

Remarks

As a general principle, this fallback procedure determines the operation of the Incident Committee (IC), which determines the fallback solution to be applied, i.e. Full Decoupling (SDAC_FAL_02) or Partial Coupling (SDAC_FAL_03).

The IC invitation is always sent by the PMB Coordinator to PMB Operators and Daily Observers.

Every NEMO is responsible to forward the IC invitation to its relevant parties, according to local procedures.

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1. Introduction

As soon as an incident occurs that prevents the timely allocation of the CZCs via the implicit allocation process and/or the timely publication of the Market Coupling Results, an Incident Committee (IC) is convened by the PMB Coordinator. Relevant participants to the IC identify the issue, assess and agree on potential fallback solutions, these being either Full Decoupling (SDAC_FAL_02) or Partial Coupling (SDAC_FAL_03).

Everywhere in this document where “TSOs” is written, “TSOs and/or any party entitled by the TSOs” is meant.

2.1. Purpose

As a general remark, the fallback procedures aim at offering a common framework to which all the local fallback procedures must be aligned.

This document shall provide clear and unambiguous guidelines to the IC participants for an efficient functioning IC through a clear explanation of the IC participants’ roles and responsibilities and the sequence of actions during the IC.

This procedure deals also with the principle that the first action in case of issue is the bilateral treatment of it, between the Operational NEMO and the TSO.

2.2. Governed / Regulated by

- Day-Ahead Operational Agreement (DAOA)

[REDACTED]

2.3. Tools and Communication Protocols

[REDACTED]

2.4. Associated Procedures and Documents

Backup procedures:

- SDAC_BUP_01: Cross-Zonal Capacities and Allocation Constraints Submission
- SDAC_BUP_02: Final Confirmation of the Results

Following fallback procedures:

- SDAC_FAL_02: Full Decoupling
- SDAC_FAL_03: Partial Coupling

Other associated procedures and documents:

- SDAC_NOR_01: Cross-Zonal Capacities and Allocation Constraints Submission
- SDAC_NOR_02: Final Confirmation of the Results
- SDAC_NOR_03: Market Coupling Results and Scheduled Exchanges Transfer
- SDAC_NOR_04: Trading Confirmation and Scheduled Exchanges Notification
- SDAC_OTH_02: Internal and External Communications
- SDAC_SPE_01: Impact of Second Auctions

- SDAC_SPE_02: Impact of price limits in Nordic-Baltic reached
- ANDOA_OPE_01: PMB Coordinator and Backup Coordinator Rotational Switch
- ANDOA_FAL_01: Incident Committee
- ANDOA_FAL_02: Partial and Full Decoupling

2.5. Incident investigation: bilateral communication NEMO - TSO

As soon as a severe issue occurs during the Market Coupling process, the concerned party (either a NEMO or a TSO) informs the other involved party through a bilateral call about the following:

- the type of issue;
- the possible backup solutions;
- when possible provide an estimated time needed to solve the issue.

At the Target Time of the corresponding backup procedure, if the issue is still not solved, the NEMO informs the PMB Coordinator about the issue, according to ANDOA procedures.

2. Incident Committee

The Incident Committee is organized by the PMB Coordinator by sending the Incident Committee invitation ([REDACTED]) to all PMB Operators and Daily Observers.

The relevant PMB Operator is responsible for forwarding the invitation to its TSO(s) and its serviced NEMO(s).

In order to request the triggering of an Incident Committee, an Operational NEMO contacts directly or via its Servicing NEMO the PMB Coordinator and a TSO contacts its related NEMO, who will contact the PMB Coordinator directly or via its Servicing NEMO.

The latest moment in time when an Incident Committee has to be triggered is named Latest Time to Start an IC and it depends on the (risk of) decoupling case.

2.1. Incident Committee Timeline

Depending on the Partial Coupling and Full Decoupling cases (as defined in the procedure SDAC_FAL_02 and SDAC_FAL_03), the PMB Coordinator will follow a series of deadlines, in terms of:

a) Latest Time to Start an IC

This is the latest moment in time when an Incident Committee has to be triggered.

b) Deadline for informing about the risk of decoupling

This is the latest moment in time when the external message informing about the risk of decoupling needs to be sent, according to procedure SDAC_OTH_02.

This communication is very important because JAO needs it in order to activate the Shadow Auction processes.

c) Deadline for declaring the decoupling

This is the latest moment in time when the Incident Committee declares the decoupling and an external message officially informs the Market Participants about the decoupling.

The following table shows the timeline that has to be followed for the **Partial Coupling cases**:

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

2.2. Incident Committee Participants

Depending on the nature of the incident, the parties with *full participation rights* will vary. TSO(s) and/or Served NEMOs directly impacted, responsible or being able to contribute to solving the problem or the solution, will have full participation rights. If the impact on the party is indirect, they may join in silent mode only as an *invited participant*.

The following table describes the roles and responsibilities of the parties that are entitled to join the Incident Committee.

	FULL RIGHTS PARTICIPANTS	INVITED PARTICIPANTS
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

NB: See for a detailed description of types of participants and their rights, the Rules of Internal Order, which are provided in Section 3.

3. Procedure

Depending on the reason for declaring a Partial Coupling or a Full Decoupling, there are 5 main cases, each of them with its specific deadline:

Partial Coupling (SDAC_FAL_03)

- 2 cases of Partial Coupling known during the daily Market Coupling Session, with 2 different timings depending on the issue:
 - Case PC1 - Partial Coupling for CZC-related reasons → [REDACTED]
 - Case PC2 - Partial Coupling for reasons not related to the CZCs → [REDACTED]
- the case of Partial Coupling Known in Advance:
 - Case PC3 - Partial Coupling Known in Advance → [REDACTED]

Full Decoupling (SDAC_FAL_02)

- Case FD1 - Full Decoupling known during the Daily Market Coupling Session [REDACTED]
- Case FD2 - Full Decoupling known in Advance → [REDACTED]

The PMB Coordinator is responsible for organizing and chairing the IC.

A TSO requests the initiation of the IC through its NEMO, by phone.

A NEMO requests the initiation of the IC through contacting the PMB Coordinator directly or via its Servicing NEMO.

3.1. General overview

[REDACTED]						
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

As a result of the IC there can be three possible outcomes, listed below along with the following procedure:

- Entire SDAC region remains coupled, (SDAC normal procedures, depending on where in the process)
- Partial Coupling (SDAC_FAL_03)
- Full Decoupling (SDAC_FAL_02).

Generic Communication Actions: See procedure SDAC_OTH_02.

3.2. Process clarification

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Rules of Internal Order

These Rules of Internal Order set forth the decision-making process rules of the Incident Committee.

General description of tasks

The Incident Committee is responsible for performing the tasks described in this procedure with the explicit intent to avoid as far as possible Partial Coupling or Full Decoupling. The Incident Committee is entitled to take all measures necessary, including declaring the Partial Coupling or Full Decoupling.

PMB Coordinator

The PMB Coordinator is the operator of the PCR Market Coupling System and also the chairman of the Incident Committee. The PMB Coordinator role is shared between all PMB Operators on a rotating basis, according to procedure ANDOA_OPE_01: Coordinator and Hot Backup Switch.

Incident Committee Composition

The Incident Committee is chaired by the PMB Coordinator.

All Participants are invited to attend the Incident Committee, either as Full Rights Participants or as Invited Participants.

As a general principle, the PMB Coordinator has to send the invitation to the Incident Committee to all the Operational NEMOs and each one has to forward this invitation to its TSOs and its Serviced NEMOs. The list of NEMO Full Rights Participants is held by the PMB Coordinator. The list of all TSO representatives is held by their respective NEMOs. An Operational NEMO Full Rights Participant may change its representative(s) or appoint any other person in his/her place as an alternate in the Incident Committee, provided that all changes are notified to the PMB Coordinator in due time according to the PCR Change Control procedure. The TSOs also have the possibility to change representatives by informing their respective Operational NEMO, according to the relevant local procedure.

Full Rights participants

The Full Rights Participants are:

- (a) the PMB Coordinator;
- (b) PMB Operators;
- (c) PMB and Algorithm provider;
- (d) TSO(s) and/or Serviced NEMOs directly responsible or being able to contribute to solving the problem or the solution.
- (e) As soon as a risk of decoupling is declared all Invited Participants (see definition below) become Full Right Participants

In order to be invited in the Incident Committee, the Full Rights Participants shall be reachable by at least one of the following means: email or phone call.

The presence of all Full Rights Participants is required to start an Incident Committee. If an Operational NEMO or a System Provider is missing within 5 minutes after the invitation was sent, the PMB Coordinator will try to contact them by phone on a best effort basis. If the missing participant cannot be reached, the Incident Committee will start anyway. If one or several TSOs directly involved in the issue are missing within 5 minutes after the invitation was sent, the

related NEMO will try to contact them on a best effort basis. If the missing participant cannot be reached, the Incident Committee will start anyway.

The Full Rights Participants perform the operational analysis to assess and agree on the solution for the incident, including the declaration of Partial Coupling or Full Decoupling if all other solutions fail.

Invited Participants

The Invited Participants are the TSOs not directly involved in the issue.

In order to be invited in the Incident Committee, the Invited Participants shall be reachable by email.

The presence of Invited Participants is not required for the start an Incident Committee.

The Invited Participants take part in the Incident Committee for information purposes but should remain silent unless they can bring a contribution in solving the issue.

Incident Committee triggering

A TSO requests the initiation of the IC through its Operational NEMO by phone.

An Operational NEMO requests the initiation of the IC through contacting the PMB Coordinator directly or via its Servicing NEMO.

Meeting modalities

The Incident Committee is held through a conference call.

Full Rights Participants connecting to the conference call give in an audible manner their own name, the name of the company he/she is working for and, if applicable, the system he/she is representing. Invited Participants do not need to provide such information.

For the purpose of an Incident Committee, the Participants (Full Rights and Invited) put at disposal a dedicated landline or mobile number where they can be reached. The PMB Coordinator holds the list of the NEMOs and system providers contact phone numbers. The NEMOs hold the list of contact phone numbers for their TSOs and other entities under the responsibility of the TSOs.

The PMB Coordinator records the Incident Committee conference call. This recording shall only be used as evidence for audit purposes or in case of dispute in connection with the recorded discussions.

4. Incident Investigation and Reporting

5.1. Incident Committee Minutes

As soon as the IC is over, the PMB Coordinator summarizes in a short email the decisions made and actions taken during the IC. The PMB Coordinator distributes this email to the IC Participants (Registered and Unregistered). This summary is for information purposes only and cannot be used as evidence in case of audit and/or dispute.

This email contains:

- a) the IC start time;
- b) the IC end time;
- c) the decisions made and
- d) the actions taken.

5.2. Incident Committee Report

At the end of the Market Coupling session where an Incident Committee was triggered, the PMB Coordinator must fill in the Incident Report template

The PMB Coordinator sends the Incident Committee Report to all NEMOs and the NEMOs involved in the incident fill in the necessary details. If a TSO was involved in this incident, this TSO will also be required to fill in the report on request of its NEMO.

The PMB Coordinator compiles these analyses into a final Incident Committee Report and distributes it to all NEMOs who forward it to their TSOs for information and lessons learned purpose. The process of filling in the report is preferably completed on the day of the incident.

The template of the final Incident Committee Report can be found below.

INCIDENT COMMITTEE REPORT		
Written by		
Conf. Call Number		
IC Date & Time	Date	
	Start time	
	End time	
List of Attendees	PMB Coordinator	
	PMB Backup Coordinator	
	████████████████████	
	██████	
	██████	
	██████████	
	██████	
	██████	
	Other parties:	

INCIDENT DESCRIPTION

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PROPOSED SOLUTION & DISCUSSIONS

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DECISION

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OTHER ISSUES

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REPORT APPROVAL DATE	
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