

**SASKATCHEWAN ELECTRIC
RELIABILITY AUTHORITY**

Entity Registration Manual

Appendix 1 to the Rules of Procedure for Reliability
Standards in Saskatchewan

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Document Control

This document is maintained as an online document. Visit the SERA website for the latest version.

Version Number	Date	Summary of Changes	Revisions Marked
1.0	September 21, 2016	Approved by SERA	No
1.1	November 2, 2017	Minor clarifications in Sections 2.1 and 2.2	No
1.2	July 24, 2019	Added clarification in Section 2.3 about transferring function(s) from one Entity to another Entity	No
1.3	January 15, 2020	Update to Sections 2.2 and 2.3 regarding effective dates of registration and compliance monitoring	Yes

1 Introduction

This Entity Registration Manual forms part of the Rules of Procedure for Reliability Standards in Saskatchewan. This manual describes the process used by SERA in evaluating and registering Entities in Saskatchewan. SERA has delegated authority to MRO to perform evaluations of Entities for the purposes of determining whether they should be registered with the North American Reliability Corporation (NERC) Compliance Registry. Appendix 5B: Statement of Compliance Registry Criteria of the [NERC Rules of Procedure](#) will be used to assess Entities.

Upon completion of an evaluation, MRO will submit a recommendation to SERA listing the function(s) the Entity should be registered for. SERA will make the final decision on an Entity's registration.

2 Process for Entity Registration

2.1 Requirement to Register

All owners, operators and users of the Bulk Power System in Saskatchewan are required to submit an application to SERA to initiate the registration process. The functions are defined in the [NERC Glossary of Terms](#).

Acronym	Function
BA	Balancing Authority
DP	Distribution Provider
GO	Generator Owner
GOP	Generator Operator
PA	Planning Authority
RC	Reliability Coordinator
RP	Resource Planner
TO	Transmission Owner
TOP	Transmission Operator
TP	Transmission Planner
TSP	Transmission Service Provider

2.2 Initial Registration Process

1. An Entity must submit a registration application to SERA and complete the registration process prior to carrying out one or more of the functions listed in Section 2.1.
 - a. Applications are submitted electronically using the [on-line form](#) available on the SERA website.
 - b. If SERA or MRO becomes aware of an Entity's failure to submit an application, SERA will contact the Entity and provide a deadline by which an application must be received.
 - c. If the Entity fails to meet the deadline, SERA may complete an application on the Entity's behalf.
2. MRO will review the application and will contact the Entity to request additional information required to complete an evaluation against the NERC Statement of Registration Criteria.
3. Upon completion of the evaluation, MRO will submit a recommendation to SERA as to whether the Entity should be registered for certain function(s). MRO may also include a recommendation of an effective date for an Entity's proposed registration. A copy of the recommendation will be sent to the Entity by SERA.
4. The Entity may submit a response to the recommendation before the end of business on the Required Date specified by SERA. The Required Date shall be no less than fourteen (14) days after the recommendation is sent to the Entity.
5. SERA will make a final decision whether the Entity should be registered for certain function(s) and will determine the effective date of the Entity's registration. SERA will notify the Entity and MRO.
6. MRO will request that the Entity access the ERO Portal and submit a formal registration request through the Centralized Organization Registration ERO System (CORES) tool. MRO will then register the Entity with NERC using the effective date indicated in SERA's decision to register the Entity.
7. NERC will issue a Notice of Registration to the Entity to advise of registration status, including a NERC Compliance Registry ID number and which function(s) the Entity has been registered for. A copy of this notification will be sent to MRO and SERA.
8. Compliance Monitoring of a Registered Entity will commence on the effective date of registration in the NERC Compliance Registry.

2.3 Process for Changes in Function(s)

1. An Entity must notify SERA prior to any change that may affect the function(s) that the Entity is registered for by submitting a completed application to SERA..
 - a. Applications are submitted electronically using the [on-line form](#) available on the SERA website.
 - b. If SERA or MRO becomes aware of an Entity's failure to submit an application, SERA will contact the Entity and provide a deadline by which an application must be received.
 - c. If the Entity fails to meet the deadline, SERA may complete an application on the Entity's behalf.
2. SERA will forward the information to MRO for review. MRO will evaluate the information and may contact the Entity to request additional information as required.
3. MRO will provide a recommendation to SERA as to whether any changes should be made to the Entity's registration. MRO may also include a recommendation of the effective date for an Entity's change in registration. A copy of the recommendation will be sent to the Entity by SERA.
4. The Entity may submit a response to the recommendation before the end of business on the Required Date specified by SERA. The Required Date shall be no less than fourteen (14) days after the recommendation is sent to the Entity.
5. SERA will make a final decision whether the Entity's registration will be changed and will determine the effective date of the Entity's change in registration. SERA will notify the Entity and MRO.
6. MRO will update the Entity's registration with NERC using the effective date determined by SERA.
7. NERC will issue a Notice of Registration Change to the Entity to advise the Entity of any registration changes. A copy of this notification will be sent to MRO and SERA.
8. Compliance Monitoring for newly added functions will commence on the effective date of their addition in the NERC Compliance Registry.

2.4 NERC Compliance Registry Publication

NERC maintains a list of Registered Entities and their respective function(s) on its publicly available [website](#).

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