

R3 Activation Guidelines

Document as guideline for activations of the R3 Service

Energy Procurement and Operations

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2 Introduction

This document aims at giving some guidelines to suppliers of the R3 service (CIPU or Non-CIPU) on what to do in the event of activation and answer to some frequently asked questions.

These instructions apply to suppliers bound by the Tertiary Control Service by CIPU Technical Units as well as the Tertiary Control by Non-CIPU Technical Units general frameworks and concerns the R3 Flex and R3 Standard service types alike.

The main concerned public for this document are real-time operations personnel that will be in the "front line" in the event of activation as well as contracting & operations managers.

The text will present some general guidelines and will focus on some common situations that can occur during activation.

Throughout the text some passages will be contained within an orange frame such as this one; these passages contain important information that can help suppliers avoid common misunderstandings or mistakes.

It is reminded here that this document is not a contractual document and that in case of contradiction between the present document and the applicable contractual document for the delivery of the service (in form of a general framework agreement) the contractual document prevails.

3 Procedure of information exchange during an activation

As advised in the general framework agreement for the R3 service, in case of activation the following procedure is to be followed:

1. Elia communicates to suppliers its demand to activate for a certain service type (Standard or Flex) and a certain volume via a XML message (communication via Elia's Probid platform);
2. Within 3 minutes the suppliers sends back a message via the same channel to acknowledge reception of the activation message and in case of R3 Non-CIPU activation, the supplier communicates a list of the EAN's of the Delivery Points that will be used to deliver the service for the given activation duration. After 3 minutes, the Probid server proceeds to the automatic closing of requests that have not been answered and the activation will be considered as failed;
3. If Elia wishes to prolong the activation, Elia will send a new activation message via Probid before the expiration of the activation at present;
4. If the time of activation end is reached or if the maximal duration of activation is attained, the supplier ends the activation.

As mentioned in the general framework, activation via XML message is the prioritary means of communication of activation. All suppliers must be able to receive XML messages and send back acknowledgements. Other means (telephone) are only envisaged in case of emergency and cannot be envisaged as a principal means of activation communication.

In the event of an emergency or if necessary for a supplier in order to correctly activate the service, a supplier may call Elia's real-time operations center (coordinates figure in the R3 general framework). However, this should occur only in the case of utmost necessity; in the event of activation Elia's real-time operations center finds itself under heavy pressure and any telephone calls can be distracting and time consuming in a difficult situation.

4 Reception of a signal of activation

In the event of a need to activate the R3 Standard or R3 Flex service type, Elia will transmit to suppliers an activation message. As described in the general framework agreement, the priority contractual means of communication in this event is the exchange of XML messages.

The content of these messages is explained in the documents 3.41_Technical_Design_Annex_Probid_V06.19_B2B_Programmer_Guide_v10 for R3 CIPU and 3.41_Technical_Design_Annex_Probid_V06.19_BSP_B2B_Programmer_Guide_v04 for R3 Non-CIPU. These documents are available on Elia's website. In overview, the following information is given by Elia in its activation message:

- Contract Reference;
- Service type activated (R3 Standard or R3 Flex);
- Volume requested;
- Start Time of activation;
- End Time of activation.

Contract Reference: After signature of the contract and during the communication test, Elia communicates to the supplier a unique contract reference number. Each contract reference refers to a specific general framework agreement signed, with a specific list of delivery points concerned.

Suppliers that have more than one contract with Elia must be attentive to contract references; Elia may activate capacities linked to more than one contract with a single message containing multiple contract references. Dispatchers and guard personnel must be informed and aware of different contract references so that they can react appropriately.

Service Type activated: This can be R3 Standard or R3 Flex as these are described in the concerned general framework agreement. If a supplier has been contracted for two services types at the same delivery period, these may be activated together (with a different activation message for each service type).

Example: For a certain delivery period, a supplier has been retained for **3MW of R3 Standard** and **5MW of R3 Flex**. During this delivery period, Elia can activate at a certain moment the R3 Standard capacity for 6 hours and 2 hours later activate the R3 Flex capacity for 2 hours. In this case, the supplier **must activate first 3MW** and at the moment of the activation of R3 Flex activate **another 5MW**. The supplier must maintain each of these capacities activated for their respective requested durations and prolong if requested (up to the maximal contractual duration for each service type).

Volume requested: For each service type, Elia indicates the volume to be activated for each activation. In the event of a prolongation, this volume can change.

Start time of activation: In its activation message Elia indicates the moment from which an activation must start. This moment can only be after the emission of the activation message, and it signifies that Elia considers this moment as the beginning of an activation. The supplier should start delivering at this time (as explained in the general framework); Elia expects the supplier to have fully deployed the requested capacity 15 minutes after this time.

If the message concerns a prolongation (meaning that an activation has already been requested for the time period at which the new activation message arrives), the start time indicated by Elia should be right after the end of the activation at present in a way that there is no interruption between the two activation periods.

A prolongation is not considered as a new activation. This means that if Elia prolongs one activation the counter of activations is not incremented more than once.

In any case for the R3 Flex service type Elia cannot request an activation to start before the expiry of the contractual neutralization time (12 hours).

As mentioned in the general framework it should be noted that if the baselining method selected contractually is Last Qh, the quarter-hour used as reference will be the last quarter hour before reception of the first activation message for the concerned service type.

Example: At 13:03, Elia sends an activation message for 13:15: this means that the supplier must start delivering the service at 13:15 and must fully deploy the requested volume as of 13:30. For this activation, the quarter-hour to be used as reference to constitute a baseline will be the quarter-hour between 12:45 and 13:00.

End time of activation: In its activation message Elia indicates the moment at which it expects the supplier to stop its activation. This time can only mark an activation duration inferior or equal to the maximal duration of activation stipulated in the general framework for the concerned service type.

It should be noted that Elia does not foresee to cancel an ongoing activation: this is only considered as terminated upon its expiration time.

After the maximal duration of activation has expired, the supplier can stop the activation.

5 Other important notices & best practices

1. The supplier has the contractual responsibility to maintain an operational XML communication. The proper functioning of this channel also facilitates communication and settlement and helps avoiding misunderstandings; so suppliers should pro-actively seek to test and update XML communication regularly.
2. Real-time operations personnel on the supplier's side should be implicated systematically in communication tests done by IT. Conventions in exchanging information with Elia are established to some extent at the moment of the test and different scenarios are tested; related information are very probably of high importance to real-time operations persons.
3. In the event where exchange of messages does not work properly from the supplier's side, the supplier should proactively react towards Elia and leave a written trace of his actions even if these were advised by telephone.

Example: A supplier has received an activation message but is unable to return an acknowledgement via XML and has called Elia's real-time operations centre to acknowledge reception. To avoid misunderstandings the supplier should also send an email to concerned contacts (both real-time operations and contractual contacts) as soon as possible to notify acknowledgement (indicating times and dates) and indicate Delivery Points that will be used for the activation.

4. In case of doubt over activations and if absolutely necessary, suppliers should only address Elia's real-time operations contact persons (as specified in their general framework agreement) and no other contact persons within Elia.
5. For any other questions suppliers can address other contact persons as indicated in their signed general framework agreement.