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# Operational Procedure

Version: 2.0.0

CGMES Conformity Assessment

02 October 2017

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# 1 Introduction

## 1.1 Purpose of this document

The purpose of this document is to describe how the CGMES Conformity Assessment Framework is implemented from an operational point of view. It explains in details the different processes, documents and roles supporting the conformity assessment process. The processes apply for all levels conformity defined in the conformity assessment scheme. The Assessment body shall select the right parties to be involved in the different parts of the processes.

It provides the following information:

- ❖ List of documents required during the conformity assessment processes;
- ❖ Information channels;
- ❖ Information that would be published and whether it can be disclosed or not depending of the stakeholders;
- ❖ Role assignments for each concerned bodies in the conformity assessment processes;
- ❖ Detailed implementation of all processes;
- ❖ Estimated duration for the processes;
- ❖ Archiving rules, i.e. how different documents created during the processes are archived;
- ❖ Details on the Conformity Registry.

## 1.2 Related Documents and Dependencies

All definitions from the CGMES Conformity Assessment Framework shall apply also for this document.

### 1.2.1 Conformity Assessment Scheme

The Scheme includes all necessary documentation for conformity assessment of Application with IEC specifications TS 61970-600-1 and 61970-600-2. It lists the versions of the documents that define a specific version of the scheme.

This includes:

- The version of the IEC specifications TS 61970-600-1 and 61970-600-2;
- The version of the Conformity Assessment Framework;
- The version of the Conformity Assessment Operational Procedure (this document);
- The version of the Test documents and data as defined in 1.2.2;
- The version of the Templates documents as defined in 1.2.3.

### 1.2.2 Test documents and data

- **Conformity Categories** – it defines the conformity levels applicable in the CGMES conformity scheme.
- **Test Definitions and Test Report** – Defines all the test steps that are required to be performed for each of the Test Use Cases as well as it defines the templates to report the results from the tests.
- **Test Configurations** – Test data (test models) that shall be used when performing the tests during the first party assessment and the second party assessment processes.

### 1.2.3 Templates documents

The following documents are included in the Conformity Assessment Scheme and shall be used in the different processes.

1. **Registration Template** - Template that the Supplier shall complete and submit to register its Application for the Conformity Assessment.
2. **Declaration of Conformity Template** - Template to be completed by the Supplier in order to declare that its Application is conform to a specific version of the Scheme concluding the First Party Assessment.
3. **Attestation of Conformity Template** - Template to be completed by the Assessment Body when the Opinion Body has delivered a positive opinion for an Application. The document attests the Declaration of Conformity issued by the Supplier.
4. **Template for comment/request for change** - Template to be completed by the Supplier in case of a need to submit a Comment or Request for Change to the Assessment Body.
5. **Declaration for new Application version** – Template to be completed by the Supplier in case the Supplier issues a new version/revision of its Application which already received an Attestation of Conformity on a previous version.

## 2 Information Channels

### 2.1 Contact Information

#### 2.1.1 Assessment Body

The Assessment Body is the body that is responsible to manage all processes and communications in the frame of the conformity assessment process.

The single point of contact (also called contact point below) can be contacted through the following channels:

**ENTSO-E**  
**CGMES Conformity Assessment**  
**Avenue Cortenbergh 100**  
**1000 Brussels**  
**Belgium**

Website: <https://www.entsoe.eu/major-projects/common-information-model-cim/cim-for-grid-models-exchange/cgmes-conformity/>

Email: [cgmes.conformity@entsoe.eu](mailto:cgmes.conformity@entsoe.eu)

Phone: +32 2 741 04 26

Fax: +32 2 741 09 51

#### 2.1.2 Supplier

To initiate the process of ENTSO-E CGMES Conformity Assessment, the Supplier shall officially nominate a representative. This person will act as a contact point on Supplier's side when interacting with the Assessment Body during the conformity process for a dedicated version of its application.

The Supplier's contact point shall be appointed during the first party assessment phase when submitting the declaration of conformity.

## 2.2 Information Publication

### 2.2.1 Scheme Update

Any information related to the Conformity Assessment Scheme shall be regularly published on the CGMES Conformity web page of ENTSO-E (e.g. new version of the IEC specifications TS 61970-600-1 and 61970-600-2, modification of the processes related to the conformity, etc.).

### 2.2.2 Conformity Registry Update

When required, the Assessment Body will update the Conformity Registry on a regular basis (according to Supporting Processes – see 5.1). (cf. Information Storage and Publication

Conformity Registry).

[Conformity registry](#)

[Conformity registry archive](#)

### 2.2.3 Communication Matrix

The communication matrix showing which documents are disclosed (sent) depending of the stakeholders is presented on Figure 1.

Document Type	Target Group						
	Public - Website	CGMES SOC SPOCS Contact List	System Study Correspondent Contact List	Opinion Body	Scheme Owner	Assessment Body	Specific Supplier
	Web Site	e-Mail					
	Public	ENTSO-E					
Conformity Assessment Scheme	-	☒	☒	-	○	☒	-
Review Report	NA	-	-	☒	NA	○	☒
Outcome of Review Session report	NA	-	-	☒	-	○	NA
Conformity Registry	-	-	-	-	-	○	-
Attestation of Conformity	-	-	-	☒	-	○	☒
Declaration of Conformity	-	-	-	☒	-	☒	○
Revocation Letter	NA	-	-	-	-	○	☒
Comment & Request for Change	NA	-	-	-	-	☒	○
Declaration New Application Version	-	-	-	-	-	-	○

○	Owner of the document
☒	Information is sent to the dedicated stakeholder
-	Information is not sent but it is available to the dedicated stakeholder
NA	Information is not disclosed to the dedicated stakeholder

Figure 1: Communication Matrix

### 3 Organisational Structure of the Conformity Assessment

#### 3.1 Framework's Roles

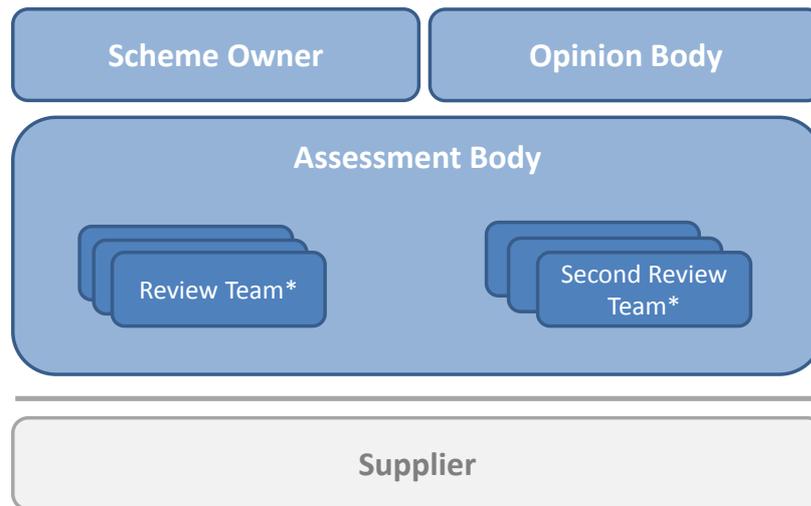


Figure 2: Organizational Structure

Further details on the roles at the following [link](#).

Roles directly linked to the Framework	Implemented by
Assessment Body	
Contact Point	The contact point in the ENTSO-E Secretariat
Review Team	Nominated members of a pool of reviewer (Reviewers Pool <sup>1</sup> )
Opinion Body	ENTSO-E Strategic Data Governance Steering (SDGS)
Scheme Owner	ENTSO-E Secretariat guided by Working Group Standardization

### 3.2 Additional Roles and Lists

Roles Indirectly linked to the Framework	Role Description
CGMES SOC SPOCs Contact List (SOC)	List of contacts of experts responsible for being the contact points between TSOs and Operational Planning Application Suppliers. (SOC – ENTSO-E System Operation Committee)

<sup>1</sup> Reviewers Pool is composed of Reviewers - Subject Matter Experts from TSOs and the ENTSO-E Secretariat. The Reviewers are typically knowledgeable regarding IEC specifications TS 61970-600-1 and 61970-600-2 and/or end user experienced with Supplier's Application.

System Study Correspondents Contact List (SDC)	List of contacts of experts responsible for being the contact points between TSOs and Long-Term Planning Application Suppliers. (SDC – ENTSO-E System Development Committee)
Public	The general public that might have an interest in IEC specifications TS 61970-600-1 and 61970-600-2 and the conformity of the Applications.
Suppliers Contact List	A list of Suppliers that have Application(s) that has been or is being assessed.
Specific Supplier	The specific Supplier that has one (or more) Application which has been or is being assessed.

## 4 Main Processes

### 4.1 First Party Assessment

#### 4.1.1 Preparation

ID	Role	Task	Estimated Duration
<i>START</i>		<i>The Supplier would like to have its Application CGMES Conformity assessed</i>	
a.1	Supplier	<p><i>gets</i> all the necessary information on the CGMES conformity assessment process itself on the Conformity Assessment website.</p> <p>In order to be able to perform the First Party Assessment and register for the Conformity Assessment, the Supplier can access to the all documents that are related to the Conformity Assessment Scheme documentation.</p> <p>If needed, the Supplier may request further information from the Assessment Body.</p> <p>During the First party assessment the Supplier shall use available CIM validation tools to validate the instance data during different test steps.</p> <p>For documentation purposes the following naming convention shall be followed in the processes related to the CGMES conformity assessment:</p> <p>[a]_[b]_[c]_[d].[e] where the different elements are:</p> <p>a. Date in the form YYMMDD, e.g. 140511 for 11 May 2014</p>	

- b. Short name of the Application, e.g. PowerFactory
- c. Short name of the Test Configuration, e.g. MGBC
- d. Short name of the test use case, e.g. TUC1
- e. File extension, e.g. doc/zip/pdf/xls/jpg

Complete file name example:  
140511\_PowerFactory\_MGBC\_TUC1.zip

a.2	Assessment Body	<i>provides</i> further information and guidance through the registration process on request of the Supplier.	
b.	Supplier	<i>performs</i> tests based on provided documents (see 1.2) The test results shall be documented on the provided Test Definitions and Test Report  If the tests are passed according to the assessment criteria and the Conformity Categories document, the Declaration of Conformity shall be filled in.	
c.1	Supplier	<i>prepares</i> Declaration of Conformity.	
c.2	Supplier	<i>sends</i> full registration to the contact point of the Assessment Body (see 2.1.1) . The set of documents consists of: <ul style="list-style-type: none"> <li>• The Declaration of Conformity;</li> <li>• The complete Test definitions and Test Report document;</li> <li>• The completed Registration Form (it includes indication if Supplier is willing to apply for the Second Party Assessment).</li> </ul>	
c.3	Assessment Body	The contact point <i>acknowledges</i> reception and <i>verifies</i> completeness and correctness of the documents. In case the documents are not considered complete, the contact point may provide feedback and complementary explanation.	
c.4	Assessment Body	The contact point <i>archives</i> documents ( <i>See 4.2.3</i> ).	1 Business Day

*END*                      *Supplier has successfully registered for CGMES Conformity Assessment.*

## 4.2 Second Party Assessment:

### 4.2.1 Evaluation

ID	Role	Task	Estimated Duration
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<i>START</i>	-----	<p><i>The Assessment Body has received valid registration for conformity from the Supplier. Therefore an evaluation of the Supplier's product needs to be triggered.</i></p>	
a.	Assessment Body	<p>The contact point <i>requests</i> and <i>nominates</i> reviewers from the Reviewer Pool and constitutes a Review Team.</p> <p>The Reviewers selection process will be the following:</p> <ul style="list-style-type: none"> <li>• Contact point sets up a Doodle for Reviewers to select the Review Team for the Application received (at least three members need to be selected). The Doodle indicates the time slots for 2h web conference.</li> <li>• Members of the Reviewer Pool are required to answer the Doodle within 5 business days.</li> <li>• Reviewers Team has to be composed as following: <ul style="list-style-type: none"> <li>• At least one Application user;</li> <li>• At least one “independent” reviewer;</li> </ul> </li> <li>• In order to be kept in the Reviewers Pool, each member has to join at least three (3) Review Sessions within a year.</li> </ul> <p>In consultation with the appointed Review Team, the Assessment Body organizes 2 hours web conference with the Supplier to introduce the Application and perhaps perform some initial tests. Then the following steps are performed:</p> <ul style="list-style-type: none"> <li>• The Reviewers and the Supplier agree on the date for the Review Session (physical meeting or a web conference).</li> <li>• Not more than three (3) Review Sessions shall be organized for each Application version.</li> </ul> <p><i>Remarks:</i></p> <p><b>A Reviewer can be nominated under the condition he/she has not been previously involved with the design or the development of the Application that is to be assessed.</b></p>	10 Business Days
b.1	Reviewer Team	<p>As a part of the web conference organised with the Supplier the Review team <i>assesses</i> the Declaration of Conformity including the supportive documentation provided by the Supplier and:</p> <p><b>Option A:</b> <i>concludes</i> that the Declaration of Conformity does not bring sufficient elements supporting the Conformity and <i>asks</i> the contact point to notify the Supplier that the second party assessment process will be stopped; or</p> <p><b>Option B:</b> <i>concludes</i> that the Declaration of Conformity brings sufficient elements supporting the Conformity and <i>requests</i> the</p>	0 Business Days (Option B)

contact point to organise the Review Session (the date is agreed during the web conference – step *a.* above); or

**Option C:** *concludes*, in the case the Application has already an Attestation of Conformity on the same specifications of the IEC specifications TS 61970-600-1 and 61970-600-2, that the Declaration of Conformity does not leave any doubt on the Conformity and directly *submits* a *Review Report* initiating the Opinion Formation Process. (see 4.2.2). In this case the Supplier is asked to provide the *Declaration for new version of the Application*.

b.2	Assessment Body	<p><b>Option A:</b> The contact point <i>informs</i> the Supplier that the second party assessment process is ended because of insufficient elements for supporting Conformity; or</p> <p><b>Option B:</b> The contact point <i>organizes / coordinates</i> a Review Session with the Supplier and Review Team.</p> <p>The Review Session is preferably organised as a physical meeting lasting one or more full business days (depending on the scope of the assessment) being either held in the ENTSO-E premises in Brussels or at agreed location, especially for SAT Conformity; or</p> <p><b>Option C:</b> <i>receives</i> the Review Report from the Reviewer Team and <i>archives</i> it. (See 4.2.3)</p>	<p>0</p> <p>Business Days (Option B)</p>
c.	Review Team	<p><b>Option B:</b> <i>reviews</i> the Supplier's Application and completes Test Definitions and Test Report document.</p> <p>During the second party assessment (evaluation process) the Reviewers shall use CIMdesk to validate instance data and score different tests steps. In case of doubt in the validation report provided by CIMdesk and other Supplier specific validation, the Review Team shall decide which validation report will be considered for the purpose of scoring a given test step. It shall be possible to store the information on the test results or validation reports by using screenshots or export reports as proof of correct validation.</p> <p>During the review session all tests are performed by the Supplier in case if it is not agreed otherwise with the Review Team and explicitly documented in the test report. The tests are run on the Supplier's hardware, but using compiled / binary / executable code. The Supplier is responsible to ensure that all equipment necessary for the Application during the tests is functioning properly. In case the Supplier has special requirements to the test environment, the Supplier shall inform and agree on these with the Assessment Body in advance, i.e. when the review session date is discussed and agreed.</p> <p>The tests during the review session shall consist of:</p> <ul style="list-style-type: none"> <li>• Scripted test cases including input and expected result: All these tests are defined per Test Use Cases. During the review session</li> </ul>	<p>1</p> <p>Business Days (Option B)</p>

the Review Team shall decide which are the most important and complete tests to be reviewed for the purpose of issuing an Attestation of Conformity.

- Error test cases or unstructured test cases: These are test cases which are not published in advance. Review Team shall provide to the Supplier instructions on the steps to be performed or provide additional Test Configurations which shall be used during the tests. The main reason for such tests is to assess how the Application handles Test Configurations that contain errors. The errors could be instance data syntax errors or usage of classes or associations not in the way specified by the IEC specifications TS 61970-600-1 and 61970-600-2. The objective is to assess the ability of the application to handle these errors by reporting to the user the necessary information. These error cases and also the unstructured tests aim at testing to ensure that the Application is not only designed to handle the provided Test Configurations but also requirements of the IEC specifications TS 61970-600-1 and 61970-600-2 not covered in the provided Test Configurations but related to the profiles or functions against the Application is tested. The purpose of the error test cases is to identify the level of stability and user friendliness of the application (e.g. the application shall not crash if there is syntax or other errors). There are no tests that aim to check how complete the validations performed by the application are as well the coverage of classes/attributes which are not defined in the IEC specifications TS 61970-600-1 and 61970-600-2. The latter is a choice of the Supplier and related to overall support of IEC CIM standards.

The reviewers assessing the application will consider the results from both scripted and error/unstructured tests when forming the recommendation to the ENTSO-E Opinion Body. There is no scoring methodology defined on how the results from the error/unstructured tests will be performed. However, it should be noted that if severe issues are observed ENTSO-E might not be in a position to issue an Attestation of Conformity for the functionalities that are affected by the severe issues. Recommendation to the Supplier shall be issued to facilitate further development of the Application.

*Remark:*

- (i) If the Supplier does not come to the Review Session or did not cancel at least two weeks before the previously agreed date the Review Session is declared cancelled and the Assessment Body shall organise a new Review Session.
- (ii) The Supplier may ask for a second Review Session if following conditions are met:
  - The version of the Application does not change and the failure is only due to a configuration and/or installation issue.
  - The timing is realistic (left to the appreciation of the review team)

- The Supplier does not request for a change of the Test Scope.

The same rules and process steps as for the first Review Session shall apply.

d.1	Supplier	<p><b>Option B:</b> at the end of the session, <i>reviews</i> the Test Definitions and Test Report document by checking that results of the Review Session are correctly documented and <i>agrees</i> with it. A copy of the Test Definitions and Test Report document will be provided to the Supplier.</p> <p><i>Remark:</i> In case of disagreement with any of the results of Test Definitions and Test Report document, the Supplier may include a comment in the Test Definitions and Test Report document.</p>	
e.	Review Team	<p><b>Option B:</b> <i>finalises</i> the Outcome of the Review Session document, including a recommendation on the Application and provides it to the Contact Point. The Review Team will make sure the report includes following information:</p> <ul style="list-style-type: none"> <li>the name of the supplier;</li> <li>the name and version of the Application;</li> <li>the IEC specifications TS 61970-600-1 and 61970-600-2 version for which it was assessed;</li> <li>the recommended opinion.</li> </ul> <p><b>Remark:</b> The Outcome of the Review Session document shall not be disclosed to the Supplier.</p>	1 Business Days (Option B)
d.2	Assessment Body	The contact point <i>receives</i> the Outcome of the Review Session document, the material from the Review Session and <i>archives</i> it (See 4.2.3).	1 Business Days
<i>END</i>		<i>The Supplier's Application has been evaluated and a Review Report including recommendation has been formed.(Considering Option B)</i>	<b>13 Business Days In Total (Option B)</b>

#### 4.2.2 Opinion Formation

ID	Role	Task	Estimated Duration
<i>START</i>			
<i>The contact point receives Review Report from Review Team. It's is now time to form an Opinion.</i>			
a.	Assessment Body	The Contact point notifies the Opinion Body that a new Review Session will be organized and informs on a tentative date when the Opinion shall be issued (considering written voting procedure). This helps the members of the Opinion Body to optimize their activities. Depending on the internal ENTSO-E process the Contact point may decide to inform the Opinion Body on monthly basis.	1 Business Day
b.	Assessment Body	The Contact point <i>requests</i> from the Opinion Body an official opinion on the conformity of an Application.  Together with the request the Contact point provides the Opinion Body with the Outcome of the Review session report which contains links to relevant material, e.g. Declaration of Conformity, Review report sent to the Supplier, etc.	1 Business Day
c.	Opinion Body	<i>receives</i> the request in order to issue an opinion.  The secretary of the Opinion Body initiates the voting <sup>2</sup> procedure either via electronic voting or as part of the agenda of the next meeting of the Opinion Body.  The vote available are the following: <ol style="list-style-type: none"> <li>1. Positive, in favour of issue Attestation of Conformity</li> <li>2. Negative, against of issue Attestation of Conformity</li> <li>3. Abstention, it will be taken into account as positive vote</li> </ol>	10 Business Days
d.1	Opinion Body	<i>informs</i> Contact point about official Opinion.	
d.2	Assessment Body	The Contact point informs Supplier about Opinion.  In case of positive opinion, issues an Attestation of Conformity and updates conformity registry.  In any case, the Contact point <i>archives</i> all related documents	1 Business Days

<sup>2</sup> The voting procedure as defined as per Terms of Reference of the SDGS.

(See 4.2.3).

<i>END</i>	<i>The Supplier received either an Attestation of Conformity or not.</i>	13 Business Days
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#### 4.2.3 Publication and Archiving

ID	Role	Task	Estimated Duration
<i>START</i>		<i>The contact point has received documents (Opinion, declaration or report, etc.) and should archive and/or possibly publish them.</i>	
a.1	Assessment Body	In case of positive Opinion, the Contact point shall update the Conformity Registry.	
a.2	Assessment Body	The contact point shall publish: <ul style="list-style-type: none"> <li>➤ Declaration of Conformity;</li> <li>➤ Attestation of Conformity.</li> </ul> As defined in the Communication matrix (See 2.2.3)	1 Business Days
b.	Assessment Body	<i>maintains</i> an electronic archive for all documentation in relation with the conformity assessments  <i>archives</i> (regardless of positive or negative opinion issued by the Opinion Body) the full set of documentation related to the Conformity Assessment Process.	
<i>END</i>		<i>Set of documents related to the conformity are stored / archived / published.</i>	

#### 4.2.4 Second Opinion Process

ID	Role	Task	Estimated Duration
<i>START</i>	<i>Supplier</i>	<i>Complain about the opinion of the Opinion Body on its Application and is willing to introduce a comment</i>	
a.1	Supplier	<i>introduces a comment</i> to the Assessment Body using the Comment and Request for Change Template.	5 Business Days

a.2	Assessment Body	<i>receives</i> a comment from a Supplier and <i>acknowledges</i> reception as well as <i>verifies</i> completeness and correctness (based on the Comment and Request for Change template) and <i>archives</i> comment.	
b.1	Assessment Body	<i>requests</i> - New Review Team (Second Review Team) that shall be composed of Reviewers who were not part of the Review Team. It is in charge of issuing a second review report on the assessment of the Application. - Supplier to nominate a representative.	3 Business Days
b.2	Assessment Body	organizes a session.	2 Business Days
c.1	Supplier	<i>presents</i> the comment to the Second Review Team.	
c.2	Second Review Team	<i>re-assesses</i> all documentation of the first party assessment and second party assessment by taking into account the Supplier's presentation and underlying discussion. <i>forms / issues</i> a Second Review Report on the assessment of the report. <i>provides</i> the Second Review Report to the Assessment Body.	1 Business Days
d.	Assessment Body	<i>receives</i> the Second Review Report from the Second Review Team and <i>stores</i> it. <i>provides</i> the Second Review Report to the Opinion Body.	1 Business Days
e.	Opinion Body	refer to 4.2.2 Opinion Formation / step b.	Business Days
<i>END</i>		<i>The Supplier receives new Opinion and so Comment can be considered as closed</i>	<b>25 Business Days In Total</b>

### 4.3 Change

<b>ID</b>	<b>Role</b>	<b>Task</b>	<b>Estimated Duration</b>
<i>START</i>		<i>A need to change the Framework or any of its artefacts has been identified.</i>	
a.	Anybody	Files a request for change to the Assessment Body. The request for change shall be documented using the Comment and Request for Change template.	
b.	Assessment Body	Handles the Request for change. The Assessment Body checks the validity of the requests and clarifies open issues with the sender of the request. If the request is valid it is communicated to Scheme Owner.	10 days
c.	Scheme Owner	Assesses the request for change according to the principles defined in the Framework.	5 days
d.1	Scheme Owner	Analysis & Implement the change by taking relevant actions (small change versus major change with project initiation) and then update of the Scheme.	Depending on the change
d.2	Scheme Owner	<i>prepares</i> information regarding the impact of the change and ENTSO-E approval process, if necessary.	
e.	Scheme Owner	<i>informs</i> Assessment Body about the Scheme update.	
f.	Assessment Body	<i>provides</i> regular status of the request for change to all concerned bodies depending on the change.	
<i>END</i>		<i>The request for change has been processed and Scheme possibly updated accordingly.</i>	

### 4.4 Activity Diagram

The following diagrams show the interactions between the different actors, and a rough estimate (indicative) of the elapsed time (in business days), between different steps of the processes (First Party Assessment/Second Party Assessment process, and Second Opinion process).

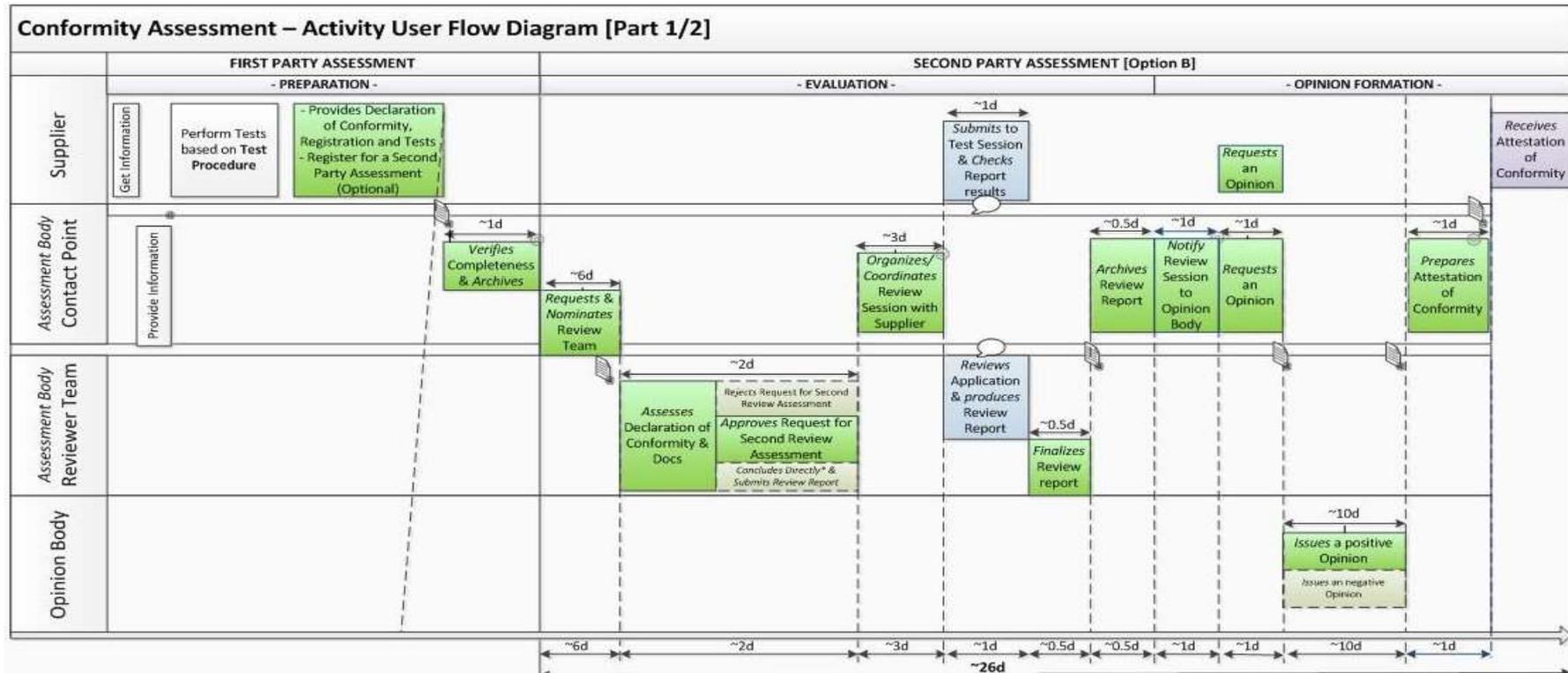


Figure 3: Activity Diagram [Part 1/2]

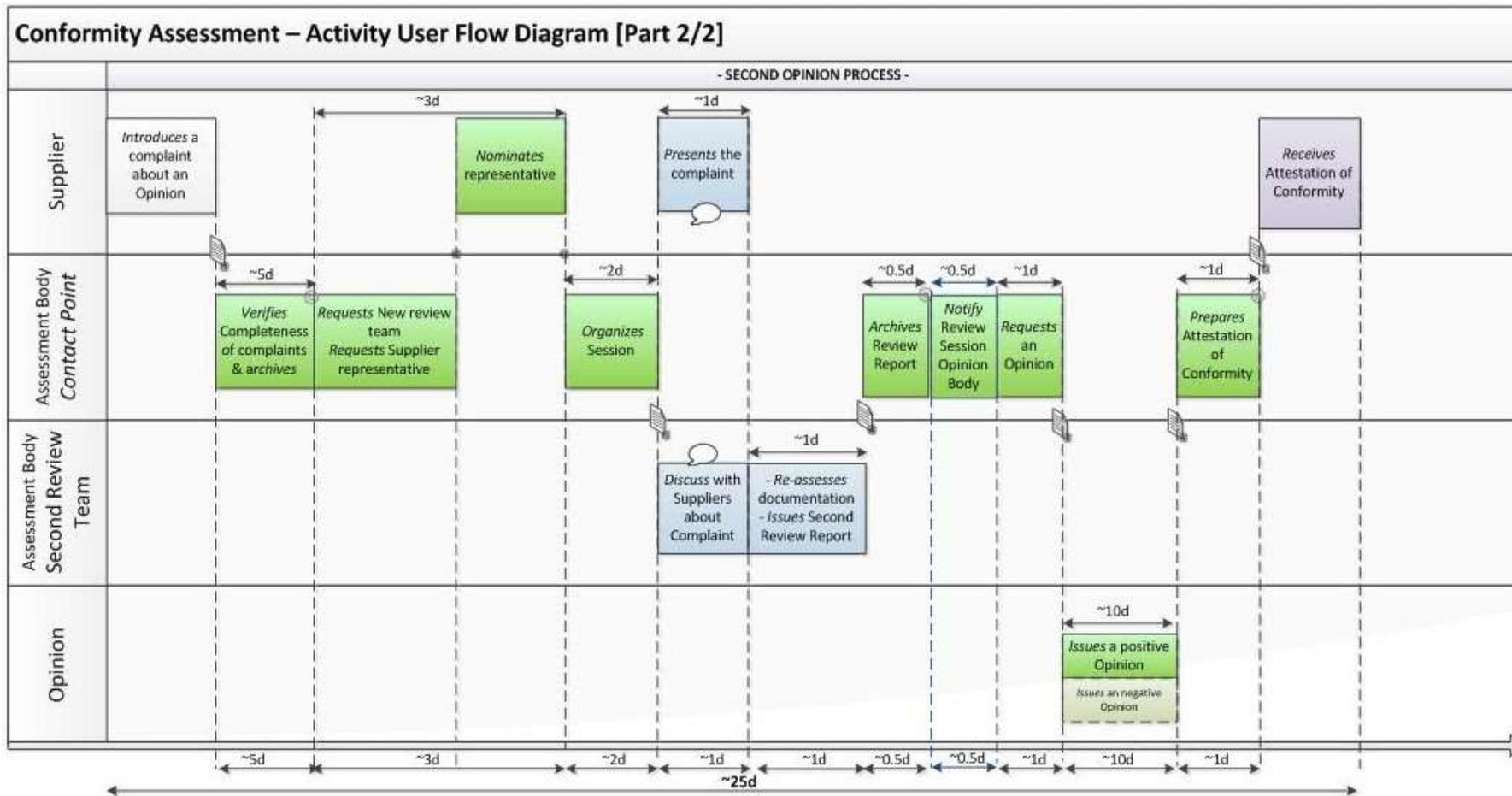


Figure 4: Activity Diagram [Part 2/2]

## 5 Supporting Processes

This section covers additional processes that are needed in order to support the Framework.

### 5.1 Update Conformity Registry

ID	Role	Task	Estimated Duration
<i>START</i>			
<i>The Assessment Body shall reflect the conformity status of an application in the registry.</i>			
<i>(A) Application achieves CGMES conformity.</i>			
a.	Assessment Body	Adds according to the achieved CGMES conformity a descriptive entry into the Registry including IEC specifications TS 61970-600-1 and 61970-600-2 version with which the Application is conform, level of conformity, issuing date of Attestation of Conformity, CGMES Conformity Assessment Framework version under which the conformity with achieved.  Moreover the Assessment Body adds a link to a PDF version of the Attestation of Conformity to the entry.	
b.	Assessment Body	Informs the Supplier about the update of the Conformity Registry.	
<i>(B) Application loses CGMES conformity</i>			
a.	Assessment Body	<i>Checks</i> the Registry about the currently recorded status of the conformity of the Application.  <i>Updates</i> the end date in the registry.	
b.	Assessment Body	<i>Updates</i> the registry by indicating the application is not conform anymore to a specific IEC specifications TS 61970-600-1 and 61970-600-2 version.  <i>Updates</i> the conformity website by indicating the end date.	1 Business Days
c.	Assessment Body	Informs the Supplier about the update of ENTSO-E Conformity website.	
<i>END</i>			
<i>Conformity Registry and ENTSO-E conformity website are updated.</i>			

## 6 Information Storage and Publication

### 6.1 Conformity Registry

The Assessment Body maintains a public Conformity Registry accessible via the ENTSO-E Conformity Assessment website.

In the previous conformity assessment scheme all Declarations of Conformity were published on the ENTSO-E web site even if the Supplier does not apply for second party assessment. The present CGMES conformity assessment scheme applies the following procedure:

- Regarding a Declaration of Conformity sent by the Supplier:
  - If the Declaration of Conformity is submitted together with a registration form for second party assessment then it shall be published on the ENTSO-E web site. The ENTSO-E Conformity registry indicates yellow traffic light.
  - In case the Supplier does not apply for second party assessment the Declaration of Conformity shall only be published on the Supplier's web site but not on the ENTSO-E web site.
- Regarding an Attestation of Conformity:
  - In case an Attestation of Conformity is not granted (i.e. negative ENTSO-E opinion) the Declaration of Conformity shall be removed from the ENTSO-E web site. If the Supplier would like to continue the process new Declaration of Conformity shall be issued.
  - In case an Attestation of Conformity is granted the ENTSO-E Conformity registry indicates green traffic light.

The Conformity Registry contain the following information:

ATTRIBUTES	DESCRIPTION
<b>Supplier's name</b>	<i>The Supplier representative (participants to the review session).</i>
<b>Contact info</b>	<i>The representative of the Supplier.</i>
<b>Application's name and version</b>	<i>The name and version of the Application.</i>
<b>IEC specifications TS 61970-600-1 and 61970-600-2 Conformity Version</b>	<i>The reference to the version of the IEC specifications TS 61970-600-1 and 61970-600-2 against which the Application was assessed.</i>
<b>Scheme Version</b>	<i>The version of the Conformity Assessment Scheme that has been used when assessing the Application.</i>
<b>Declaration of Conformity</b>	<i>The pdf file provided by the Supplier declaring its conformity.</i>
<b>Attestation of Conformity</b>	<i>The pdf file provided by the Assessment Body declaring its attestation and the date of issue (the same date in which Opinion Body release their opinion)</i>

## 6.2 Internal Archive

The Assessment Body maintains an internal archive for all relevant information within the Assessment Process. The archive is maintained exclusively electronically and shall be managed by the Assessment Body.

The retention time for any information in the archive shall be in accordance with the ENTSO-E archiving policy. All information shall be deleted at the end of the retention period.

A Supplier may however request the deletion of information relating to one or more of its Assessments before the end of the retention period. This has to be done in written form.

All communication (email, documents, etc.) shall be archived by the Assessment Body.

## 7 APPENDIX

### 7.1 Glossary

**CGM** = Common Grid Model

**EMF** = European merging Function

**IGM** = Individual Grid Model

**MF** = Merging Function