

SEM Agreed Procedure

Title	Agreed Procedure 3: Communication Channel Qualification
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DOCUMENT HISTORY

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1.1	11/10/06	Kim McClenaghan	Updated with Participant feedback
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2.2	16/03/07	Regulatory Authorities	Updated with comments from review of Terminology across all APs and TSC
2.2a	23/03/07	Regulatory Authorities	Updated with consistency check comments against System Baseline Code

RELATED DOCUMENTS

DOCUMENT TITLE	VERSION	DATE	BY
Trading and Settlement Code (the Code)	V1.2a	09/03/07	Regulatory Authorities
Agreed Procedure 1 "Participant and Unit Registration and Deregistration"	V2.0		
Agreed Procedure 5 "Data Storage and IT Security"	V2.0		
Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"	V2.0		

1. INTRODUCTION

1.1. BACKGROUND AND PURPOSE

This Agreed Procedure describes the specific procedures for the qualification, setup and maintenance of Type 2 Channels and Type 3 Channels, and with which Parties to the Trading and Settlement Code (the Code) must comply.

1.2. SCOPE OF AGREED PROCEDURE

This Agreed Procedure is a definition of procedural steps to be followed by the Market Operator and Participants. It forms an annexe to, and is governed by, the Trading and Settlement Code. This document is a statement of process and procedure. Parties' rights and obligations are set out in the Code.

1.3. DEFINITIONS

Save as expressly defined, words and expressions defined in the Code shall have the same meanings when used in this Agreed Procedure.

References to particular sections relate internally to this Agreed Procedure unless specifically noted.

1.4. COMPLIANCE WITH AGREED PROCEDURE

Compliance with this Agreed Procedure is required under the terms of the Code as set out in paragraph 1.10.

2. DESCRIPTIVE OVERVIEW

These processes detail how a Participant gains access to the Market Operator Isolated Market System through either the Type 2 Channel or the Type 3 Channel. The steps required to maintain this access are also detailed. To qualify for a particular Communication Channel the following sequence of events need to occur:

1. Obtain a Digital Certificate for the test environment.
2. Perform a series of data transfer tests using the desired Communication Channel(s).
3. Obtain a Digital Certificate for the production environment.
4. Gain limited access to the production environment and set-up Participant Users and Default Data.
5. Gain full access to the production Market Operator Isolated Market System.

Type 1 Channel communication is a manual communication option for Data Transactions during the initial registration phase and generally consists of paper based and fax communication. These Data Transactions are described in Agreed Procedure 1 "Participant and Unit Registration and Deregistration.

2.1. REGISTRATION FOR COMMUNICATION CHANNEL

This process applies to Participants wishing to access the Market Operator Isolated Market System through Type 2 Channels and Type 3 Channels only.

1. The Participant submits their registration details in hard copy (refer to Agreed Procedure 1 "Participant and Unit Registration and Deregistration" for more detail).
2. The application will include a reference to the required Communication Channels per Unit (Type 2 Channel, Type 3 Channel or both). Test and production users are to be associated with each Communication Channel and Unit.
3. The Market Operator validates the application. If the Participant User does not already have appropriate Digital Certificates then the following steps must take place.
4. The Market Operator informs the Certificate Authority that the Participant User has been authorised to receive a Digital Certificate.
5. The Market Operator issues an email to the Participant User indicating authorisation to collect a Digital Certificate and provides the Participant User with a link to the Certificate Authority's enrolment webpage (hosted on the www.allislandmarket.com website).
6. The Participant User navigates to the link and enters the required information.
7. The Certificate Authority checks that the Participant User is authorised and once validated issues a PIN and URL via email to the Participant User.
8. Using the URL and PIN the Participant User connects to the Certificate Authority website, and downloads and installs the Digital Certificate.

The following process relates to obtaining Digital Certificates for additional Participant Users post Communication Channel Qualification of the first Participant User.

1. The Participant User is created with the appropriate attributes using the Market Operator's Isolated Market System.
2. The Participant notifies the Market Operator that a Digital Certificate is required for a new Participant User.
3. The steps 3 to 7 in the above process are followed.

2.1.1. Guidelines Governing Digital Certificate Use

1. One Digital Certificate is required for each Participant User and is associated with that User's profile. For Type 3 Channel interactions, the Digital Certificate is typically associated with the normally logged on Participant User.
2. A single Digital Certificate can allow the Participant User to access any or all of the Functional Areas as specified when the User was set-up in the Market Operator's Isolated Market System.
3. A Participant User can be associated with any or all of the Units for a single Party, so long as the entity hierarchy (defined in Agreed Procedure 1 "Participant and Unit Registration and Deregistration") is adhered to
4. Digital Certificates are not Communication Channel specific – they may be used for both Type 2 Channels and Type 3 Channels.
5. Digital Certificates are environment specific – i.e. a separate Digital Certificate is required when accessing test and production environments.

2.2. COMMUNICATION CHANNEL TESTING

The following steps apply for both Type 2 Channel and Type 3 Channel testing. Communication Channel testing can only begin when the Participant is in possession of a valid Digital Certificate and has been granted read/write access to the relevant Functional Areas .

1. The Participant connects to the Participant Certification Environment. In the case of a Type 2 Channel this involves accessing a website whereas a Type 3 Channel involves web services interaction. Note that this Participant Certification Environment is a test environment distinct from the Market Operator Isolated Market System.
2. A number of tests must be successfully performed. Where appropriate this may include:
 - Upload/submit bid/offer data
 - Download/request bid/offer data
 - Download a report
 - Update registration details
 - Download a settlement file
3. The Market Operator evaluates all the transaction results.
4. The Participant is notified by fax that testing is complete and is informed either that additional tests are required or that Communication Channel Qualification has been granted for specified Communication Channels.

2.2.1. Guidelines Governing Communication Channel Testing

1. It is envisaged that this process will only be conducted once per Unit per Communication Channel. If a Participant User is added at a later date Communication Channel testing will not be repeated.

2. Testing is Communication Channel specific. Separate tests are required for each Communication Channel.
3. Communication Channel Qualification can be suspended by the Market Operator (details in 3.5)

2.3. ACCESSING THE MARKET OPERATOR ISOLATED MARKET SYSTEM

The Trading and Settlement Code outlines the requirement that Participants setup valid Default Data for each Unit before Communication Channel Qualification is permitted. For these Units it is therefore necessary to have Default Data prior to commencing trading.

In order to obtain full access to the Market Operator Isolated Market System the following steps must be followed:

- The Market Operator verifies that Communication Channel testing has been completed successfully.
- The Market Operator verifies that the Participant has demonstrated compliance through self certification with the IT security guidelines outlined in Agreed Procedure 5 "Data Storage and IT Security" sections 3.2 and 3.3.
- The Market Operator validates that all registration requirements as per Agreed Procedure 1 "Participant and Unit Registration and Deregistration" have been met, including entering valid Default Data (where required) and registering Participant users for the all relevant Communication Channels and Functional Areas.
- The Market Operator sets the Communication Channel Qualification flag allowing access to the Market Operator Isolated Market System. Once the Market Operator is satisfied with the above the Participant is notified by fax that they will be granted access to the Market Operator Isolated Market System.

2.4. MAINTAINING A COMMUNICATION CHANNEL

2.4.1. IT Security Requirements

Parties shall ensure that interfaces to their Type 2 Channels and Type 3 Channels comply with the IT security requirements set out in Agreed Procedure 5 "Data Storage and IT Security". Any significant deviation from these requirements could effect a Communication Channel suspension in accordance with section 2.5 of this Agreed Procedure.

2.4.2. Maintaining a Type 2 Channel

In order to maintain a Type 2 Channel the following are required for each Unit:

- There must be a valid Participant User per Functional Area, with read/write access.
- A valid Digital Certificate is required per Participant User.
- Adequate internet access is required per Participant User.

- Each Participant User is to access the production Market Operator Isolated Market System using their assigned Digital Certificate.
- Participants are required to notify the Market Operator, via the Help Desk, of transaction malfunction issues due to Communication Channel failure.

A Participant that has qualified for Type 2 Channel communications is obliged to remain qualified for the duration of its participation in the Pool unless the Party of the Participant seeks to change its designated Communication Channel to a Type 3 Channel.

2.4.3. Maintaining a Type 3 Channel

In order to maintain a Type 3 Channel the following are required for each Unit:

- There must be a valid Participant User per Functional Area, with read/write access.
- A valid Digital Certificate is required per Participant user.
- Adequate internet access is required.
- Participants are to notify the Market Operator, via the Help Desk, of transaction malfunction issues due to Communication Channel failure.
- Participants are to monitor their operations to ensure that required submissions are made, and error messages are acted upon in an appropriate and timely manner.

A Participant that has qualified for Type 3 Channel communications is obliged to remain qualified for the duration of its participation in the Pool unless the Party of the Participant seeks to change its designated Communication Channel to a Type 2 Channel.

2.4.4. Changing Communication Channel

A Party may change its designated Communication Channel for any of its Participants provided that it continues to designate at least a Type 2 Channel or a Type 3 Channel for each of its Participants. A change from one Communication Channel to another shall be effected by a written request by the Party that includes the following information:

- Participant Id
- Current Communication Channel Qualification status
- Proposed Communication Channel Qualification status
- Date of proposed change
- Reason for change

The Market Operator shall consider the request and shall provide a written response as soon as is reasonably possible. The Party shall not effect any change until a response is received from the Market Operator allowing the change to proceed and following any Communication Channel Qualification that may be necessary. The response from the Market Operator shall include the following:

- If allowed, the date from which the change may be effected subject to Communication Channel Qualification being in place
- If not allowed, the reason for the decision

2.5. COMMUNICATION CHANNEL SUSPENSION

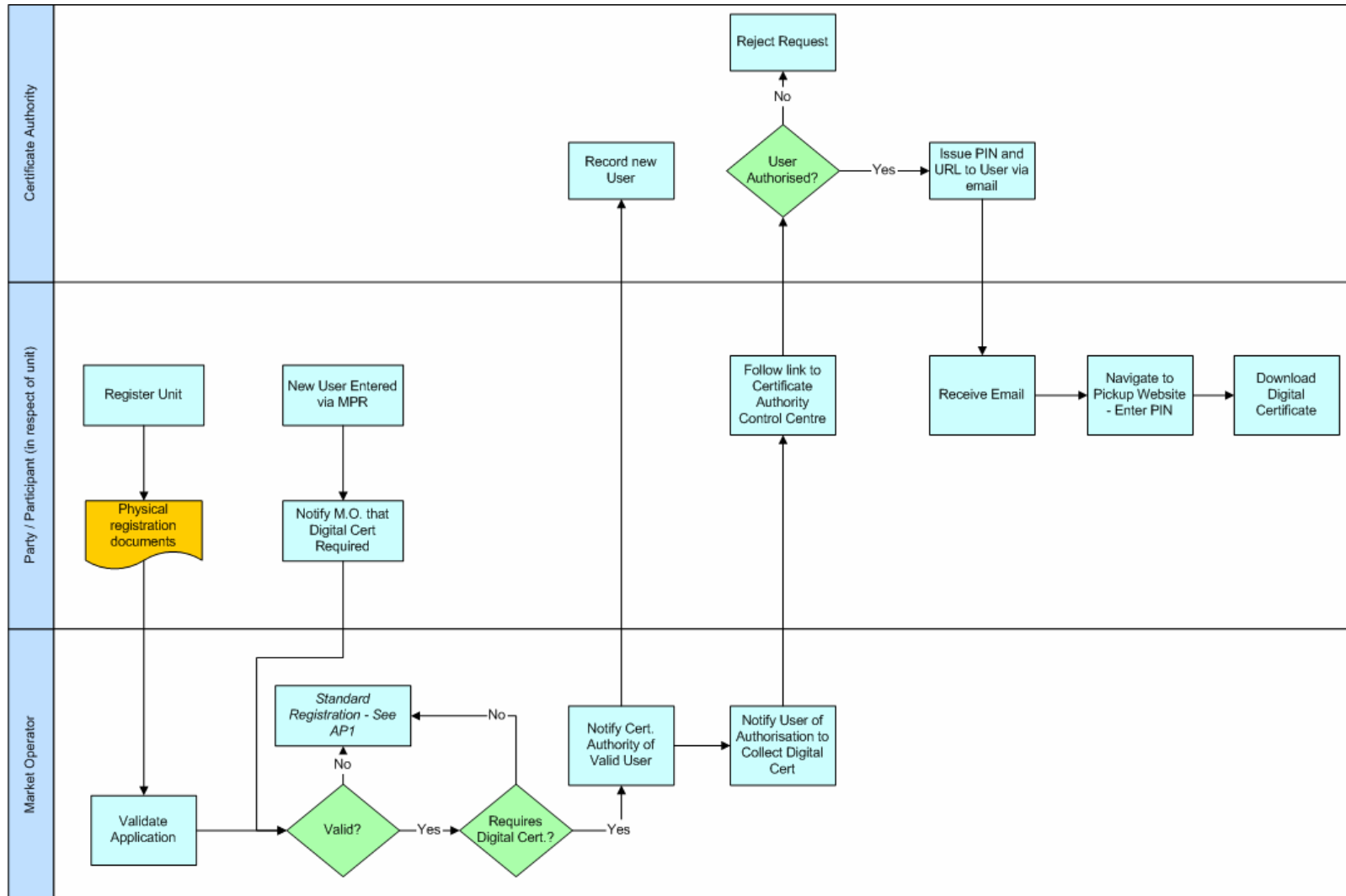
A Participant may be suspended from using either a Type 2 Channel or Type 3 Channel. This will be a temporary measure reversed when the Market Operator is satisfied that appropriate action has been taken towards re-qualification. The following may lead to Communication Channel suspension:

- The Participant may request for a particular Communication Channel to be temporarily suspended. This could arise when the Participant becomes aware of a security breach.
- The Participant does not have valid users with the appropriate access rights to operate in the Single Electricity Market.
- The Participant is deemed to be non compliant with the required IT standards as specified in Agreed Procedure 5 "Data Storage and IT Security" and this could affect the security/performance of the Market Operator's Isolated Market Systems.
- The Market Operator has reasonable evidence of an IT security breach in the Participants Isolated Market Systems and this could affect the security/performance of the Market Operator's Isolated Market Systems.

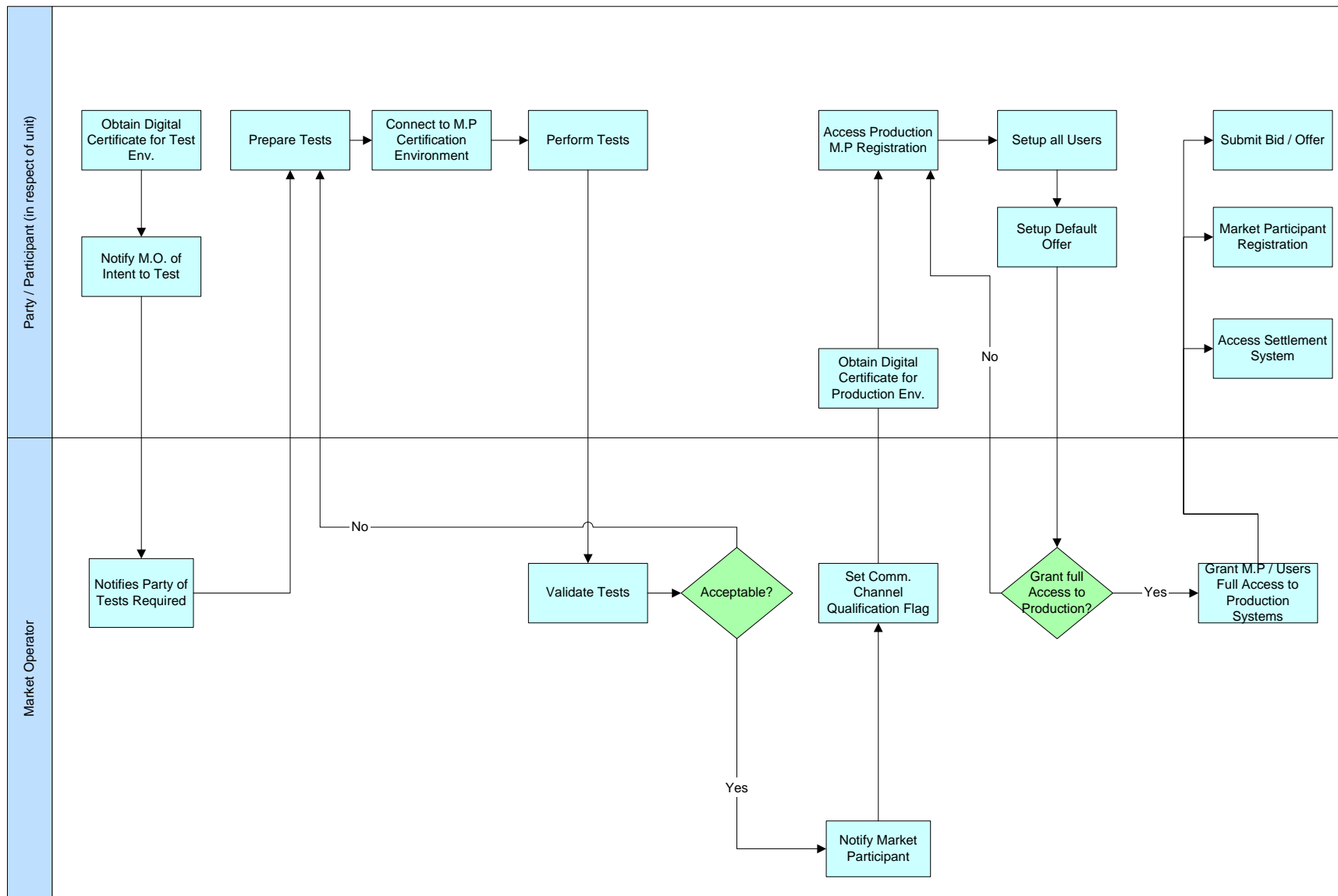
Where the Market Operator has suspended a Communication Channel for a particular Participant the Participant will be immediately notified by fax and provided with the reason(s) for the suspension. Steps shall be taken with the Participant to resolve the issue. Due to the time restrictions involved it is not possible to make the suspension dependent on an appeals process. Any disagreement with a temporary suspension must be dealt with through the Dispute process under Agreed Procedure 14 "Disputes".

3. PROCEDURE DEFINITION

3.1.1. Obtaining a Digital Certificate (Figure 1)



3.1.2. Communication Channel Qualification (Figure 2)



4. APPENDIX 1 – DEFINITIONS AND ABBREVIATIONS

4.1. DEFINITIONS

Certificate Authority	As defined in Agreed Procedure 5 "Data Storage and IT Security"
Code	As defined in the Code
Communication Channel	As defined in the Code
Communication Channel Qualification	The process by which a Participant gains access to the Market Operator Isolated Market System through either the Type 2 Channel or the Type 3 Channel
Default Data	As defined in the Code
Digital Certificate	As defined in Agreed Procedure 5 "Data Storage and IT Security"
Dispute	As defined in the Code
Functional Area	As defined in Agreed Procedure 1 "Participant and Unit Registration and Deregistration"
Help Desk	As defined in Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"
Isolated Market System	As defined in the Code
Market Operator	As defined in the Code
Participant	As defined in the Code
Participant Certification Environment	This is a test environment which allows the Participant to test their ability to interact with Market Operator Isolated Market System functionality.
Party	As defined in the Code
Regulatory Authorities	As defined in the Code
Settlement	As defined in the Code
Single Electricity Market	As defined in the Code
Type 2 Channel	As defined in the Code
Type 3 Channel	As defined in the Code

Unit	As defined in the Code
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4.2. ABBREVIATIONS

SEM	Single Electricity Market
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