| **Purpose of this document** |
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| This is a toolkit for new staff members of National Regulatory Authorities for energy on REMIT  Content   * **Toolkit on Market Integrity and Transparency** * **Toolkit on Market Surveillance and Conduct** |

**Market Integrity and Transparency Toolkit**

| **“Must-read” documents** |
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| * **REMIT Regulation**  - Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency * **Implementing Regulation**  - Commission Implementing Regulation (EU) No 1348/2014      * **ACER Guidance**  - 4th edition of ACER Guidance on the application of REMIT, available on the REMIT Portal at <https://www.acer-remit.eu/portal/custom-category/remit_guidance_and_recommendations> * **Transaction Reporting User Manual (TRUM) + Annexes** - ACER’s guidance and tools for the transaction reporting of REMIT supply and derivative contracts, available on the REMIT Portal at <https://www.acer-remit.eu/portal/custom-category/acer_remit_reporting_user_package> * **Manual of Procedures (MoP) on Data Reporting + Annexes** - ACER’s guidance on the transaction reporting of fundamental data and inside information, available on the REMIT Portal at <https://www.acer-remit.eu/portal/custom-category/acer_remit_reporting_user_package> * **Requirements for the registration of Registered Reporting Mechanisms (RRMs) - (RRM Requirements)** – ACER’s guidance on the registration of RRMs, available on the REMIT portal at <https://www.acer-remit.eu/portal/custom-category/acer_remit_reporting_user_package> * **Q&As and FAQs on REMIT** - the latest versions of the Q&A and FAQ papers are available on the REMIT Portal at <https://www.acer-remit.eu/portal/custom-category/remit_questions> * **MoU between ACER and NRAs on data sharing** - Memorandum of Understanding between ACER and NRAs concerning data sharing between ACER and NRAs under REMIT * **ACER’s REMIT Information Security Policy** – The Agency’s REMIT Information Security Policy applied on REMIT data which NRAs declared to comply with * **REMIT Quarterly** - ACER’s Newsletter containing updates on relevant REMIT issues and providing guidance on the applications of REMIT and other transaction reporting issues, available on the REMIT Portal at <https://www.acer-remit.eu/portal/remit-quarterly-doc> * **REMIT Annual Report** - ACER’s Annual Report on its Activities under Regulation (EU) No 1227/2011 on wholesale energy market integrity and transparency (REMIT) available at <https://www.acer-remit.eu/portal/custom-category/remit_AR> * **ACER’s Annual Work Programme** – available on the ACER website at <http://www.acer.europa.eu/en/The_agency/Mission_and_Objectives/Pages/Work-programme.aspx> |

| **Tools and communication channels** |
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| **European register of market participants**  The Agency established the European register of market participants based on the information provided by NRAs. NRAs are required to transmit the information in their national registers to the Agency in a format determined by the Agency. The registration format was determined by the Agency, in cooperation with NRAs, by ACER Decision No 1/2012 relating to the registration format pursuant to Article 9(3) of REMIT which can be found at <http://www.acer.europa.eu/Official_documents/Acts_of_the_Agency/Directors%20decision/ACER%20Decision%2001-2012.pdf>.  **Centralised European Register of Energy Market Participants (CEREMP)**  The Agency has developed CEREMP in order to establish the European register of market participants. This system is also available to NRAs as a means of registering market participants in their Member State.   * Used by NRAs for the registration of market participants in order to establish and maintain a national register of market participants. The framework for the delivery of CEREMP for NRA users was specified in a Service Level Agreement between the Agency and NRAs from 11 June 2014.   In case of any technical issues related to the access or the use of CEREMP, please contact the ARIS Central Service Desk at [servicedesk@support.acer-remit.eu](mailto:servicedesk@support.acer-remit.eu).   * **Liferay** * Communication tool integrated in CEREMP for communication between NRAs and ACER on application-related matters (CEREMP, Data Sharing, Notification Platform) * It also serves as a repository for the respective technical documentation, such as:   - Several User Guides & Release Notes for applications  - Business Requirements  - DB Model Info  - Other: CEREMP SLA, T1-T4 mapping, ARIS Data Validation Rules Configuration etc.  In order to set up a user account, please contact your NRA admin.  In order to set up an admin account, please contact the Central Service Desk at [servicedesk@support.acer-remit.eu](mailto:servicedesk@support.acer-remit.eu).  **Data Sharing**   * Used by NRAs to receive data on a continuous basis and for ad hoc requests   How to become a user? Please contact the ARIS’ Central Service Desk at [servicedesk@support.acer-remit.eu](mailto:servicedesk@support.acer-remit.eu).  **REMIT Portal**  [**https://www.acer-remit.eu/portal/home**](https://www.acer-remit.eu/portal/home)  The REMIT Portal is a single entry point to a compilation of information and all applications that ACER has made available to market participants and other stakeholders in order to implement Regulation (EU) No 1227/2011 on wholesale energy market integrity and transparency (REMIT) and its implementing acts provided in Commission Implementing Regulation (EU) No 1348/2014 (REMIT Implementing Regulation).   * **ARIS System Info**   [**https://www.acer-remit.eu/portal/system-status**](https://www.acer-remit.eu/portal/system-status)   * Used by ACER to inform NRAs and other stakeholders of the unavailability of ARIS applications   Please consult the ARIS System Info page before contacting the CSD in case of technical issues related to the access or use of ARIS applications.  **Central Service Desk (CSD)**: [servicedesk@support.acer-remit.eu](mailto:servicedesk@support.acer-remit.eu)   * Used by NRAs for communication and support regarding ARIS |

**Market Surveillance and Conduct Toolkit**

| **“Must-read” documents** |
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| * **REMIT Regulation**  - Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency * **Implementing Regulation**  - Commission Implementing Regulation (EU) No 1348/2014 * **ACER Guidance**  - 4th edition of ACER Guidance on the application of REMIT   + notably provides guidance on the notions of insider trading and market manipulation, the types of market abuse and PPATs obligations * **MMoU** - Multilateral Memorandum of Understanding between ACER and NRAs concerning cooperation and coordination of market monitoring under REMIT   + outlines general principles for cooperation between ACER and NRAs   + describes how to draft and channel notifications and requests   + introduces the concept of Liaison Officer on REMIT issues   + its Annex I contains the terms and conditions on the use of the Case Management Tool * **MMH**  - 2nd edition of the Market Monitoring Handbook   + elaborates further the general principles in the MMoU   + identifies the roles of entities with monitoring powers (ACER, NRAs, PPATs)   + provides guidance on case handling processes involving interactions between these entities (case allocation of cases with cross-border elements)   + defines principles and channels for efficient cooperation between ACER and NRAs   All these documents can be found in the [NRA starter package](http://www.acer.europa.eu/Events/BoR/REMIT-CG/NRA%20starter%20package/Forms/AllItems.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence)available on ACER’s extranet.  If you do not have credentials to log in to ACER’s extranet yet, please address a request to your corresponding Liaison Officer, or to the ACER’s Knowledge Manager at [Stefano.BRACCO@acer.europa.eu](mailto:Stefano.BRACCO@acer.europa.eu). |

| **Tools and communication channels** |
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| * **Notification Platform**   + used by PPATs, market participants and NRAs not having access to the Case Management Tool to notify potential breaches of Articles 3, 4 and 5 of REMIT   + used by market participants to notify the use of the exemptions in Articles 3(4)b and 4(2) of REMIT   + accessible to notifying entities on <https://www.acer-remit.eu/portal/notification-platform>   NRAs can be informed that they received a new notification and access the tool if they are users of the Notification Platform.  How to become a user? Please contact the ARIS’ Central Service Desk at [servicedesk@support.acer-remit.eu](mailto:servicedesk@support.acer-remit.eu).  In case of any technical issue linked to the access or the use of the Notification Platform, please contact the ARIS’ Central Service Desk at [servicedesk@support.acer-remit.eu](mailto:servicedesk@support.acer-remit.eu).   * **Case Management Tool (CMT)** * used to store and exchange information with other NRAs and ACER on potential REMIT breach cases * is the secure tool through which all case related information and data should be exchanged   How to become a user? Your NRA first needs to be acknowledged compliant with the REMIT Information Security Policy, either by being granted access to the data sharing mechanisms or by signing the Declaration in Appendix G to the MMoU. Once the training on the use of the CMT attended, the NRA will be asked to designate a Functional Administrator by filling-in the form in Appendix E to the MMoU. Both Appendices are available in the [NRA starter package](http://www.acer.europa.eu/Events/BoR/REMIT-CG/NRA%20starter%20package/Forms/AllItems.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence).  NRAs willing to know more about this procedure can write to [support.cmt@acer.europa.eu](mailto:support.cmt@acer.europa.eu).  In case of any technical issue linked to the access or the use of the CMT, please contact the ARIS’ Central Service Desk at [servicedesk@support.acer-remit.eu](mailto:servicedesk@support.acer-remit.eu).   * **Market conduct mailbox** : [market.conduct@acer.europa.eu](mailto:market.conduct@acer.europa.eu)   + used by NRAs to notify ACER about potential breaches of REMIT (others than Articles 3, 4, 5 and 15)   + used by NRAs not yet having access to the Case Management Tool to exchange case related information/data with ACER and other NRAs   + when using this functional mailbox, please password-protect the documents and send two parallel e-mails (one with the documents and the other with the password) * **Market surveillance mailbox** : [surveillance@acer.europa.eu](mailto:surveillance@acer.europa.eu)   + used by NRAs and ACER market surveillance experts to communicate on potential breaches in the initial assessment stage   when using this functional mailbox, please password-protect the documents and send two parallel e-mails (one with the documents and the other with the password) |

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| **Important notice:** no case-related information or data should be sent through another channel than the ones mentioned in the MMoU and the MMH and recapitulated above. Personal email addresses (including the ones of ACER’s Director or of the Head of the Market Surveillance and Conduct Department) are not suitable communication channels for potential REMIT breach cases. |