

SEM Agreed Procedure

Title	Agreed Procedure 7: Emergency Communications
Version	2.2
Date	28th March 2007

TABLE OF CONTENTS

1. INTRODUCTION	4
1.1. BACKGROUND AND PURPOSE	4
1.2. SCOPE OF AGREED PROCEDURE	4
1.3. DEFINITIONS	4
1.4. COMPLIANCE WITH AGREED PROCEDURE	4
2. DESCRIPTIVE OVERVIEW	5
2.1. EMERGENCY COMMUNICATIONS.....	5
2.2. ALTERNATIVE FORMS OF COMMUNICATION	5
3. PROCEDURE DEFINITION.....	7
3.1. GENERAL SYSTEM FAILURE	7
3.2. GENERAL COMMUNICATION FAILURE.....	7
3.3. LIMITED COMMUNICATION FAILURE	7
4. SWIMLANE DIAGRAMS	9
5. PROCEDURAL STEPS.....	11
5.1. GENERAL SYSTEM FAILURE	11
5.2. GENERAL COMMUNICATION FAILURE.....	14
5.3. LIMITED COMMUNICATION FAILURE	16
6. APPENDIX 1 – DEFINITIONS AND ABBREVIATIONS	19
6.1. DEFINITIONS	19
6.2. ABBREVIATIONS.....	20
7. APPENDIX 2 – FORMS	21
7.1. TRANSACTION NOTIFICATION TABLE.....	22
7.2. EMERGENCY COMMUNICATION FORM	31
7.3. LIMITED COMMUNICATION FAILURE FORM	32

DOCUMENT HISTORY

VERSION	DATE	AUTHOR	COMMENT
2.0	03/11/2006	SEM Implementation Team	Issue to Regulatory Authorities
2.1	22/02/2007	Regulatory Authorities	Updated with comments from review of Terminology across all APs and Code
2.2	28/03/2007	Regulatory Authorities	Updated for consistency and governance

RELATED DOCUMENTS

DOCUMENT TITLE	VERSION	DATE	BY
Trading and Settlement Code	V1.2A	31 st Jan 2007	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		
Agreed Procedure 12 "Modifications Committee Operation"	V2.0		

1. INTRODUCTION

1.1. BACKGROUND AND PURPOSE

This Agreed Procedure describes the specific procedures and directives for Emergency Communications with which Parties to the Trading and Settlement Code (the “Code”) must comply.

1.2. SCOPE OF AGREED PROCEDURE

This Agreed Procedure defines the process requirements for communication of data required for Settlement outside of normal operation of the IT systems.

All allowable forms of non-standard communication listed in order of preference that may be necessary in the event of a General Communication Failure, a General System Failure or a Limited Communication Failure are detailed in the procedure

The procedure also includes the process to be followed by the Market Operator in notifying the market that a General Communication Failure or a General System Failure is in effect, the responsibilities of Participants when this state is declared and updates issued by the Market Operator during the emergency situation.

This Agreed Procedure forms an annexe to, and is governed by, the 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 as set out in paragraph 1.10 of the Code.

2. DESCRIPTIVE OVERVIEW

2.1. EMERGENCY COMMUNICATIONS

There are three possible declared states that indicate communications may be conducted outside of normal operating conditions.

A General System Failure is a declared state made by the Market Operator that the Market Operator's Isolated Market System is not functional preventing the processing of data leading to a failure in the required timescales of (i) the calculation and publication of SMP; or (ii) the Settlement of any Unit for a Billing Period; or (iii) calculation or publication of Capacity Payments or issuance of Settlement Statement for Capacity Payments or Charges. (See the Code for a full definition)

A General Communication Failure is a declared state made by the Market Operator that all computer related Communication Channels are unavailable save the System Operators or the Meter Data Providers. (See the Code for a full definition)

A Limited Communication Failure is a declared state made by a Participant that they are unable to submit Data Transactions in electronic form due to a failure of the relevant Communication Channel. (See the Code for a full definition)

In the event of a General System Failure or a General Communication Failure, submission of Market Operator System Data Transactions (Appendix D of the Code) and Meter Data Transactions (Appendix G of the Code) will be extended to within 2 Working Days of the specified submission deadline for that Data Transaction. All other Data Transactions will be required to be submitted in their normal timelines using alternative forms of communication, if applicable, unless the Market Operator notifies Parties that, due to the communication failure, certain Data Transaction submissions required for Settlement are given an Emergency Transaction Timeline.

2.2. ALTERNATIVE FORMS OF COMMUNICATION

In the event of a communication failure alternatives to the normal method of communication will be employed for the submission of Data Transactions. The three Communication Channels available are:

- Type 1 Channel, which refers to post or fax;
- Type 2 Channel, which refers to a Party's manual operation of a computer interfacing with the Market Operator's Isolated Market System, and;
- Type 3 Channel, which refers to a Party's automated computer application interfacing with the Market Operator's Isolated Market System.

Generally the preferred alternative method of communication will cascade from the most automatic to the most manual. However, in the event that the web server is interrupted it is clearly possible that both Type 3 Channel and Type 2 Channel will not be available for communication.

In the event of issues with CMS Data Transactions, a Participant may also contact the Market Operator helpdesk as defined in Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support".

2.2.1. Transaction Notification Form

The Transaction Notification Form in APPENDIX 2 – FORMS is a table that lists each Data Transaction, its preferred method of communication, whether it is a vital Data Transaction and the Emergency Transaction Timeline following notification of a General System Failure, a General Communication Failure or a Limited Communication Failure. In the event of a communication failure the Market Operator, in the case of a General System Failure or a General Communication Failure or the impacted Party, in the case of a Limited Communication Failure will issue the form to confirm the method of communication that will be followed for each Data Transaction during that event. If there is any change to the timeline of Data Transactions following a General Communication Failure or a General System Failure the "Emergency Transaction Timeline" section of the form will be updated by the Market Operator.

2.2.2. Notification Communication

In the event of a General System Failure or a General Communication Failure the Market Operator must communicate the notice of the failure immediately they become aware of such an emergency. The preferred communication method would be fax. Where fax is not available the communication will be by telephone. Notification of the failure and notification of return to normal communication will require acknowledgement. Where the notification is by fax, any acknowledgements not received will require a follow up telephone call by the Market Operator informing the Party of the failure. The Market Operator will also publish the information on the Corporate Website and Market Website as soon as possible.

3. PROCEDURE DEFINITION

3.1. GENERAL SYSTEM FAILURE

3.1.1. Overview

“General System Failure” is a situation where the Market Operator’s Isolated Market System can no longer process market data under normal operation and has missed a deadline for calculation and Issue of market prices and costs for the Trading Day, Settlement of Supplier Unit energy volumes for that Billing Period, or calculation of Capacity Payments for that Capacity Period.

In the event of a deadline under a General System Failure is missed or in the opinion of the Market Operator is expected to be missed, the Market Operator will notify Parties of the situation immediately. The Market Operator will inform Parties whether or not Administered Settlement is expected to be implemented and notify them of Communication Channel alternatives in the same manner as if a General Communication Failure has occurred.

Following notification of a General System Failure the Market Operator will provide regular (i.e. not less than daily) status updates to each Party of the General System Failure. Each status update will include the original notification and will provide each Party of an estimate of the restoration time and when the Market Operator’s Isolated Market System will be available again. Restoration time will be categorised in one of five bands namely; less than 1 hour, 1-4 hours, 4-12 hours, 0.5-2 days, greater than 2 days. Should the restoration category change then a further notification will be made by the Market Operator.

3.2. GENERAL COMMUNICATION FAILURE

3.2.1. Overview

A “General Communication Failure” is a situation where the Market Operator’s Isolated Market System is operational but the normal communication interfaces between all Parties, (other than the System Operators or the Meter Data Providers) and the Market Operator are unavailable, leading to a failure of all such Parties to comply with the data submission requirements.

In the event of a General Communication Failure the Market Operator will notify each impacted Party, of the General Communication Failure and issue instructions to each impacted Party how each Data Transaction should be communicated to the Market Operator. Additionally, the Market Operator will highlight those Data Transactions that are vital for Settlement and detail the allowed timeline for each of these Data Transactions (the “Emergency Transaction Timeline”) including those Data Transactions that are not afforded any change in timeline.

Where the failure also prevents the Market Operator receiving Data Transactions from the System Operators and Meter Data Providers, the Market Operator will also notify the System Operator and Meter Data Provider that submissions of Market Operator System Data Transactions and Meter Data Transactions will need to be submitted within 2 Working Days of the specified submission deadline.

Following notification of a General Communication Failure the Market Operator will provide regular (i.e. not less than daily) status updates to each Party of the General Communication Failure. Each status update will include the original notification and will provide each Party of an estimate, if known, of when normal communication with the Market Operator’s Isolated Market System will be available again. Whenever the Market Operator receives information that significantly (in the opinion of the Market Operator) changes the expected time when normal communication will be restored, the Market Operator shall issue a status update.

3.3. LIMITED COMMUNICATION FAILURE

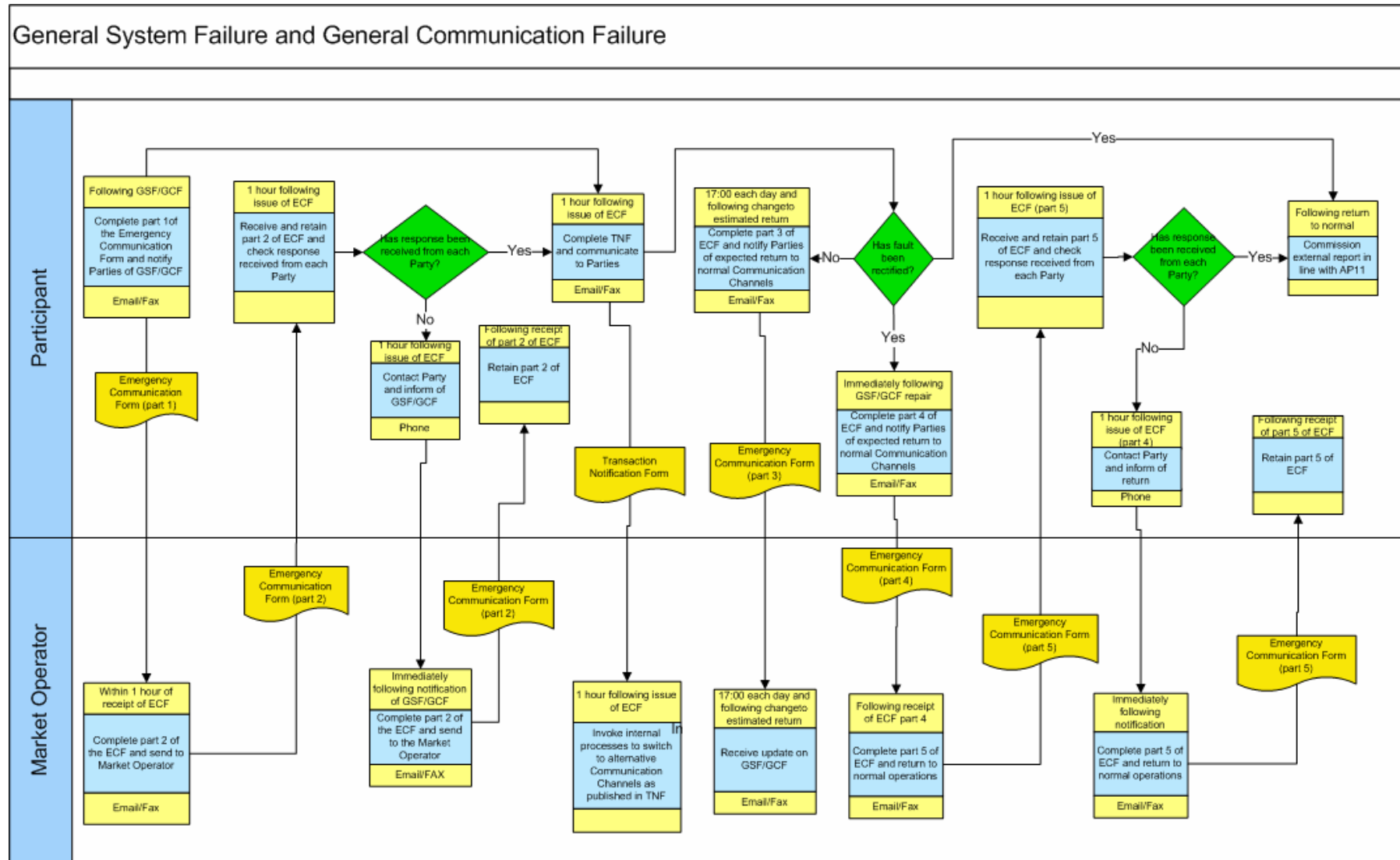
3.3.1. Overview

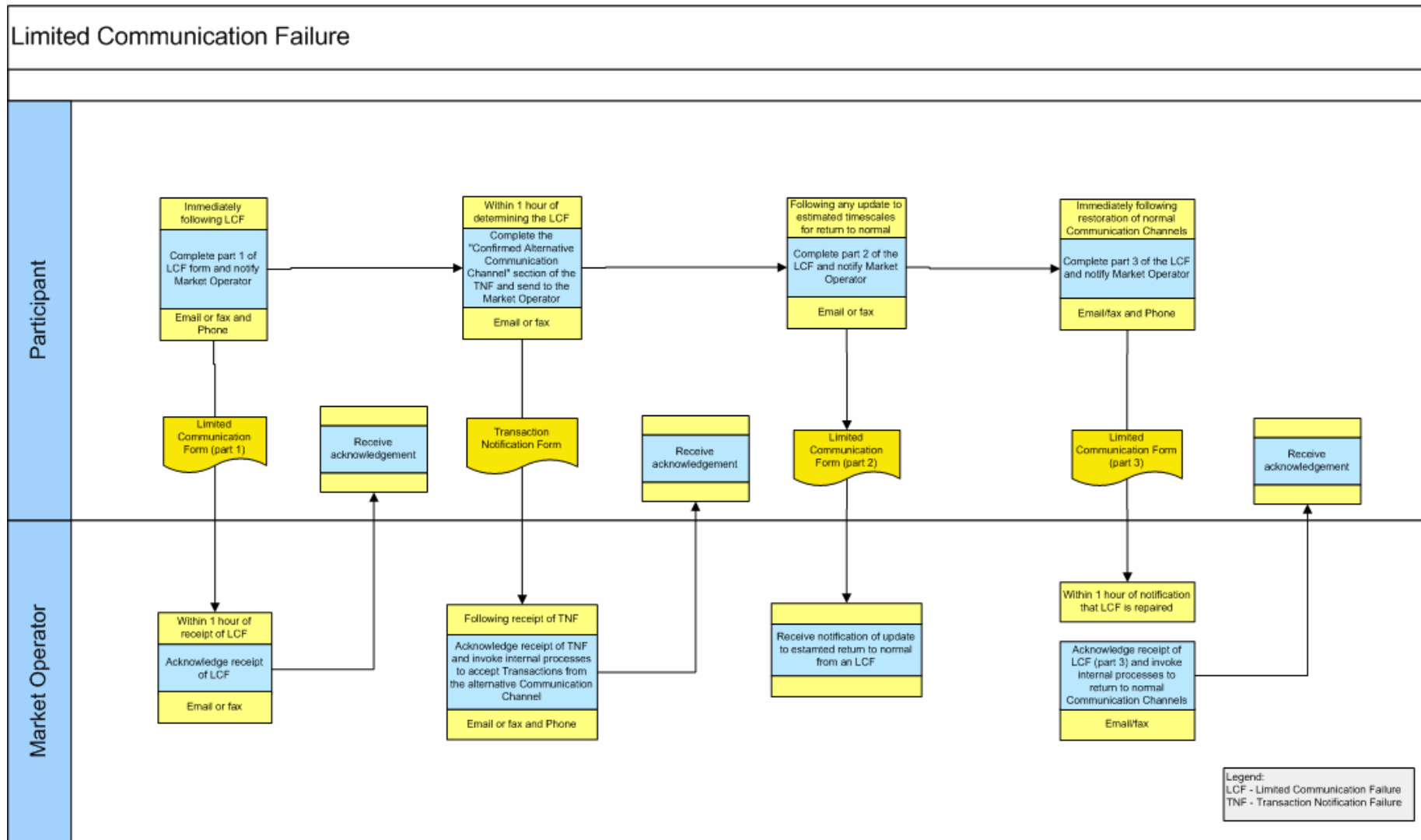
A “Limited Communication Failure” is a situation where one or more Parties, but not all Parties and none of those Parties being the Market Operator, a System Operator or Meter Data Provider, fail to comply with the data submission requirements because of a technical, communication or IT systems error outside of their Isolated Market System.

All Parties are required under Agreed Procedure 5 “Data Storage and IT Security” to maintain a redundant and fault-tolerant network configuration of sufficient capacity to meet their peak communication needs. Whenever there is a Limited Communication Failure the impacted Party should initially attempt to rectify the problem or utilise other facilities to enable it to use its normal Communication Channels.

In the event that a Party is unable to re-establish its normal Communication Channel and the Party incurs a Limited Communication Failure the Party affected will notify the Market Operator that they have communication problems and will operate their alternative Communication Channel process for the specified Data Transactions. The impacted Party will provide regular (i.e. not less than daily) status updates to the Market Operator of progress in their attempts to restore their normal Communication Channel.

4. SWIMLANE DIAGRAMS





5. PROCEDURAL STEPS

5.1. GENERAL SYSTEM FAILURE

#	Procedural Step	Timing	Method	By / From	To	Linkage
1	Attempt restoration of the Market Operator's Isolated Market System to the timelines and standards under Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"	Immediately following determination of a General System Failure	-	Market Operator		Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"
2	<p>Complete part 1 of the Emergency Communication Form and notify parties of the General System Failure and list which of the following deadlines have been missed or are about to be missed:</p> <ul style="list-style-type: none"> • Calculation and Issue of market prices and costs for the Trading Day; • Settlement of Supplier Unit energy volumes for that Billing Period; • Calculation of Capacity Payments for that Capacity Period. <p>Inform Parties whether or not Administered Settlement has been invoked.</p> <p>Proceed from Step 3 and Step 6</p>	Immediately following the missing of one of the deadlines.	Email /Fax	Market Operator	All Parties	
3	Acknowledge receipt of notification of the General System Failure using part 2 of the Emergency Communications Form	Within 1 hour of notification of the General System Failure	Email /Fax	All impacted Parties	Market Operator	

#	Procedural Step	Timing	Method	By / From	To	Linkage
4	Receive acknowledgements from Parties. Identify missing acknowledgements and contact Parties by telephone that have not sent an acknowledgement and inform them of the General System Failure.	1 hour following sending of Emergency Communication Form	Telephone	Market Operator	All Parties who have not acknowledged	
5	Acknowledge receipt of notification of General Communication Failure using Part 2 of the Emergency Communication Form	Immediately following telephone call notification of General System Failure	Email /Fax	All impacted Parties	Market Operator	
6	Complete the “Confirmed Alternative Communication Channel” and, if necessary, update the “Emergency Transaction Timeline” sections of the Transaction Notification Form and communicate to Parties using the notification communication method Proceed from Step 7 and Step 8.	Within 1 hour of determination of General System Failure	Email /Fax	Market Operator	All impacted Parties	
7	Receive Transaction Notification Form and invoke internal procedures to switch to alternative communication methods	Immediately following receipt of Transaction Notification Form	-	All impacted Parties		
8	Notify all impacted Parties of best estimate of when the Market Operator Isolated Market System will become available using part 3 of the Emergency Communication Form.	Following change to best estimate of recovery or at 17:00 hours each day	Email /Fax	Market Operator	All impacted Parties	

#	Procedural Step	Timing	Method	By / From	To	Linkage
9	Notify all impacted Parties of restoration of the Market Operator's Isolated Market System using Part 4 of the Emergency Communication Form and revoke the Transaction Notification Form. Communicate with Parties using the notification communication method Proceed from Step 10 and Step 13	Immediately following restoration of the Market Operator's Isolated Market System	Email /Fax	Market Operator	All impacted Parties	
10	Acknowledge receipt of notification of return to normal Communication Channels using Part 5 of the Emergency Communication Form	Within 1 hour of receipt of notification of restoration of the Market Operator's Isolated Market System	Email /Fax	All impacted Parties	Market Operator	
11	Receive acknowledgements from Parties. Identify missing acknowledgements and contact Parties by telephone that have not sent an acknowledgement and inform them of the restoration of the Market Operator's Isolated Market System	1 hour following sending of Emergency Communication Form	Telephone	Market Operator	All impacted Parties	
12	Acknowledge receipt of notification of return to normal Communication Channels using Part 5 of the Emergency Communication Form	Immediately following telephone call notification of restoration of the Market Operator's Isolated Market System	Email /Fax	All impacted Parties	Market Operator	

#	Procedural Step	Timing	Method	By / From	To	Linkage
13	Commission an externally audited report in line with Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”	Within 1 week of restoration of Communication Channels	-	Market Operator		Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”

5.2. GENERAL COMMUNICATION FAILURE

#	Procedural Step	Timing	Method	By / From	To	Linkage
1	Complete part 1 of the Emergency Communication Form and notify Parties of the General Communication Failure using the notification communication method Proceed from Step 2 and Step 5	Immediately following determination of a GCF	Email /Fax	Market Operator	All impacted Parties	
2	Acknowledge receipt of notification of General Communication Failure using Part 2 of the Emergency Communication Form	Within 1 hour of receipt of Emergency Communication Form	Email /Fax	All impacted Parties	Market Operator	
3	Receive acknowledgements from Parties. Identify missing acknowledgements and contact Parties by telephone that have not sent an acknowledgement and inform them of the GCF.	1 hour following sending of Emergency Communication Form	Telephone	Market Operator	All impacted Parties	
4	Acknowledge receipt of notification of General Communication Failure using Part 2 of the Emergency Communication Form	Immediately following telephone call notification of GCF	Email /Fax	All impacted Parties	Market Operator	

#	Procedural Step	Timing	Method	By / From	To	Linkage
5	Complete the “Confirmed Alternative Communication Channel” and, if necessary, update the “Emergency Transaction Timeline” sections of the Transaction Notification Form and communicate to Parties using the notification communication method Proceed from Step 6 and Step 7	Within 1 hour of determination of GCF	Email /Fax	Market Operator	All impacted Parties	
6	Receive Transaction Notification Form and invoke internal procedures to switch to alternative communication methods	Immediately following receipt of Transaction Notification Form	-	All impacted Parties		
7	Notify all impacted Parties of best estimate of when the Market Operator Isolated Market System will be available via the normal Communication Channels using part 3 of the Emergency Communication Form.	Following change to best estimate of recovery or at 17:00 hours each day	Email /Fax	Market Operator	All impacted Parties	
8	Notify all impacted Parties of restoration of Communication Channels using Part 4 of the Emergency Communication Form and revoke the Transaction Notification Form. Communicate with Parties using the method as set out in section 3.3.1 Notification Communication. Proceed from Step 9 and Step 12	Immediately following restoration of Communication Channels	Email /Fax	Market Operator	All impacted Parties	
9	Acknowledge receipt of notification of return to normal Communication Channels using Part 5 of the Emergency Communication Form	Within 1 hour of receipt of notification of restoration of normal Communication Channels	Email /Fax	All impacted Parties	Market Operator	

#	Procedural Step	Timing	Method	By / From	To	Linkage
10	Receive acknowledgements from Parties. Identify missing acknowledgements and contact Parties by telephone that have not sent an acknowledgement and inform them of the restoration of normal Communication Channels	1 hour following sending of Emergency Communication Form	Telephone	Market Operator	All impacted Parties	
11	Acknowledge receipt of notification of return to normal Communication Channels using Part 5 of the Emergency Communication Form	Immediately following telephone call notification of restoration of normal Communication Channels	Email /Fax	All impacted Parties	Market Operator	
12	Commission an externally audited report in line with Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”	Within 1 week of restoration of Communication Channels	-	Market Operator		Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”

5.3. LIMITED COMMUNICATION FAILURE

#	Procedural Step	Timing	Auto/Manual	By / From	To	Linkage
1	Complete Part 1 of the Limited Communication Failure Form and email or fax the form to the Market Operator. Additionally, contact the Market Operator by telephone to inform that there is a Limited Communication Failure and that alternative Communication Channels are being enacted. Proceed from Step 2 and Step 3	Immediately following the Limited Communication Failure becomes apparent	Email /Fax	Impacted Party	Market Operator	

#	Procedural Step	Timing	Auto/Manual	By / From	To	Linkage
2	Acknowledge receipt of Limited Communication Failure Form	Within 1 hour of receipt	Email /Fax	Market Operator	Impacted Party	
3	Complete the “Confirmed Alternative Communication Channel” section of the Transaction Notification Form and send to the Market Operator to confirm the Communication Channels to be used for each of the Data Transactions Proceed to Step 4 and Step 5	Within 1 hour of notifying Market Operator of the Limited Communication Failure	Email /Fax	Impacted Party	Market Operator	
4	Acknowledge receipt of Transaction Notification Form	Within 1 hour of receipt	Email /Fax	Market Operator	Impacted Party	
5	Invoke internal processes to accept Data Transactions from the alternative Communication Channel as notified on the Transaction Notification Form	Following receipt of the Transaction Notification Form	-	Market Operator		
6	If there is any change to the estimated timescales for the disruption to normal operation complete part 2 of the Limited Communication Failure Form to the Market Operator.	Immediately following any change to the previous estimate given for expected return to normal operation	Email /Fax	Impacted Party	Market Operator	
7	On restoration of normal Communication Channels complete part 3 of the Limited Communication Failure Form and send to the Market Operator by email or fax. Additionally, notify the Market Operator by telephone that normal Communication Channels have been restored.	Immediately following restoration of normal Communication Channels	Email /Fax	Impacted Party	Market Operator	
8	Acknowledge receipt of Limited Communication Failure Form – restoration to normal	Within 1 hour of receipt	Email /Fax	Market Operator	Impacted Party	

#	Procedural Step	Timing	Auto/Manual	By / From	To	Linkage
9	Invoke internal processes to revert back to normal Communication Channels for this Party	On receipt of fax confirmation of the return to normal Communication Channels	-	Market Operator		

6. APPENDIX 1 – DEFINITIONS AND ABBREVIATIONS

6.1. DEFINITIONS

Administered Settlement	As defined in the Code
Affected Party	As defined in the Code
Agreed Procedure	As defined in the Code
Authorised Person	As defined in Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"
Autonomous Generator Unit	As defined in the Code
Billing Period	As defined in the Code
Capacity Payment	As defined in the Code
Capacity Period	As defined in the Code
Code	As defined in the Code
Commercial Offer Data	As defined in the Code
Communication Channel	As defined in the Code
Corporate Website	As defined in Agreed Procedure 1 "Participant and Unit Registration and Deregistration"
Data Transaction	As defined in the Code
Dispatch Instruction	As defined in the Code
Emergency Communication Form	the form of the same name set out in Appendix 2 section 8.2
Emergency Transaction Timeline	The timeline for Data Transactions in the event of a communication failure
EPUS Software	As defined in the Code
General Communication Failure	As defined in the Code
General System Failure	As defined in the Code
Generator Unit	As defined in the Code
Interconnector Administrator	As defined in the Code
Interconnector Parameter Data	AP7
Interconnector Residual Capacity Unit	As defined in the Code
Interconnector Unit Capacity Holding Data	As defined in the Code
Interconnector Unit Nomination Modifications	As defined in the Code
Isolated Market System	As defined in the Code

Limited Communication Failure	the form of the same name set out in Appendix 2 section 8.3
Limited Communication Failure	As defined in the Code
Market Operator	As defined in the Code
Market Website	As defined in Agreed Procedure 1 "Participant and Unit Registration and Deregistration"
Meter Data Provider	As defined in the Code
Modification Proposal Originator	As defined in Agreed Procedure 12 "Modifications Committee Operation"
Monthly Load Forecast	As defined in the Code
Participant	As defined in the Code
Party	As defined in the Code
Regulatory Authorities	As defined in the Code
SEM	As defined in the Code
Settlement	As defined in the Code
Supplier Unit	As defined in the Code
System Operator Settlement Statement Data	Data Transaction defined in Appendix F of the Code
System Operators	As defined in the Code
System Parameters Data	Data Transaction defined in Appendix E of the Code
Technical Characteristics Data	Data Transaction defined in Appendix E of the Code
Technical Offer Data	As defined in the Code
Trading Day	As defined in the Code
Transaction Notification Form	the form of the same name set out in Appendix 2 section 8.1
Type 1 Channel	As defined in the Code
Type 2 Channel	As defined in the Code
Type 3 Channel	As defined in the Code
Unit Registration	As defined in the Code

6.2. ABBREVIATIONS

LCF Ref	Limited Communication Failure reference
MO	Market Operator
Related ECF	Related Emergency Communication Form
GCF	General Communication Failure

7. APPENDIX 2 – FORMS

The following forms are required in the event of a General System Failure, a General Communication Failure or a Limited Communication Failure:

- 8.1 Transaction Notification Form
- 8.2 Emergency Communication Form
- 8.3 Limited Communication Failure Form

7.1. TRANSACTION NOTIFICATION TABLE

This table is in draft form and is based on the Transactions specified in the Code. It still has to be verified against the system being delivered.

From Party (Name) / MO:	From Party Id:
To Party (Name) / MO:	
Authorised Person <i>(if being sent by a Party)</i>	
Name: _____	Signature: _____ Password: _____

Transaction Notification Form				TNF Reference:		
To Party (Name):		Related ECF/LCF Ref:				
From Party (Name):		From Party Id:				
Date/time effective from:		Date/time effective to:				
Data Transaction	Sender	Valid Communication Channel	Order of Preferred Alternative Communication Channel	Emergency Transaction Timeline <small>(where blank Market Operator to complete following a communication failure)</small>	Vital Transaction (Y/N) <small>(where blank Market Operator to complete following a communication failure)</small>	Confirmed Alternative Communication Channel <small>(to be completed following a communication failure)</small>
Participant	Party	Type 1 Channel	Unaffected	None	N	
Unit Registration	Party	Type 2 Channel	If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	None	N	
Participant/Unit Detailed Information Request	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	None	N	
Participant/Unit Detailed Information Registration Data	Party	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	None	N	
Participant/Unit Finalisation Registration Data	Market Operator	Type 1 Channel	Unaffected	None	N	Unaffected

Transaction Notification Form				TNF Reference:		
To Party (Name):		Related ECF/LCF Ref:				
From Party (Name):		From Party Id:				
Date/time effective from:		Date/time effective to:				
Data Transaction	Sender	Valid Communication Channel	Order of Preferred Alternative Communication Channel	Emergency Transaction Timeline (where blank Market Operator to complete following a communication failure)	Vital Transaction (Y/N) (where blank Market Operator to complete following a communication failure)	Confirmed Alternative Communication Channel (to be completed following a communication failure)
Participant/Unit Commencement Notice Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	None	N	
Participant/Unit Deemed Withdrawn Registration Data	Market Operator	Type 1 Channel	Unaffected	None	N	Unaffected
Intermediary Nomination Data	Party	Type 1 Channel	Unaffected	None	N	Unaffected
Intermediary Revocation Data	Party	Type 1 Channel	Unaffected	None	N	Unaffected
Participant/Unit Deregistration Data	Party	Type 1 Channel	Unaffected	None	N	Unaffected
Interconnector Registration Data	Party	Type 1 Channel	Unaffected	None	N	Unaffected
Commercial Offer Data	All Parties that have registered Generator Units that are not all Autonomous Generator Units	Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			
Technical Offer Data	All Parties that have registered Generator Units that are not all Autonomous Generator Units	Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			

Transaction Notification Form				TNF Reference:		
To Party (Name):		Related ECF/LCF Ref:				
From Party (Name):		From Party Id:				
Date/time effective from:		Date/time effective to:				
Data Transaction	Sender	Valid Communication Channel	Order of Preferred Alternative Communication Channel	Emergency Transaction Timeline (where blank Market Operator to complete following a communication failure)	Vital Transaction (Y/N) (where blank Market Operator to complete following a communication failure)	Confirmed Alternative Communication Channel (to be completed following a communication failure)
Various Market Operator System Data Transactions (Appendix D.5)	Market Operator	Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	Within 2 Working Days of the specified submission deadline defined in Appendix D of the Code		
Various Market Operator System Data Transactions (Appendix D.6)	Market Operator	Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	Within 2 Working Days of the specified submission deadline defined in Appendix D of the Code		
Interconnector Unit Nomination Modifications	Market Operator	Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	Within 2 Working Days of the specified submission deadline defined in Appendix D of the Code		
System Parameters Data	System Operator	Type 2 Channel	If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code	N	

Transaction Notification Form				TNF Reference:		
To Party (Name):		Related ECF/LCF Ref:				
From Party (Name):		From Party Id:				
Date/time effective from:		Date/time effective to:				
Data Transaction	Sender	Valid Communication Channel	Order of Preferred Alternative Communication Channel	Emergency Transaction Timeline (where blank Market Operator to complete following a communication failure)	Vital Transaction (Y/N) (where blank Market Operator to complete following a communication failure)	Confirmed Alternative Communication Channel (to be completed following a communication failure)
Interconnector Parameter Data	System Operator	Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		
Technical Characteristics Data	System Operator	Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		
Dispatch Instruction and Interconnector Residual Capacity Unit data	System Operator	Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		
Annual Load Forecast Data	System Operator	Type 2 Channel	- Type 1Channel -fax - Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code	N	

Transaction Notification Form				TNF Reference:		
To Party (Name):		Related ECF/LCF Ref:				
From Party (Name):		From Party Id:				
Date/time effective from:		Date/time effective to:				
Data Transaction	Sender	Valid Communication Channel	Order of Preferred Alternative Communication Channel	Emergency Transaction Timeline (where blank Market Operator to complete following a communication failure)	Vital Transaction (Y/N) (where blank Market Operator to complete following a communication failure)	Confirmed Alternative Communication Channel (to be completed following a communication failure)
Monthly Load Forecast	System Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		
Four Day Load Forecast Data	System Operator	Type 2 Channel	Type 1 – Fax Type 1 – post	Within 1 Working Day of the specified submission deadline defined in the Code		
Wind Power Unit Forecast Data	System Operator	Type 2 Channel	Type 1 – Fax Type 1 – post	Within 1 Working Day of the specified submission deadline defined in the Code		
Interconnector Unit Capacity Holding Data (Appendix E.13)	Interconnector Agent	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		
Interconnector Unit Capacity Holding Data (Appendix E.14)	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			

Transaction Notification Form				TNF Reference:		
To Party (Name):		Related ECF/LCF Ref:				
From Party (Name):		From Party Id:				
Date/time effective from:		Date/time effective to:				
Data Transaction	Sender	Valid Communication Channel	Order of Preferred Alternative Communication Channel	Emergency Transaction Timeline (where blank Market Operator to complete following a communication failure)	Vital Transaction (Y/N) (where blank Market Operator to complete following a communication failure)	Confirmed Alternative Communication Channel (to be completed following a communication failure)
Generic Settlement Statement Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			
Generator Unit Energy Settlement Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			
Generator Unit Capacity Statement Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			
Supplier Unit Energy Settlement Statement Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			

Transaction Notification Form				TNF Reference:		
To Party (Name):		Related ECF/LCF Ref:				
From Party (Name):		From Party Id:				
Date/time effective from:		Date/time effective to:				
Data Transaction	Sender	Valid Communication Channel	Order of Preferred Alternative Communication Channel	Emergency Transaction Timeline (where blank Market Operator to complete following a communication failure)	Vital Transaction (Y/N) (where blank Market Operator to complete following a communication failure)	Confirmed Alternative Communication Channel (to be completed following a communication failure)
Supplier Unit capacity Statement Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			
Generator Unit Credit Note Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			
Supplier Unit Invoice Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			
System Operator Settlement Statement Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			

Transaction Notification Form				TNF Reference:		
To Party (Name):		Related ECF/LCF Ref:				
From Party (Name):		From Party Id:				
Date/time effective from:		Date/time effective to:				
Data Transaction	Sender	Valid Communication Channel	Order of Preferred Alternative Communication Channel	Emergency Transaction Timeline (where blank Market Operator to complete following a communication failure)	Vital Transaction (Y/N) (where blank Market Operator to complete following a communication failure)	Confirmed Alternative Communication Channel (to be completed following a communication failure)
Ex Post EPUS Meter Data	Meter Data Provider	Type 3 Channel	Type 2 Channel Type 1Channel -fax Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		
Ex Post Energy Meter Data	Meter Data Provider	Type 3 Channel	Type 1Channel -fax Type 1Channel -post Type 2 Channel	Within 1 Working Day of the specified submission deadline defined in the Code		
Ex Post Capacity Settlement Data	Meter Data Provider	Type 3 Channel	Type 2 Channel Type 1Channel -fax Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		
Energy Resettlement Data	Meter Data Provider	Type 3 Channel	Type 2 Channel Type 1Channel -fax Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		
Capacity Resettlement Meter Data Transactions	Meter Data Provider	Type 3 Channel	Type 2 Channel Type 1Channel -fax Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		
Cross-Jurisdiction Power Flow Meter Data	System Operator	Type 3 Channel	Type 2 Channel Type 1Channel -fax Type 1Channel -post	Within 1 Working Day of the specified submission deadline defined in the Code		

Transaction Notification Form				TNF Reference:		
To Party (Name):		Related ECF/LCF Ref:				
From Party (Name):		From Party Id:				
Date/time effective from:		Date/time effective to:				
Data Transaction	Sender	Valid Communication Channel	Order of Preferred Alternative Communication Channel	Emergency Transaction Timeline (where blank Market Operator to complete following a communication failure)	Vital Transaction (Y/N) (where blank Market Operator to complete following a communication failure)	Confirmed Alternative Communication Channel (to be completed following a communication failure)
Query Meter Data	Market Operator	Type 3 Channel	Type 2 Channel Type 1Channel -fax Type 1Channel -post	Within 2 Working Days of the specified submission deadline defined in Appendix D of the Code		
Credit Data	Market Operator	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			
Settlement Reallocation Notice Data	Participants	Type 1 Channel Type 2 Channel Type 3 Channel	If Type 3 Channel affected - Type 2 Channel - Type 1Channel -fax - Type 1Channel -post If Type 2 Channel affected - Type 1Channel -fax - Type 1Channel -post			
Generator Unit Under Test Notice Data	System Operator	Type 1 Channel	Unaffected	None	N	Unaffected
Maintenance Schedule Data	System Operator	Type 1 Channel	Unaffected	None	N	Unaffected
Modification Proposal Notice Data	Modification Proposal Originator	Type 1 Channel	Unaffected	None	N	Unaffected

7.2. EMERGENCY COMMUNICATION FORM

EMERGENCY COMMUNICATION FORM	ECF Reference:
GENERAL SYSTEM FAILURE / GENERAL COMMUNICATION FAILURE <i>(delete as appropriate)</i>	
PART 1 – Notification of Failure	Date Issued:
If a GENERAL SYSTEM FAILURE list the deadline(s) missed that gave rise to this Emergency Communication: Calculation and Issue of market prices and costs for the Trading Day - Trading Day missed _____ Settlement of Supplier Unit energy volumes for that Billing Period – Billing Period missed _____ Calculation of Capacity Payments for that Capacity Period – Capacity Period missed _____ Has Administered Settlement been invoked Y/N	
Date / Time of Failure:	Restoration Category: 1 hr / 1-4hrs / 4-12hrs / <i>(delete as appropriate)</i> 0.5-2 days / >2days
Within 1 hour of this communication a Transaction Notification will be sent to inform of preferred alternative Communication Channels for each Transaction	
Complete PART 2 of this form immediately and return to:* Fax Number _____ * Delete as appropriate Email _____	
PART 2 – Acknowledgement of Notification	
I acknowledge receipt of the emergency notification:	
Party Name:	Party Id: Date:
Authorised Person (Name):	Signature: Password:
PART 3 – Update Estimate of return to normal Communication Channels	
Date / Time of Update:	
Date / Time of Failure:	Restoration Category: 1 hr / 1-4hrs / 4-12hrs / <i>(delete as appropriate)</i> 0.5-2 days / >2days
PART 4 – Notification of return to normal Communication Channels	
With effect from <<date/time>> Transactions of Submissions and Issues shall return to normal Communication Channels. Therefore, Transaction Notification table <<id>> will be revoked from this <<date/time>>	
Complete PART 5 of this form immediately and return to:* Fax Number _____ <i>(Delete as appropriate)</i> Email _____	
PART 5 – Acknowledgement of Return to normal Communication Channels	
I acknowledge receipt of the notification to return to normal Communication Channels:	
Party Name:	Party Id: Date:
Authorised Person (Name):	Signature: Password:

7.3. LIMITED COMMUNICATION FAILURE FORM

LIMITED COMMUNICATION FAILURE NOTIFICATION	LCF Ref:	
PART 1 – Notification of Failure		
Participant Name:	Participant Id:	Date:
Authorised Person (Name):	Signature:	Password:
Estimated Date and Time of return to normal communication	<input style="width: 150px; height: 20px;" type="text"/>	
Within 1 hour of this communication a Transaction Notification will be sent to inform of preferred alternative Communication Channels for each Transaction		
PART 2 – Update Estimate of return to normal Communication Channels		
Date	Time	
Is this a change to the previous best estimate of return to normal Communication Channels Y/N		
PART 3 – Notification of return to normal Communication Channels		
With effect from <<date/time>> Transactions of Submissions and Issues shall return to normal Communication Channels. Therefore, Transaction Notification table <<id>> will be revoked from this <<date/time>>		
Authorised Person (Name):	Signature:	Date:
		Password: