THE NATIONAL GAS MARKET BULLETIN BOARD - PARTICIPANT REGISTRATION KIT

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Notes:

Documents made obsolete: The release of this document changes only the May 2008 version of the The National Gas Market Bulletin Board - Participant Registration Kit**.** No documents are made obsolete by releasing this document.1.00

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1 Introduction

1.1 About this kit

The information contained in this document is prepared to assist interested parties and does not claim to contain all information that an interested party may require.

Where there is a discrepancy between the information in this document and the Bulletin Board, the Bulletin Board Rules take precedence (see § 1.3).

1.2 Audience

The Bulletin Board operator prepared this kit to assist persons or organisations intending to register as a Bulletin Board participant in accordance with the Bulletin Board Rules.

1.3 Related resources

BB participants are encouraged to read the following documents available from the Bulletin Board website: Notices->Bulletin Board Documents, or requested from the BB operator (information to contact the BB operator is available from the Contact tab in the Bulletin Board):

- AEMO's website: www.aemo.com.au

  Links to the Bulletin Board and other useful information.

- Bulletin Board Rules

  Incorporated in the National Gas Rules (NGR), contains the rules governing the operation and participation in the Bulletin Board.

- Bulletin Board Participant Build Pack

  Contains details of transactions and their format, including a list of all available reports.

- Bulletin Board Procedures

  Contains the procedures covering administration and the operation and participation in the Bulletin Board.

- Bulletin Board Reports List

  Includes a list of all available reports.

- Bulletin Board User Guide

  Assists registered users to use the Bulletin Board.

- BB Map – User Guide

  Explains the BB map showing the current gas day information.

Note: Access to registration forms is in the Registration forms section on page 10.

1.4 Abbreviations

Table 1: Abbreviations

Abbreviation	Abbreviation explanation
BB	Bulletin Board
FTP	File Transfer Protocol

Abbreviation	Abbreviation explanation
NGERAC	National Gas Emergency Response Advisory Committee
NGR	National Gas Rules: http://www.aemc.gov.au/Gas/National-Gas-Rules/Current-Rules.html

1.5 Special terms

Table 2: Special terms

Term	Definition
BB authorised signatory	The person authorised by the participant organisation to register the organisation and authorise users.
BB operator	The Bulletin Board operator—information to contact the BB operator is available from the Contact tab in the Bulletin Board.
BB responsible person	The central point of contact for BB matters. *The responsible for BB data provision* The coordinator of BB obligations. *The receiver of invoices for fees, if they are a shipper.*
BB Rules	Incorporated in the National Gas Rules (NGR).
Bulletin Board	National Gas Market Bulletin Board
Clickwrap Agreement	A clickwrap agreement (also known as a "clickthrough" agreement or “clickwrap license”) is a common type of agreement often used in connection with software licenses. Users accept the agreement by clicking a button or hyperlink.

1.6 Conventions

Note: additional information is in this style.

Hyperlink: link to a web page or another document.

“Reference”: text formatted in this style refers to a defined term, or another section in this document.

Document: text formatted in this style refers to another document.

2 About the Bulletin Board

2.1 Bulletin Board access

The Bulletin Board is a website, accessed using a web browser and the following URL: http://www.gasbb.com.au. Figure 1 below is the Bulletin Board home page showing the Emergency tab (circled) appearing only when an emergency is declared by NGERAC.

Figure 1: National Gas Market Bulletin Board home page

2.2 What is the Bulletin Board

The Bulletin Board's objective is to facilitate trade in gas over the relevant pipeline system, by making system and market information readily available to all users, potential users, and other interested parties.

There are two main areas in the Bulletin Board:

- A publicly available area.

  Available to any interested members of the public.

- A registered user's only area.

  Information in this area is for example, the "Emergency Page", providing support for the National Gas Emergency Response Advisory Committee (NGERAC) and jurisdictions, enabling sharing of emergency information amongst registered participants (once the

emergency page is activated by NGERAC or a jurisdiction). To access the registered users' only area, or load information—a user must be registered with the BB operator.

2.3 Bulletin Board coverage

The pipeline systems and facilities covered by the Bulletin Board include all pipelines identified as Bulletin Board pipelines, and all production and storage facilities connecting directly or indirectly to those pipelines—other than facilities that have been exempted by the Bulletin Board Operator. Participants who are facility operators or shippers on BB pipelines must register with the BB operator.

Note: gas transmission pipelines, and production and storage facilities in Western Australia and the Northern Territory are not covered by the Bulletin Board.

2.4 Bulletin Board operation

BB participants are required to supply the Bulletin Board operator with supply and demand, capacity information and other information specified in the Bulletin Board Rules through transactions as specified in the *Bulletin Board Participant Build Pack* (see § 1.3).

The Bulletin Board operator processes the transaction files submitted and generates a list of reports—detailed in the *BB Participant Build Pack* and the *BB Reports List* (see § 1.3). These reports are then published on the Bulletin Board website and made available to users, who can either view or download them.

In the event of an emergency and on request by NGERAC or a jurisdiction, the Bulletin Board operator activates the emergency area of the Bulletin Board. This is a secure area of the BB and requires password access to enable BB participants to upload and share in relation to this emergency event, see Figure 1 on page 3.

Note: access to the emergency page and the related report(s) is restricted to BB participants.

Also available on the Bulletin Board and accessible by BB users is:

- A BB participants register
- A BB facilities list
- A BB notices section
- Other BB related documents.

3 Registration Process

3.1 Who needs to register?

The Bulletin Board Rules specify compulsory participation from the following entities:

- Production facility operators
- Storage provider
- Pipeline operators
- Shippers.

In addition, the Bulletin Board Rules provide a list of eligible parties who can register, these include:

- Gas retailers
- Large end users
- Gas-fired generators
- Regulatory bodies or Government (including ESPIC)
- Operators of gas distribution networks and pipelines connected to BB pipelines

Note: any person can access the Bulletin Board reports by accepting the terms and conditions of use in the "clickwrap agreement". However, only BB participant registered user can undertake Bulletin Board transactions (providing BB data and information) or access the emergency web page.

Participants who fall into the compulsory registration category must complete the *Application for Registration as a Gas Market Participant* (see § 5). This form provides the BB operator with participant organisation's necessary details, as well as nominating the "BB Responsible Person" and the "BB Authorised Signatory".

- The "BB Responsible Person" is the person identified in the BB Contact List published by the BB Operator. This person is:
  - The central point of contact for BB matters.
  - The responsible for BB data provision.
  - The Coordinator of BB obligations.
  - The receiver of invoices for fees, if they are a shipper.
- The "BB Authorised Signatory" is the person authorised by the participant organisation to register the organisation and authorise users.

3.2 When is registration required?

Organisations participating in the Bulletin Board need to submit an application within 10 business days after the enactment of Division 3 of the Bulletin Board rules. This date is published on the Bulletin Board website. Should an organisation become one of the entities whose participation in the Bulletin Board is compulsory after the commencement date, the organisation must register with the Bulletin Board operator as soon as practical.

3.3 Participants with multiple ABNs and multiple functions

It is recognised that some BB Participants may have multiple ABNs, or multiple functions under one ABN.

- A company conducting business under multiple ABNs must register those functions for each ABN it is operating under. The same users can be identified for each of these registered companies (see § 5).
- A company undertaking multiple functions under the same ABN is only required to register once, but should indicate which functions it is undertaking. The BB operator registers that company for each function it has indicated.

3.4 Participant facilities registration

Participant organisations responsible for facilities, such as production, storage, or pipeline facilities are required to register their facilities with the BB operator. These participants must complete the Bulletin Board Facilities section in the *Application for Registration as a Market Participant* (see § 5).

3.5 Exemption of a facility from registering with the BB operator

To provide a minimum set of data (for example, nameplate ratings) to the BB operator, grounds for exemption are found in the BB Rules. Organisations believing that a facility may be exempt should firstly discuss the matter with the BB operator (information to contact the Bulletin Board operator is available from the Contact tab in the Bulletin Board).

3.6 Registration process

The process below shows how a BB registration is managed.

4 User Access

4.1 Public access

Any person can access reports on the Bulletin Board by accepting the terms and conditions in the "clickwrap agreement". This provides access to all Bulletin Board reports but not to the emergency page or secure BB area.

4.2 Registered user access

After accepting the terms and conditions, the "Log In" button at the top of the Bulletin Board web page is where registered users access the secure Bulletin Board area (see § 2.1). When logged in, registered users see an additional section called "Secured Area" on the left-hand menu.

Registered users can upload and download transactions using either the Bulletin Board web-upload options or by using FTP.

- The web-upload facility allows registered user to upload transactions one at a time.
- FTP is used to semi-automate the upload process for multiple transactions.

Note: for further information on using the bulletin board see the *Bulletin Board User Guide* and the *BB Map – User Guide* (see § 1.3).

4.3 Registered user access types

In addition to the registration of the organisation, users who undertake BB transactions, or require access to the emergency page on behalf of the organisation must register individually with the BB operator to obtain a username and password for access to the secured section. Individual users must complete the *Gas Systems User Access Request* (see § 5).

There are two types of access for registered Bulletin Board users:

1. **Secure access only** is the first level of access for daily operations such as transaction uploading. This access type can also view the emergency page but cannot write to the emergency page. In the *Gas Systems User Access Request* this access type is the default, read-only option, automatically selected for "I will use this account to login to the Bulletin Board using the website interface to either, upload data or manage my account password.

2. **Secure access and emergency page upload** is the second level of access enabling users to upload information to the BB as well as providing access to upload information to the emergency web page. In the *Gas Systems User Access Request* this access type is displays when **Yes** is selected for "I will use this account to upload information to the Bulletin Board emergency pages.

4.4 Acceptance of terms and conditions

In registering as a Bulletin Board user, that person is agreeing to abide by the terms and conditions of the Bulletin Board.

5 Registration forms

The registration forms are found on AEMO's website->About AEMO->Registering in Energy Markets under the "Registering in gas markets" heading (for a summary of the required registration forms for your registrable capacity, see Table 1: summary of required registration forms on page 11).

- Application for Registration as a Gas Market Participant

  The application is a smart form that changes according to your selections. It must be completed using Adobe Reader version 9 or above with JavaScript enabled. It cannot be printed and completed manually.

  Select BB for the required market and complete all displayed sections.

  The application is submitted by one of the following methods:

  - E-mail to: AEMO's Registration Desk: registration.desk@aemo.com.au (signed using a digital signature).
  - Fax to: AEMO's Registration Desk: 03 9609 8080
  - Post to: AEMO Registration Desk

    Australian Energy Market Operator Ltd
    GPO Box 2008
    Melbourne VIC 3001

- Gas Systems User Access Request

  The request is a smart form that changes according to your selections. Complete this form to request gas systems access, modification, or removal for your participant users. Complete a separate form for each participant user—you can request access to multiple markets for multiple companies (see § 3.3).

  Select National Gas Bulletin Board for the required market and complete all displayed sections.

  The request is e-mailed to an authorised BB signatory for authorisation and forwarding to AEMO's Help Desk.

Note: direct any questions regarding your application to the AEMO Registration Desk: 03 9609 8588. Section 3.6 shows the BB registration process.

5.1 Summary of required registration forms

Table 1: summary of required registration forms

	Mandatory registration		Eligible registration
Form	**Facility Operator**	**Shipper**	**Other**
Application for Registration as a Gas Market Participant	✓	✓	✓
Bulletin Board Facilities section in the Application for Registration as a Gas Market Participant	✓	×	×
Gas Systems User Access Request (for each user)	✓	✓	Possibly[1]

[1] User registration depends on whether the eligible participant requires access to upload information, or to view the emergency page.