

ENTSOG Data Portal Handbook

1. Introduction

ENTSOG has created the online Data Portal to streamline the infrastructure-project data collection procedure. As the data submission procedure is a critical prerequisite for the later infrastructure analysis (TYNDP, CBA), it is of crucial importance that the promoters understand the functionality of the portal and perform a timely and accurate data submission.

ENTSOG's role in the process is to ensure that the Portal is fit for purpose and that it enables the promoters to perform the exercise in a user-friendly way. This should be achieved with the present Handbook, with the inclusion of additional documents in the Documentation Kit (Glossary, Monitoring Activities, Validation Procedures, Request Forms, Annexes) and through significant upgrades of the Project Portal itself.

The purpose of the data collection is to enable ENTSOG to fulfil its tasks originating from the Regulations 715/2009 and 347/2013, namely to draw up, publish and regularly update a non-binding Community-wide ten-year network development plan (ENTSOG Ten-Year Network Development Plan – TYNDP) and to perform an energy system –wide cost-benefit analysis (ESW-CBA). According to the Reg.347/2013, TYNDP also serves as a basis for the Project of Common Interest (PCI) selection procedure, organized by the European Commission. Accordingly, any project promoter planning to apply for a PCI status with its project, in accordance with the specifications of Reg. 347/2013, shall include its project in the ENTSOG TYNDP, hence it has to participate in the ENTSOG data collection procedure.

In order for ENTSOG to comply with its obligations, a streamlined data collection procedure is organized, with a predefined timeline, during which every interested promoter can submit its projects, to be included in the Ten-Year Network Development Plan.

Data Collection – Project Submission	11/04/2016 – 08/05/2016	New projects can be submitted and old-projects can be re-submitted only during this timeframe. Old projects also have to be updated and resubmitted to be considered in TYNDP 2017..
Promoters' Data Consistency Check Period	09/05/2016 – 25/05/2016	Promoters can check capacity matching on the borders and project representation in ENTSOG infrastructure topology. No new projects can be submitted. When deemed necessary, data can be corrected for projects already submitted by 08/05/2016.

ENTSOG has also developed a Legal Notice to clarify responsibilities of ENTSOG and the promoters during the data collection procedure. Every promoter shall accept this Legal Notice within the Data Portal, before submitting each of its project.

As defined in the Monitoring Activities Document, ENTSOG undertakes to carry out certain manual verifications regarding the submitted data. The resources of ENTSOG do not enable it to perform detailed qualitative assessments of every project submitted via the Project Portal. The project promoter is thus ultimately responsible for submitting correct data and for ensuring its consistency when submitting a project. ENTSOG will remain of course available for clarifications on questions related to the data submission, as defined in the **Contacting ENTSOG** section of this document.

2. The ENTSOG Documentation Kit

2.1. ENTSOG Data Portal Handbook

The present document is the ENTSOG Data Portal Handbook.

2.2. Glossary

The Glossary contains a definition of the most important concepts associated with the Data Portal, the project data collection, and ENTSOG modelling activities.

2.3. Validation Rules

The Validation Rules document, part of the Documentation Kit, defines the automatic Validation Rules applied by ENTSOG to the infrastructure-project data collection within the Data Portal. The results of the Validation Rules can be followed within the Data Portal itself.

2.4. Monitoring Activities

The Monitoring Activities document, part of the Documentation Kit, defines data submission problems, which ENTSOG undertakes to monitor manually and if identified, reports to the Promoters. The Promoter should be ready to engage with ENTSOG in solving the identified problems.

2.5. Request Forms

Request Forms are Excel-based forms through which promoters can submit specific information to ENTSOG. They are provided as part of the Documentation Kit. The Request Forms include the following excel files:

- > Operator Creation Form

To create new infrastructure operator not yet present in the ENTSOG database, thus cannot yet be selected in the Data Portal.

- > Point Creation Form

To create new Point (IP), not yet represented within the ENTSOG network topology

- > Promoter Creation Form

To create new promoter not yet present in the ENTSOG database and to create credentials to access the ENTSOG Data Portal.

2.6. Map Layout Template

The Map Layout template is a template to be used by the Project Promoters for providing geographical information related to their projects.

3. Functionality and availability of the ENTSOG Data Portal

3.1. Live Environment

The Live/PROD environment can be accessed via the following URL:
<https://data.entsog.eu/DataCollectionPortals> .

ENTSOG Data Portal [Live/PROD Environment](#) is by default always accessible with the credentials already issued to the Promoters in the past. Modifications to submitted projects can always be made, new projects can be submitted, obsolete ones can be deleted, etc.

The actual Data Collection - Project Submission is going to start at 00:00 on 11 April 2016.

Any modifications in the project data before that date will be carried over to the data submission, however the Projects **will have to be re-confirmed by re-submission**, starting from 00:00 11 April 2016.

Please also note that ENTSOG guarantees the full functionality of the Data Portal from 11 April 2016 00:00 for the purpose of the new data collection. Until this time, ENTSOG is in the process of updating, correcting and testing the Data Portal, so changes can be expected.

3.2. Test Environment

Promoters however can access the ENTSOG Data Portal [Test/UAT Environment](#) with their user name and a password that ENTSOG can send to the Promoter if asked. The test environment has been put in place for ENTSOG to test planned upgrades and for the Promoters to access and discover the full functionality of the Data Portal (Project Submission questionnaire, Report, etc...) before the start of the data collection on 11 April. Any changes made in the test environment will **not be carried over** to the live environment.

The Test/UAT environment can be accessed via the following URL:
<https://uat-data.entsog.eu/DataCollectionPortals> .

Please note that this is a Test environment.

Data submitted via the Test environment **will not be imported to production** and **will not be used** in any way, shape, or form, by ENTSOG for the preparation of TYNDP 2017.

In case you encounter issues/bugs within the Test environment, we welcome your comments and suggestions to improve the user experience in the live environment. Please send such comments and proposals according to the terms defined in the Contacting ENTSOG Chapter below.

4. Important Recommendations

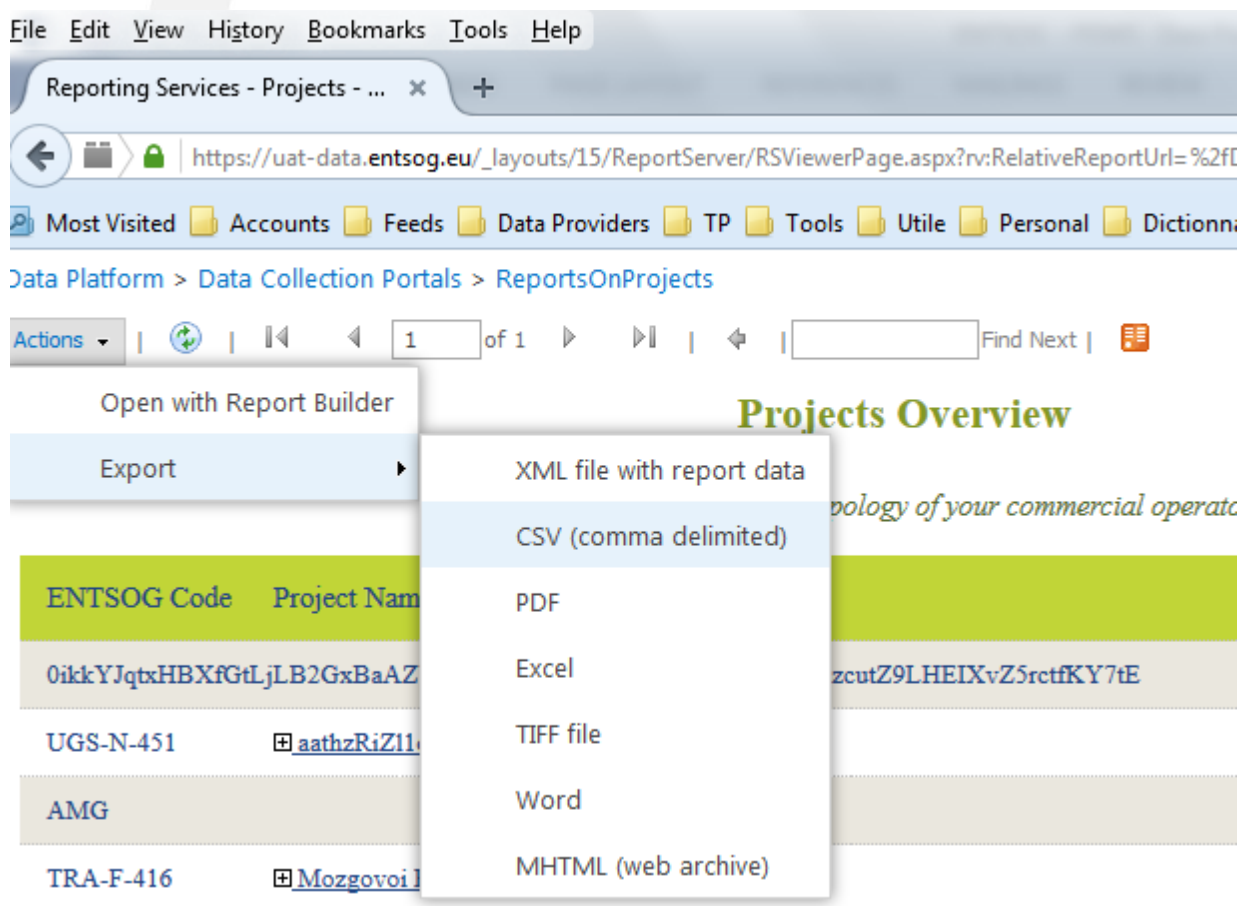
4.1. Which browser to use

The ENTSOG data portal is optimized to run under Internet Explorer 10 or higher. You can of course use other browsers, but may experience minor issues when running reports.

4.2. Exporting Reports

All the reports of the ENTSOG Data Portal are exportable in Excel. We actually do recommend you to export them should you need to analyze the results in detail.

The way to do this is, whenever a report is shown in your browser, to select “Actions>Export>Excel” (or whatever format you would like



The screenshot shows a web browser window with the URL https://uat-data.entso-g.eu/_layouts/15/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=%2f.... The browser's address bar shows the path: **Data Platform > Data Collection Portals > ReportsOnProjects**. Below the address bar, there is a navigation bar with a search box and a 'Find Next' button. The main content area displays a table with columns 'ENTSO-G Code' and 'Project Name'. The table contains several rows of data, including 'UGS-N-451' and 'AMG'. A context menu is open over the table, showing the 'Export' option. The 'Export' menu is expanded, showing a list of export formats: XML file with report data, CSV (comma delimited), PDF, Excel, TIFF file, Word, and MHTML (web archive). The 'Excel' option is highlighted.

ENTSO-G Code	Project Name
0ikkYJqtxHBXfGtLjLB2GxBaAZ	
UGS-N-451	⊕ aathzRiZ11
AMG	
TRA-F-416	⊕ Mozgovoi

4.3. How to document your PCI specific criteria

The project questionnaire will ask you to check which specific criteria are fulfilled by your project, in case your project is a PCI, or you plan to apply for PCI status.

In case you check one or more such criteria, we would ask you to document them via the question **“Additional comments on the specific criteria”**, where you should list, for each specific criteria

- > The relevant indicator(s)
- > The relevant country(ies)

4.4. Button “Add to Grid” and how to use it

You may encounter this button while filling in the report. It is shown whenever the form gives you the possibility to enter several rows of information, for instance several increments.

This screenshot displays the default state of the questionnaire when no increments are entered:

Increments in Entry/Exit Capacity

Operator	Point	Flow Direction	Status	Variant	Commissioning Year	Increment (GWh/d)	Comment	
--Select--		entry						<input type="button" value="Add To Grid"/>

What you need to do in this case is

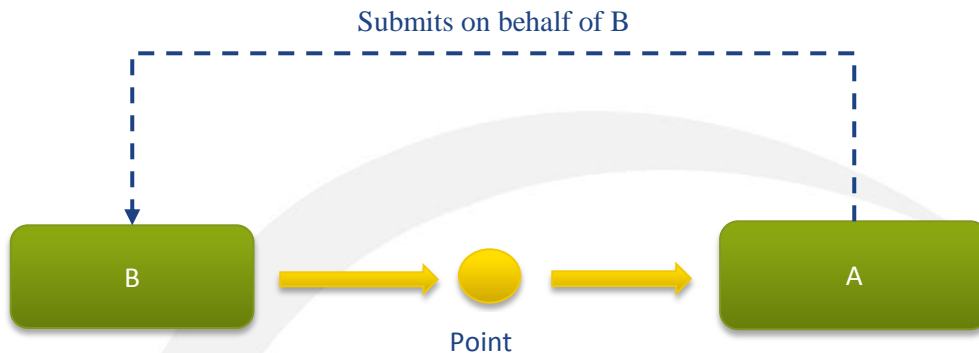
- > Fill in the various pieces of information, like Operator, Point, etc.
- > **Click on Add to Grid to save this information.**

If you do not click on Add to Grid, the questionnaire will not save the information you have just entered.

4.5. Submission on behalf of Subsidiaries

The Project Portal has been upgraded to better manage projects submitted on behalf of subsidiaries. Such situations typically arise when

- > Company A is part of the same group than Company B
- > A and B share a common interconnection at a Point
- > A Project is submitted by a representative of Company A
- > With company B as the commercial operator
- > All the necessary investments for the realization of the project, including upgrade of the interconnection for A and B, are submitted via this project.



In this case, the representative submitting the project should :

- > Select “B” as the commercial operator of the Project
- > Submit an increment in the exit direction for operator B at the Point
- > Submit a mirror increment in the entry direction for operator A at the Point.

This will ensure that the model takes the capacity increase into account.

4.6. Capacity Modification versus Projects

You will notice that there is a question called **“Is your project only a Capacity Modification, which does not require actual investment or construction?”**.

You should tick the corresponding box if you want to submit capacity increases (or decreases) at one or several of your IPs, and if these capacity changes can be effected without having to perform any actual investment. Known examples include:

- > Change in future demand assumptions, leading to capacity recalculations
- > Dynamic storage behaviour
- > Shifting of capacity between Points
- > Decrease of capacity due to degradation/lack of maintenance of the transmission system
- > Decrease of capacity due to depletion of a particular type of gas
- > Technical Agreements between TSOs
- > Closure/Divestment of Infrastructure, leading to a capacity decrease

In this case the capacity submission will not be considered in the TYNDP as a Project, but rather as a Capacity Modification and will be highlighted accordingly in the Annex of the TYNDP.

4.7. Investment Requests

In case you have made investment requests, we recommend you to list them via the question **“Please list Regulatory Decisions or similar material conditions applicable to your project”**, indicating the date and the concerned NRAs for each investment request.

4.8. Date of Third-Party Access (TPA) exemption

In case you have requested an exemption from TPA regime, and this exemption has been granted, please indicate the date at which it was granted in the question **“Other comments”** under the section **“Third Party Access Regime”**.

4.9. Date of Tendering for Construction

In the Project Schedule section, there is a question **“Supply Contract”**. With this question, we refer to services and products (long lead items, compressor stations, construction, etc.) to be procured from external service providers via tendering (and not the supply of the gas).

4.10. FEED date and its relation to Project Advanced Status

Please check the definition of an “Advanced Non-FID Project” in the glossary for a detailed definition of the Advanced Status.

4.11. Naming convention for chains of Projects

A set of Projects can be considered a chain of Projects, in case the Projects overarch a number of Balancing Zones / Gas Systems and the intention of the development of the set of Projects is to realize a corridor; or in case the individual projects are mutually enablers and enabled projects of each other (interdependent).

In case a set of Projects overarch a number of Balancing Zones / Gas Systems, each Project shall be submitted by the respective Promoters in the given Balancing Zone / Gas System. The description of these Projects within the Data Portal should be written in a way, that the chain of Projects (the interdependence) can be easily identified. Typically, this could be done by using as a convention:

<Chain of Project Common Name> – <Promoter/Balancing Zone or Gas System> Section.

For example:

- > The Very Long Pipeline Project – Tuvalu Section
- > The Very Long Pipeline Project – Vanuatu Section
- > Etc. ...

5. Project Portal User Manual

5.1. Register as a Promoter – account creation

In order to access ENTSOG's Data Portal for the first time, every promoter has to request an account from ENTSOG. This request can be executed by filling out and sending the Promoter Request Form to the ENTSOG, as described in the Contacting ENTSOG chapter.

5.1.1. Steps

1 Fill in the Promoter Request Form

Fill in the form, and then send it to the ENTSOG contact persons. Your request will be treated in two working days at most during the period of the data collection. You will receive your credentials in a reply email. Once it has been treated, your designated contact person will receive the credentials (login and password) per e-mail.

2 Log-In to the Data Portal

**Please go to the Live Data Portal at the URL:
<https://data.entsog.eu/DataCollectionPortals>.**

Enter your login and password.

For all the actions below where the Data Portal is mentioned, it is implied that you have to log-in first.

5.2. Request Operator Creation

The ENTSOG Data Portal already contains a fairly exhaustive list of operators active in the European gas industry. However, in case your project entails the creation of a new operator, you should request ENTSOG to add this operator to its database, by filling in and sending to ENTSOG contact persons the Operators Request Form.

5.2.1. Steps

1 Fill in the Operators Request Form

Fill in the form, and then send it to the ENTSOG contact persons. Your request will be analysed and treated. ENTSOG may come back to you with additional questions, for instance

- > If an Operator with a similar name has already been created
- > If another promoter has requested the creation of this Operator
- > Etc.

Once all open questions are solved, you will receive a confirmation by e-mail, and the operator will then be added to the Data Portal and you will be able to select it when submitting an infrastructure project.

5.3. Request Point Creation

Promoters can request the creation of Points, which are not yet part of the ENTSOG Network Model, if these Points are necessary for the realization of their infrastructure projects. This request can be executed by filling out and sending the Point Creation Form to the ENTSOG contact persons.

5.3.1. Steps

1 Fill in the Points Form

Fill in the form. If you want ENTSOG to create several points at once, duplicate the sheet in the document to have one sheet per Point. Send then the form to the ENTSOG contact persons. Your request will be analysed and treated in detail. As this step is critical for correctly assessing the project and its impacts, ENTSOG may come back to you with additional questions in order to fully understand how the topology should be amended.

Once all open questions have been solved, you will receive a confirmation by e-mail, and the new points will be added to the Data Portal. You will be able to select them when creating new capacity increments.

ENTSOLOG informs the other operator(s) that a new point connecting to their grid has been defined. The operator does not need to approve or reject it; in line with the ENTSOG Documentation Kit and Legal Notice it should be monitoring the data collection and to coordinate or take corrective actions when deemed necessary. If he stays inactive and doesn't submit, then according to data collection procedures the Promoter who has requested Point creation should contact him directly, as the report will display a critical mismatch. In case the mismatch persists, as in all cases, the Lesser-Of-Rule will be applied to come to a capacity applied in the modelling exercise.

5.4. Submit a Project

In order to submit a Project for consideration in ENTSOG analysis such as the TYNDP or the Outlooks, Project Promoters have to submit their infrastructure Projects. This can be done solely via the [ENTSOLOG Data Portal](#).

5.4.1. Steps

1 Select **Data Collection Portals** on the top of the page. Click **Projects**

2 Click **+ new item** and fill out the Form, then click **Submit** at the bottom of the page

Please note that for a valid and modelled Project submission, the following information shall at least be filled out in the Form:

Transmission Projects	LNG Project	UGS Project
Project Name		
Promoter Legal Personality		

Investment Project or Capacity Modification		
FID Status		
PCI Status		
Commissioning Year		
Incremental Capacity at Transmission Points	Incremental Capacity at LNG Points	Incremental Capacity at Underground Storage Points
	Incremental LNG Tank volume	Incremental working volume
	Points	
Flow Direction		
Elements within Project Schedule retained for the definition of Project Advanced Status		
Confirmation of the Legal Notice		
Any other field highlighted in red in the questionnaire.		

5.5. Modify Existing Capacities

Storage Operators or LNG Operators can request a modification of their Existing Capacities, which by default will be based on GSE and GLE data.

5.5.1. Steps

1	Request ENTSOG
2	ENTSOG sends back to you a customized questionnaire with the list of all your Points
3	Fill-in the Existing Capacity at each of the Points you want to adapt
4	Send the questionnaire back to ENTSOG. It should then be integrated and visible at the next working day.

5.6. Modify a Project

The project data of already submitted Projects can be modified in the Data Portal.

5.6.1. Steps

1	Select Data Collection Portals on the top of the page. Click Projects
2	Select your Project by clicking on it. The project is selected, when highlighted with a blue background.
3	Click Items in the upper left corner. From the drop-down menu select Edit Item
4	Once done, you can modify the submitted data in the Form. Once finished, click Submit at the bottom of the page

5.7. Cancel a Project/ Mark a Project as Completed

The status of already submitted Projects can be set at Cancelled / Completed.

5.7.1. Steps

- | | |
|---|--|
| 1 | Select Data Collection Portals on the top of the page. Click Projects |
| 2 | Click Items in the upper left corner. From the drop-down menu select Edit Item |
| 3 | Once done, go to the question Project Status in the category General Information . Here, from the drop-down list, select Cancelled/Completed . Once finished, click Submit at the bottom of the page |

- > Once the Project Status has been set to Cancelled, it will not be considered in modelling or ENTSOG publications.
- > Once the Project Status has been set to Completed, it will be considered in the modelling exercise as existing infrastructure and will not be highlighted in ENTSOG publications as a Project

5.8. Upload the Map of the Project

Within the Data Portal ENTSOG will be collecting the geographical representation of each Project.

5.8.1. Steps

- | | |
|---|---|
| 1 | Open the Annex III - Map Positioning Template Power Point file |
| 2 | Create the Project Layout as explained in the Power Point file. |
| 3 | Upload the Power Point file in the MAP section at the bottom of the Project Questionnaire |

5.9. Check the Home Page – surface of the Data Portal

The Home Page is the entry page of the Data Portal. It displays a set of general information on the status of your submissions, displays alerts that you have to resolve, and lets you access more detailed reports.

Please note that the information displayed is not refreshed instantly. ENTSOG's IT system works in batches; meaning that it takes between 15 minutes and 3 hours to save promoter inputs in the database, this input being then reflected in the Home Page.

5.9.1. Check the Project Validation Rules

5.9.1.1. Steps

- | | |
|---|--|
| 1 | From the Home Page , in the section Alerts , click on either the number of Major or Minor Project alerts |
|---|--|

This will redirect you to the detailed list of the Alerts which have been triggered. If you want to see the alert detail for a specific project:

- | | |
|---|---|
| 2 | Click on the "+" sign next to a project |
|---|---|

This will display to you the list of all the Validation Rules not respected. Please follow the instructions to correct the errors.

You can also export the result in Excel :

- 3 In the menu Actions, click on Export, then choose Excel. The Portal will prompt you to save the file.

5.9.2. Check the Increment Validation Rules

As the increments are a critical part of each project's submission, a dedicated set of validation rules has been created for them.

5.9.2.1. Steps

- 1 From the **Home Page**, in the section **Alerts**, click on either the number of Major or Minor Increments alerts

This will redirect you to the detailed list of the Alerts which have been triggered. If you want to see the alert detail for a specific increment :

- 2 Click on the "+" sign next to a project

This will display to you the list of all the Validation Rules not respected. Please follow the instructions to correct the errors.

5.10. Check the Capacity Calculation

ENTSO Data Portal enables the Promoters to check the impact of their projects on the ENTSOG Network Topology for modelling purpose and the capacity changes the submitted project induces.

5.10.1. Steps

- 1 After logging in to the Data Portal, please click on **Data Collection Portals** on the top of the page

5.10.2. Network Model

The Report **Network Model** enables the Promoters to see an overview of the ENTSOG topology, which is used as a basis for the ENTSOG modelling exercises. You can see the connection of infrastructure operators (UGS, LNG, TSO) to other infrastructure operators represented in ENTSOG network topology, by country. The national production and import connections can also be found. The ENTSOG topology is a result of multi-annual bi-lateral discussions with infrastructure operators on how to represent best their infrastructure in the ENTSOG topology.

5.10.2.1. Steps

2	When you are in the Data Collection Portals menu point as described above, please select Network Model of ENTSOG within the section Further Information
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5.10.3. Operator Topology

The Report on **Operator Topology** enables every infrastructure operator, to check and follow how the existing and planned infrastructure topology is represented within the ENTSOG Network Topology. In case you observe that your infrastructure is not represented correctly, please contact ENTSOG as described in Chapter 6.

5.10.3.1. Steps

2	When you are in the Data Collection Portals menu point as described above, please select Check the Topology of your Operators within the section Further Information
3	On the right side of the page you can configure the view of the Report for ENTSOG <i>Publication</i> , <i>Operators</i> you have submitted (might be only one), <i>Point</i> and <i>Points Status</i> . Click Apply at the bottom-right corner of the page to run the report. If you select (select All) under <i>Points</i> and (Select All) under <i>Point Status</i> , you will have an overview of your system for the selected operator.

In the Report, you can see all your operational or planned points under different categories.

4	To obtain further detail on the points, you can click on the + button on the middle of the page for every Point. This will show further information on which neighbouring operator the point connects to and which flow directions are available.
5	On the top of the page you can click the button Before Lesser-Of Rule which will take you to the next Report. See chapter Capacities Before Lesser-of-rule below.
6	By clicking on the Actions button in the upper left corner of the page, and then choosing Export from the drop-down list, you can export the data in different formats to different software, such as Excel or Adobe Reader.

5.10.4. Capacities Before Lesser-of rule

The Lesser-of-Rule is a rule applied by ENTSOG aggregating the available capacities on the two sides of a Point to generate consistent firm capacities for modelling purposes.

In case operator A submits an Exit capacity on Point P with the value of 100 and Operator B an Entry capacity of 50, than the 50 will be considered for modelling purposes in the ENTSOG exercises.

Capacity data submission on the Points might result in capacity mismatches, if the submitted capacities by the neighbouring operators differ. The report **Capacities before Lesser-of-Rule**

provides the opportunity for Promoters to check their capacities before application of the rule, and to see the breakdown of their capacity figures.

The Report on **Capacities before Lesser-of Rule** enables every infrastructure operator, to check and follow what impact the existing and submitted planned infrastructure capacities generate before the application of the lesser-of-rule on the Points.

A colour-based indicator identifies potential issues resulting from mismatches. Please check **Annex I: IP rules** for the detailed documentation of the indicator calculation.

In case you observe that your capacities are not represented as intended at the submission, please contact the neighbouring operator and coordinate with them if deemed necessary.

5.10.4.1. Steps

2	When you are in the Data Collection Portals menu point as described above, please select Capacities Before Lesser-of Rule within the section Further Information
3	On the right side of the page you can configure the view of the Report for <i>ENTSO-G Publication</i> , <i>Operators</i> you have submitted (might be only one), <i>Point</i> , <i>Infrastructure Scenario</i> and <i>Points Status</i> . Click Apply at the bottom-right corner of the page to run the report. You can also define whether you would like to highlight eventual mismatches in % as well.
4	To obtain further detail on the points, you can click on the + button on the middle of the page for every Point. This will open up the capacity data time-series throughout the time horizon per direction and per operator. You will also find warning messages caused by eventual mismatches in a given year.
5	On the top of the page you can click the button After Lesser-Of Rule which will take you to the next Report. See chapter Capacities After Lesser-of-rule below.
6	By clicking on the Actions button in the upper left corner of the page, and then choosing Export from the drop-down list, you can export the data in different formats to different software, such as Excel or Adobe Reader.

5.10.5. Capacities After Lesser-of rule

The Lesser-of-Rule is a rule applied by ENTSOG aggregating the available capacities on the two sides of a Point to generate consistent firm capacities for modelling purposes.

In case operator A submits an Exit capacity on Point P with the value of 100 and Operator B an Entry capacity of 50, then the 50 will be considered for modelling purposes in the ENTSOG exercises.

Capacity data submission on the Points might result in capacity mismatches, if the submitted capacities by the neighbouring operators differ. The report **Capacities after Lesser-of-Rule** provides the opportunity for Promoters to check their capacities after the application of the rule, which will serve as a basis for the modelling exercise.

Please also check **Annex II: Capacity calculation for ESW-CBA** for a detailed explanation of the algorithm used by ENTSOG.

The Report on **Capacities after Lesser-of Rule** enables every infrastructure operator to check and follow what impact the existing and submitted planned infrastructure capacities generate after the application of the lesser-of-rule on the Points. In case you observe that your capacities are not represented as intended at the submission, please contact the neighbouring operator and coordinate with them when deemed necessary.

5.10.5.1. Steps

2	When you are in the Data Collection Portals menu point as described above, please select Capacities After Lesser-of Rule within the section Further Information
3	On the right side of the page you can configure the view of the Report for ENTSOG <i>Publication</i> , <i>Operators</i> you have submitted (might be only one), <i>Point</i> , <i>Infrastructure Scenario</i> and <i>Points Status</i> . Click Apply at the bottom-right corner of the page to run the report. You can also define whether you would like to highlight eventual mismatches in % as well.

In the Report you can see the after lesser-of-rule capacities of all your operational or planned points for your operator and for common points with neighbouring operators.

The report already shows the capacity data time-series throughout the time horizon per direction and per operator. You will also find warning messages caused by eventual mismatches in a given year.

6	By clicking on the Actions button in the upper left corner of the page, and then choosing Export from the drop-down list, you can export the data in different formats to different software, such as Excel or Adobe Reader.
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6. Responsibility of the Project Promoter

The responsibility of the Project Promoter is specified in the Project Questionnaire itself in the form of a Legal Notice. Promoters will have to confirm their acknowledgement of this Legal Notice in order to submit a project.

7. Contacting ENTSOG

ENTSOG has allocated the necessary staff to assist the Project Promoters during the course of the data collection procedure.

Before the data collection starts, ENTSOG undertakes to respond to any written inquiry regarding the Data Portal or the data submission process, within three working days. During the data collection procedure (**11/04/2016-08/05/2016**) and consistency checking period (**09/05/2016 – 25/05/2016**) ENTSOG undertakes to respond to any written inquiry regarding the Data Portal or the data submission, within two working day.

7.1. General Inquiries and questions regarding the Data Portal

For general inquiries, questions regarding the Data Portal and the data collection procedure please contact:

Mr. Adam Balogh, Adviser and Project Validator for the data collection process, at:
Adam.Balogh@entsog.eu

Or

Mr. Stefan Greulich, Adviser and Project Validator for the data collection process, at:
Stefan.Greulich@entsog.eu

And Please

Cc: sysdev.data@entsog.eu

Cc: Vincent.scherrer@entsog.eu

With the SUBJECT:

Data Collection: Question

In your question, please always indicate if you are a Project Promoter and please send your **user name** of your Data Portal credentials.

Would you not receive answer (written or phone call) within the above indicated 2 or 3 working days, you can contact also directly Mr. Vincent Scherrer, IT Manager and Technical Lead of the Data Portal at Vincent.Scherrer@entsog.eu.

Would you not receive answer within 5 working days after your first inquiry, please contact Ms. Céline Heidreheid, Business Area Manager at Celine.Heidreheid@entsog.eu .

8. Conclusions

In case you have further questions regarding the functionality of the Data Portal or regarding data submission not explained in the ENTSOG Documentation Kit, we are available as described above.

Please make sure to read the Documentation Kit and check if your question is already addressed.

In case you have comments regarding the Documentation Kit or you think that certain steps can be explained in a more user-friendly way, we are happy to consider your comment and update the documentation to assist other Promoters and ensure the smoothness of the process.

9. Annexes

9.1. **Annex I:** IP rules

This annex is attached to the Documentation Kit and is an Excel file.

9.2. **Annex II:** Capacity calculation for ESW-CBA

This annex is attached to the Documentation Kit and is a Powerpoint file.

9.3. **Annex III:** Map Positioning Template

This annex is attached to the Documentation Kit and is a PowerPoint file.

9.4. Annex IV: Full Questionnaire Content for TYNDP 2017

Order in Form	Category	Question	Max Size	Explanations
1	ENTSOOG Publication	Comments on the project in the context of the current publication	1000	(blank)
2	General Information	Project (System) Code	25	This code is for the IT system
3	General Information	ENTSOOG Project Code		(blank)
4	General Information	Project Name	75	The project name has to be unique over all projects submitted to ENTSOG.
5	General Information	Project Description	1000	(blank)
6	General Information	Project Host Country	2	(blank)
7	General Information	Project Status	75	Note that once a project has been set as cancelled or completed it cannot be edited anymore
8	General Information	Promoter Legal Personality	75	Please indicate the legal entity submitting the project.
9	General Information	Which company will be the commercial operator once your project is completed ?	24	The commercial operator of the project may not be the same as the promoter of the project.
10	General Information	FID Status	1	(blank)
11	General Information	Is your project only a Capacity Modification, which does not require actual investment or construction works ?	1	If you check this option, ENTSOG will consider this submission as a capacity change, not as a regular project, and will display it as such in its annexes and reports.

12	General Information	Estimated CAPEX (in million €)		Please indicate the expected project OPEX This indication will only be used for calculating aggregate costs over infrastructure types and levels
13	General Information	CAPEX Range (in %)	5	Please indicate the degree of fiability of the cost by stating how much it can vary to the upside or the downside, in percentage of the cost provided.
14	General Information	Estimated OPEX (in million € per year)	9	Please indicate the expected project OPEX This indication will only be used for calculating aggregate costs over infrastructure types and levels
15	General Information	OPEX Range (in %)	5	Please indicate the degree of fiability of the cost by stating how much it can vary to the upside or the downside, in percentage of the cost provided.
16	General Information	Please list Regulatory Decisions or similar material conditions applicable to your project	1000	Explanation on NRA decisions about the project in the host countrie(s) (including CBCA decision). NRA decisions should be referenced so that they can be easily identified.
17	General Information	Does your project have a CBCA decision by NRAs or ACER ?	1	(blank)
18	General Information	When was this decision taken ?	3	(blank)
19	General Information	Project Website	255	(blank)

20	General Information	General Remarks	300	Please provide any comment that may help ENTSOG understand your project
21	Inclusion in NDP	Is your project part of a National Development Plan (NDP) ?	1	(blank)
22	Inclusion in NDP	Please provide a well-founded reasoning explaining why your project is not included in a NDP	300	Please keep in mind the provisions of Article 8 of Regulation (EC) No 715/2009, pursuant to which "the Community-wide network development plan shall [...] build on national investment plans"
23	Inclusion in NDP	Please indicate the name of the NDP in which your project is included	50	(blank)
24	Inclusion in NDP	Please indicate the unique identification number of your project in the NDP	20	(blank)
25	Enabled Projects	Enabled projects	25	If your project does not create increases in capacity by itself, but is a prerequisite for other projects which will bring capacity increases, then list those projects.
26	Project Shareholders	Project Section	75	If your project is implemented in several member states, or is divided into several sections, indicate the name of the member state or the name of the section. If not, leave the field empty.

27	Project Shareholders	Shareholder Name	75	If you have a project company, indicate the names of each shareholder represented in this company. If not, simply indicate your own company's name. If no shareholder has been identified yet, indicate "Undefined".
28	Project Shareholders	Shareholder Share		If you have a project company, indicate the shares of each shareholder in this company, if not use 100%.
29	Project of Common Interest (PCI) Label	Is your project in the currently legal PCI list ?		(blank)
30	Project of Common Interest (PCI) Label	Do you plan to apply for PCI label in the next round ?		(blank)
31	Project of Common Interest (PCI) Label	What are the priority corridors where the project is assigned to ?	75	(blank)
32	Project of Common Interest (PCI) Label	What is your project reference number?	75	(blank)
33	Project of Common Interest (PCI) Label	When is/was your market survey scheduled for ?		(blank)
34	Project of Common Interest (PCI) Label	What is the type of your market survey ?	75	(blank)
35	Project of Common Interest (PCI) Label	Does your project fulfill the PCI general criteria as defined in Reg. 347/2013 Art.4 ?		As defined in Reg.347/2013 Art.4. If left empty, then it means your project does not fulfil the general criteria.
36	Project of Common Interest (PCI) Label	Which specific criteria are fulfilled by your project ?	75	As defined in Reg. 347/2013 Art.4.
37	Project of Common	Additional comments on the	1000	(blank)

	Interest (PCI) Label	specific criteria	
38	Project of Common Interest (PCI) Label	For transmission projects, the project concerns investment in reverse flow capacity	As defined in Reg. 347/2013 Annex IV/1/c
39	Project of Common Interest (PCI) Label	For transmission projects the project changes the capability to transmit gas across the Borders of the Member States concerned by at least 10%, compared to the situation prior to the commissioning of the project	As defined in Reg. 347/2013 Annex IV/1/c
40	Project of Common Interest (PCI) Label	For gas storage or liquefied/compressed natural gas projects, the project aims at supplying directly or indirectly at least two member States	As defined in Reg. 347/2013 Annex IV/1/d
41	Project of Common Interest (PCI) Label	For gas storage or liquefied/compressed natural gas projects, the project aims at fulfilling the infrastructure standard (N-1) rule at regional level in accordance with Article 6(3) of Regulation EU 994/2010	As defined in Reg. 347/2013 Annex IV/1/d
42	Variants for Modeling	Variant Name	75 (blank)

43	Variants for Modeling	Considered for modelling	(blank)
44	Variants for Modeling	Variant Description	255 (blank)
45	Increments in Entry/Exit Capacity	Variant	Select the variant to which this increment is linked
46	Increments in Entry/Exit Capacity	Operator	100 Select the operator for which you want to submit the increment
47	Increments in Entry/Exit Capacity	Point	100 Select a point whose capacity will be modified by the project
48	Increments in Entry/Exit Capacity	Flow direction	100 <p>Selecting entry means that ENTSOG will take into account your increment as additional firm capacity for gas to enter your system at the named interconnection point, resulting from the implementation of the project.</p> <p>Selecting exit means that ENTSOG will take into account your increment as additional firm capacity for gas to exit your system at the named interconnection point, resulting from the implementation of the project.</p>
49	Increments in Entry/Exit Capacity	Status	100 (blank)
50	Increments in Entry/Exit Capacity	Increment (GWh/d)	(blank)
51	Increments in Entry/Exit Capacity	Commissioning Year	(blank)

52	Increments in Entry/Exit Capacity	Comment	1000	Please enter any comments you might have on the projected increment
53	Technical Information	Infrastructure Type	100	(blank)
54	Technical Information	Name of the pipeline section	75	(blank)
55	Technical Information	Length of the pipe (in km)		(blank)
56	Technical Information	Diameter (in mm)		(blank)
57	Technical Information	Additional Compressor Power (in MW)		(blank)
58	Technical Information	Comments	255	(blank)
59	Technical Information	Name of the regasification facility	75	(blank)
60	Technical Information	Reloading ability ?		(blank)
61	Technical Information	Expected increment in yearly volume (bcm/y)		(blank)
62	Technical Information	Expected increment in yearly volume (bcm/y) comments	255	(blank)
63	Technical Information	Increment in Ship size (m3 LNG)		(blank)
64	Technical Information	Increment in Ship size (m3 LNG) comments	255	(blank)
65	Technical Information	Increment of storage capacity (m3 LNG)		(blank)
66	Technical Information	Increment of storage capacity (m3 LNG) comments	9	(blank)
67	Technical Information	Name of the storage facility	75	(blank)
68	Technical Information	Type of the storage facility	50	(blank)

69	Technical Information	Is this a multiple-cycle facility ?	1	(blank)
70	Technical Information	Increment of Working Volume (mcm)		(blank)
71	Technical Information	Increment of Working Volume (mcm) Comments	255	(blank)
72	Project Schedule	Pre-Feasibility	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
73	Project Schedule	Feasibility	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
74	Project Schedule	Feasibility	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
75	Project Schedule	FEED	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
76	Project Schedule	FEED	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.

77	Project Schedule	Market Survey	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
78	Project Schedule	Permitting Phase	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
79	Project Schedule	Permitting Phase	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
80	Project Schedule	Supply Contracts	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
81	Project Schedule	FID	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
82	Project Schedule	Construction	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.

83	Project Schedule	Construction	3	If you only know the year (e.g. YYYY), enter 1/1/YYYY. If you know the year and the month (e.g. MM), enter 1/MM/YYYY. Else, enter the full date.
84	Project Schedule	Project's Commissioning Year	4	If you can not provide increments for this project, please state the expected commissioning year
85	Project Schedule	Date of grant obtention for studies/for works	(blank)	
86	Project Schedule	Potential Delay compared to last TYNDP:	125	Did you experience any delay in the FID date and/or the commissioning date of your project, compared to the dates you have provided during the TYNDP2015 data submission ?
87	Project Schedule	Delay Explanation:	1000	(blank)
88	Project Schedule	Comments about the schedule, including Realisation Conditions	1000	Please enter any additional comment on the schedule, and precise the conditions for realisation if there are any.
89	Benefits	Main Project Driver	100	(blank)
90	Benefits	Comments on the Main Project Driver	1000	(blank)
91	Benefits	Comments about Project Benefits	1000	(blank)
92	Gas Sourcing	Algeria	(blank)	
93	Gas Sourcing	Caspia/Azerbaijan	(blank)	
94	Gas Sourcing	Libya	(blank)	
95	Gas Sourcing	Norway	(blank)	

96	Gas Sourcing	Russia	(blank)
97	Gas Sourcing	LNG	(blank)
98	Gas Sourcing	LNG Country	(blank)
99	Gas Sourcing	Others	125 (blank)
100	Third Party Access Regime	Considered TPA regime	75 (blank)
101	Third Party Access Regime	Have you applied for a TPA exemption ?	75 (blank)
102	Third Party Access Regime	Has the exemption been granted ?	75 (blank)
103	Third Party Access Regime	If yes, which stage of the exemption has been reached ?	125 (blank)
104	Third Party Access Regime	Percentage in the Entry direction	(blank)
105	Third Party Access Regime	Percentage in the Exit direction	(blank)
106	Third Party Access Regime	Considered Tariff Regime	75 (blank)
107	Third Party Access Regime	Other comments	1000 (blank)
108	Intergovernmental Agreements	Agreement Name	75 (blank)
109	Intergovernmental Agreements	Signed	(blank)
110	Intergovernmental Agreements	Date	(blank)
111	Intergovernmental Agreements	Description	255 (blank)

112	Intergovernmental Agreements	Other comments	1000	(blank)
113	Barriers to Implementation	Regulatory Framework	125	(blank)
114	Barriers to Implementation	Others Regulatory Barriers, please explain	1000	(blank)
115	Barriers to Implementation	Permit granting	250	(blank)
116	Barriers to Implementation	Financing	125	(blank)
117	Barriers to Implementation	Other Financing Barriers, please explain	1000	(blank)
118	Barriers to Implementation	Political	1000	(blank)
119	Barriers to Implementation	Market	125	(blank)
120	Barriers to Implementation	Other Market Barriers, please explain	1000	(blank)
121	Barriers to Implementation	Other Barriers, please explain	1000	(blank)
122	Barriers to Implementation	Which incentives would support your project implementation	1000	(blank)
123	Barriers to Implementation	Have you received additional regulatory incentives for your PCI project	1000	(blank)
124	Legal Notice	I Confirm	1	(blank)