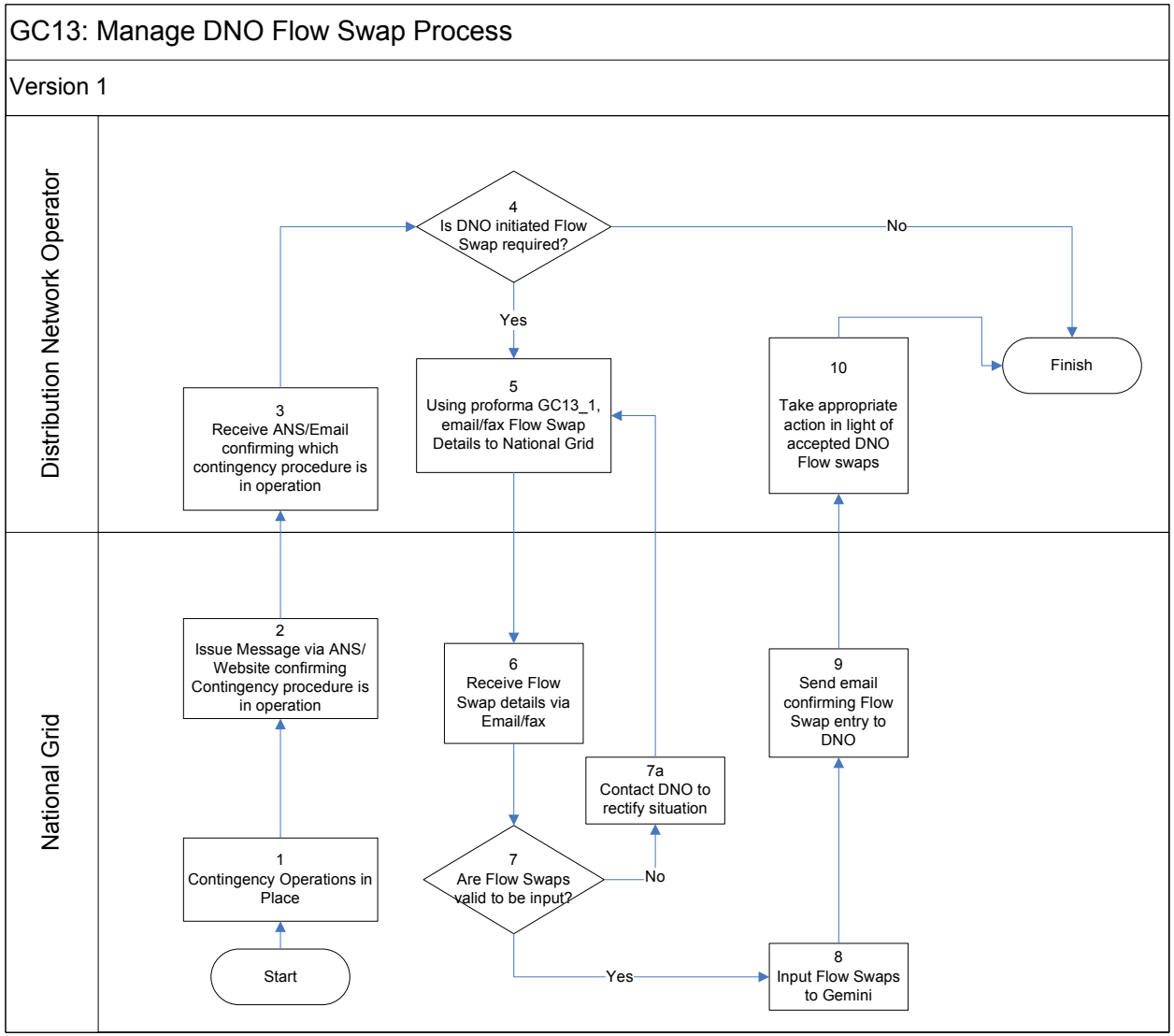
GC12: Manage NTS Exit Offtake Flow Reductions: Procedural stages

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		National Grid
2.	Exit Offtake Flow Reductions are required	Due to system capability, Exit Offtake Flow Reductions are required.	National Grid
3.	Have Exit Reductions already been processed on Gemini?	Has Gemini been available to process any Exit Offtake Flow Reductions to date	National Grid
4.	Generate summary of accepted exit flow reductions per shipper	A summary of shippers offers, accepted is generated	National Grid
5.	Generate report and notify shipper of current position	A report is generated to notify those shippers who have submitted NTS Exit Offtake Flow Reduction 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 GC12_1 notify National Grid via email/fax of additional Offtake Flow Reduction offers to be placed	Shippers use pro-forma GC12_1 to notify National Grid of additional Offtake Flow Reduction offers the shipper would like to place: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646	Shipper / Market Operator
8.	Receive shipper Offtake Flow Reduction Offers	Offtake Flow Reduction 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	Offtake Flow Reduction Selection process	Process undertaken to identify Offtake Flow Reduction offers to be accepted.	National Grid

12	Capture Offtake Flow Reduction offers	Capture valid Offtake Flow Reduction offers received from shippers	National Grid
13.	Calculate Offtake Flow Reduction offers to be accepted	Calculate Offtake Flow Reduction offers to be accepted	National Grid
14	Confirm Offtake Flow Reduction offers acceptance details to shippers	Shippers are notified of the Offtake Flow Reduction offers accepted.	National Grid
15	Take appropriate action in light of any Offtake Flow Reduction offers accepted	Shipper adjusts their position accordingly in light of any impact from Offtake Flow Reductions	Shipper / Market Operator
16	Sufficient Offtake Flow Reduction to manage constraint?	Yes / No	National Grid
17	Publish relevant details	Communications issued regarding contingency arrangements state of play and summary of Offtake Flow Reduction actions	National Grid

DNO Flow Swaps

GC13 Manage DNO Flow Swap Process

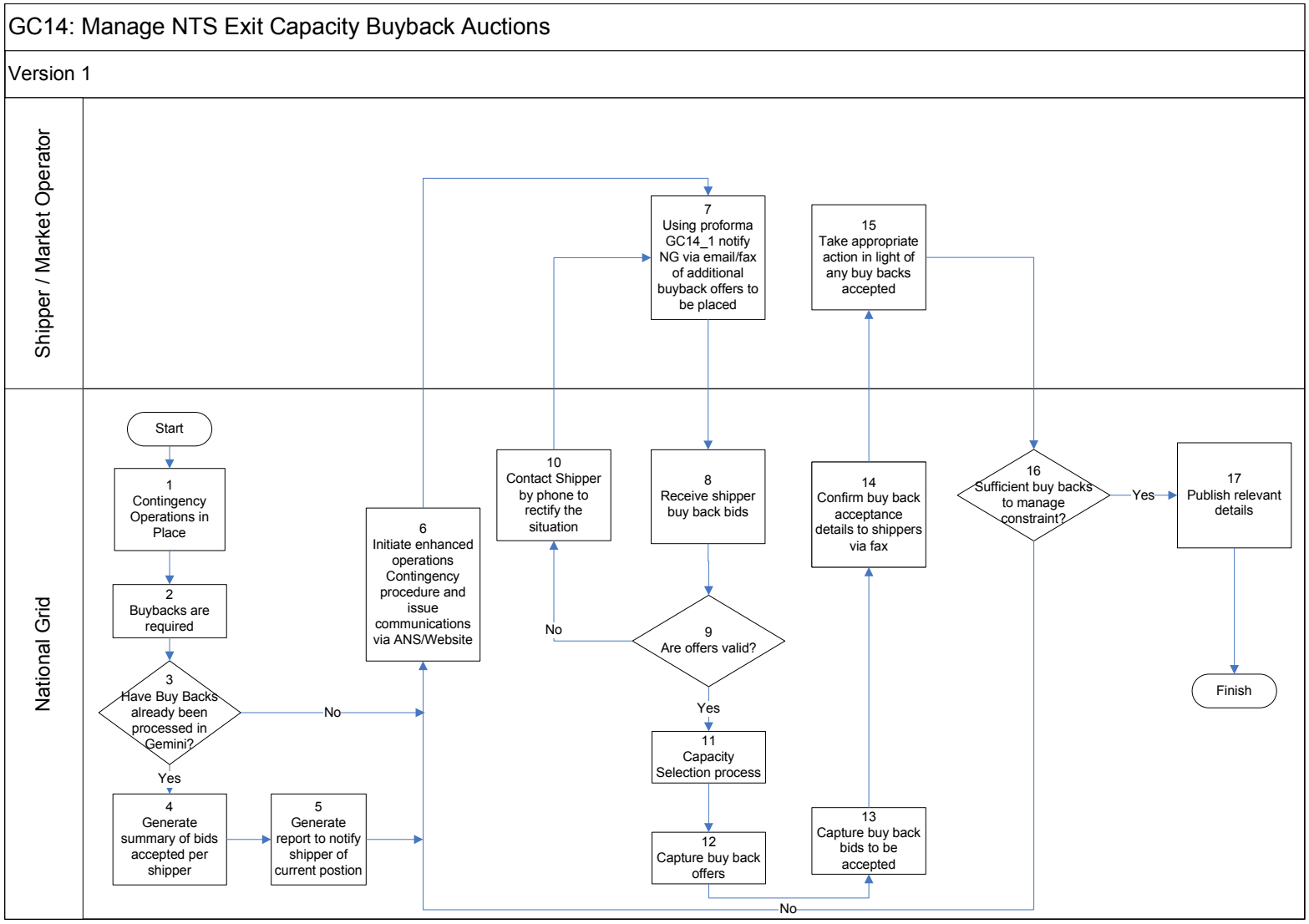

GC13: Manage DNO Flow Swap Process
Version 1
Distribution Network Operator
National Grid
4
Is DNO initiated Flow Swap required?
No
Yes
5
Using proforma GC13_1, email/fax Flow Swap Details to National Grid
10
Take appropriate action in light of accepted DNO Flow swaps
Finish
3
Receive ANS/Email confirming which contingency procedure is in operation
2
Issue Message via ANS/ Website confirming Contingency procedure is in operation
6
Receive Flow Swap details via Email/fax
9
Send email confirming Flow Swap entry to DNO
7a
Contact DNO to rectify situation
1
Contingency Operations in Place
7
Are Flow Swaps valid to be input?
No
Start
Yes
8
Input Flow Swaps to Gemini

GC13Short Term NTS Exit Capacity Auctions (Firm & Off Peak): 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.	Notice explains what will take place, the timescale and what procedure will be followed.	National Grid
3.	Receive ANS/email confirming contingency procedure is in operation.	ANS Message Received by DNO User confirming contingency process to be adopted	Distribution Network Operator
4.	Is DNO Initialised Flow Swap required?	DNO makes decision as to whether any Flow swaps are required.	Distribution Network Operator
5.	Using proforma GC13_1 as directed by NG, email/fax Flow Swap Details to National Grid	Shipper e-mails/faxes appropriate proforma (GC13_1) Containing the details of any Flow Swaps required (as directed by NG) to National Grid: • geminicontingency@nationalgrid.com Fax no: 0870 191 0646	Distribution Network Operator
6.	Receive Flow Swap details via e-mail or fax.	Collect and collate the e-mails/faxes from the appropriate machines.	National Grid
7.	Are Flow Swaps valid to be input	National Grid check for errors, duplicates or missing information.	National Grid
7a.	Contact DNO to rectify situation.	National Grid contacts the Distribution Network Operator to confirm correct details.	National Grid
8.	Input Flow Swaps to Gemini	National Grid input the Flow Swaps into Gemini on behalf of the Shipper.	National Grid
9.	Send email confirming Flow Swap entry it DNO	DNO receives E-mail to confirm Flow Swaps have been entered into the system • Formatted copy of the DNO Flow Swap screen report.	National Grid
10.	Take appropriate actions in light of accepted DNO Flow swaps	DNO to take appropriate physical actions in light of accepted Flow Swaps.	Distribution Network Operator

NTS Exit Capacity Buy Backs

GC14: Manage NTS Exit Capacity Buyback Auctions


GC14: Manage NTS Exit Capacity Buyback Auctions
Version 1
Shipper / Market Operator
National Grid
Start
1 Contingency Operations in Place
2 Buybacks are required
3 Have Buy Backs already been processed in Gemini?
No
Yes
4 Generate summary of bids accepted per shipper
5 Generate report to notify shipper of current postion
6 Initiate enhanced operations Contingency procedure and issue communications via ANS/Website
7 Using proforma GC14_1 notify NG via email/fax of additional buyback offers to be placed
10 Contact Shipper by phone to rectify the situation
8 Receive shipper buy back bids
No
9 Are offers valid?
Yes
11 Capacity Selection process
12 Capture buy back offers
13 Capture buy back bids to be accepted
14 Confirm buy back acceptance details to shippers via fax
15 Take appropriate action in light of any buy backs accepted
16 Sufficient buy backs to manage constraint?
Yes
17 Publish relevant details
Finish
No

GC14: Manage NTS Exit 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, Exit 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, notification includes request for buy back offers.	National Grid
7.	Using pro-forma GC14_1 notify National Grid via email/fax of additional buy backs offers to be placed	Shippers use pro-forma GC14_1 to notify National Grid of additional buy back offers the shipper would like to place: • geminicontingency@nationalgrid.com • Fax no: 0870 191 0646	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 details to shippers	Shippers are notified of the buy back offers accepted.	National Grid
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

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Annex B - Library of Proforma Examples
N.B. – Proforma templates will be circulated to relevant users in the event of a Gemini Contingency requirement. The examples below are to be used for display purposes only,

Energy Balancing

GE01-1 Nominations, Renominations and Gas trades

GE01-2 OCM Physical trade confirmation

GE01-3 DM nomination position – Within Day

Shipper Contact Details

GCCD-1 Capacity Auction Contact Details

Entry Capacity Auctions

GC01-1 QSEC Auction Bids

GC02-1 AMSEC Auction Bids

GC03-1 Transfer Trade Buyback Bids

GC03-2 RMTNTSEC 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

NTS Exit Capacity Annual Application Process

GC09_1 Enduring Annual Exit Flat Capacity Application Proforma

GC09_2 Annual Exit Flat Capacity Application Proforma

Short Term NTS Exit Capacity Auction Process

GC10_1 DADNEX Bids

GC10_2 DONEX Bids

GC11_3 WDDNEX Bids

Manage NTS Exit Capacity Transfers

GC11_1 NTS Exit Capacity Transfers

Manage NTS Exit Offtake Flow Reductions

GC12_1 NTS Exit Offtake Flow Reductions

Manage DNO Flow Swap Process

GC11_1 DNO Flow Swap

Manage NTS Exit Capacity Buy Back Auctions

GC14_1 NTSExit Capacity Buy Back Offers

DRAFT

GE01_1 Nominations/Trades

nationalgrid

GE01_1: Nominations/Trades

GAS FLOW NOMINATIONS/RENOMINATIONS/GAS TRADES

Tel No: 0870 191 0636
Fax No: 0870 191 0646

To: Energy Contingency Team
National Grid
Warwick
Email: geminicontingency@nationalgrid.com

Sender (Company)			
Tel No		Gas Day	
Email		Date	
Fax No.			

Shipper Short (BA) Code	Service ID	Activity Number	Requested Energy (KWh)

Form Originated by		Form Received By	
Company		On Behalf of	National Grid
Signature		Signature	
Position		Position	
Date		Date	
Tel No		Tel No	
Email		Email	geminicontingency@nationalgrid.com
Fax No		Fax No	0870 191 0646

GE01_2 Physical

nationalgrid

GE01_2: Physical

OCM Physical Trade Confirmation

Tel No: 0870 191 0636
Fax No: 0870 191 0646

To: Energy Contingency Team
National Grid
Warwick
Email: geminicontingency@nationalgrid.com

Sender (Company)
Tel No
Email
Fax No.

Gas Day
Date

Shipper Short (BA) Code	Bid ID (from OCM)	Buy/Sell	Meter ID	Requested Energy (KWh)

Form Originated by		Form Received By	
Company		On Behalf of	National Grid
Signature		Signature	
Position		Position	
Date		Date	
Tel No		Tel No	
Email		Email	geminicontingency@nationalgrid.com
Fax No		Fax No	0870 191 0646

GE01_3 DM within day

nationalgrid

GE01_3: DM within day

NOTIFICATION OF DM POSITION - WITHIN DAY

Tel No: 0870 191 0636
Fax No: 0870 191 0646

To: Energy Contingency Team
National Grid
Warwick
Email: geminicontingency@nationalgrid.com

Sender (Company)

Tel No

Email

Fax No.

Gas Day

Date

Shipper Short (BA) Code	Service ID	Activity Number	Requested Energy (KWh)

Form Originated by		Form Received By	
Company		On Behalf of	National Grid
Signature		Signature	
Position		Position	
Date		Date	
Tel No		Tel No	
Email		Email	geminicontingency@nationalgrid.com
Fax No		Fax No	0870 191 0646

GCCD_1 Shipper Contact Details

GCCD_1

Shipper Contact Details

National Grid Contact Details:

ENERGY

Email: geminicontingency@nationalgrid.com
Fax: 0870 191 0646
Tel: 01926 654057

ENTRY CAPACITY

Email: geminicontingency@nationalgrid.com
Fax: 0870 191 0646
Tel: 01926 654057

Please complete the relevant details below or tick N/A and return via email to capacityauctions@uk.ngrid.com or fax to 01926 654059:

Shipper Contact Details:

Shipper Short (BA) Code		
Shipper Name		
	ENERGY (Nominations)	**CAPACITY**
	No details N/A	**No details N/A**
Contact Individual Name		
Tel No		
Email		
Fax No		

Please tick the relevant box(es) to indicate your nomination portfolio:

DM ☐ **NDM** ☐ **N/A** ☐

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	01926 65 4057

GC01_1: QSEC

GC01_1 : QSEC
Quarterly System Entry capacity

nationalgrid

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:** | **ASEP ID:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S SUBMIT

QSEC Transaction Period: | **Interim Bid Window date:**

Sub Transaction Period i.e. Which Quarter	Price Level	Minimum Quantity[1] (kWh/Day)	Maximum Quantity (kWh/Day)
	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**

Form Originated By		Fax Received By	
Company		On Behalf Of	National Grid
Signature		Signature	
Position		Position	
Date		Date	
Tel No		Tel No	01926 65 4057
Email		Email	geminicontingency@nationalgrid.com
Fax No		Fax No	0870 191 0646

GC02_1: AMSEC

GC02_1 : AMSEC
Annual Monthly System Entry capacity

nationalgrid

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

AMSEC Transaction Period: | **Tranche Date:**

Tranche One	Tranche Two	Tranche Three	Tranche Four	Tranche One

ASEP ID	Capacity Period MM/YYYY	Minimum Quantity[1] (kWh/Day)	Capacity Requested[2] (kWh/Day)	Bid price[3] (p/kWh/Day)

GC03_1: RMTISSEC

GC03_1 : RMTISSEC
Rolling Monthly Trade Initiation Surrender
System Entry capacity

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

RMTISSEC Transaction Period: | **Bid Window Date:**

ASEP ID	Minimum Quantity[1] (kWh/Day)	Capacity Offered[2] (kWh/Day)	Offer price[3] (p/kWh/Day)

[1] Minimum eligible amount = 100,000 kWh/Day, also quantity must be divisiable by 100,000.

[2] Minimum eligible amount = 100,000 kWh/Day, no more than 2 bids per ASEP/Shipper/Rolling Month allowed.

[3] Given to 4 decimal places

GC03_2: RMTNTSEC

GC03_2 : RMTNTSEC
Rolling Monthly Trade & Transfer System
Entry capacity

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

RMTNTSEC Transaction Period: **Bid Window Date:**

ASEP ID	Minimum Quantity[1] (kWh/Day)	Capacity Requested[2] (kWh/Day)	Bid price[3] (p/kWh/Day)

GC04_1: DADSEC

GC04_1 : DADSEC
Day Ahead Daily System Entry Capacity

nationalgrid

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

ASEP ID	Capacity Day DD/MM/YYYY	DADSEC Capacity Requested[1] (kWh/Day)	Minimum Quantity (kWh/Day)	Bid price[2] (p/kWh/Day)	BID REF. NO (FOR NG USE ONLY)

GC04_2: WDDSEC

GC04_2 : WDDSEC
Within Day Daily System Entry capacity

nationalgrid

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

Evergreen (E) or Reducing(R)	ASEP ID	Capacity Day DD/MM/YYYY	WDDSEC Capacity Requested[1] (kWh/Day)	Minimum Quantity (kWh/Day)	Bid price[2] (p/kWh/Day)	BID REF. NO (FOR NG USE ONLY)

GC04_3: DISEC

GC04_3 : DISEC
Daily Interruptible System Entry Capacity

nationalgrid

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

ASEP ID	Capacity Day DD/MM/YYYY	DISEC Capacity Requested[1] (kWh/Day)	Minimum Quantity (kWh/Day)	Bid price[2] (p/kWh/Day)	BID REF. NO (FOR NG USE ONLY)

[1] No more than 20 bids per ASEP/Shipper/Tranche allowed - Minimum eligible amount = 100,000kWh/Day

[2] Written to 4 decimal places - Must not be less than reserve price

Form Originated By		Fax Received By	

GC05_1: DRSEC

GC05_1 : DRSEC
Discretionary Release System Entry Capacity

nationalgrid

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

DRSEC Transaction Period: | **Interim Bid Window Date:**

ASEP ID	Capacity Period MM/YYYY - MM/YYYY	Minimum Quantity[1] (kWh/Day)	Maximum Quantity[2] (kWh/Day)	Bid price[3] (p/kWh/Day)

GC06_1: Entry Capacity Trading

GC06_1 : CAP TRADE
Entry Capacity Trading

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code:		**Agent:**	
Shipper/Agent Tel:			
BUY / SELL Capacity			

Counterparty Shipper Short (BA) Code	
ASEP ID	
Capacity Day (DD/MM/YYYY)	
Trade Quantity (kWh/Day)	
Trade Type	
Unit Price (p/kWh/Day)	

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

GC07_1: ECBB

GC07_1 : ECBB
Entry Capacity Buy Back

nationalgrid

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

ECBB Transaction Period | **Bid Window Date:**

ASEP ID	Capacity Period MM/YYYY	Minimum Quantity[1] (kWh/Day)	Bid Capacity[2] (kWh/Day)	* Premium Price[3] (p/kWh/Day)	Strike Price[3] (p/kWh/Day)

GCO9_1 Enduring Annual Exit Flat Capacity Application Proforma

GC09_1 – Enduring Annual Exit Flat Capacity Application Fax Pro-forma

Tel: 01926 65 4057	Capacity Team, Warwick	Fax: 0870 191 0646

nationalgrid

Please ensure that this form is saved using the button to the right.
Once the form is saved, a unique reference is automatically generated and stored in the box opposite

Unique Reference:

Save Form

Fax Originated By		Fax Received By	
Company		On Behalf Of	National Grid
Gemini BA Code			
Signature		Signature	
Position		Position	
Date	22-Aug-13	Date	
Time	15:06:19	Time	
Email		Email	geminicontingency@nationalgrid.com
Tel No		Tel No	01926 65 4057
Fax No		Fax No	0870 191 0646

This form must be returned to National Grid using both Facsimile and E-Mail (as an excel attachment)

Please use this form to apply for Increases and/or Reductions to Enduring NTS Exit (Flat) Capacity entitlements as defined in Modification 195AV and UNC Section B

Transaction Period 01/10/2013 to 30/09/2016

Increase/Reduction: Increase

Application: CREATE APPLICATION

NTS Exit Point: Please Select:

Note 1 – No more than 1 increase application per User, per NTS Exit Point.

Increase Request **Valid for submission between 1st July - 31st July**

	Current Holdings		Increase By		Increase To (Autocalculates)
Y+4 - 1st Oct 2013		kWh/day		kWh/day	0
Y+5 - 1st Oct 2014		kWh/day		kWh/day	0
Y+6 - 1st Oct 2015		kWh/day		kWh/day	0

Please see graph below

Note 2 – The capacity requested above is in addition to the amount (if any) stated as Initialised NTS Exit (Flat) Capacity.

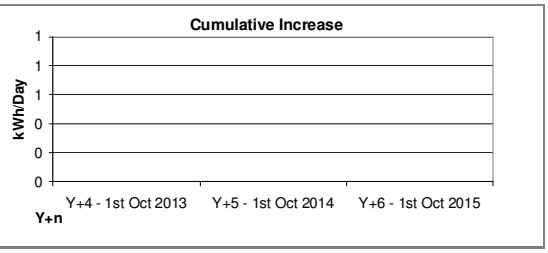
Reduction Request **Valid for submission between 1st July - 15th July**

Current Holdings		Reduce By (Autocalculates)	Reduce To
	kWh/day		

Reduction Start Date

01/10/2012 01/MM/YYYY

Additional Information (Optional)



Note: Hit Alt+Enter to insert a new paragraph

Please note:

Illegibility and/or failure to complete all mandatory fields will result in rejection of your application and the form returned to the originator. Data entered (i.e. application information) will be confirmed to the originator by National Grid, upon receipt of this correctly completed form.
National Grid will reject an application where a credit sanction exists.
Applications can be modified and withdrawn throughout the applicable application window, however an application (Create, Modify or Withdraw) will not be accepted once the application window has closed.
The application window is applicable 1st - 31st July for increase requests and 1st - 15th July for reduction requests on each business day 08:00 - 17:00

National Grid is a trading name for National Grid Gas plc
Registered office: 1-3 Strand London WC2N 5EH Registered in England and Wales, No 2006000

GC09_2 Annual Exit Flat Capacity Application Pro-Forma

GC09_2 – Annual Exit Flat Capacity Application Fax Pro-forma

Tel: 01926 65 4057	Capacity Team, Warwick	Fax: 0870 191 0646

nationalgrid

Please ensure that this form is saved using the button to the right.
Once the form is saved, a unique reference is automatically generated and stored in the box opposite

Unique Reference:

Save Form

Fax Originated By		Fax Received By	
Company		On Behalf Of	National Grid
Gemini BA Code			
Signature		Signature	
Position		Position	
Date	22-Aug-13	Date	
Time	15:08:50	Time	
Email		Email	geminicontingency@nationalgrid.com
Tel No		Tel No	01926 65 4057
Fax No		Fax No	0870 191 0646

This form must be returned to National Grid using both Facsimile and E-Mail (as an excel attachment)

Please use this form to apply for Annual Increases of NTS Exit Capacity as defined in Modification 195AV and UNC Section B

Transaction Period 01/10/2012 to 30/09/2013

Application: CREATE APPLICATION

NTS Exit Point: Please Select:

Note 1: No more than 1 increase application per User, per NTS Exit Point.
Note 2: Only unsold Baseline NTS Exit Flat Capacity is available for the year(s) on offer in this Annual Application Window.
(i.e. Zero incremental capacity will be allocated and where aggregate application quantities exceed the unsold available capacity, pro-ration shall be implemented)

Increase Request **Valid for submission between 1st July - 31st July**

	Minimum request		Maximum Request	
Y+1 - N/A		kWh/day		kWh/day
Y+2 - N/A		kWh/day		kWh/day
Y+3 - 1st Oct 2012		kWh/day		kWh/day

Additional Information (Optional)

Note: Hit Alt+Enter to insert a new paragraph

Please note:

Illegibility and/or failure to complete all mandatory fields will result in rejection of your application and the form returned to the originator. Data entered (i.e. application information) will be confirmed to the originator by National Grid, upon receipt of this correctly completed form.
National Grid will reject an application where a credit sanction exists.
Applications can be modified and withdrawn throughout the applicable application window, however an application (Create, Modify or Withdraw) will not be accepted once the application window has closed.
The application window is applicable 1st - 31st July for increase requests and 1st - 15th July for reduction requests on each business day 08:00 - 17:00

National Grid is a trading name for National Grid Gas plc
Registered office: 1-3 Strand London WC2N 5EH Registered in England and Wales, No 2006000

GC10_1: DADNEX

GC10_1 : DADNEX
Day Ahead Daily NTS Exit Capacity

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

Exit Point ID	Capacity Day DD/MM/YYYY	DADNEX Capacity Requested[1] (kWh/Day)	Minimum Quantity (kWh/Day)	Bid price[2] (p/kWh/Day)	BID REF. NO (FOR NG USE ONLY)

[1] No more than 10 bids per Exit Point/Shipper/Tranche allowed - Minimum eligible amount = 100,000kWh/Day

[2] Written to 4 decimal places - Must not be less than reserve price

Form Originated By		Fax Received By	

GC10_2: DONEX

GC10_2 : DONEX
Daily Off peak NTS Exit Capacity

nationalgrid

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

Exit Point ID	Capacity Day DD/MM/YYYY	DONEX Capacity Requested[1] (kWh/Day)	Minimum Quantity (kWh/Day)	Bid price[2] (p/kWh/Day)	BID REF. NO (FOR NG USE ONLY)

[1] No more than 10 bids per Exit Point/Shipper/Tranche allowed - Minimum eligible amount = 100,000kWh/Day

[2] Written to 4 decimal places - Must not be less than reserve price

Form Originated By		Fax Received By	

GC10_3: WDDNEX

GC10_3 : WDDNEX
Within Day Daily System Exit capacity

nationalgrid

Email: Geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

Evergreen (E) or Reducing(R)	Exit Point ID	Capacity Day DD/MM/YYYY	WDDNEX Capacity Requested[1] (kWh/Day)	Minimum Quantity (kWh/Day)	Bid price[2] (p/kWh/Day)	BID REF. NO (FOR NG USE ONLY)

GC11_1: NTS Exit Capacity Transfers

GC11_1 :NTS Exit Capacity Transfer
NTS Exit Capacity Transfers

Email: Geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code:		**Agent:**	
Shipper/Agent Tel:			
Transferor / Transferree			

Counterparty Shipper Short (BA) Code	
NTS Exit Point	
Capacity Day (DD/MM/YYYY)	
Transfer Quantity (kWh/Day)	
Transfer Type	
Unit Price (p/kWh/Day)	

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

GC12_1: NTS Exit Offtake Flow Reductions

GC12_1 : NTS Exit Offtake Flow Reductions

NTS Exit Offtake Flow Reductions

nationalgrid

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: Agent:

Shipper/Agent Tel:

NTS Exit Point	Gas Day DD/MM/YYYY	Flow Hour (HH)	Minimum Energy Offered[1] (kWh/Day)	Maximum Energy Offered[2] (kWh/Day)	Offer Price[3] (p/kWh/Day)	Offer Value (£)	Flow Rate Constant or Variable

[1] **Minimum eligible amount = 100,000kWh/Day**
[2] **Minimum eligible amount - 100,000kWh/Day**
[3] **Given to 4 decimal places**

Form Originated By			Fax Received By		
Company			On Behalf Of	National Grid	
Signature			Signature		
Position			Position		
Date			Date		
Tel No			Tel No	01926 65 4057	
Email			Email	geminicontingency@nationalgrid.com	
Fax No			Fax No	0870 191 0646	

GC13_1: DNO Flow Swap

GC13_1 : DNO Flow Swap
DNO Flow Swap

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

DNO User Code:

DNO Tel:

Gas Day DD/MM/YYYY	Swap Out Location	Swap In Location	Flow Swap (kWh)

GC14_1: EXBB

GC14_1 : EXBB
NTS Exit Capacity Buy Back

Email: geminicontingency@nationalgrid.com
Tel: 01926 654057
Fax: 0870 191 0646

To: Capacity Team
National Grid
Warwick

Shipper Short (BA) Code: | **Agent:**

Shipper/Agent Tel:

SUBMIT / AMEND / WITHDRAW BID/S

EXBB Transaction Period | **Bid Window Date:**

NTS Exit Point	Capacity Period MM/YYYY	Minimum Quantity[1] (kWh/Day)	Bid Capacity[2] (kWh/Day)	* Premium Price[3] (p/kWh/Day)	Strike Price[3] (p/kWh/Day)

[1] Minimum eligible amount = 100,000kWh/Day, also the quantity must be divisible by 100,000.

[2] Minimum eligible amount - 100,000kWh/Day, no more than 10 bids per Exit Point/Shipper Allowed

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 (UK Link manual).
- 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.