

**XBID\_TSO\_CFG\_01:**  
**CMM - Balancing Group and User management**

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**Previous versions**



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## 1. Introduction

This procedure describes the process of Balancing Group Management and User management.

Balancing Group Management concern the activities to keep the registration up to date of the parties which may request for capacity allocation on borders. Balancing Groups are registered for Explicit Market Balancing Groups as well as jointly for PXs. Registration for EMP is performed by one of the relevant TSOs. More than one IC can be assigned to a BG (only upon request of TSOs).

User Management concerns the activities to grant/revoke access to the Capacity Management Module of the XBID Solution to the parties requesting for capacity allocation on borders as well as to the TSOs controlling borders.

### 1.1. Governed / Regulated by

- Intraday Operations Agreement (IDOA)

### 1.2. Tools and Communication protocols

#### Tools

- XBID System (CMM)
- E-mail
- Phone

### 1.3. Associated procedures

Associated procedures and rules:

- XBID\_JOINT\_OTH\_03: Change Control Procedure

## 2. Procedure

This procedure describes the steps to be followed for:

1. the registration, modification and deletion of Balancing Groups including the assignment of roles per type of requesting party (Balancing Groups, TSOs and PXs) (non-urgent),
2. the withdrawal of the entitlement of a Balancing Group (urgent)
3. user management: creation, modification and deletion of CMM users for requesting party (Balancing Groups, TSOs and PXs)
4. the password management for all CMM users.

The three categories are described as three cases, each having its own procedural steps.

### 2.1. Case 1: Regular changes

#### 2.1.1. General overview

#	Process	Timings	From	To	Tool	BACKUP
*	TSO receives request	-	Requesting party	TSO	E-mail	-
1	Check origin and validity of request	Within 2 WD after receipt	TSO	-	-	-

#	Process	Timings	From	To	Tool	BACKUP
1a	Reject request	Within 2 WD after receipt	TSO	Requesting party	E-mail	Phone
2	Request for check of BG licenses	Within 4 WD after receipt	TSO	TSOs at border	E-mail	Phone
2a	Respond to BG license check	Within 8 WD after receipt	TSOs at border	TSO	E-mail	Phone
2b	Respond to requesting party	Within 8 WD after receipt	TSO	Requesting party	E-mail	Phone
3	Request change to be implemented in the system	Within 10 WD after receipt	TSO	CMM CA	[REDACTED]	E-mail
4	Implement change*	Within 10 WD after receipt	CMM CA	-	CMM	-
5	Deliver login details	Within 10 WD after receipt	CMM	Requesting party	Automatic E-mail	-
6	Confirm implementation	Within 10 WD after receipt	CMM CA	TSO	[REDACTED]	-

*\*At least 3 days before a balance group has to be active or inactive.*

### 2.1.1. Process clarification

#### 1. Check origin and validity of request

Any request related to the setup of Balancing Groups or Users shall be validated before it is processed by the TSO which received the request.

First of all the origin of the request has to be validated. For requests originating from Explicit Participants, only requests signed by one of the legal representatives of the company are to be accepted. Validation of legal representatives is based on a recent (not older than 1 month) subtract from the Chamber of Commerce.

Besides the origin, also the content of the request is validated based on the table below.

Type of request	Valid requesting party
Create, modify or delete Balancing Group	TSO
Add new border/interconnector to Balancing Group	TSOs at border
Revoke border from Balancing Group	TSOs at border
Create, modify or delete Balancing Group user	TSO

Type of request	Valid requesting party
Create, modify or delete TSO user	TSO
Create, modify or delete PX User	PX / OPSCOM
Assign / change role for user	TSO / PX

*Table 1 - Valid request per type of party*

Where the change concerns the role(s) of a user, the requested role(s) must match with the type of requesting party (see table below).

Type of party	Roles
Balance Responsible Party	<ul style="list-style-type: none"> <li>• Explicit Balancing Group</li> <li>• Read-only Explicit Participant</li> <li>• Explicit Participant PMI user</li> <li>• API Exchange User</li> <li>• Allocation reporting PMI User</li> </ul>
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
TSO	<ul style="list-style-type: none"> <li>• Read-only Reference Data Admin</li> <li>• TSO Admin</li> <li>• Read-only TSO Admin</li> <li>• File Management Admin</li> <li>• Read-only File Management Admin</li> </ul>
PX	<ul style="list-style-type: none"> <li>• Read-only Explicit Participant</li> <li>• API Exchange User</li> </ul>

*Table 2 - Valid roles per type of party*

Note: Not under any circumstance shall the role API Exchange User be combined with the roles TSO Admin and/or Reference Data Admin and/or File Management Admin.

### 1.a Reject request

In case the check of the signing representative and company does not proof that the request is coming from the company in concern, the request will be rejected and the requesting party is informed.

Also in cases where the type of request is not in line with the type of party (see Table 1 - Valid request per type of party) or a requested role is not allowed for the type of party (see Table 2 - Valid roles per type of party) , the request will be rejected and the requesting party is informed.

### 2. Request for check of BG licenses/contracts

Where the request concerns access for a Balancing Group to a new border/interconnector, the Balancing Group needs to have a license/contract to operate in the areas sharing the

border/interconnector. The TSO handling the request inquires by e-mail each of the TSOs controlling these areas to check the BG license/contract.

### 2.a Respond to BG license check

Each TSO at the border informs by e-mail the TSO which handles the request on the results of its check of BG license.

A TSO rejecting any request shall give well-founded argumentation to the TSO handling the request.

### 2.b Respond to requesting party

The TSO handling the request informs the requesting party on the results of the validation of the request by e-mail. In case of a rejection the reason to reject the request is included in the e-mail. In case the request has been accepted, the requesting party is informed on the next steps in the process.

## 3. Request change to be implemented in the system

Once the request has successfully been validated, the TSO requests the CMM Central Admin to implement the change in the XBID system (CMM module) by submitting a ticket via [REDACTED] the CMM Central Admin.

## 4. Implement change

The CMM Central Admin handling the request modifies the XBID system (CMM module) in line with the details of the request.

## 5. Deliver login details

In case the request includes the creation of a new user, the login details are provided to the requesting party via an automatic e-mail from the XBID system (CMM module).

## 6. Confirm implementation

The CMM Central Admin confirms the successful implementation of the requested change [REDACTED]. This should allow the TSO handling the request to inform the requesting party as well as all relevant TSOs on the implemented changes and the start date of application.

## 2.2. Case 2: Withdrawal or suspension of entitlement

### 2.1.2. General overview

#	Process	Timings	From	To	Tool	BACKUP
*	TSO requests to revoke BG's access to border(s)	-	TSO at border	CMM CA	E-mail	phone
7	Disable border access	At requested date	CMM CA	-	CMM	-
8a	Inform requesting TSO	ASAP	CMM CA	TSOs at border	E-mail	phone

#	Process	Timings	From	To	Tool	BACKUP
8b	Inform Balancing Group	ASAP	TSO	Balance Responsible Parties	E-mail	phone
8c	Inform all parties	ASAP	TSO	OPSCOM	E-mail	phone

### 2.1.2. Process clarification

#### 7. Disable border access

At the moment of bankruptcy, liquidation or dissolution of the Balancing Group or acting of the Balancing Groups violates predefined rules a TSO can request for immediate Suspension or Withdrawal of Entitlement for a border/interconnector.

The suspension/withdrawal of entitlement for a border/interconnector will also be requested by a TSO in case the entitlement of the Balancing Group for an area has been withdrawn.

The CMM CA, on behalf of the involved TSO, updates the configuration of the Balancing Group in the XBID system (CMM).

#### 8. Inform requesting TSO and Balancing Group

The CMM CA informs the TSOs at the border by registered e-mail on the following:

- the date the Suspension/Withdrawal of Entitlement will take effect.

The TSO which handles the request informs the Balancing Group by registered e-mail on the following:

- the reasons of Suspension/Withdrawal of Entitlement
- the date the Suspension/Withdrawal of Entitlement will take effect.

The TSO also notifies the OPSCOM on the Suspension/Withdrawal of Entitlement of the Balancing Group by email. Only implies for implicit BGs.

*Note: Once TSOs have observed that the Suspension of Entitlement of the Balancing Group can be ended, the regular procedure for modification of a Balancing Group has to be followed to actual end the suspension (see case 1).*

### 2.3. Case 3: Password support

#### 2.1.3. General overview

#	Process	Timings	From	To	Tool	BACKUP
*	TSO receives request	-	Requesting party	TSO	E-mail	-
9	Check origin of request	Within 2 WD after receipt	TSO	-	-	
9a	Reject request	Within 2 WD after receipt	TSO	Requesting party	E-mail	Phone

#	Process	Timings	From	To	Tool	BACKUP
10	Forward request	Within 2 WD after receipt	TSO	CMM CA	[REDACTED]	E-mail
11	Change password/Unlock account	Within 2 WD after receipt	CMM CA	-	CMM	
12	Confirmation	Within 2 WD after receipt	CMM CA	TSO	[REDACTED]	E-mail
13	Reply to requesting party	Within 2 WD after receipt	TSO	Requesting party	E-mail	Phone

#### 2.1.4. Process clarification

##### 9. Check origin of request

Any request related to the reset of a user's password shall be validate before it is processed by the TSO which received the request. In particular the origin of the request has to be validated and whether the subject user belongs to this party.

##### 7.a Reject request

In case the check does not proof that the request is coming from the party in concern or the user does not belong to the requesting party, the request will be rejected and the requesting party is informed.

##### 10. Forward request

Once the request has been verified, the TSO requests the CMM Central Admin to reset the password for a given user in the XBID system (CMM module) by submitting a ticket via [REDACTED] the CMM Central Admin.

##### 11. Change password/Unlock account

Once the request has been verified, the CMM CA handling the request modifies the password/unlocks the account of the user mentioned in the request. The CMM CA randomly determines a new password which fulfils the password rules mentioned in the user manual.

##### 12. Confirmation

Password changes are immediately set into force. Therefore the CMM CA informs the requesting TSO as soon as possible [REDACTED] that the password has been changed

##### 13. Reply to requesting party

The TSO notifies the requesting party that the password has been changed successfully.



### **3. Final State**

An invalid request has been rejected and the involved party has been informed accordingly or a valid request has been accepted, requested changes have been implemented in CMM and the affected parties (requesting party and affected TSOs, PXs and Balance Responsible Parties) are informed.