

# Gemini Code Contingency Guidelines

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# Welcome

## Introduction

Welcome to our Gemini Code Contingency Guidelines document. Here we provide information relating to management of a Gemini Code Contingency event including the associated processes, definition of responsibilities and methods of communication.

Information regarding Gemini Contingency arrangements is available on our website at <https://www.nationalgas.com/capacity>. Here you will find the Guidelines document and all proformas. In the event of a Gemini Contingency event, the [geminicontingency@nationalgas.com](mailto:geminicontingency@nationalgas.com) mailbox will be actively monitored.

We hope that you find this document useful. Please feel free to contact us via email at [capacityauctions@nationalgas.com](mailto:capacityauctions@nationalgas.com) if you need any further information or if you have any feedback on this document.

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# Introduction

## Purpose

A "Code Contingency" is an event or circumstance affecting UK Link that impacts the ability of the Transporters or Users to give or receive UK Link Communications or to generate information to be contained in a Code Communication<sup>1</sup>. The types of events or circumstances are specified in the Contingency Procedures.

UK Link is a term to describe the collective systems that are designed to provide a single point of access for all Users to perform key business processes and essential activities for the competitive gas market in Britain. The Gemini system is a component part of the UK Link suite of applications, a full list of all the systems that make-up the UK Link system can be found in the UK Link Manual (UK Link Description document). A Code Contingency will generally be caused by a partial or complete loss of a key system forming part of the UK Link suite.

This document provides a consolidated, single point of reference that sets out the processes and procedures required in the event of a Code Contingency that impacts the Gemini system. This Code Contingency Guidelines Document supports the "UK Link Contingency Document", which is an annex of the UK Link Manual and is governed in accordance with UNC General Terms D5.2 "UK Link Manual".

## Introduction

This section describes the arrangements that 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 have on the normal operations of both UK Link Users and the Transporters. The contingency arrangements have been designed with three possible failure scenarios in mind:

1. No-one can operate a given process
2. UK Link Users cannot operate a given process
3. Only partial operation of a given process is possible by some/all UK Link Users

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 Gemini Prod Citrix Access<sup>2</sup> website route in certain circumstances.

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<sup>1</sup> or, where so specified in the Contingency Procedures, of a particular Transporter (s) or User(s)

<sup>2</sup> Gemini Prod Citrix Access: <https://prod-em-citrix.geminiwebservices.com/logon/LogonPoint/tmindex.html>

# Gemini Code Contingency Arrangements

## Section 1: Introduction

### Aims and Objectives

The purpose of this document is to provide information related to Code Contingency arrangements associated with Gemini system failures; a “Gemini Code Contingency”. This document defines the processes and procedures to be followed and the responsibilities placed on Users and Transporters.

### Definition of Gemini

“Gemini” is a system of online applications used by Great Britain’s gas industry to account for the commercial flow of gas through the network. The system is used for processes involved within Gas Transportation including energy balancing and the purchasing of entry and exit capacity. The Gemini suite uses two different applications to operate: Gemini and Gemini Exit. Gemini is used for entry capacity and energy balancing whereas Gemini Exit is solely for exit capacity processes and Distribution Network Flow Swaps. References in this document to “Gemini” incorporates both applications Gemini and Gemini Exit.

### Contingency Management Process

The Transporters may, in accordance with UNC, 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.

### Class ‘A’ Code Contingency

The following extract from the UNC General Terms Section D 5.9 defines a ‘Class A’ Code Contingency.

#### D5.9 Contingency Arrangements

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

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

*(b) the timetable provided for in the Code for the giving of certain Code Communications may be extended, as provided in the relevant Section of the Code.*

*5.9.7 A Code Contingency of the kind referred to in paragraph 5.9.6 is a “Class A Contingency”.*

*5.9.8 Code Contingencies which are Class A Contingencies are specified, for the purposes of the relevant provisions of the Code, in the Contingency Procedures and referenced where appropriate in the relevant Sections of the Code.*

These Guidelines define the step-by-step scenarios to be followed by UK Link Users, the Transporters and the Central Data Service Provider (Xoserve), for each of the Contingency Procedures and reflect any relaxation of Code provisions where such provisions have been identified as a Class A Code Contingency in accordance with UNC.

Table 2 below provides details on the relevant sections of the UNC TPD where Code Contingency arrangements apply. This is in respect of Gemini being the affected area.

Section of UNC TPD	Details
B – System Use and Capacity	Section 2.17 Class A Contingencies 2.17.1 (c) Capacity Mgt processes Surrender of Entry Capacity Registration of Capacity Trading
C – Nominations	Section 6.1 Class A Contingencies 6.1.1 Aggregation of Nominations, Re-nominations, and Trade Nominations
D – Operational Balancing and Trading Arrangements	2.4 Trading System Contingencies 2.4.1 Contingency Balancing Arrangements 2.4.2 Notifying Users of effected Day/s 2.4.5 Notifying of recommencing use of trading system 2.4.6 Physical Renomination Charges not applying for effective Day/s
E – Daily Quantities, Imbalances and Reconciliation	Section 8.1 Class A Contingencies Section 1.6 Access to information Section 2.1 Entry Allocation Statement submission Section 2.3 Unclaimed Entry Allocation Statement submission
H – Demand Estimation and Demand Forecasting	Section 6.1 Class A Contingencies Section 5.2.3 LDZ Demand Forecasting
K – Operating Margins	Section 5.1 Class A Contingencies 5.1.1 Submission of nominations and re-nominations for OM purposes
N - Shrinkage	5.1 Class A Contingencies Section 2.2.2 (i), (ii) Provision of NTS Shrinkage Factors; Section 4.4.1 Output Nominations and Re-nominations for Shrinkage Provider
R – Storage	4.1 Class A Contingencies Injection and withdrawal nominations and re-nominations

Table 2: UNC TPD Sections where Code Contingency applies

For further details please refer to the [UK Link Manual](#).

Note: Automated Programmable Interfaces (APIs) are not currently recognised under the UNC.

## Planning

System disaster recovery arrangements are in place and are designed to restore the system within 12-48 hours of a major failure of the Gemini system. A daily job runs to back up the system; in the event that there is a loss of data, the system will be restored to the back-up position.

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

## 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 between the hours 03:00 to 04:00 from Monday to Saturday and 03:00 to 05:00 on a Sunday



- 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 either between the period 03:00 to 04:00 from Monday to Saturday or between 03:00 to 05:00 on a Sunday. For all other planned downtime, UK Link Users will be notified. If 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.

### **UK Link - Gemini System Unavailability**

The Transporters will endeavour to ensure that the Gemini Network is available on a 24 hours a day basis subject to planned downtime 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 Central Data Service Provider will use its reasonable endeavours to ensure that UK Link Users are given at least three months' notice of any planned outage.

Unavailability of Batch Transfer Communications or information published to the National Gas Transmission Data Portal<sup>3</sup> 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.

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<sup>3</sup> National Gas Transmission Data Portal - [Home | National Gas Transmission Data Portal](#)

## Section 2: Communications

### Regulation communication

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

### Notification Processes

It may be appropriate to notify via the forms of communication detailed below that a system outage or failure may be likely, as well as providing 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.

The primary form of communication from the Transporters to UK Link Users will be via the Active Notification System (ANS)<sup>4</sup> but where appropriate may be supported by website notifications or email.

Further details of how and when such communications will be used can be found in Section 4.

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<sup>4</sup> As detailed in the UK Link Active Notification System Supplementary Document (UKLBD4)

## Section 3: Testing Arrangements and Availability of Code Contingency Documentation

### Familiarisation of the Code Contingency Procedures

It is critical that all affected parties are familiar with the Code Contingency procedures; this will ensure successful deployment of the Code Contingency arrangements and will ultimately result in all parties being provided with the continued capability to meet their Code obligations during Gemini system failure.

Gemini Code Contingency exercises are provided to help such familiarisation. The Transporters' Agent will be responsible for coordinating the Gemini Code Contingency Exercise arrangements, which includes provision of relevant reporting 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.

### Testing Policy

Gemini Code Contingency procedures would normally expect to be reviewed and published every 2 years.

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

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

Area	Description
Energy Balancing	<ul style="list-style-type: none"> <li>• Input, Output (“Gas Flow”) and Trade Nominations (and Re-nominations) (End of Day)</li> <li>• Demand Forecasting</li> <li>• Measurement</li> <li>• Determination of User Daily Quantity Inputs and User Daily Quantity Inputs (“Allocations”) and Daily Imbalances (“Balancing”)</li> </ul>
Entry Capacity Trading	<ul style="list-style-type: none"> <li>• Management of Entry Capacity Trading Processes</li> </ul>
Long Term NTS Entry Capacity Auctions	<ul style="list-style-type: none"> <li>• Quarterly NTS Entry Capacity (“QSEC”)</li> <li>• Monthly NTS Entry Capacity under the annual invitation (“AMSEC”)</li> <li>• Monthly NTS Entry Capacity under the rolling invitation, in accordance with the Entry Capacity Transfer and Trade Methodology Statement (“RMTTISEC” and “RMTNTSEC”)</li> <li>• Discretionary NTS Entry Capacity (“DRSEC”)</li> </ul>
Short Term NTS Entry Capacity Auctions	<ul style="list-style-type: none"> <li>• Daily Firm NTS Entry Capacity sold at Day ahead stage (“DADSEC”)</li> <li>• Daily Interruptible NTS Entry Capacity sold at Day ahead stage (“DISEC”)</li> <li>• Daily Firm NTS Entry Capacity sold within Day (“WDDSEC”)</li> <li>• Weekly System Entry Capacity (“WSEC”)</li> <li>• Capacity Management (curtailment of Interruptible NTS Entry Capacity, “Scalebacks”, acceptance of offers to surrender Available Firm NTS Entry Capacity “Buy Backs”, and acceptance of bids and/or offers in response to Locational actions)</li> </ul>
Enduring NTS Exit Capacity Applications	<ul style="list-style-type: none"> <li>• 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)</li> </ul>

Area	Description
	<ul style="list-style-type: none"> <li>• Applications for Ad hoc Increases in Enduring NTS (Flat) Capacity (“AIFLEC”)</li> </ul>
Short Term NTS Exit Capacity Auctions	<ul style="list-style-type: none"> <li>• Firm Day Ahead Daily NTS Exit Flat Capacity (“DADNEX”)</li> <li>• Firm Within Day Daily NTS Exit Flat Capacity (“WDDNEX”)</li> <li>• Daily Off Peak NTS Exit Flat Capacity (“DONEX”)</li> <li>• Capacity Management (curtailment of Interruptible NTS Exit Capacity “Scalebacks” and acceptance of offers to surrender Available Firm NTS Exit Capacity “Buy Backs”, acceptance of bids and/or offers in response to Locational actions)</li> </ul>
NTS Exit Capacity Transfers	<ul style="list-style-type: none"> <li>• Management of Exit Capacity Transfer Processes</li> </ul>
NTS Exit Capacity - Other Processes	<ul style="list-style-type: none"> <li>• Offtake Flow Reductions</li> <li>• DNO Flow Swaps</li> <li>• Daily Buyback NTS Exit Flat Capacity (“DBNEX”)</li> </ul>

Table 3: Potential testing areas for Gemini Code Contingency exercise

### 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 Section 4:

- Helpdesk
- ANS
- Website
- Telephone
- Email communication
- Conventional Notice (as defined under UNC General Terms B5.1.3)

### Post Gemini Code Contingency Exercise

The Central Data Service Provider will prepare and issue the results and findings of the exercise. UK Link Users will be provided with feedback and results relating to the outcome of the exercise.

## Section 4 - Scenarios and Procedures

### 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 are unable to operate a specific Gemini process.
- Individual UK Link Users unable to operate a given process.
- UK Link Users are only able to carry out partial operation of a given process.

### Contingency Flow Diagrams

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

The Contingency Scenarios will be used to identify:

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

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

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

### Guide to the Gemini Code Contingency Scenarios

Each of the contingency scenarios described below allows 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 should be noted that implementation of the processes below under a Code Contingency scenario will depend upon the circumstances of the system failure and the availability of the system to National Gas.

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 failure that 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.

The following processes reference to forms and flow diagrams; these are all contained in Annex A.

### Energy Balancing

#### **Manage Gas Flow Nominations and Energy Trade Nominations**

The aim of this process is to ensure that all Users’ Gas Flow Nominations and Trade Nominations 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. If the system failure crosses the end of the Gas Day, the default is for National Gas to enter the data following the end of each Gas Day, subject to National Gas having access to the system.

The flow diagram does, however, provide for a within day option to manage the maintenance of Users' NDM positions through the Gas Day; the intention of this is to improve the Users' ability to manage their overall portfolio balance position.

## NTS Capacity Auctions

### NTS Entry Capacity

#### **Manage Quarterly System Entry Capacity (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 dependent upon the circumstances of the system failure and the availability of appropriate resources to support the process.

#### **Manage Annual Monthly System Entry Capacity (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 dependent upon the circumstances of the system failure and the availability of appropriate resources to support the process.

#### **Manage Rolling Monthly NTS Entry Capacity (RMTNTSEC / RMTISSEC) Auctions**

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 Rolling Monthly Trade and Transfer of System Entry Capacity (RMTNTSEC) and Rolling Monthly Trade Initiation Surrender of System Entry Capacity (RMTISSEC) auction process. The default process is to carry out an offline process to ensure that the 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 (Daily Firm and Interruptible, and weekly)**

The aim of this process is to ensure that a short-term (D-1, D and weekly) auction processes 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; they 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 Discretionary Release System Entry Capacity (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 dependent upon the circumstances of the system failure and the availability of appropriate resources to support the process.

#### **Manage 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.

### NTS Entry Constraint Management

### **Manage Entry Capacity Constraint Management**

This process allows National Gas to carry out constraint management actions during the contingency period as required. This could include curtailment of Interruptible NTS Entry Capacity (“Scalebacks”), acceptance of offers to surrender Available Firm NTS Entry Capacity “Buy Backs”, and acceptance of bids and/or offers in response to Locational actions (including DSR Shipper trades).

### **Manage Entry Capacity Scaleback Process**

This defines the Scaleback process that National Gas would carry out during the contingency period as required.

### NTS Exit Capacity

#### **Manage NTS Exit Capacity Annual Application Window Process**

This defines the process that National Gas would carry out during the contingency period if required for the Enduring and Annual Exit Capacity Application Window. This covers the 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. These auctions are;

- Enduring Annual Flat Exit Capacity Application (increase – EAFLEC)
- Enduring Annual Flat Exit Capacity Application (decrease – EAFLEC, also known as the reduction window) Annual Flat Exit Capacity Application (AFLEC)

#### **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; they 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 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.

### NTS Exit Constraint Management

#### **Manage Exit Capacity Constraint Management**

This process allows National Gas to carry out constraint management actions during the contingency period as required. This could include curtailment of Off-Peak NTS Exit Capacity (“Scalebacks”), acceptance of offers to surrender Available Firm NTS Exit Capacity “Buy Backs”, and acceptance of bids and/or offers in response to Locational actions (including DSR Shipper trades).

#### **Manage Exit Capacity Scaleback Process**

This defines the Scaleback process that National Gas would carry out during the contingency period as required.

#### **Manage NTS Exit Offtake Flow Reductions**

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

#### **Manage DNO Flow Swap Process**

This process allows DN’s and National Gas to register DNO Flow swaps during the contingency period if required. This may also be used in an Entry Capacity Constraint.

## Forms of Communication

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

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

Section 4 and Annex A define 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.

Forms of a Communication will be in accordance with the provisions set out in the UK Link Manual (UK LINK Communications Document (UKLCD1) Code Communications Reference) and will include the following types of communication.

Communication Method	Description
Active Notification System (ANS)	The primary notification system 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 such as the Website if deemed appropriate. For instance, the circulation of documents and proformas for use and support during the contingency period.
Email	This is to be used to support User specific communications during the contingency period.
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. Telephone calls may be recorded.
National Gas 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, such as long documents, proformas etc.  Gemini Contingency arrangements: <a href="#">Capacity   National Gas</a> Gas Data Portal: <a href="#">Home   National Gas Transmission Data Portal</a>

Table 4: Summary of communication methods

## 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 event, initially the Default processes for the particular failure will be instigated. Changes from this level of contingency management, such as inclusion of additional processes, will be decided upon by the Transporters and will consider any operational issues and resourcing capabilities and the UK Link parties will be notified accordingly.



## 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.

## Section 5 – Other Considerations

### Interfaces to other UK Link Applications

#### Supply Point Administration (SPA)

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

#### Invoicing

Where an outage has delayed the production of invoices, National Gas reserves the right to invoice on estimated values as outlined in Section S, 1.9.1 of the Transportation Principal Document of the UNC.

“In the event that, as a result of a Code Contingency, the Transporter is unable to produce or submit any Invoice Documents within 7 Days after the expected date ... of submission thereof: (a) the Transporter may prepare and submit an Invoice Document (as an Ancillary Invoice) containing estimated Invoice Amounts”

#### Impacts on Other Parties

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

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

There would also be consideration for the effects on parties associated with UNC obligations and Communication Service Level Agreements. For example, in TPD Annex D1, the Market Operator is required to send trade notifications to National Gas NTS within 5 minutes. If Gemini is not available at the time a User wants to make a re-nomination as a result of a locational or physical trade, the PRI (Physical Renomination Incentive) Charges would be suppressed.

#### 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.

## Annex A – Contingency Flow Diagrams / Procedures

Area	Sub Area	Forms
Capacity auctions	LT Entry	<ul style="list-style-type: none"> <li>GC01_1: QSEC Quarterly System Entry Capacity</li> <li>GC02_1: AMSEC Annual Monthly System Entry Capacity</li> <li>GC03_1: RMTISSEC Rolling Monthly Trade Initiation Surrender System Entry Capacity</li> <li>GC03_2: RMTNTSEC Rolling Monthly Trade and Transfer System Entry Capacity</li> <li>GC05_1 DRSEC: Discretionary Release System Entry Capacity</li> </ul>
	ST Entry	<ul style="list-style-type: none"> <li>GC04_1: DADSEC Day Ahead Daily System Entry Capacity</li> <li>GC04_2: WDDSEC Within Day Daily System Entry capacity</li> <li>GC04_3 DISEC: Daily Interruptible System Entry Capacity</li> <li>GC04_4 WSEC: Weekly System Entry Capacity</li> </ul>
	LT Exit	<ul style="list-style-type: none"> <li>GC09_1: Enduring Annual Exit Flat Capacity</li> <li>GC09_2: Annual Exit Flat Capacity Application</li> </ul>
	ST Exit	<ul style="list-style-type: none"> <li>GC10_1: DADNEX Day Ahead Daily System Exit Capacity</li> <li>GC10_2: Daily Off Peak NTS Exit Capacity</li> <li>GC10_3: WDDNEX Within Day Daily System Exit Capacity</li> </ul>
	Other Capacity processes	<ul style="list-style-type: none"> <li>GC11_1: NTS Exit Capacity Transfer</li> <li>GC12_1: NTS Exit Offtake Flow Reductions</li> <li>GC13_1: DNO Flow Swap</li> <li>GC14_1: EXBB NTS Exit Capacity Buy Back</li> <li>GC07_1: ECBB Entry Capacity Buy Back</li> <li>GC15_1 Entry Locational Actions (inc DSR Trades)</li> <li>GC16_1 Exit Locational Actions (inc DSR Trades)</li> </ul>
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General		<ul style="list-style-type: none"> <li>GCCD_1 Shipper Contact Details</li> </ul>

Table 5: Summary of Contingency flow diagrams and procedures

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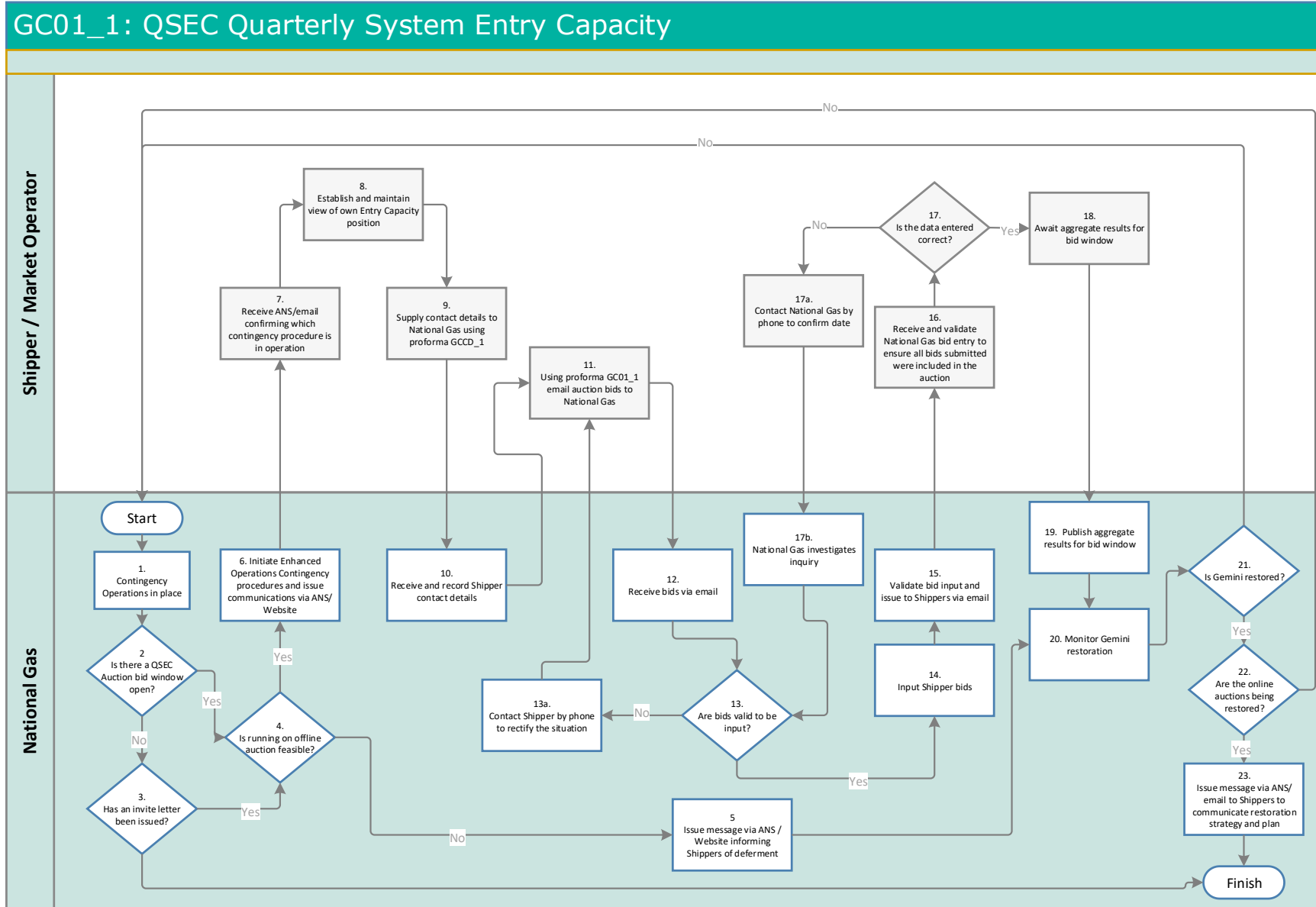
## Capacity Auctions

### Long Term Entry Auctions

#### GC01\_1: QSEC Quarterly System Entry Capacity

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
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 Gas
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 Gas
4.	Is running an offline auction feasible?	Yes/No	National Gas
5.	Issue message via ANS / Website informing Shippers of deferment	Inform Shippers of the procedure that will be followed. Go to Step 20.	National Gas
6.	Initiate Enhanced Operations Contingency procedures and issue communications via ANS / Website	Inform Shippers of the procedure that will be followed.	National Gas
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 and 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 Gas using proforma GCCD_1	Send proforma GCCD_1 via email to National Gas at <a href="mailto:Geminicontingency@nationalgas.com">Geminicontingency@nationalgas.com</a> 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 Gas
11.	Using proforma GC01_1 email auction bids to National Gas	Shipper emails QSEC proforma C031 to: <a href="mailto:Geminicontingency@nationalgas.com">Geminicontingency@nationalgas.com</a>	Shipper / Market Operator
12.	Receive bids via email		National Gas
13.	Are bids valid to be input?	Yes/No	National Gas
13a	Contact Shipper by phone to rectify the situation	National Gas will phone the Shipper to resolve the problem.	National Gas
14.	Input Shipper bids into Gemini/offline system	National Gas input the QSEC auction bids into Gemini/offline system on behalf of the Shipper.	National Gas
15.	Validate bid input and issue to Shippers via email	Check the input of bids into Gemini before informing the Shippers.	National Gas
16.	Receive and validate National Gas 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 Gas via phone	Shipper / Market Operator
17a.	Contact National Gas by phone to confirm data	Shipper contacts National Gas to raise inquiry over data entered.	Shipper / Market Operator

Process No.	Process	Procedure	Owner
17b.	National Gas investigates inquiry	National Gas to investigate inquiry and respond.	National Gas
18.	Await aggregate results for bid window		Shipper / Market Operator
19.	Publish aggregate results / Shippers notified		National Gas
20.	Monitor Gemini restoration	Ongoing checks of Gemini functionality undertaken with Xoserve.	National Gas
21.	Is Gemini restored?		National Gas
22.	Are the online auctions being restored?	Determine process for restoring auction and input any offline results.	National Gas
23.	Issue message via ANS / email to Shippers to communicate restoration strategy and plan.		National Gas

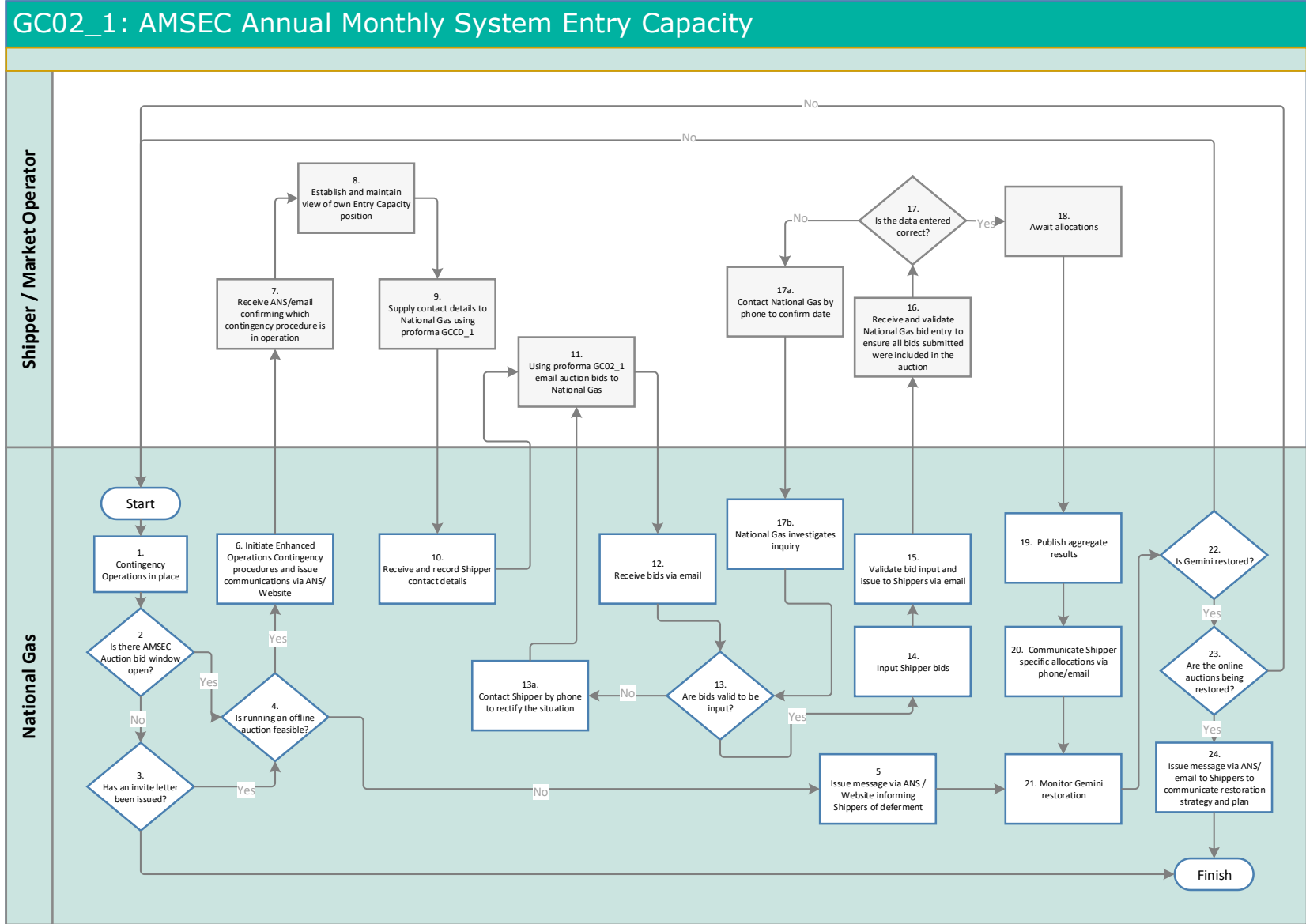


GC02\_1: AMSEC Annual Monthly System Entry Capacity

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
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 Gas
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 Gas
4.	Is running an offline auction feasible?	Yes/No	National Gas
5.	Issue message via ANS / Website informing Shippers of deferment	Inform Shippers of the procedure that will be followed. Go to Step 20.	National Gas
6.	Initiate Enhanced Operations Contingency procedures and issue communications via ANS / Website	Inform Shippers of the procedure that will be followed.	National Gas
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 and 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 Gas using proforma GCCD_1	Send proforma GCCD_1 via email to National Gas via <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> 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 Gas
11.	Using proforma GC02_1 email auction bids to National Gas	Shipper emails AMSEC proforma GC02_1 to: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
12.	Receive bids via email		
13.	Are bids valid to be input?	If not, National Gas will phone the Shipper to resolve the problem.	National Gas
14.	Input Shipper bids into Gemini/offline system	National Gas input the AMSEC auction bids into Gemini/offline system on behalf of the Shipper.	National Gas
15.	Validate bid input and issue to Shippers via email	Check the input of bids into Gemini before informing the Shippers.	National Gas
16.	Receive and validate National Gas 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 Gas by phone to confirm data	Shipper contacts NG to raise inquiry over data entered.	Shipper / Market Operator
17b.	NG Investigates inquiry	National Gas to investigate inquiry.	National Gas



Process No.	Process	Procedure	Owner
18.	Await allocations		Shipper / Market Operator
19.	Publish aggregate results		National Gas
20.	Communicate Shipper specific allocations via phone/email		National Gas
21.	Monitor Gemini restoration	Ongoing checks of Gemini functionality undertaken with Xoserve.	National Gas
22.	Is Gemini restored?		National Gas
23.	Are the online auctions being restored?	Determine process for restoring auction.	National Gas
24.	Issue message via ANS / Website to Shippers to communicate restoration strategy and plan.		National Gas

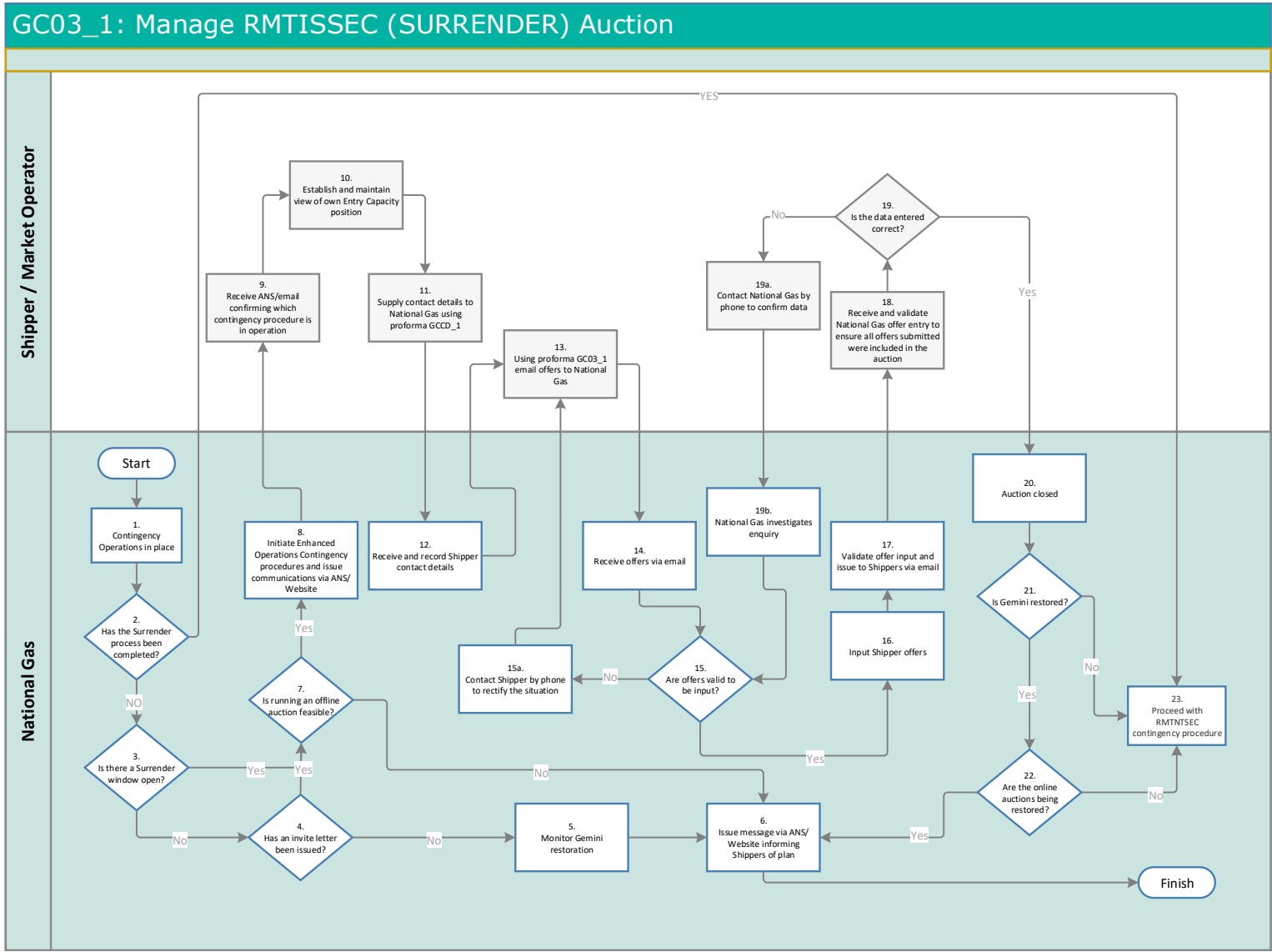


GC03\_1: RMTISSEC Rolling Monthly Trade Initiation Surrender System Entry Capacity

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
2.	Has the Surrender process been completed?	Has the offer window already taken place?	National Gas
3.	Is there a Surrender window open?	<i>If yes: the decision as to whether running an offline auction is feasible must be made (step 7).</i>	National Gas
4.	Has an invite letter been issued?	<i>If yes: the decision as to whether running an offline auction is feasible must be made (step 7).</i>	National Gas
5.	Monitor Gemini Restoration		
6.	Issue message via ANS / Website informing Shippers of plan	Inform Shippers of the procedure that will be followed - FINISH	National Gas
7.	Is running an offline Surrender Auction feasible?	Yes/No <i>If yes, go to step 8</i> <i>If no, go to step 6</i>	National Gas
8.	Initiate Enhanced Operations Contingency procedures and issue communications via ANS / Website	Inform Shippers of the procedure that will be followed.	National Gas
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 and 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 email to National Gas at <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> 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 Gas
13.	Using proforma GC03_1 email offers to National Gas	Shipper emails proforma GC03_1 to: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
14.	Receive offers via email		
15.	Are offers valid to be input?	Yes / No	National Gas
15a.	Contact Shipper to rectify situation	National Gas will phone the Shipper to resolve the problem	National Gas
16.	Input Shipper offers	National Gas input the offers into Gemini on behalf of the Shipper.	National Gas
17.	Validate offer input and issue to Shippers via email	Check the input of offers into Gemini before informing the Shippers.	National Gas
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 Gas by phone to confirm data.	Shipper contacts National Gas to raise inquiry over data entered.	Shipper / Market Operator

Process No.	Process	Procedure	Owner
19b.	National Gas investigates enquiry	National Gas to investigate inquiry.	National Gas
20.	Auction Closed		National Gas
21.	Is Gemini restored?	Ongoing checks of Gemini functionality undertaken with Xoserve. <i>If yes, go to step 22</i> <i>If no, go to step 23</i>	National Gas
22.	Are the online auctions being restored?	Determine process for restoring auction.	National Gas
23.	Proceed with RMTNTSEC contingency procedure		National Gas

Flow chart: GC03\_1: RMTISSEC Rolling Monthly Trade Initiation Surrender System Entry Capacity

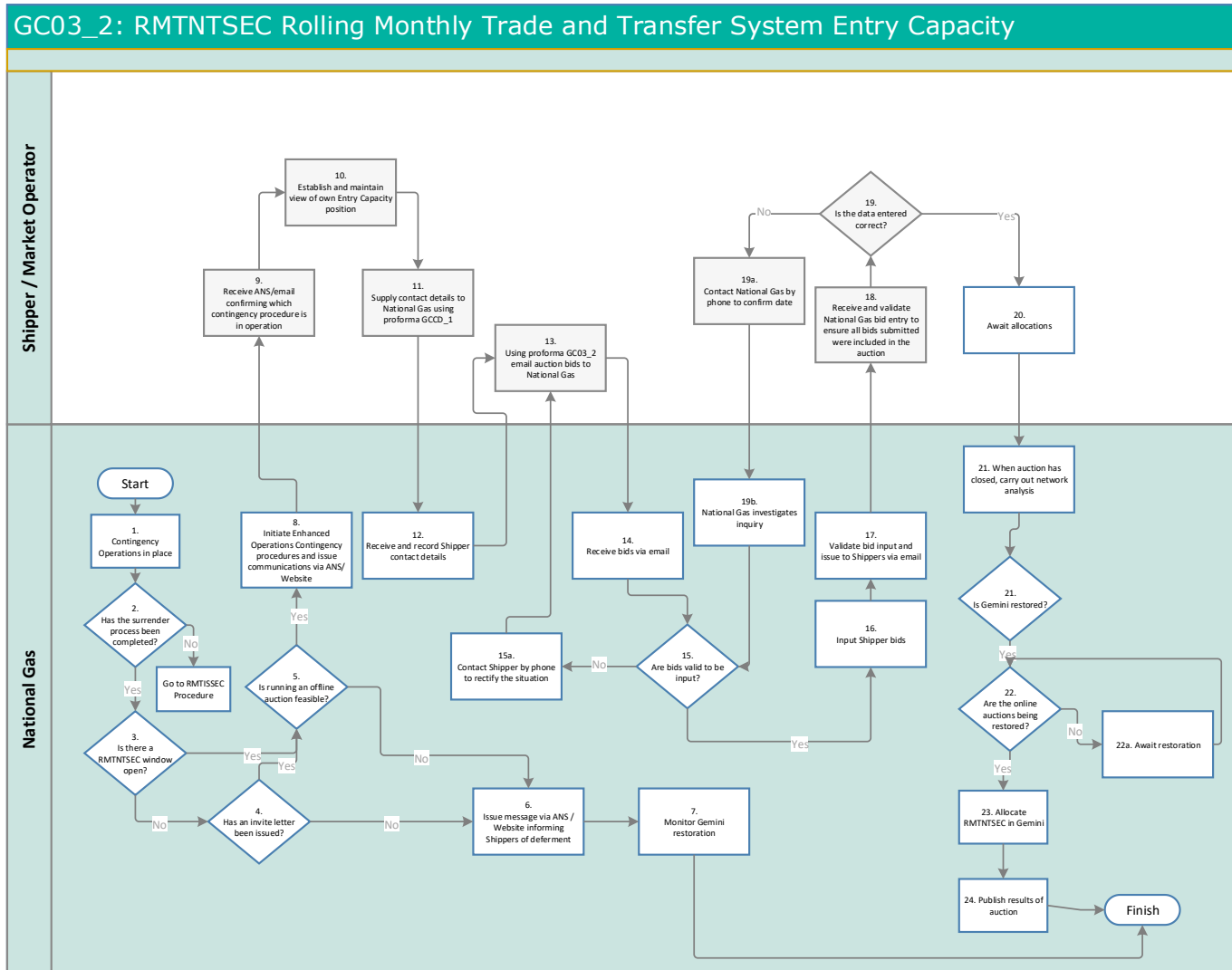


GC03\_2: RMTNTSEC Rolling Monthly Trade and Transfer System Entry Capacity

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
2.	Has the Surrender process been completed?	If not: GO TO RMTISSEC CONTINGENCY PROCEDURE (see above)	National Gas
3.	Is there an RMTNTSEC window open?	If yes: the decision as to whether running an offline auction is feasible must be made (step 5).	National Gas
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 Gas
5.	Is running an offline auction feasible?	Yes/No If no: go to step 6 If yes: go to step 8	National Gas
6.	Issue message via ANS / Website informing Shippers of deferment	Inform Shippers of the procedure that will be followed.	National Gas
7.	Monitor Gemini Restoration		
8.	Initiate Enhanced Operations Contingency procedures and issue communications via ANS/Website	Inform Shippers of the procedure that will be followed.	National Gas
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 and 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 Gas using proforma GCCD_1	Send proforma GCCD_1 via email to National Gas at <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> 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 Gas
13.	Using proforma GC03_2 email bids to National Gas	Shipper emails proforma GC03_2 to: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
14.	Receive bids via email		
15.	Are bids valid to be input?	Yes / No If no: go to step 15a If yes: go to step 16	National Gas
15a.	Contact Shipper to rectify situation	National Gas will phone the Shipper to resolve the problem	National Gas
16.	Input Shipper bids into Gemini/offline system	National Gas input the bids into Gemini / offline system on behalf of the Shipper.	National Gas
17.	Validate bid input and issue to Shippers via email	Check the input of bids into Gemini before informing the Shippers.	National Gas
18.	Receive and validate National Gas 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. If no: go to step 19a	Shipper / Market Operator

Process No.	Process	Procedure	Owner
		<i>If yes: go to step 20</i>	
19a.	Contact National Gas by phone to confirm data	Shipper contacts National Gas to raise inquiry over data entered.	Shipper / Market Operator
19b.	National Gas investigates inquiry	National Gas to investigate inquiry.	National Gas
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 Gas
22.	Is Gemini restored?	<i>If no: go to step 22a</i> <i>If yes: continue to step 23</i>	National Gas
22a.	Await Restoration		National Gas
23.	Allocate RMTNTSEC in Gemini based on analysis (step 21).		National Gas
24.	Publish results of auction	Produce report and upload to the Information Exchange	National Gas

Flow chart: GC03\_2: RMTNTSEC Rolling Monthly Trade and Transfer System Entry Capacity



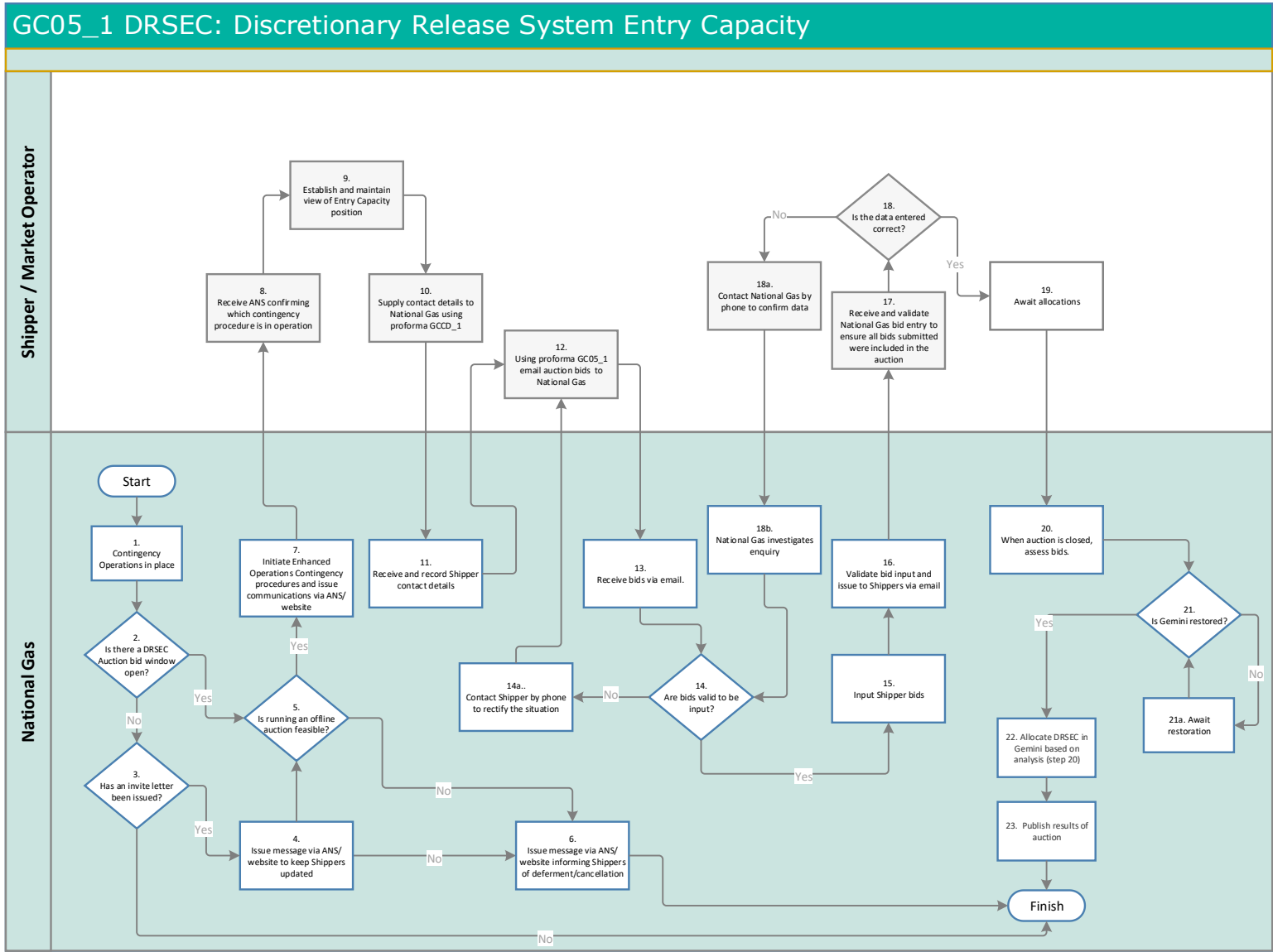


GC05\_1 DRSEC: Discretionary Release System Entry Capacity

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
2.	Is there a DRSEC Auction bid window open?	If yes: continue to step 5. If no: continue to step 3.	National Gas
3.	Has an invite letter been issued?	If yes: continue to step 4. If no: end process	National Gas
4.	Issue message via ANS / website to keep Shippers updated.	Inform Shippers of the procedure that will be followed.	National Gas
5.	Is running an offline auction feasible?	Yes/No If yes: continue to step 7	National Gas
6.	Issue message via ANS / website informing Shippers of deferral/cancellation	Inform Shippers of the procedure that will be followed in deferring/cancelling the auction.	National Gas
7.	Initiate Enhanced Operations Contingency procedures and issue message via ANS / website	Inform Shippers of the procedure that will be followed.	National Gas
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 and 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 Gas using proforma GCCD_1	Send proforma GCCD_1 via email to National Gas at <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> 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 Gas
12.	Using proforma GC05_1 email auction bids to National Gas	Shipper emails proforma GC05_1 to: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
13.	Receive bids via email		National Gas
14.	Are bids valid to be input?	Yes / No <i>If no, go to step 14a</i> <i>If yes, go to step 15</i>	National Gas
14a.	Contact Shipper by phone to rectify situation	National Gas contact the Shipper / Market Operator to resolve the problem.	National Gas
15.	Input Shipper bids into Gemini/offline system	National Gas input the DRSEC auction bids into Gemini/offline system on behalf of the Shipper.	National Gas
16.	Validate bid input and issue to Shippers via email	Check the input of bids into Gemini before informing the Shippers.	National Gas
17.	Receive and validate National Gas 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. <i>If no, go to step 18a</i> <i>If yes, go to step 19</i>	Shipper
18a.	Contact National Gas by phone to confirm data	Shipper contacts National Gas to raise inquiry over data entered.	Shipper / Market Operator

Process No.	Process	Procedure	Owner
18b.	National Gas investigates enquiry	National Gas to investigate inquiry.	National Gas
19.	Await Allocations		National Gas
20.	When auction is closed, assess bids.	Assess bids based on network analysis and decide allocations.	National Gas
21.	Is Gemini restored?	<i>If no, go to step 21a</i> <i>If yes: continue to step 22</i>	National Gas
21a.	Await restoration		National Gas
22.	Allocate DRSEC in Gemini based on analysis (step 20).		National Gas
23.	Publish results of auction	Produce report and upload to the Information Exchange	National Gas

Flow chart: GC05\_1 DRSEC: Discretionary Release System Entry Capacity



## Short Term Entry Auctions

GC04\_1: DADSEC Day Ahead Daily System Entry Capacity

GC04\_2: WDDSEC Within Day Daily System Entry capacity

GC04\_3 DISEC: Daily Interruptible System Entry Capacity

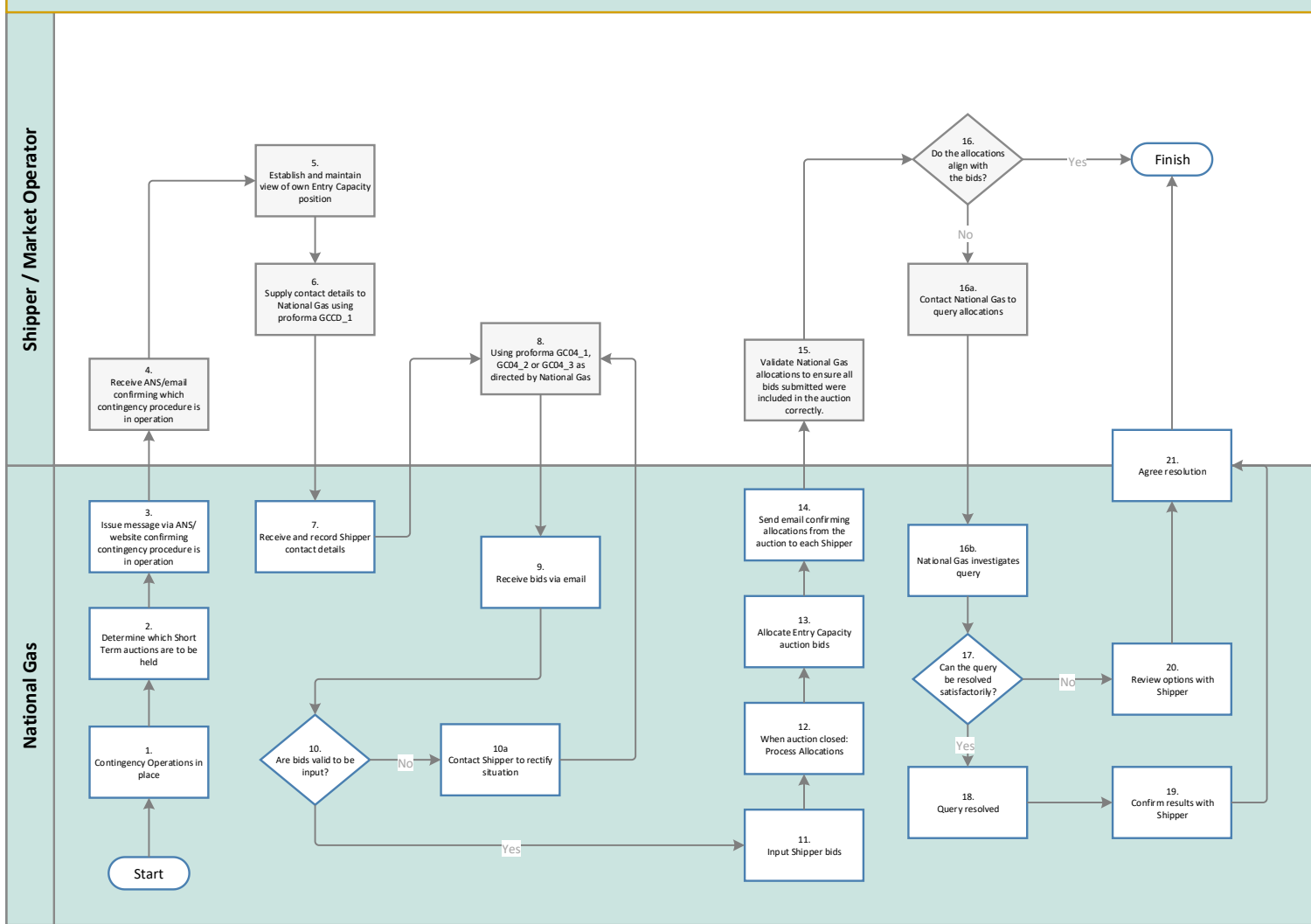
GC04\_4 WSEC: Weekly System Entry Capacity

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
2.	Determine which Entry Short Term auctions are to be held.	This may depend on what time the contingency process begins.	National Gas
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 Gas
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 and 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 Gas using proforma GCCD_1	Send proforma GCCD_1 via email to National Gas at <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> 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 Gas
8.	Use proformas GC04_1, GC04_2, GC04_3 or GC04_4 as directed by National Gas to email auction bids	Shipper emails appropriate proforma (GC04_1/GC04_2/GC04_3/GC04_4) for the Entry Capacity Auction that is being held (as directed by NG) to National Gas: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
9.	Receive bids via email	Collate the information from emails	National Gas
10.	Are bids valid to be input?	National Gas check for errors, duplicates or missing information.	National Gas
10a.	Contact Shipper to rectify situation.	National Gas contacts the Shipper / Market Operator to confirm correct details.	National Gas
11.	Input Shipper bids into Gemini/offline system	National Gas input the Entry Capacity auction bids into Gemini / offline system on behalf of the Shipper.	National Gas
12.	When auction closed: Process Allocations		
13.	Allocate Entry Capacity auction bids		
14.	Send email confirming allocations from the auction to each Shipper	Shipper receives email to confirm Allocations from the auction <ul style="list-style-type: none"> <li>Formatted copy of the Bid Information screen report post allocation</li> </ul>	National Gas
15.	Validate National Gas 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 <i>If no, go to step 16a</i>	Shipper / Market Operator

Process No.	Process	Procedure	Owner
		<i>If yes, finish</i>	
16a.	Contact National Gas to query allocations	Shipper contacts National Gas to raise query over allocations.	Shipper / Market Operator
16b.	National Gas Investigates query	National Gas to investigate query.	National Gas
17.	Can the query be resolved satisfactorily?	Yes/no	National Gas
18.	Query resolved		National Gas
19.	Confirm results with Shipper	By email	National Gas
20.	Review options with Shipper		National Gas
21.	Agree resolution		Shipper / Market Operator and National Gas

Flow charts: GC04\_1 (DADSEC) / GC04\_2 (WDDSEC) / GC04\_3 (DISEC) / GC04\_4 (WSEC)

GC04\_1: DADSEC: Day Ahead Daily System Entry Capacity  
 GC04\_2: WDDSEC: Within Day Daily System Entry Capacity  
 GC04\_3: DISEC: Daily Interruptible System Entry Capacity  
 GC04\_4: WSEC: Weekly System Entry Capacity



## Long Term Exit Auctions

GC09\_1: Enduring Annual Exit Flat Capacity

GC09\_2: Annual Exit Flat Capacity Application

Process No.	Process	Procedure	Owner																		
1.	Contingency operations in place																				
2.	Is there an Exit Application request window open?	If yes: decision must be made as to whether running an offline application is feasible (step 4).	National Gas																		
3.	Is running an offline Application feasible?	If yes, go to step 5 If no, go to step 4	National Gas																		
4.	Issue message via ANS / Website informing Shippers of deferment	Inform Shippers of the procedure that will be followed. Go to Step 23.	National Gas																		
5.	Initiate Enhanced Operations Contingency procedures and issue communications via ANS / Website	Inform users of Contingency being invoked via Joint Office / ANS Message	National Gas																		
6.	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.	<p>Decide if an increase (application) or a decrease (reduction - for Enduring only) is required and complete relevant form appropriately. Form should then be emailed to the capacity team. email: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> *****</p> <p>How to use the form (GC09_1 and GC09_2) n.b. These are excel templates and will be provided by National Gas.</p> <p>The user needs to enter information into the following fields in the form header.</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Form 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> <tr> <td>Company</td> <td>The full name of the company</td> </tr> <tr> <td>Signature</td> <td>The users' signature</td> </tr> <tr> <td>Position</td> <td>The user's position within the company</td> </tr> <tr> <td>Date</td> <td>The date the form was sent to National Gas</td> </tr> <tr> <td>Time</td> <td>The time the form was sent to National Gas</td> </tr> <tr> <td>Email</td> <td>The email address of the sender, this is the address the</td> </tr> </tbody> </table>	Field	Description	Form Originated By	The user's name	Gemini BA Code	The 3-letter code used within the Gemini System (i.e. in the create bids screen)	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 Gas	Time	The time the form was sent to National Gas	Email	The email address of the sender, this is the address the	User
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Email	The email address of the sender, this is the address the																				

Process No.	Process	Procedure	Owner						
		<table border="1" data-bbox="699 159 1187 331"> <tr> <td></td> <td>acknowledgement will be sent to.</td> </tr> <tr> <td>Tel No</td> <td>The user's telephone number</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>Once the header is complete the user should select the following For <b>GC09_1</b></p> <ol style="list-style-type: none"> <li>1. It is to be an Enduring Increase, Enduring Reduction or an Annual Application. <ol style="list-style-type: none"> <li>a. If an Increase fill out the Increase Request section of the form</li> <li>b. If a Reduction fill out the Decrease Request section of the form</li> <li>c. If an Annual use the ACAF form</li> </ol> </li> <li>2. Application <ol style="list-style-type: none"> <li>a. Create – The first application for a specific Exit Point during the Annual Window</li> <li>b. Modify – Any subsequent application for a specific Exit Point during the Annual Window</li> <li>c. Withdraw – The removal of an existing application from consideration by NG</li> </ol> </li> <li>3. The NTS Exit Point, being one of the names provided within National Gas' NTS Gas Transportation Licence, from the drop-down list provided.</li> <li>4. The Initialised Capacity, being the user's current Exit (Flat) Capacity Holdings (in kWh/day) prior to the annual application window.</li> </ol> <p><u>Enduring Increase Request</u> 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.</p> <p><u>Enduring Decrease Request</u> 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</p>		acknowledgement will be sent to.	Tel No	The user's telephone number			
	acknowledgement will be sent to.								
Tel No	The user's telephone number								

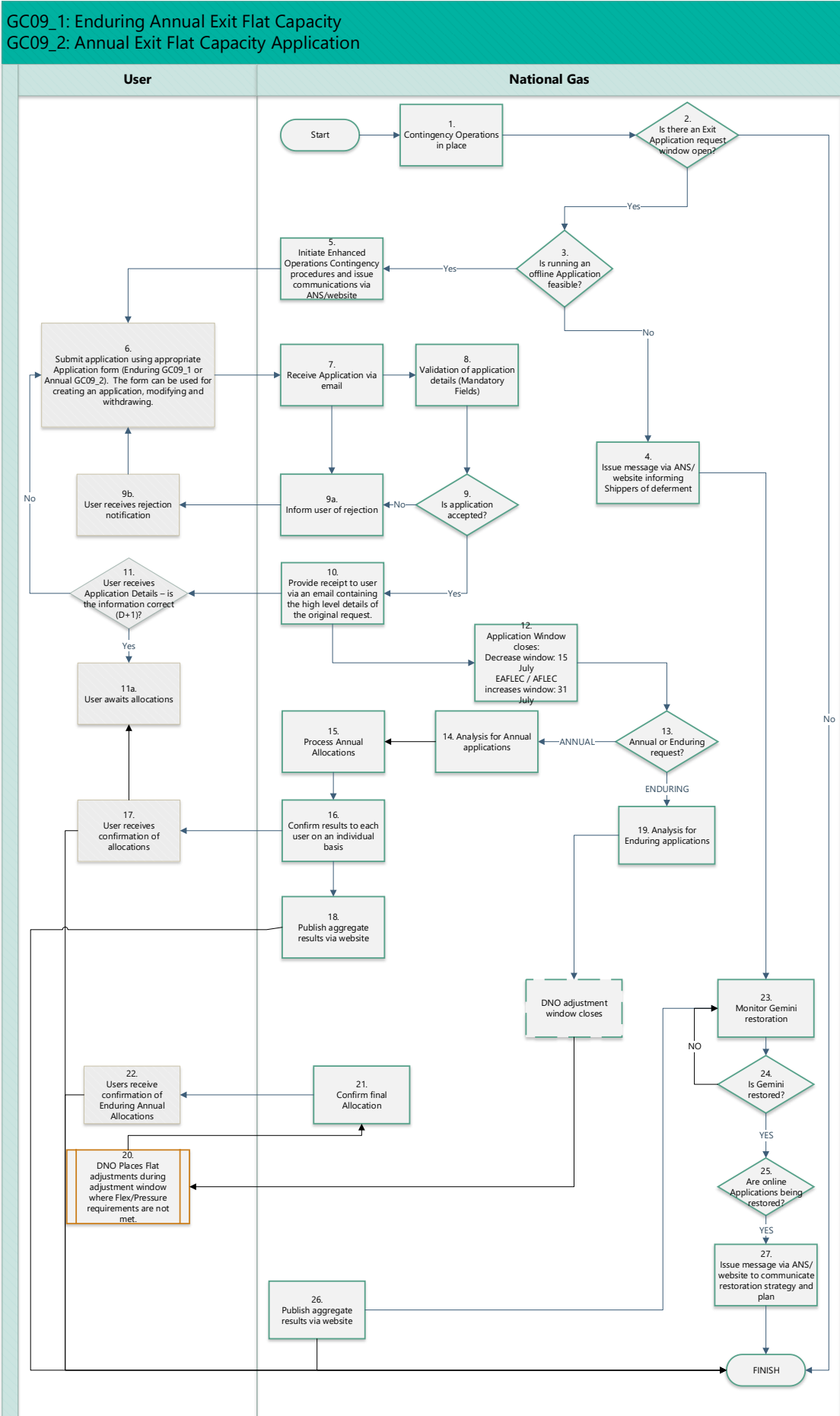


Process No.	Process	Procedure	Owner
		<p>of month in Gas Year Y+n, where 'Y' is the current Gas Year and '+n' is number of Years into the future</p> <p>Reduction applications will be valid for submitting only between 1st and 15th July each year on Business days between 08:00 and 17:00.</p> <p>For <b>GC09_2</b></p> <p><u>Annual Application</u></p> <p>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.</p> <p><b>Both</b></p> <p>Once the form is completed 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.</p> <p>This form will need to be sent to National Gas via email (to <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> in excel format) during business hours only.</p>	
7.	Receive Application via email	<p>Receive, validate and log all forms on Business Days between 08:00 and 17:00.</p> <p>Note: Validations at this stage will be to confirm that the completed forms contain all the required data.</p> <p>Validations will NOT be done regarding the volume of capacity requested and the periods it is requested for.</p> <p>Where a reduction is requested a validation against any user commitment will be performed but notice of a rejection due to user commitment will not be communicated until final allocation.</p>	National Gas
8.	Validation of application details (Mandatory Fields).		National Gas
9.	Is application accepted?		National Gas
9a.	Inform user of rejection	<p>Incorrectly completed forms will be rejected and user contacted to resolve any issues</p>	National Gas
9b.	User receives rejection notice		User
10.	Provide receipt to user an email containing the high-level details of the original request	<p>Confirm with the user via email that the application has been received and validated. The email will specify the high-level details of the application (Volume, dates, exit point and whether it is a Create, Modify or Withdraw application).</p>	National Gas
11.	User receives application details – Is the information correct? (D+1)	<p>Contact National Gas where there is a discrepancy.</p> <p>Note: If submitted on the last business day of July the timestamp of email received by National Gas will be used in</p>	National Gas

Process No.	Process	Procedure	Owner
		determining the time an Application is received. If no, go to step 6 If yes, go to step 11a	
11a	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 30 <sup>th</sup> September	User
12	Application Window closes Decrease window: 15 <sup>th</sup> July EAFLEC/AFLEC increases window: 31 <sup>st</sup> July	Enduring Annual Application Window (Increase) and Annual Application Window close 31 <sup>st</sup> July. Annual Application Window (Reduction) closes 15 <sup>th</sup> July	National Gas/ User
13.	Annual Or Enduring Request	Annual application or Enduring Annual Application? <i>If Annual, go to step 14</i> <i>If Enduring, go to step 16</i>	National Gas
14.	Analysis for Annual applications	Carry out internal analysis for annual applications	National Gas
15.	Process Annual Allocations	Process Annual Allocation	National Gas
16.	Confirm results to each user on an individual basis	National Gas email/phone Annual Application results to each individual Shipper by no later than 5 Business Day after Annual Application Window Closes.	National Gas
17.	User receives confirmation of allocations	Users receive allocation for annual requests and validate it.	User
18.	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 Gas
19.	Analysis for Enduring applications	Carry out internal analysis for enduring applications	National Gas
	DNO Adjustment window closes		
20.	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 <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	User
21.	Confirm final allocations	Provide final allocations to users	National Gas
22.	Users receive confirmation of allocations	Users receive allocation for enduring annual requests and validate it.	User
23.	Monitor Gemini restoration	Ongoing checks of Gemini functionality undertaken with Xoserve.	National Gas
24.	Is Gemini restored?	National Gas	
25.	Are the online Applications being restored?	Determine process for restoring auction. If yes, go to step 26 If no, go to step 27	National Gas
26.	Publish aggregate results via Website	Aggregate allocation information for Enduring Annual Applications required by UNC, will be published on the next	National Gas

Process No.	Process	Procedure	Owner
		business day after allocation on NG Website	
27.	Issue message via ANS / Website to communicate restoration strategy and plan		National Gas

Flow chart: GC09\_1 (Enduring Annual Exit Flat Capacity) / GC09\_2 (Annual Exit Flat Capacity Application)



## Short Term Exit Auctions

GC10\_1: DADNEX Day Ahead Daily System Exit Capacity

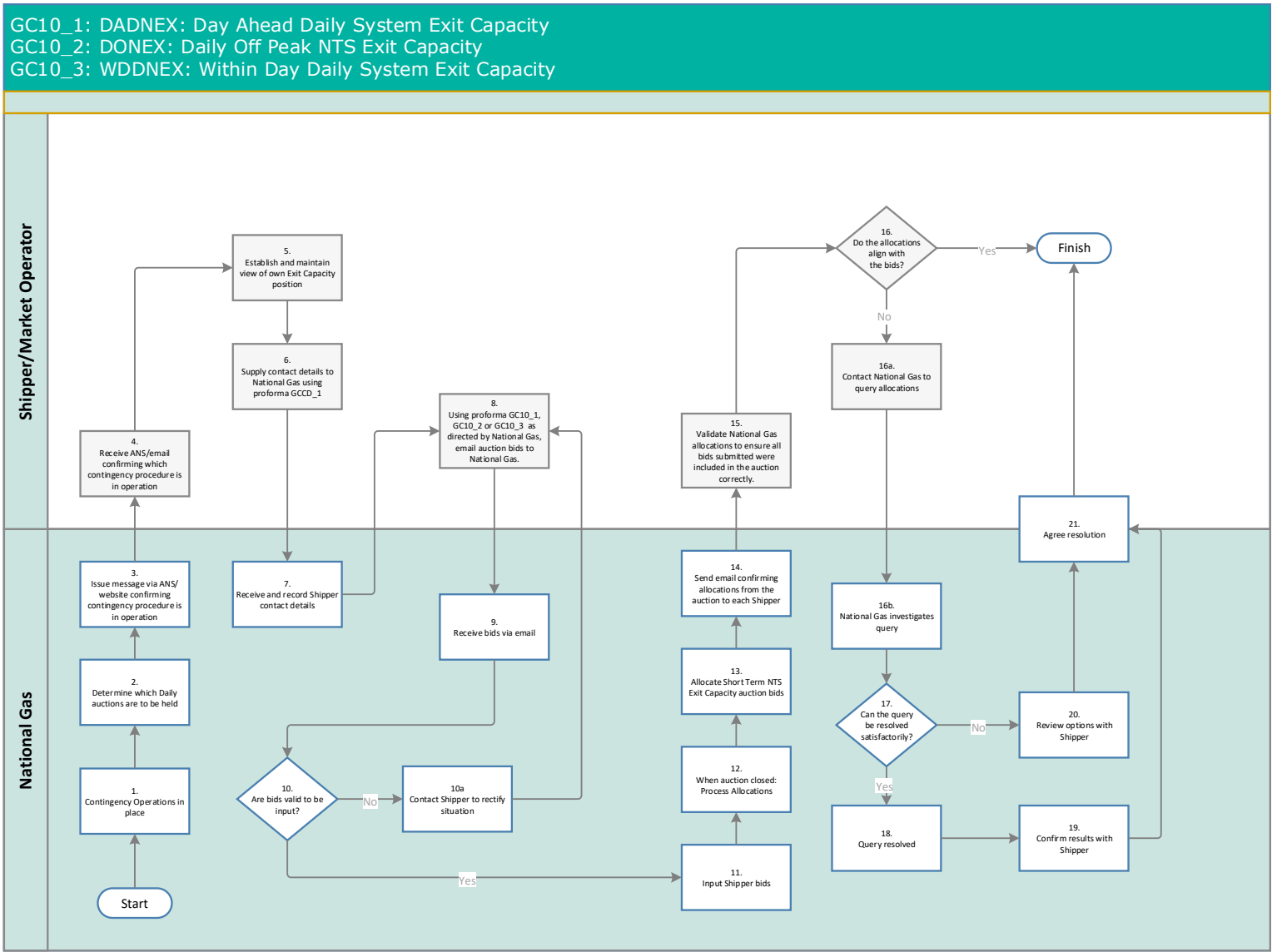
GC10\_2: DONEX Daily Off Peak NTS Exit Capacity

GC10\_3: WDDNEX Within Day Daily System Exit Capacity

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
2.	Determine which Daily auctions are to be held.	This may depend on what time the contingency process begins.	National Gas
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 Gas
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 and 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 Gas using proforma GCCD_1	Send proforma GCCD_1 via email to National Gas at <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> 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 Gas
8.	Using proformas GC10_1, GC10_2 or GC10_3 as directed by NG, email auction bids to National Gas	Shipper emails 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 Gas: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
9.	Receive bids via email	Collect and collate the emails from the appropriate machines.	National Gas
10.	Are bids valid to be input	National Gas check for errors, duplicates or missing information.	National Gas
10a.	Contact Shipper to rectify situation.	National Gas contacts the Shipper / Market Operator to confirm correct details.	National Gas
11.	Input Shipper bids	National Gas input the Short Term NTS Exit Capacity auction bids into Gemini/offline system on behalf of the Shipper.	National Gas
12.	When auction closed: Process Allocations		
13.	Allocate Short Term NTS Exit Capacity auction bids		
14.	Send email confirming allocations from the auction to each Shipper	Shipper receives email to confirm Allocations from the auction. Formatted copy of the Bid Information screen report post allocation	National Gas
15.	Validate National Gas 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 Gas to query allocations	Shipper contacts National Gas to raise query over allocations.	Shipper / Market Operator

Process No.	Process	Procedure	Owner
16b.	National Gas Investigates query	National Gas to investigate query.	National Gas
17.	Can the query be resolved satisfactorily?	Yes/no	National Gas
18.	Query resolved		National Gas
19.	Confirm results with Shipper	By email	National Gas
20.	Review options with Shipper		National Gas
21.	Agree resolution		Shipper / Market Operator and National Gas

Flow charts: GC10\_1 (DADNEX) GC10\_2 (DONEX), GC10\_3 (WDDNEX)



## Other Auctions processes

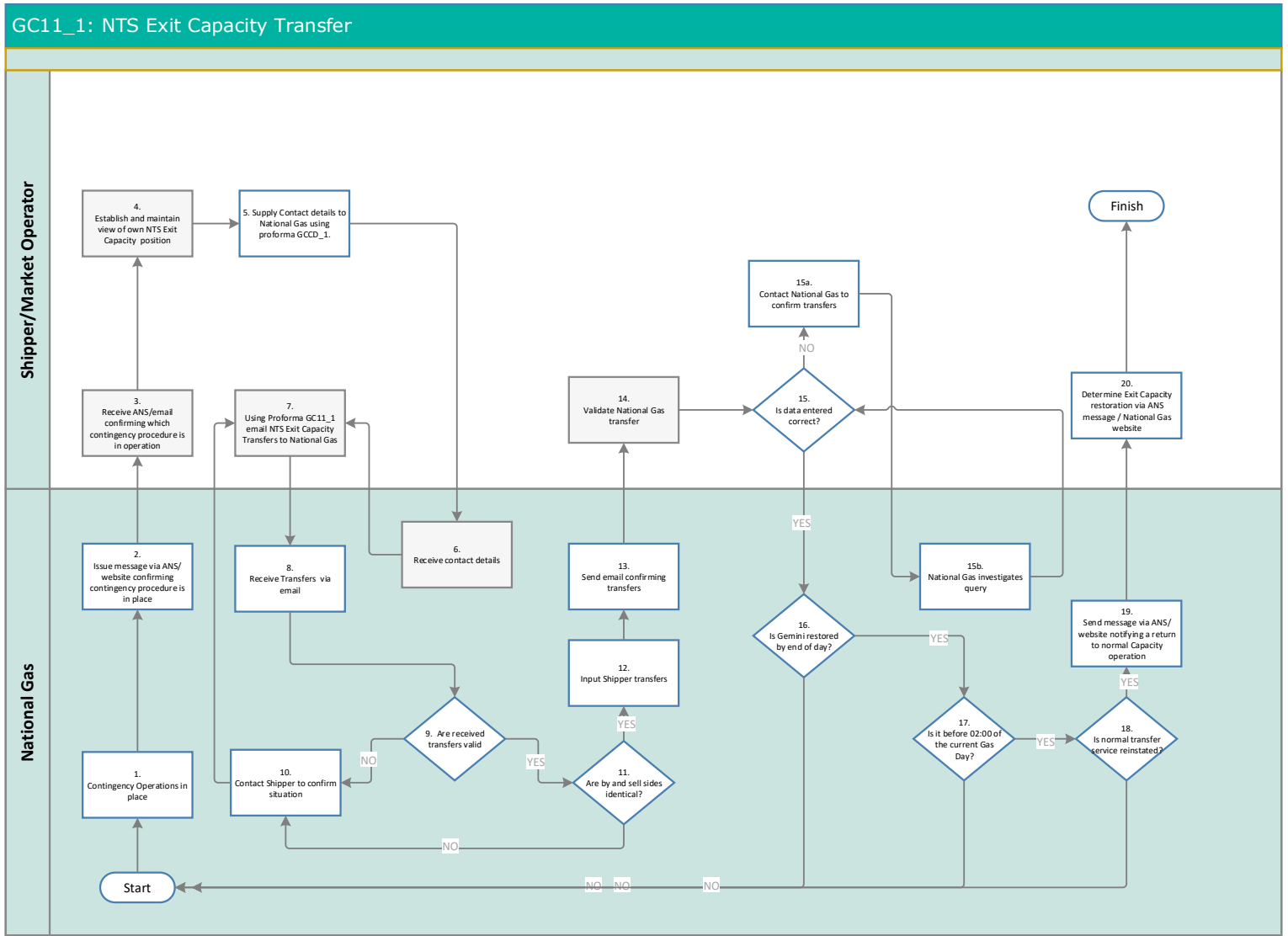
### GC11\_1: NTS Exit Capacity Transfer

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place.		
2.	Issue message via ANS / Website confirming contingency procedure is in operation	Inform Shippers / Market Operators of the procedure that will be followed.	National Gas
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 Exit Capacity position	Shipper uses own records to evaluate current Exit Capacity position and consider appropriate actions.	Shipper / Market Operator
5.	Supply Contact details to National Gas using proforma GCCD_1	Send proforma GCCD_1 via email to National Gas at <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> 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 Gas
7.	Using proforma GC11_1 email NTS Exit Capacity Transfers to National Gas.	Shipper / Market Operator proforma GC11_1 to: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
8.	Receive transfers via email		National Gas
9.	Are received transfers valid?	Yes / No	National Gas
10.	Contact Shipper to confirm details	National Gas contacts Shipper / Market Operator to confirm details.	National Gas
11.	Are buy and sell sides identical?	Yes / No	National Gas
12.	Input Shipper transfers	National Gas input the transfers into Gemini/offline system on behalf of the Shipper / Market Operator	National Gas
13.	Send email confirming transfers	Email sent to the Shipper confirming the transfer details	National Gas
14.	Validate National Gas transfer	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 Gas to confirm transfers	Shipper contacts National Gas to raise inquiry over transfer data entered.	Shipper / Market Operator
15b.	National Gas investigates query	National Gas to investigate inquiry.	National Gas
16.	Is Gemini restored before end of day?	Yes / No	National Gas
17.	Is it before 02:00 of the current Gas Day?	Yes / No	National Gas
18.	Is normal transfer service reinstated?	Yes / No	National Gas
19.	Send message via ANS / Website notifying a return to normal Capacity operation	National Gas notify Shippers / Market Operators of the details of a return to normal Capacity operations via ANS message and the NG Website	National Gas
20.	Determine Exit Capacity restoration via ANS message / National Gas Website	ANS message received by Shippers / Market Operators confirming details of a return to normal Capacity operations.	Shipper / Market Operator





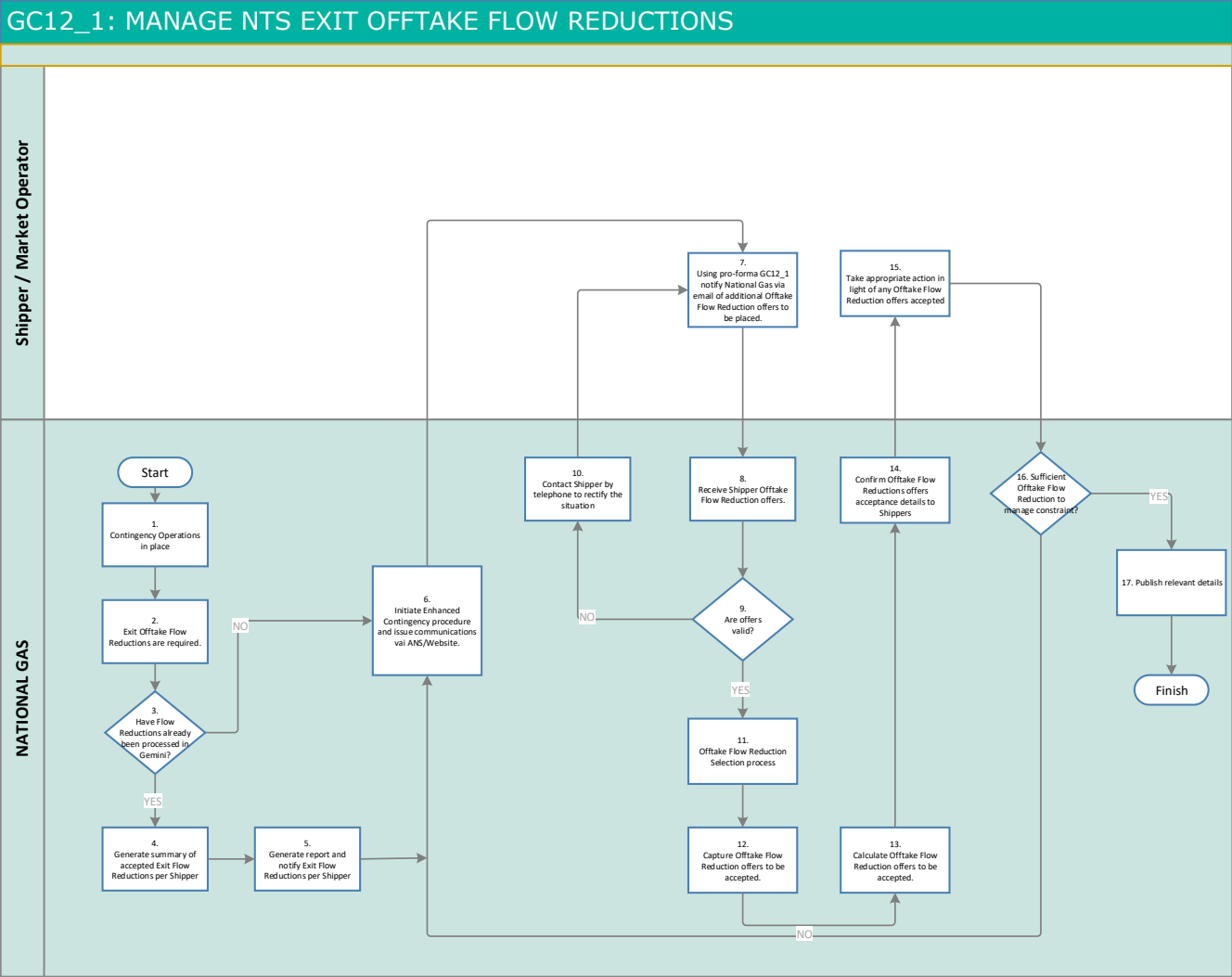
Flow chart: GC11\_1: NTS Exit Capacity Transfer



GC12\_1: NTS Exit Offtake Flow Reductions

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
2.	Exit Offtake Flow Reductions are required	Due to system capability, Exit Offtake Flow Reductions are required.	National Gas
3.	Have Exit Reductions already been processed on Gemini?	Has Gemini been available to process any Exit Offtake Flow Reductions to date	National Gas
4.	Generate summary of accepted Exit Flow Reductions per Shipper	A summary of Shippers offers, accepted is generated	National Gas
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 Gas
6.	Initiate Enhanced Operations Contingency procedure and issue communications via ANS / Website.	Contingency procedure initiated and Shippers notified	National Gas
7.	Using pro-forma GC12_1 notify National Gas via email of additional Offtake Flow Reduction offers to be placed	Shippers use pro-forma GC12_1 to notify National Gas of additional Offtake Flow Reduction offers the Shipper would like to place: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
8.	Receive Shipper Offtake Flow Reduction Offers	Offtake Flow Reduction Offers received from Shipper	National Gas
9.	Are offers valid?	Yes / No	National Gas
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 Gas
11.	Offtake Flow Reduction Selection process	Process undertaken to identify Offtake Flow Reduction offers to be accepted.	National Gas
12.	Capture Offtake Flow Reduction offers	Capture valid Offtake Flow Reduction offers received from Shippers	National Gas
13.	Calculate Offtake Flow Reduction offers to be accepted	Calculate Offtake Flow Reduction offers to be accepted	National Gas
14.	Confirm Offtake Flow Reduction offers acceptance details to Shippers	Shippers are notified of the Offtake Flow Reduction offers accepted.	National Gas
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 Gas
17.	Publish relevant details	Communications issued regarding contingency arrangements state of play and summary of Offtake Flow Reduction actions	National Gas

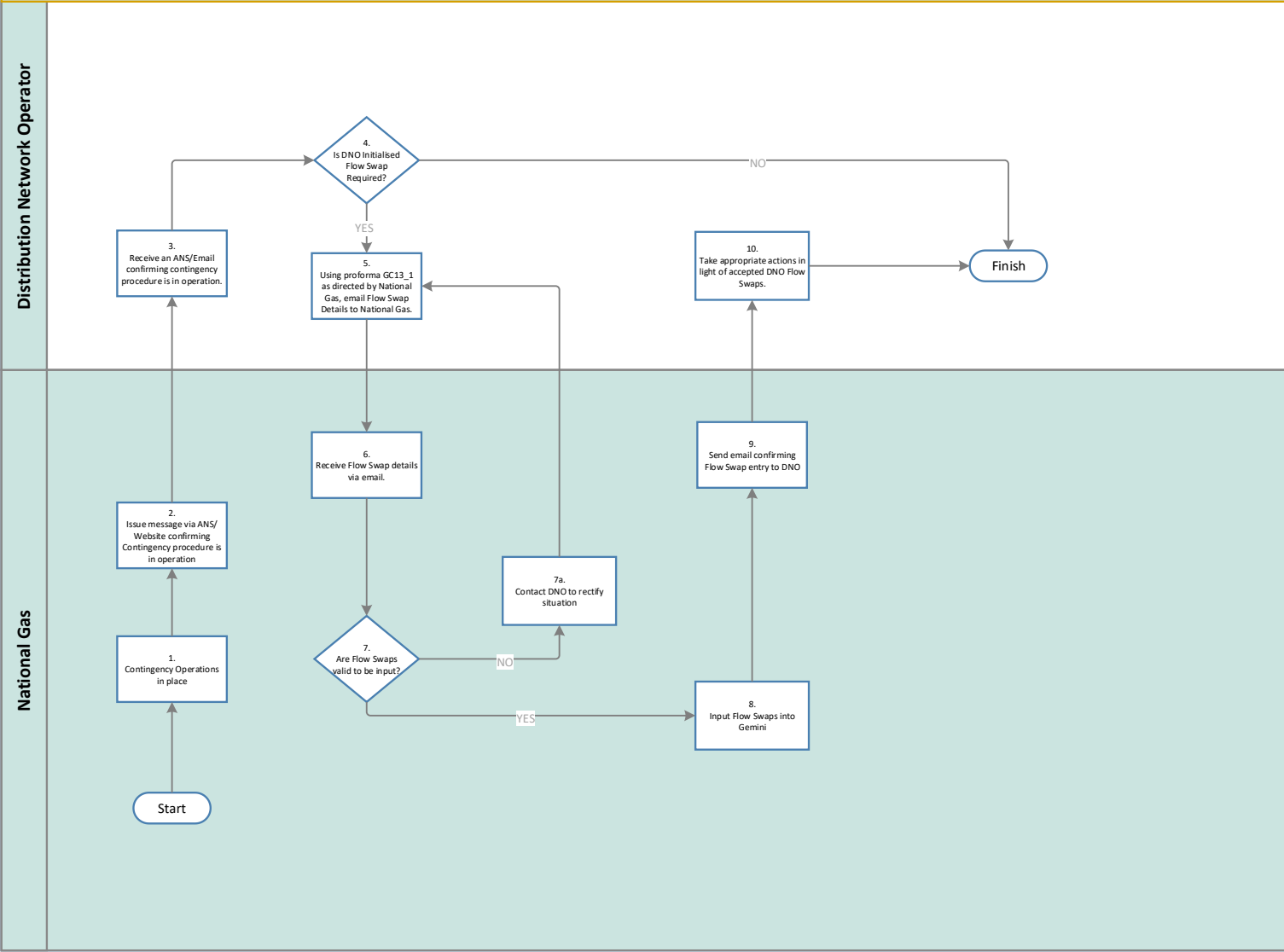
Flow Chart: GC12\_1: NTS Exit Offtake Flow Reductions



GC13\_1: DNO Flow Swap

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
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 Gas
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 Flow Swap Details to National Gas	Shipper emails appropriate proforma (GC13_1) Containing the details of any Flow Swaps required (as directed by NG) to National Gas: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Distribution Network Operator
6.	Receive Flow Swap details via email	Collect and collate the emails from the appropriate machines.	National Gas
7.	Are Flow Swaps valid to be input	National Gas check for errors, duplicates or missing information.	National Gas
7a.	Contact DNO to rectify situation.	National Gas contacts the Distribution Network Operator to confirm correct details.	National Gas
8.	Input Flow Swaps into Gemini	National Gas input the Flow Swaps into Gemini/offline system on behalf of the Shipper.	National Gas
9.	Send email confirming Flow Swap entry to DNO	DNO receives email to confirm Flow Swaps have been entered into the system <ul style="list-style-type: none"> <li>Formatted copy of the DNO Flow Swap screen report.</li> </ul>	National Gas
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

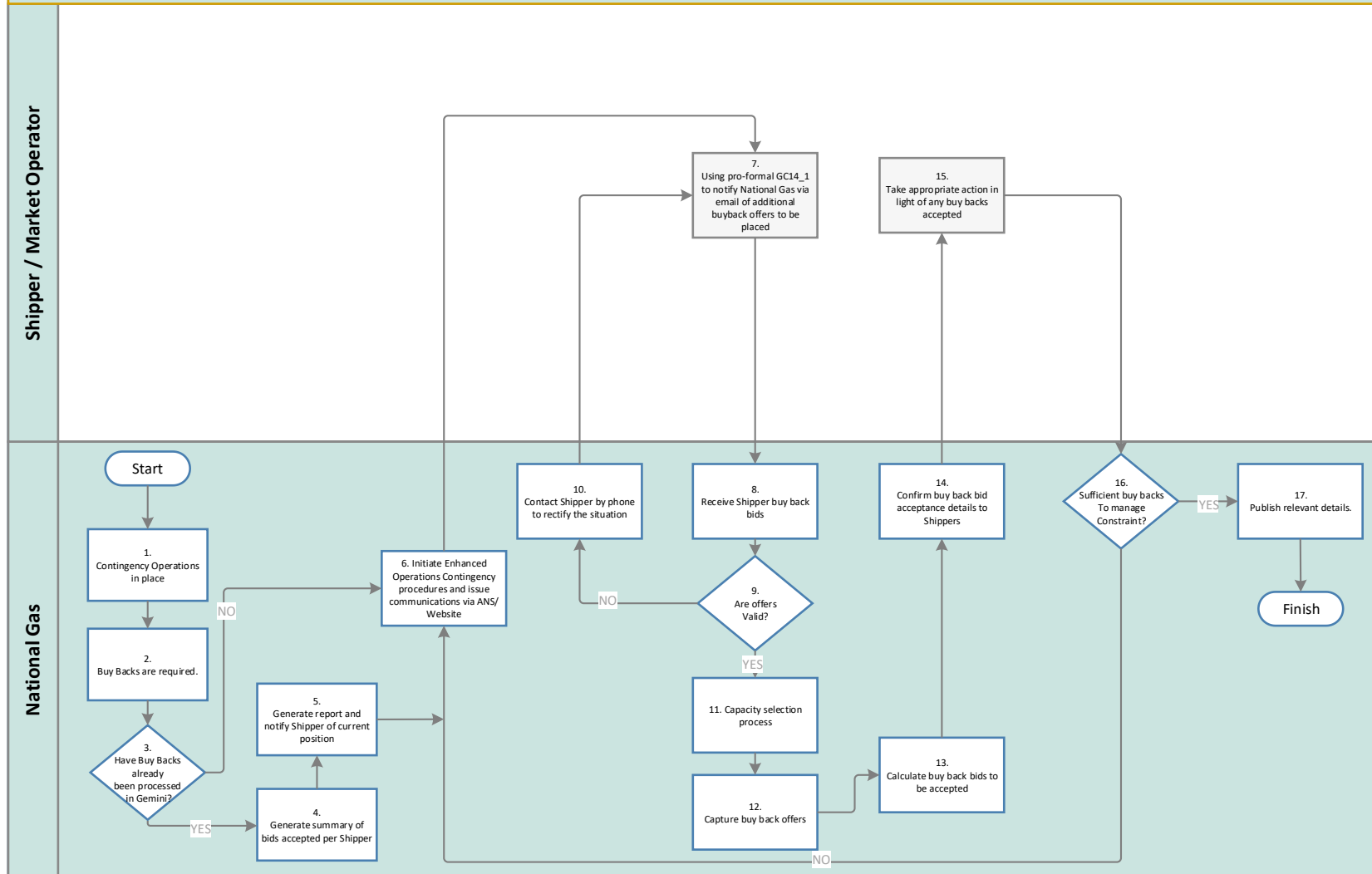
## GC13\_1: MANAGE DNO FLOW SWAP PROCESS



GC14\_1: EXBB NTS Exit Capacity Buy Back

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
2.	Buy Backs are required	Due to system capability, Exit capacity buy backs are required.	National Gas
3.	Have buy backs already been processed on Gemini?	Has Gemini been available to process any buy back bids to date	National Gas
4.	Generate summary of bids accepted per Shipper	A summary of Shippers offers, accepted, or otherwise is generated	National Gas
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 Gas
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 Gas
7.	Using pro-forma GC14_1 notify National Gas via email of additional buy backs offers to be placed	Shippers use pro-forma GC14_1 to notify National Gas of additional buy back offers the Shipper would like to place: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
8.	Receive Shipper buy back bids	Buy back offers received from Shipper	National Gas
9.	Are offers valid?	Yes / No	National Gas
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 Gas
11.	Capacity selection process	Process undertaken to identify buy back and offers to be accepted.	National Gas
12.	Capture buy back offers	Capture valid buy back offers received from Shippers	National Gas
13.	Calculate buy back bids to be accepted	Calculate buy back bids to be accepted	National Gas
14.	Confirm buy back bid acceptance details to Shippers	Shippers are notified of the buy back offers accepted.	National Gas
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 Gas
17.	Publish relevant details	Communications issued regarding contingency arrangements state of play and summary of buy back actions	National Gas

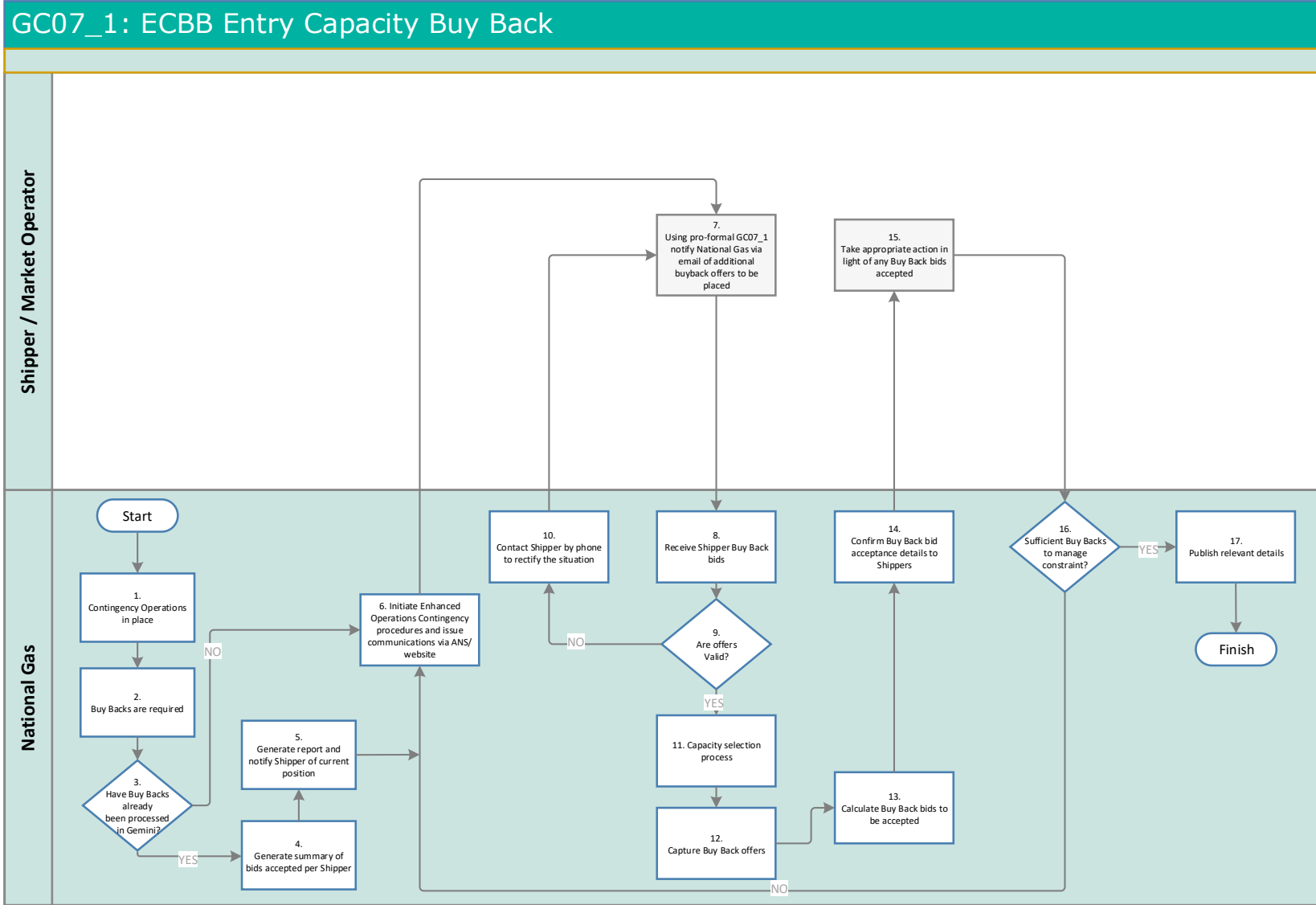
## GC14\_1: NTS EXIT CAPACITY BUY BACK (EXBB)





GC07\_1: ECBB Entry Capacity Buy Back

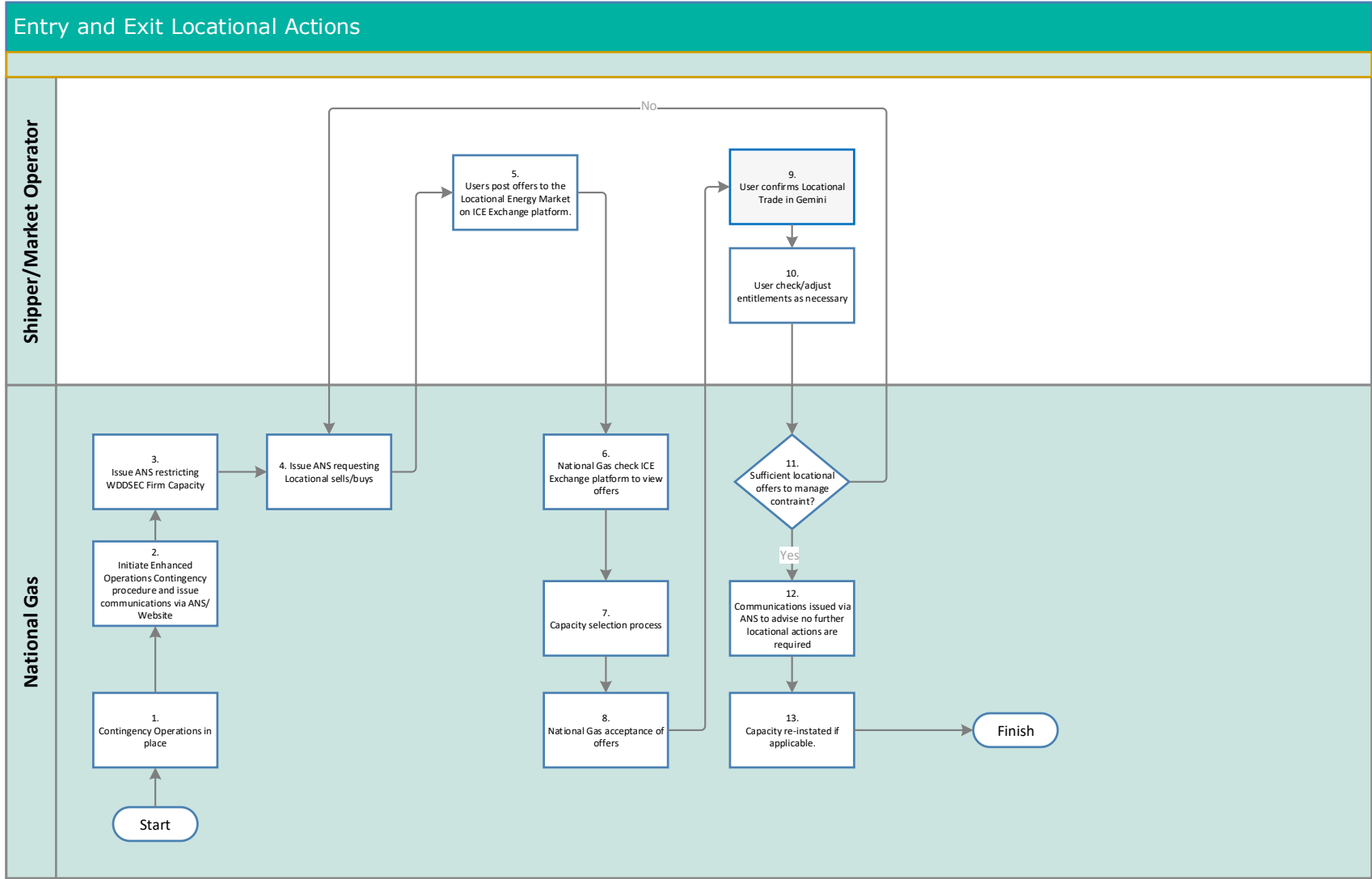
Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
2.	Buy Backs are required	Due to system capability, <b>Entry</b> capacity buy backs are required.	National Gas
3.	Have buy backs already been processed on Gemini?	Has Gemini been available to process any buy back bids to date <i>If no, go to step 6</i> <i>If yes, continue to step 4</i>	National Gas
4.	Generate summary of bids accepted per Shipper	A summary of Shippers offers, accepted, or otherwise is generated	National Gas
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 Gas
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 Gas
7.	Using pro-forma GC07_1 notify National Gas via email of additional buy backs offers to be placed	Shippers use pro-forma GC07_1 to notify National Gas of additional buy back offers the Shipper would like to place: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
8.	Receive Shipper Buy Back bids	Buy back offers received from Shipper	National Gas
9.	Are offers valid?	Yes / No <i>If no, go to step 10</i> <i>If yes, go to step 11</i>	National Gas
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 Gas
11.	Capacity selection process	Process undertaken to identify buy back and offers to be accepted.	National Gas
12.	Capture Buy Back offers	Capture valid Buy Back offers received from Shippers	National Gas
13.	Calculate Buy Back bids to be accepted	Calculate Buy Back bids to be accepted	National Gas
14.	Confirm Buy Back bid acceptance details to Shippers	Shippers are notified of the Buy Back offers accepted.	National Gas
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 Back bids to manage constraint?	Yes / No <i>If no, go to step 6</i>	National Gas
17.	Publish relevant details	Communications issued regarding contingency arrangements state of play and summary of buy back actions	National Gas



## Entry and Exit Locational Actions

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
2.	Initiate Enhanced Operations Contingency procedure and issue communications via ANS / Website.	Contingency procedure initiated and Shippers notified, notification includes request for locational offers (including DSR). ANS states that due to issues on the network Interruptible capacity will be unavailable and scaled back.	National Gas
3.	Issue ANS restricting WDDSEC Firm Capacity	ANS issued saying due to issues on the network WDDSEC Firm Capacity will be restricted for any unsold. MIPI also updated.	National Gas
4.	Issue ANS requesting Locational sells / buys	ANS sent to community requesting Locational sells / buys and post to prevailing view	National Gas
5.	Users post offers to the Locational Energy Market on ICE Exchange platform.	Locational offers received from Shipper	National Gas
6.	NG check ICE Exchange platform to view offers	NG access ICE Exchange platform to check for offers	National Gas
7.	Capacity selection process	Process undertaken to identify locational and offers to be accepted.	National Gas
8.	NG acceptance of offers	NG accepts offers on ICE Exchange platform based on factors including cost, location and lead time in line with SMPS	National Gas
9.	User confirms Locational Trade in Gemini	Users confirm the Locational Trade in Gemini (within 60mins), otherwise a Physical Renomination Incentive (PRI) charge will be incurred (Home > OCM > Maintain OCM Re-nominations) • For successful trades, the message 'Renomination committed successfully' will be displayed at the left bottom corner of the screen • For unsuccessful trades, the message 'Renomination committed partially' will be displayed (Flow nominations are automatically created on Confirmation of the trade)	Shipper
10.	User checks / adjust entitlements as necessary	Users check entitlements to ensure alignment to physical gas flow in order to avoid an overrun charge (Acceptance of a locational offer by National Grid will not automatically adjust your capacity entitlements)	Shipper
11.	Sufficient locational offers to manage constraint?	Yes / No <i>If no, go to step 4</i>	National Gas
12.	Communications issued via ANS to advise no further locational actions are required.	ANS issued informing Community no further locational sells are required	National Gas
13.	Capacity re-instated if applicable.	ANS issued informing that capacity has been re-instated if applicable	National Gas

Flow Charts: Entry and Exit Locational Actions



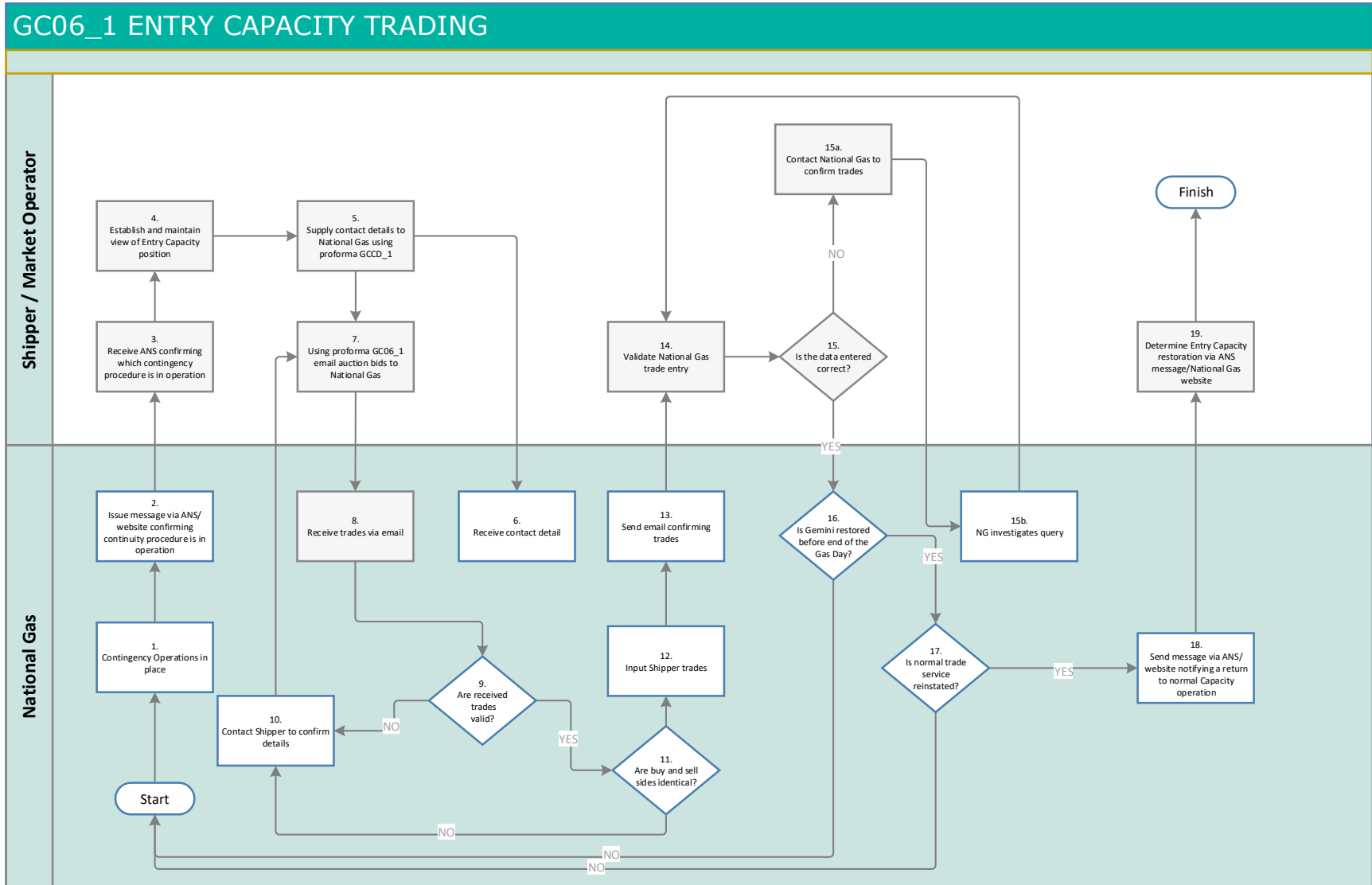
## Capacity Trading

### GC06\_1: Entry Capacity Trading

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place.		
2.	Issue message via ANS / website confirming contingency procedure is in operation	Inform Shippers / Market Operators of the procedure that will be followed.	National Gas
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 Gas using proforma GCCD_1	Send proforma GCCD_1 via email to National Gas at <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> 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 Gas
7.	Using proforma GC06_1 email NTS Entry Capacity Trading form to National Gas.	Shipper / Market Operator proforma GC06_1 to: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
8.	Receive trades via email		National Gas
9.	Are received trades valid?	Yes / No <i>If no, go to step 10</i> <i>If yes, go to step 11</i>	National Gas
10.	Contact Shipper to confirm details	National Gas contacts Shipper / Market Operator to confirm details.	National Gas
11.	Are buy and sell sides identical?	Yes / No <i>If no, go to step 10</i> <i>If yes, go to step 12</i>	National Gas
12.	Input Shipper trades	National Gas input the trades into Gemini/offline system on behalf of the Shipper / Market Operator	National Gas
13.	Send email confirming trades	Email sent to the Shipper confirming the trade details	National Gas
14.	Validate National Gas 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. <i>If no, go to step 15a</i> <i>If yes, go to step 16</i>	Shipper / Market Operator
15a.	Contact National Gas to confirm trades	Shipper contacts National Gas to raise inquiry over trade data entered.	Shipper / Market Operator
15b.	National Gas investigates query	National Gas to investigate inquiry.	National Gas
16.	Is Gemini restored before end of the Gas Day?	Yes / No <i>If no, go to start</i> <i>If yes, go to step 17</i>	National Gas
17.	Is normal trade service reinstated?	Yes / No <i>If no, go to start</i> <i>If yes, go to step 18</i>	National Gas

Process No.	Process	Procedure	Owner
18.	Send message via ANS / website notifying a return to normal Capacity operation	National Gas notify Shippers / Market Operators of the details of a return to normal Capacity operations via ANS message and the NG Website	National Gas
19.	Determine Entry Capacity restoration via ANS message / National Gas Website	ANS message received by Shippers / Market Operators confirming details of a return to normal Capacity operations.	Shipper / Market Operator

Flow Chart: GC06\_1: Entry Capacity Trading



## Nominations and trades

GE01\_1: Nominations/Trades

GE01\_2 Trades Confirmations

GE01\_3: DM Nomination Position Within Day

GE01\_4 EU nominations and Re-nominations

The following process table includes the use of forms 1-3. For Interconnector nominations, re-nominations and OCM trades, please use GE01\_4 instead as this combines all these processes.

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place		
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 Gas
3.	Receive ANS confirming contingency in operation.	ANS message received by Shipper / Market Operator confirming contingency process to be adopted	Shipper / Market Operator
4.	Record Input / Output Nominations / Re-nominations/ OCM (Physical, Locational, Title) and OTC Trades within own systems (current and future Gas Days).	Shippers / Market Operator maintain own records of Input / Output Nominations / Re-nominations / OCM (Physical, Locational, Title) and OTC Trades to keep track of actions during the system outage.	Shipper / Market Operator
5.	Send details of accepted physical trades to National Gas immediately by email using form GE01_2	Shippers / Market Operator provide details behind all their accepted physical trades to National Gas via email	Shipper / Market Operator
6.	Maintain view of balance position.	Shipper / Market Operator uses own records to evaluate current balance position and take appropriate actions.	Shipper / Market Operator
7.	Enhanced Contingency Operation?	Do National Gas have the system functionality and resources to provide a DM nomination data entry service?  <i>If yes, go to the process "Gas Flow Nominations and Gas Trades (Enhanced Ops)"</i>  <i>If No, go to step 8</i>	National Gas
8.	Is Gemini Restored before end of day?  <i>If Yes, go to 9</i>  <i>If No, go to 1</i>	Ongoing checks of Gemini functionality undertaken with Xoserve.	National Gas
9.	Are there sufficient hours left in the current Gas Day for Shippers to enter data?  <i>If Yes, go to 10</i>  <i>If No, go to 15</i>	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 Gas

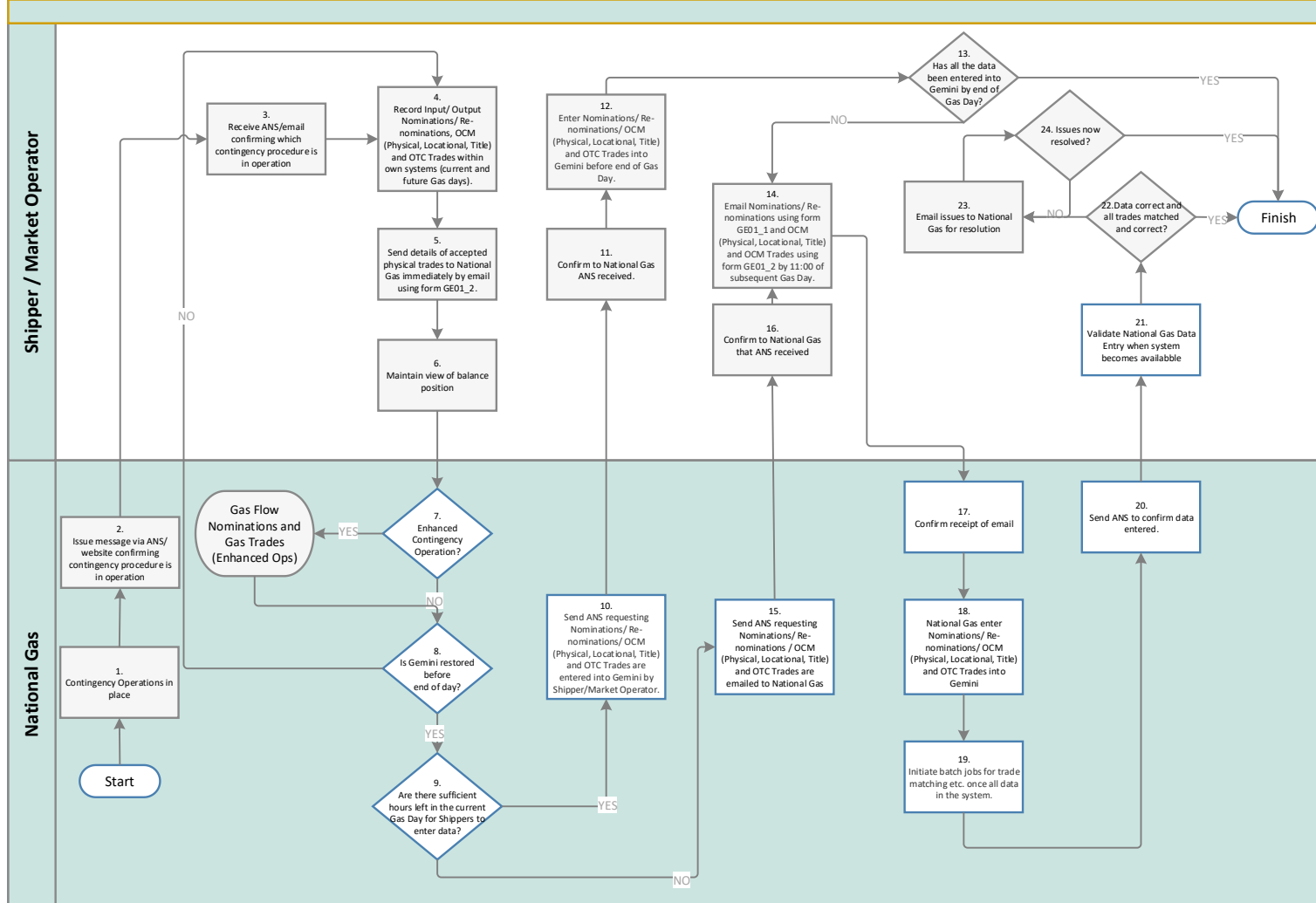


Process No.	Process	Procedure	Owner
10.	Send ANS requesting Nominations / Re-nominations / OCM (Physical, Locational, Title) and OTC Trades are entered into Gemini by Shipper / Market Operator.	Notification provided to Shippers / Market Operators via ANS of requirements for the Shipper / Market Operator to enter data directly into Gemini following restoration of Gemini functionality.	National Gas
11.	Confirm to National Gas ANS Received.	Shipper / Market Operator receives ANS message and sends confirmation of receipt via email to National Gas.	Shipper / Market Operator
12.	Enter Nominations / Re-nominations / OCM (Physical, Locational, Title) and OTC Trades into Gemini before end of Gas Day.	Shipper / Market Operator enters outstanding Nominations / Re-nominations / OCM (Physical, Locational, Title) and OTC Trades data into Gemini for current Gas Day and future	Shipper / Market Operator
13.	Has all data been entered into Gemini by end of Gas Day?  <i>If Yes, process finishes</i> <i>If No, continue to step 17</i>	Shipper / Market Operator to identify whether all the required data has been successfully entered into the Gemini system by the end of the Gas Day.	Shipper / Market Operator
14.	Email outstanding Nominations / Re-nominations using form GE01_1 and OCM (Physical, Locational, Title) and OTC Trades using form GE01_2 by 11:00 of subsequent Gas Day.	Shipper / Market Operator emails GE01_1 and GE01_2 Proforma to: <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>	Shipper / Market Operator
15.	Send ANS requesting Nominations / Re-nominations / OCM (Physical, Locational, Title) and OTC Trades are emailed to National Gas.	Notification provided to Shipper / Market Operators via ANS of requirements for the Shipper / Market Operator to email relevant data directly to National Gas on the appropriate form.	National Gas
16.	Confirm to National Gas that ANS Received  <i>Go to step 14</i>	Shipper / Market Operator receives ANS Message and sends confirmation of receipt via email to National Gas.	Shipper / Market Operator
17.	Confirm receipt of email	National Gas provide notification to each Shipper / Market Operator of email received.	National Gas
18.	National Gas enter Nominations / Re-nominations / OCM (Physical, Locational, Title) and OTC Trades into Gemini/offline system	National Gas enter emailed Nomination / Re-nomination / OCM (Physical, Locational, Title) and OTC Trades data into Gemini/offline system.	National Gas
19.	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 Gas
20.	Send ANS to confirm data entered.	Notification provided to Shipper / Market Operator via ANS of data having been entered into Gemini/offline system.	National Gas
21.	Validate National Gas 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 Gas.	Shipper / Market Operator
22.	Data correct and all trades matched and correct?	Shipper / Market Operator to determine that data entered is correct or not.	Shipper / Market Operator

Process No.	Process	Procedure	Owner
	<p><i>If Yes, process finishes</i>  <i>If No, go to step 23</i></p>		
23.	Email issues to National Gas for resolution.	<p>Shipper / Market Operator emails issues to:  <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a>  for resolution and agreement with the relevant parties.</p>	Shipper / Market Operator
24.	<p>Issues now resolved?</p> <p><i>If yes, process finishes</i>  <i>If no, go to step 23</i></p>	Shipper / Market Operator to determine that data entered is correct or not.	Shipper / Market Operator / National Gas

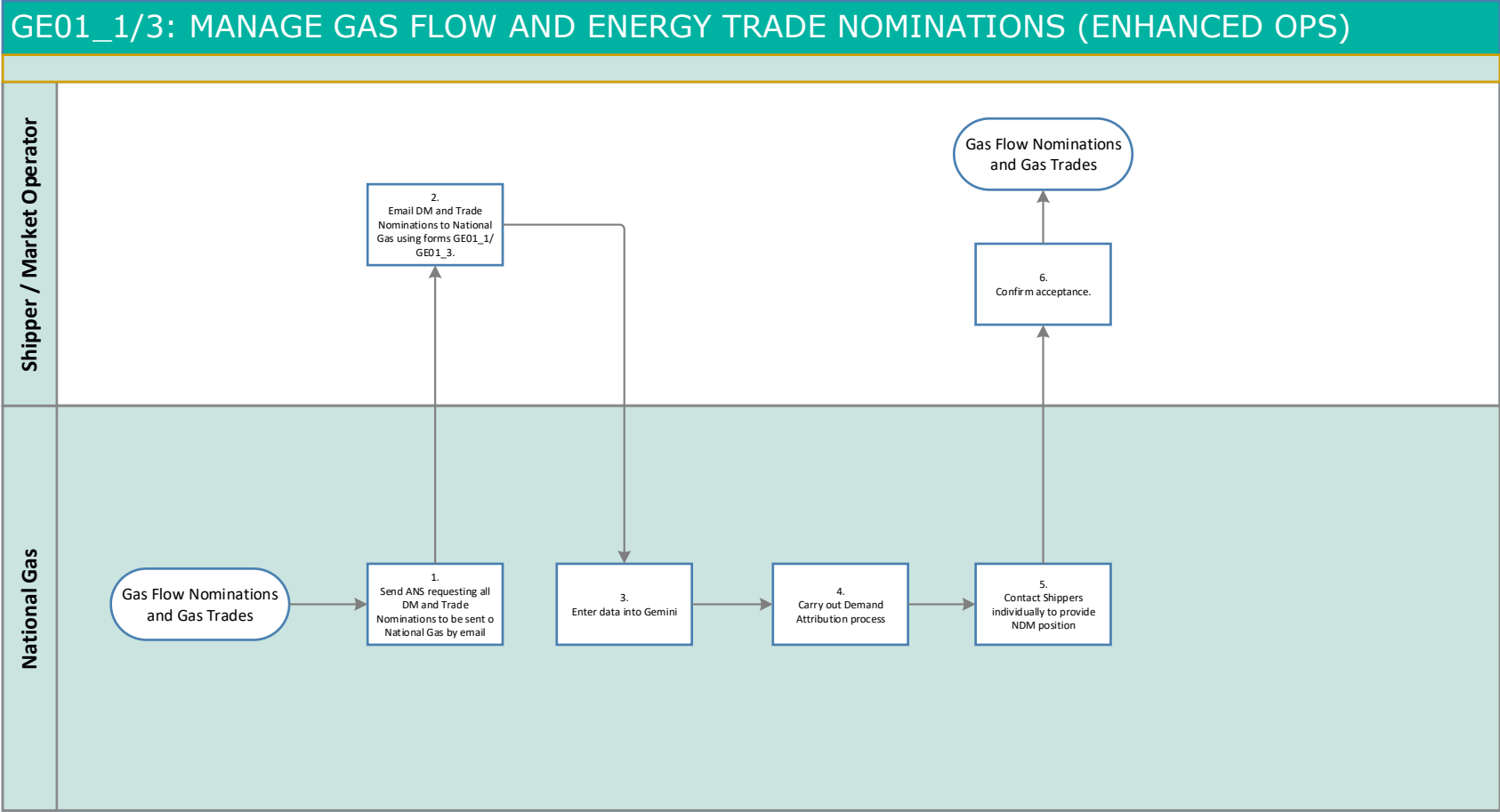
# Flow Chart: Nominations and Trades (GE01\_1, 2, 3, 4)

GE01\_1: Nominations / Trades  
 GE01\_2: Trades Confirmations  
 GE01\_3: DM Nomination Position Within Day  
 GE01\_4: EU nominations and Re-nominations



GE01\_1: Nominations/Trades (Enhanced Operations)

Process No.	Process	Procedure	Owner
1.	Send ANS requesting all DM and trade nominations to be sent to National Gas by email.	Notification provided to Shipper / Market Operators via ANS of requirements for the Shipper / Market Operator to provide to National Gas all DM and trade nominations via email to enable National Gas to enter these directly into Gemini.	National Gas
2.	Email DM and trade nominations to National Gas using forms GE01_1 / GE01_3.	Shipper / Market Operator provide nominations to National Gas via email using form GE01_1 / GE01_3	Shipper / Market Operator
3	Enter Data into Gemini.	National Gas enters Shipper DM nominations into Gemini/offline system.	National Gas
4.	Carry out Demand Attribution process.	National Gas runs demand attribution process to assess Shipper NDM positions.	National Gas
5.	Contact Shippers individually to provide NDM position.	National Gas contacts each Shipper individually via email providing their NDM position.	National Gas
6.	Confirm acceptance.	Shipper / Market Operator reviews NDM position and confirms acceptance.	Shipper / Market Operator



## General

### GCCD\_1 Shipper Contact Details

Process No.	Process	Procedure	Owner
1.	Contingency Operations in place.		
2.	Issue message via ANS / Website confirming contingency procedure is in operation	Inform Shippers / Market Operators of the procedure that will be followed.	National Gas
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.	Supply contact details to National Gas using proforma GCCD_1	Send proforma GCCD_1 via email to National Gas at <a href="mailto:geminicontingency@nationalgas.com">geminicontingency@nationalgas.com</a> stating your name, contact phone number, Gemini Shipper name and Gemini 3 letter Business Associate (Shipper) code.	Shipper / Market Operator
5.	Receive contact details	Details should be as above.	National Gas
6.	Use details on the form if there is a requirement to contact the Shipper / Market Operator.	Contact the Shipper / Market operator if required.	National Gas
7.	Is normal Gemini service reinstated?	Yes / No	National Gas
8.	Send message via ANS / Website notifying a return to normal Capacity operation	National Gas notify Shippers / Market Operators of the details of a return to normal Capacity operations via ANS message and the NG Website	National Gas
9.	Determine Gemini restoration via ANS message / National Gas Website	ANS message received by Shippers / Market Operators confirming details of a return to normal Capacity operations.	Shipper / Market Operator

Flow Chart: GCCD\_1 Shipper Contact Details

