

Ancillary Services Restatement and Substitutions Participant Manual

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Prepared by: Market Support

Prepared for: Market Participants

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Page 1 Public



Table of Contents

1	Syste	System Requirements and Digital Certificates	
2	Ancillary Services Restatements		3
	2.1	Navigate to the Submission Screen	3
	2.2	Create an Ancillary Service Restatement	4
3	Ancillary Service Substitutions		6
	3.1	Create an Ancillary Service Substitution	6
4	Ancillary Services Offer Control		9
	4.1	Create Operating Reserve Historical Offer Control	9
	4.2	Create Operating Reserves Default Offer Control	11
5	How to Identify an Offer Control Party13		
6	Contact Information		14



1 System Requirements and Digital Certificates

The supported platform for the Energy Trading System is Microsoft Edge.

Certain communication with the AESO is handled through the internet, including the process to submit bids and offers, register or accept net settlement instructions, and retrieve statements. To ensure that the internet-based communication between pool participants and the AESO is secure, pool participants cannot receive access to the Energy Trading System without purchasing a digital certificate.

2 Ancillary Services Restatements

The AESO uses a range of ancillary services provided by the generation (producers of energy) and load (consumers of energy) of the electricity system. Each type of ancillary service performs a unique function that supports the safe and reliable operation of the Alberta grid, as well as the neighboring jurisdictions to which the Alberta system is connected.

For the purposes of the Energy Trading System (ETS), restatements for ancillary services are performed for Operating Reserve products, including supplemental reserve (SUP), spinning reserve (SR) and regulating reserve (RR), as well as for Transmission Must Run (TMR).

2.1 Navigate to the Submission Screen

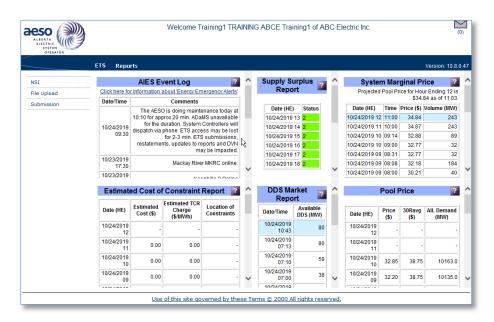
(a) Through the <u>AESO website</u>, log on to the system by clicking on the [ETS Login] icon on the top right corner of the screen.



- (b) Select the desired digital certificate and click on the [OK] button.
- (c) Select the ETS menu.

Note: The left side of the screen populates with links to which the pool participant has access.

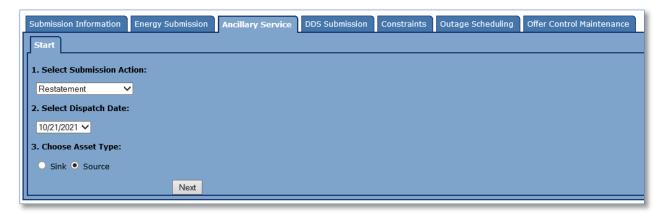




2.2 Create an Ancillary Service Restatement

(a) Under the ETS menu, select [Submission] tab.Note: The screen opens to the [Submission Information] tab by default.

(b) Click on the [Ancillary Service] tab.



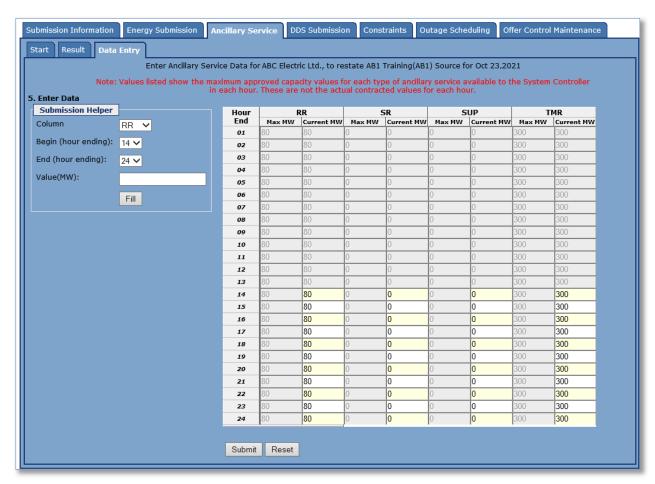
- (c) From the [Select Submission Action] list box, choose Restatement.
- (d) From the [Select Dispatch Date] list box, choose the date.

Note: Prior to 6pm Mountain Time each day, only the current day is available to be restated. After 6pm, both the current day and the next day will be available for restatement.

- (e) From the [Choose Asset Type], click on the [Sink] or [Source] radio button. Click [Next].
- (f) From the [Select Asset] list box, choose the desired pool asset.

From the [Data Entry] tab, you will see the maximum approved capacity values for each type of ancillary service available to the system controller in each hour. **Please note** these values are <u>not</u> the actual hourly contracted values for the asset.





Note: The [Data Entry] tab screen displays the data filler to the left and the restatement grid with each product that is available for restatement. Pool participants may optionally use the filler to enter its restatement.

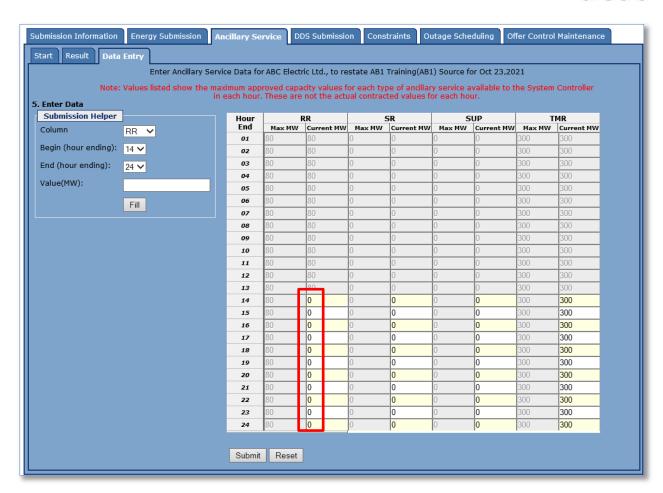
- (g) To perform a restatement, from the [Column] list box in the [Submission Helper] section, select the appropriate product.
- (h) From [Begin and End (hour ending)] list boxes in the [Submission Helper] section, choose the desired begin and end time.

Note: The [Begin] HE will automatically populate to the current hour. The [End] HE will automatically populate to HE 24.

(i) Enter the MW value under [Value(MW)]. Select [Fill].

Note: To add data individually to each cell, click on the cell and add the data. Remember to exit that cell before exiting the screen, or the data from that cell will not be added.





(j) Select [Submit].

A confirmation screen appears containing the acknowledgement results of the submission.

Error messages are generated if data is not correct upon submission of the values and the submission is not accepted.

(k) Select [Save] or [Print], or [Close]. The AESO recommends pool participants retain a copy of the acknowledgement for their records.

Note: Ancillary Services restatements or substitutions cannot be performed in the Energy Trading System training environment at this time.

Note: A historical record of the restatement and substitution submissions made for an asset can be found in the Historical OR Submissions Report. A historical and current record of the operating reserve contracts, and the MW amount and Asset ID(s) allocated to fulfil those contracts can be found in the Historical OR Contracts Report. These reports are located in the Reports area in the Energy Trading System.

3 Ancillary Service Substitutions

3.1 Create an Ancillary Service Substitution

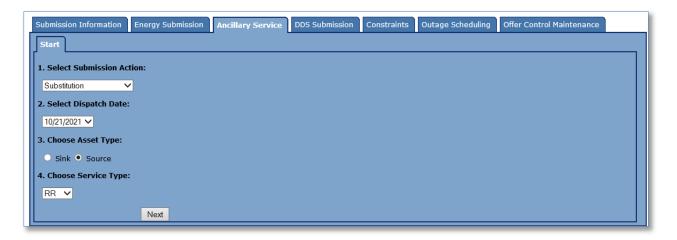
(a) Under the ETS menu, select [Submission] tab.

Note: The screen opens to the [Submission Information] tab by default.

(b) Click on the [Ancillary Service] tab.

Page 6 Public

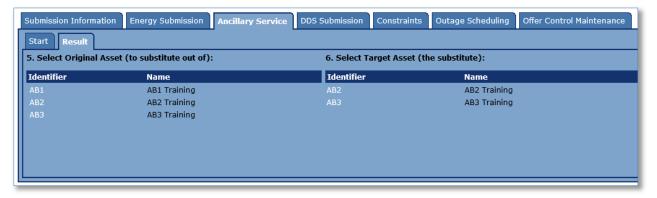




- (c) From the [Select Submission Action] list box, choose Substitution.
- (d) From the [Select Dispatch Date] list box, choose the date.

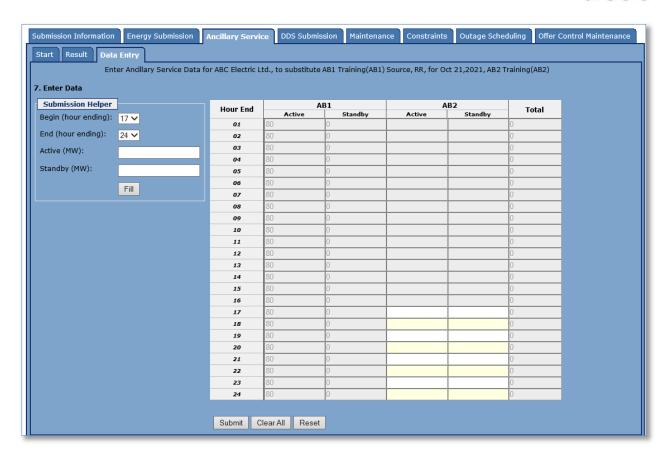
Note: Prior to 6pm Mountain Time each day, only the current day is available to be substituted. After 6pm, both the current day and the next day will be available for substitution.

- (e) From the [Choose Asset Type], click on the [Sink] or [Source] radio button.
- (f) From the [Choose Service Type] list box, choose the product. Click [Next].
- (g) From the [Select Original Asset (to substitute out of)] list box, choose the desired pool asset. From the [Select Target Asset (the substitute)] list box, choose the desired pool asset.



(h) After selecting the desired target pool asset, the [Data Entry] tab will appear.





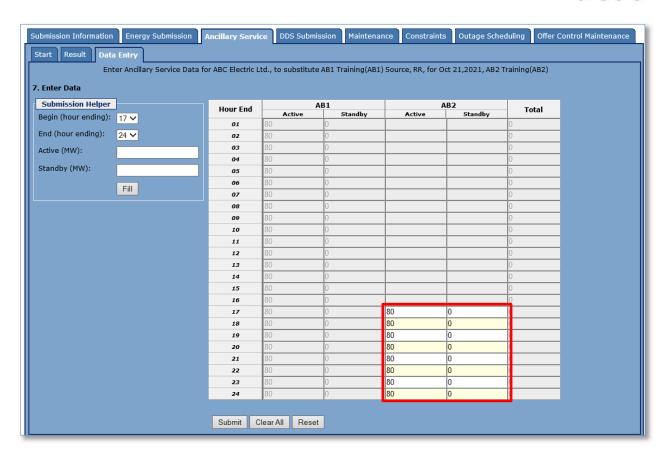
(i) To perform a substitution, from the [Begin and End (hour ending)] list boxes in the [Submission Helper] section, select the the desired begin and end time.

Note: The [Begin] HE will automatically populate to the current hour. The [End] HE will automatically populate to HE 24.

(j) Enter the MW value to be substituted in the [Active] market and/or in the [Standby] market. Select [Fill].

Note: To add data individually to each cell, click on the cell and add the data. Remember to exit that cell before exiting the screen, or the data from that cell will not be added.





(I) Select [Submit].

A confirmation screen appears containing the acknowledgement results of the submission.

Error messages are generated if data is not correct upon submission of the values and the submission is not accepted.

(m) Select [Save] or [Print], or [Close]. The AESO recommends pool participants retain a copy of the acknowledgement for their records.

Note: Ancillary Services restatements or substitutions cannot be performed in the Energy Trading System training environment at this time.

Note: A historical record of the restatement and substitution submissions made for an asset can be found in the Historical OR Submissions Report. A historical and current record of the operating reserve contracts, and the MW amount and Asset ID(s) allocated to fulfil those contracts can be found in the Historical OR Contracts Report. These reports can be located in the Reports area in the Energy Trading System.

4 Ancillary Services Offer Control

Pool participants have the ability to submit Offer Control Party information on a historical basis if they are unable to submit the Offer Control Party at the same time as their submission data. Participants can set up a default offer control party that will apply to future operating reserve submissions, as well as edit historical offer control parties up to 30 days from the dispatch date.

4.1 Create Operating Reserve Historical Offer Control

(a) Under the ETS menu, select [Submission] tab.

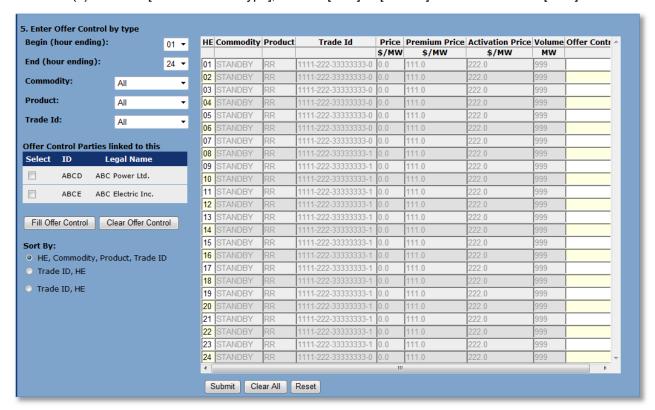
Note: The screen opens to the [Submission Information] tab by default.



(b) Click on the [Ancillary Service] tab.



- (c) From the [Select Submission Action] list box, choose Historical Offer Control.
- (d) From the [Select Dispatch Date] choose any date up to 30 days from the dispatch date.
- (e) Under [Choose Asset Type], click on [Sink] or [Source] radio button. Click [Next].



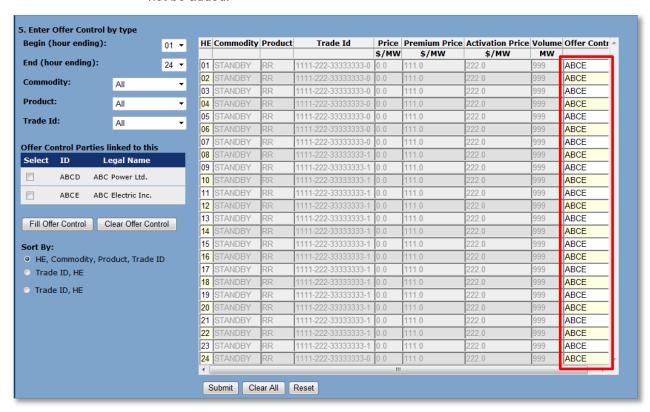
Note: All cells are greyed out because the Offer Control Party is being entered historically (i.e. after the dispatch date).

Note: Participant cannot edit historical Offer Control Party information for the current day. Edits are only available after midnight.

- (f) Under [Enter Offer Control by type] enter [Begin (hour ending)], [End (hour ending)], [Commodity], [Product], [Trade Id].
- (g) Under [Offer Control Parties linked to this Asset] select the relevant offer control party or parties. Select [Fill Offer Control].



Note: To add data individually to each cell, click on the cell and add the data. Remember to exit that cell before exiting the screen, or the data from that cell will not be added.



(h) Select [Submit].

A confirmation screen appears containing the acknowledgement results of the submission.

Error messages are generated if data is not correct upon submission of the values and the submission is not accepted.

(i) Select [Save] or [Print], or [Close]. The AESO recommends pool participants retain a copy of the acknowledgement for their records.

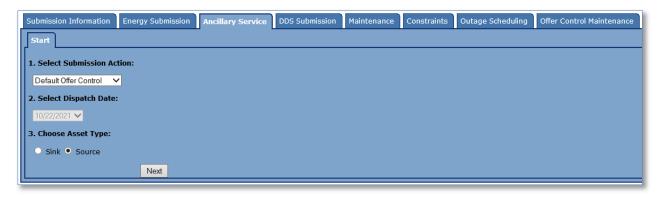
4.2 Create Operating Reserves Default Offer Control

(a) Under the ETS menu, select [Submission] tab.

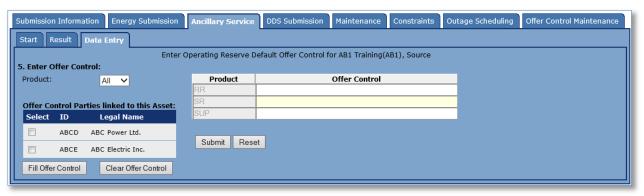
Note: The screen opens to the [Submission Information] tab by default.

(b) Click on the [Ancillary Service] tab.

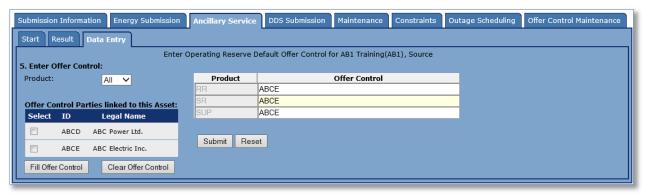




- (c) From the [Select Submission Action] list box, choose Default Offer Control.
- (d) Under [Choose Asset Type], click on [Sink] or [Source] radio button. Click [Next].



- (e) Under [Enter Offer Control], choose the applicable product.
- (f) Select default offer control parties from [Offer Control Parties linked to this Asset].
- (g) Select [Fill Offer Control].



Note: If any Default Offer Control Party is designated, ETS will apply the Default Offer Control Party to future operating reserve submissions. Designation of a Default Offer Control Party will not replace any historical contracts for which the Offer Control Party has already been specified, nor does it add Offer Control Parties to historical contracts.

Note: Substitutions of operating reserve volumes to a different asset will use the default offer control, if assigned, of the asset that the volumes have been assigned to.

Note: Restatements do not affect offer control.



Note: The Default Offer Control Party will not be applied to offers for the energy market as there is a separate process in ETS for making this specification (see Energy Trading System Pool Participant Manual for Submissions which can be found on the AESO website at www.aeso.ca Market > Energy Trading System Tools > ETS manuals).

(h) Select [Submit].

A confirmation screen appears containing the acknowledgement results of the submission.

Error messages are generated if data is not correct upon submission of the values and the submission is not accepted.

(j) Select [Save] or [Print], or [Close]. The AESO recommends pool participants retain a copy of the acknowledgement for their records.

5 How to Identify an Offer Control Party

The AESO collects Offer Control Party information from pool participants at an operating block level. That means that for every price and quantity pair in an offer to the energy market (up to 7 operating blocks) and in an offer to the dispatch down service market (1 operating block), pool participants provide the identity of the Offer Control Party or Parties for each operating block. For offers made to the ancillary services market (operating reserves for the purpose of compliance with section 6 of the *Fair, Efficient and Open Competition Regulation* (the "FEOC Regulation"), the AESO collects Offer Control Party information for each transaction that has been cleared by the Watt Exchange (or alternative market) that is available to be issued a dispatch by the AESO. This includes offers for both standby and active operating reserves.

It is anticipated that in the majority of situations a single Offer Control Party exists for each operating block and that relationship may never change. In the instance that the Offer Control Party does change, the market participant submits the identity of such party to the AESO.

If more than 1 party has an ownership stake in a pool asset, the AESO only needs to receive the identity of the party or parties that take an active role in the determination of the offers (on an operating block specific basis) for that pool asset. "Active role" also includes a party that may not be involved in day-to-day offer determinations but has a standing position on the make-up of the offer.

Examples:

- (a) A pool asset is jointly owned by Company A and Company B. However, Company B's interest is purely financial, and it has absolutely no influence in the determination of offers for the pool asset. The market participant should show offer control for each operating block as Company A.
- (b) A pool asset is owned by a partnership/joint venture, etc.
 - (i) If a delegation of authority has been agreed to between the parties, formally or implicitly, then the delegate is the Offer Control Party. In the absence of such an agreement the parties need to determine if 1 or more parties is behaving in such a manner that suggests that they are the ultimate decision maker and they should then identify themselves as the Offer Control Party accordingly.
 - (ii) If the decisions are made collectively amongst more than 1 party then the market participant should show each of the Offer Control Parties on an operating block specific basis, as applicable.
- (c) If individual operating blocks within an offer are controlled by different parties then the market participant should show the respective parties for each operating block.

In all situations regarding coordinated efforts between market participants for submitting offers for energy into the power pool, market participants are reminded to avail themselves of the complete set of requirements under the FEOC Regulation.

Page 13 Public



The focus is on collecting the identity of the pool participants that function as Offer Control Parties. This approach aids in ensuring that the identities collected are reflective of the actual active players in the market.

Hypothetical Examples:

- (a) Alberta Generator Company Ltd. (AGC) is a pool participant and a wholly owned subsidiary of FEOC Alberta Ltd. AGC is the entity that decides how the energy from the generating pool asset is offered and as such they would be identified as the Offer Control Party, not AGC's parent company.
- (b) Canada Electricity Ltd. (CE) is not a pool participant, but it alone decides how the energy from the generating pool asset it owns is offered. CE is a wholly owned subsidiary of 06XX29 Alberta Ltd., which is owned entirely by 12YY56 Alberta Ltd. In this situation, the Offer Control Party would be identified as the highest company in that corporate hierarchy (the ultimate parent company, 12YY56 Alberta Ltd.) as none of the companies in the hierarchy are pool participants. However, as the search moves up the corporate structure in search of the ultimate parent company, if any of the entities is a pool participant then that company is reported as the Offer Control Party.

6 Contact Information

For additional clarification or further questions, please call the AESO FirstCall at 1-888-588-AESO (2376), or email info@aeso.ca. The Market Support team would be happy to provide further assistance.

Page 14 Public