

Long Term DRSEC Auction Request: Procedural stages

Process No.	Process	Procedure	Owner
1.	Shippers complete standard DRSEC request form and send it to the capacity team via box account.	Email the form to: capacityauctions@uk.ngrid.com Subject matter header: ' DRSEC Auction Request '.	Shipper
2.	Has the request been received before the deadline for the relevant period?	Deadline: 5pm on the 10th business day of the month, 2 months ahead of the transaction period required. If the request is received later than this deadline it should not be processed (<i>step 3</i>).	National Grid
3.	Send response to relevant shipper declining the request due to the missed deadline		National Grid
4.	Send acknowledgement email and process request within 2 business days of the M+2 deadline.	Decide whether the auction will be held within 2 business days of the M+2 deadline.	National Grid
5.	Is the auction to be held?	Yes/No	National Grid
6.	Send response to relevant shipper declining the request		National Grid
7.	Update DRSEC invitation to include relevant ASEP/period etc.	Letter can be accessed from: S:\OandT\OptRisk\Incentive_Scheme\04_Capacity\01_Entry\02_RGTA\07_DRSEC_Auctions\	National Grid
8.	Publish invite to all shippers informing that the Bid Window will open in 7 calendar days.	Distribute invitation by email via Joint Office and by webfax via the internet.	National Grid
9.	Proceed with auction set up	Set up auction in Gemini and proceed as usual.	National Grid