

Nova Scotia Power System Operator (NSPSO)

Market Procedure

MP-01

General Market Procedure

Issue: 01

Effective Date: 2007 02 01

General Market Procedure

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MP-01 Appendix A Standard contents of Market Procedures

Flow Charts

None

Forms

None

1 Document Control and General Provisions

1.1 Issue and revision History

Issue	Date	Reason for Issue
01	2007 02 01	Original Procedure

1.2 Contact for queries and submissions

For queries concerning the application or interpretation of this Market Procedure and for submission of documents required under this procedure (unless noted otherwise) contact:

Name: Market Administrator
Phone: 902 428 7719
Address: 5 Long Lake Drive
Halifax, Nova Scotia
B3J 1N8
E-mail: nspsoadmin@nspower.ca

2 Overview of this Procedure

2.1 Purpose of this Market Procedure

The purpose of this Market Procedure is to describe the purpose, structure and effect of Market Procedures and to define the process, documents and forms to be used by the Nova Scotia Power System Operator (NSPSO), Market Participants and others in relation to the adoption and amendment of Market Procedures.

In order to avoid unnecessary duplication, this Market Procedure is used to set out certain standard provisions that are incorporated by reference into all Market Procedures.

2.2 General Purpose of Market Procedures

Market Procedures are documents that describe the procedures, processes and forms to be used by the NSPSO, Market Participants and others in fulfilling their respective obligations or exercising their rights under the Market Rules. Market Procedures provide more detailed descriptions of the requirements for various activities than are specified in the Market Rules.

Market Procedures do not describe or prescribe the internal processes of Market Participants or others. Market Participants and others are thus free to adopt their own internal procedures as they see fit in order to satisfy their obligations and exercise their rights under the Market Rules. As a general rule, the same can be said for the NSPSO's internal processes. The NSPSO may however include in a Market Procedure a description of internal processes that relate to the interactions with Market Participants or others that are set out in that Market Procedure.

The Market Rules require that the NSPSO adopt Market Procedures for certain specified purposes. The NSPSO may from time to time also adopt other Market Procedures as it considers appropriate. Market Participants and others may request that the NSPSO adopt additional Market Procedures.

2.3 Market Rules – References

This Market Procedure is established in accordance with paragraph 2.4.3.1 of the Market Rules and Published by the NSPSO in accordance with paragraph 1.5.1.1 of the Market Rules.

2.4 Scope and Application

This Market procedure has general application.

2.5 Responsibilities of Parties under this Procedure

This Market Procedure is descriptive of Market Procedures in general, and only defines very limited responsibilities as follows:

- Market Participants to report conflicts (section 3.2)
- NSPSO responsibility for Publication of Market Procedures, and Market Participant responsibility to use current version (section 3.3)

2.6 Other Market Procedures

All other Market Procedures make reference to, and depend upon, the general provisions set out in part 3 of this Market Procedure.

The process for adoption, establishment or amendment of a Market Procedure is set out in MP 05.

3 General Provisions Referenced by other Market Procedures

3.1 Authority for Market Procedures

Market Procedures are established in accordance with paragraph 2.4.3.1 of the Market Rules and Published by the NSPSO in accordance with paragraph 1.5.1.1 of the Market Rules.

In accordance with paragraph 1.5.1.3 of the Market Rules, the NSPSO and Market Participants shall comply with Market Procedures in fulfilling their obligations under the Market Rules and if applicable under the Transmission Tariff.

3.2 Relationship with Market Rules and with the Transmission Tariff

In accordance with the authority of Market Procedures as described above, they do not over-ride the Market Rules, the Transmission Tariff, the Nova Scotia Power Inc. (NSPI) Standards of Conduct, or any order of the Board.

In accordance with paragraph 1.5.5.1 of the Market Rules, in the event that any Market Participant identifies any actual or potential conflict between any Market Procedure and a tariff (including schedules and attachments) or rate approved by the Board, or the NSPI Standards of Conduct, or these Market Rules, it shall notify the NSPSO and seek clarification or appropriate correction.

3.3 Responsibility for Currency of Market Procedures

Changes may from time to time be made to Market Procedures in accordance with the Market Rules. All such changes will be Published by the NSPSO either as consolidated versions of the respective Market Procedures or as addenda.

The NSPSO will use its website to Publish and maintain a list of Market Procedures in force, and of latest revisions or addenda to each. This list may be examined at <http://oasis.nspower.ca/index.shtml>.

It is the responsibility of each user of each Market Procedure to use the current version of the Market Procedure and the most up-to-date information and forms.

3.4 Definitions Interpretation and References

Terms capitalized in this Market Procedure that are not otherwise defined in this Market Procedure have the meanings given to them in Appendix 1A of the Market Rules. The rules of interpretation contained in Appendix 1B of the Market Rules apply to this Market Procedure, with such modifications as the context may require.

An unqualified reference in a Market Procedure to a particular section is a reference to that section of the same Market Procedure in which the reference is made.

References to chapters, sections, etc., of the Market Rules may be described fully as such or may be abbreviated as, e.g., "MR 1.5.1.3" which shall be read as a reference to paragraph 1.5.1.3 of the Market Rules.

Any reference to a Market Procedure includes a reference to all Appendices and Forms that are part of that Market Procedure. This includes forms that are identified but not reproduced in the Market Procedure.

3.5 Form and Means of Communication

Except where otherwise noted in a Market Procedure all documents that are required by a Market Procedure to be signed are required to be delivered to the NSPSO by personal delivery, courier or mail. The NSPSO may accept advance copies by other means of communication, but shall only recognize the document as having been submitted on the date of receipt of the signed original in hard copy.

Except where otherwise noted in a Market Procedure, all other documents and information may be communicated by personal delivery, courier, mail, fax, e-mail or voice communications as considered appropriate by the sending person. Where a document or information is provided other than by means of the transmission of an original in hard copy, the NSPSO retains the right to require written confirmation of the document or information by an authorized representative of the sending person or to require that an original be provided in hard copy. Similarly, the NSPSO may require such written confirmation of information already in its possession where the NSPSO intends to use such information in any way.

3.6 Confidentiality

Section 2.9 of the Market Rules contains the rules applicable to the treatment of Confidential Information by the NSPSO and by Market Participants. These rules apply to information disclosed under any Market Procedure, including information disclosed to or by an applicant for accreditation, and shall be interpreted accordingly.

Where a person submits information to the NSPSO that the person has identified as Confidential Information, the NSPSO will maintain the confidentiality of such information except to the extent that the information is required or permitted by the Market Rules or a Market Procedure to be disclosed.

MP- 01 APPENDIX A, Standard Contents of Market Procedures

As a general rule, each Market Procedure is composed of the following parts:

Part 1 - Document Control and General Provisions:

This part contains general information about the Market Procedure, including a listing of changes made to the Market Procedure over time, and the identity of the NSPSO contact person for the Market Procedure as well as that person's contact information.

In addition this part includes a section that incorporates by reference the general provisions contained in MP-01 section 3, and which identifies any exceptions to those general provisions.

Part 2 - Overview

This part contains a description of the purpose, scope and application of the Market Procedure. This part also identifies the Market Rules references that give particular authority to the Market Procedure or state particular requirements of the Market Procedure. It identifies any other related Market Procedures.

This part includes a summary of the responsibilities of the NSPSO, Market Participants, Transmitters and others as applicable (such as Waiver Applicants, Connection Applicants and applicants for Accreditation) under the Market Procedure.

Part 3 - Process Description

This part describes in detail the processes that are the subject-matter of the Market Procedure, and identifies any criteria to be applied or forms to be used. The process descriptions are generally set out in a logical sequence. This part of the Market Procedure also includes any mandatory or target timelines for performance.

If relevant, this part also includes a description of related information that will in accordance with the Market rules be Published by the NSPSO, and of any amounts that are in accordance with the Market Rules payable to the NSPSO or by the NSPSO under the Market Procedure.

Part 4 - Additional Process Description

If a single Market Procedure covers two or more distinct processes, then these may be set out in separate parts of the Market Procedure

Appendices

Appendices may be used to set out non-process information such as

- standard contents of Market Procedures,
- lists of reference information, or
- criteria to be applied in the performance of processes defined in the Market Procedure.

Flow Charts

Flow charts may be used to provide a graphical representation of the processes defined in Market Procedure. Flow charts are only used if required for clarity.

Forms

Standard form templates are provided where a Market Procedure requires that a particular form be used as part of a specific process. The template is designed to be down-loaded and filled in by hand or electronically.

Alternatively the forms may be made available for on-line completion on the NSPSO website, in which case the Market Procedure will only identify the forms to be used.

Forms will generally be numbered sequentially by reference to the Market Procedure that defines their use. For example, the forms identified in Market Procedure MP 05 will be identified as forms MPF-05-01, MPF-05-02, etc.