

**DNO Group Name**

**Regulatory Instructions and Guidance  
Commentary – Memo and Disaggregated Tables**

**Reporting Year 2011-12**

## Contents

The main chapter numbers relate to the tables names in the RIGs templates to which the text relates

- CM1 – Network Design and Engineering
- CM2 – Engineering Management & Clerical Support
- CM3 – Control Centre
- CM4 – Operational Training including Workforce Renewal
- CM5 – Operational Training non-cost data
- CM6 – Property Management
- CM7 – Finance and Regulation
- CM8 – CEO etc
- CM9 – Distributed Generation
- CM10 – Information Technology
- CM11 - Contractor Type Analysis
- CM12 – Material Provided by Contractors
- CM13 – Indirects within Contractors
- CM14 – Non Operational Property
- CM15 - Streetworks
- CM16 - Streetworks by Cost Type
- CM17 – Full Time Equivalents by Category
- CM18 – WSC scheme
- CM19 – EV Charging points
- CM20 - Undergrounding in Designated Areas
- CM21 – Metal Theft
- CM22 – Smart Meters

# Objectives and Information required

## Objectives

The commentary provides the opportunity for DNOs to explain why costs have been incurred, the annual movements, and the reasons for variations from assumptions made at the time of the Price Control Review (DPCR5). It will be used in conjunction with the RIGs tables, to understand the structures and operations of each DNO, to inform the next price control and to monitor DNOs' performance against Ofgem's assumptions for costs and volumes included in the DPCR5 final proposals document.

A full and frank commentary should reduce the number of questions and time spent by both Ofgem and DNO staff on review visits.

## General

To avoid duplication one Commentary document is required per DNO Group. Respondents should ensure that comments are clearly marked to show which DNO the commentary relates or if it is applicable to all the DNOs within the group.

The Commentary for the 2010-11 reporting year will focus on a "finalising the RIGs" process and will include a number of key areas which will be required for every table, unless otherwise stated. If any additional information is required for individual tables it will be stated. If the respondent wishes to include further comments to assist our understanding of the data or methodologies provided in the data tables, this is welcomed.

DNOs should include supporting documentation where they consider it necessary to support their comments or where it may aid Ofgem's understanding. Please insert an appropriate chapter heading and commentary box in the body of this document where it is necessary to provide additional commentary.

Commentary to cover the entire pack:

Detail the compliance assurance steps that you have followed to assure yourself of the accuracy and validity of the information contained in your submission. It may be helpful for you to identify the assurance techniques/steps, provide commentary as to how you applied these and also to list the table(s) to which these techniques were applied.

[Type commentary here](#)

Detail the plans for the introduction of any new systems which have or will be used for the completion of the workbook/worksheets; including the names and dates of implementation, and what these will be able to populate on the sheet that could not be done previously. A description of what the planned/new systems will not be able to populate, and what will still rely on management assumption/allocation methods.

[Type commentary here](#)

Detail where tables have insufficient or inconsistent guidance and where definitions within the glossary are not identified or not correct.
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<a href="#">Type commentary here</a>
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- Provide details of any formula changes undertaken, other than those directed by Ofgem, which were required to complete the worksheet. A failure to document all changes will be considered a failure to complete the submission in accordance with the rules and so a failure to comply. Does the individual worksheet function properly? Is everything linked correctly in order form the complete picture as intended?

Formula errors
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<a href="#">Type commentary here</a>
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Table specific commentary where applicable should include:

- Detailed Explanations of the allocation methodologies which were employed to complete the table,
- A description of what systems are in place to complete the worksheet. This should include: The names of the systems from which the data was completed, if particular cells are completed from a specific IT system (e.g. fault system where the workmen enter time/materials used etc) state that system and which cells it populates, along with any allocation methods used. The description should also include what proportion has been completed using primary records v. allocation methods
- Comments on the usefulness of each worksheet; including opinions on whether it could be shortened/expanded/combined with another worksheet/possibly deleted/kept the same - in order to form a more robust data set?

## **CM1: Network Design and Engineering**

Allocation methodologies
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<i>Type commentary here</i>
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Systems used to populate worksheet
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<i>Type commentary here</i>
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Additional commentary/documentation
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<i>Type commentary here</i>
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## **CM2: Engineering Management & Clerical Support**

Allocation methodologies
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<i>Type commentary here</i>
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Systems used to populate worksheet
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<i>Type commentary here</i>
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Additional commentary/documentation
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<i>Type commentary here</i>
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## **CM3: Control Centre**

Allocation methodologies
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<i>Type commentary here</i>
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Systems used to populate worksheet
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<i>Type commentary here</i>
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Additional commentary/documentation
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<i>Type commentary here</i>
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## **CM4: Operational Training including Workforce Renewal**

Allocation methodologies
<i>Type commentary here</i>

Systems used to populate worksheet
<i>Type commentary here</i>

Additional commentary/documentation
<i>Type commentary here</i>

## **CM5: Operational Training non-cost data**

Allocation methodologies
<i>Type commentary here</i>

Systems used to populate worksheet
<i>Type commentary here</i>

Additional commentary/documentation
<i>Type commentary here</i>

## **CM6: Property Management**

Allocation methodologies
<i>Type commentary here</i>

Systems used to populate worksheet
<i>Type commentary here</i>

Additional commentary/documentation
<i>Type commentary here</i>

## **CM7: Finance and Regulation**

### **CM8: CEO etc**

Allocation methodologies
<i>Type commentary here</i>

Systems used to populate worksheet
<i>Type commentary here</i>

Additional commentary/documentation
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*Type commentary here*

## **CM9: Distributed Generation**

Allocation methodologies

*Type commentary here*

Systems used to populate worksheet

*Type commentary here*

Additional commentary/documentation

*Type commentary here*

## **CM10: Information Technology**

Allocation methodologies

*Type commentary here*

Systems used to populate worksheet

*Type commentary here*

Additional commentary/documentation

*Type commentary here*

## **CM11: Contractor Type Analysis**

## **CM12: Materials Provided by Contractors**

## **CM13: Indirects within Contractors**

## **CM14: Non-Operational Property**

Allocation methodologies

*Type commentary here*

Systems used to populate worksheet

*Type commentary here*

Additional commentary/documentation

*Type commentary here*

## **CM15: Streetworks**

Allocation methodologies
<a href="#">Type commentary here</a>

Systems used to populate worksheet
<a href="#">Type commentary here</a>

Additional commentary/documentation
<a href="#">Type commentary here</a>

## CM16: Streetworks by Cost Type

## CM17: Full Time Equivalents by Category

Please explain:

- How the FTE numbers have been derived, e.g. whether directly from HR or similar records or, if by another method, explain the basis for each activity for the DNO and each related party.

Allocation methodologies
<a href="#">Type commentary here</a>

Systems used to populate worksheet
<a href="#">Type commentary here</a>

Additional commentary/documentation
<a href="#">Type commentary here</a>

## CM18: WSC Scheme **(Place-holder)**

Commentary/documentation
<a href="#">Type commentary here</a>

## CM19: EV Charging Points

Allocation methodologies
<a href="#">Type commentary here</a>

Systems used to populate worksheet
<a href="#">Type commentary here</a>

Additional commentary/documentation
<a href="#">Type commentary here</a>



## CM20: Undergrounding in Designated Areas

Allocation methodologies

*Type commentary here*

Systems used to populate worksheet

*Type commentary here*

Additional commentary/documentation

*Type commentary here*

## CM21: Metal Theft

Allocation methodologies

*Type commentary here*

Systems used to populate worksheet

*Type commentary here*

Additional commentary/documentation

*Type commentary here*

## CM22: Smart Meters

Allocation methodologies

*Type commentary here*

Systems used to populate worksheet

*Type commentary here*

Additional commentary/documentation

*Type commentary here*