**RIIO-T1/GD1/ED1 NETWORK DATA ASSURANCE REPORT (NetDAR)**

**Annual Report**

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| **Company** |  |
| **Sector** |  |
| **Networks** |  |
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| **Report year** |  |
| **Report submitted date** |  |

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**Version History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version No.** | **Changes** | **Purpose** | **Author** | **Release Date** |
| 1.0 |  | For consultation | Ofgem | 17/12/2014 |

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| **General guidance on completing this report template:** |
| * *Boxes shaded in yellow should be completed.* * *Each section and subsection should be completed.* * *Licensees may add additional subheadings within sections or subsections.* * *Additional sections should be added as appendices.* * *Some sections may be combined, if in the licensee’s opinion it is preferable to do so. The relevant pro forma sections should reference the area of the report where the information may be found.* |

# Overview of Organisational Data Assurance

## This report

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| **Guidance on completing this section:** |
| *State the purpose of the document, its scope and any assumptions.* |
| *E.g.* *This document was prepared in accordance with the NetDAR template [version no.] issued by Ofgem...* |

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| **Supporting documentation** | |
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## Organisational control and governance

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| **Guidance on completing this section:** | |
| *Explain the corporate risk management strategy, risk appetite, internal control and governance of the organisation with high level organogram. The licensee should explain how risk management, data assurance, and audit fit into its corporate structure. If the licensee is part of a larger group, explain how group level control and governance links to the licensee’s level of control and governance.* | |
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| **Supporting documentation** | |
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## Organisational approach to regulatory submissions

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| **Guidance on completing this section:** | |
| *Explain data management strategy. Explain how the company ensures that the regulated parts of its business are managed to produce submissions that are comprehensive, robust and accurately reflect the regulated business’s operations. A high level explanation of its IT strategy and how it supports data management would also be helpful.* | |
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| **Supporting documentation** | |
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## Organisational data assurance process

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| **Guidance on completing this section:** | |
| *Explain what each data assurance activity (planning, review and sign-off) means to the company in terms of processes and methodologies. Explain how the company ensures compliance with the DAG, and how it ensures that recommendations from audits are acted upon and monitored. Explain internal minimum data assurance activities. Explanations should include data accountabilities and an explanation of initiatives to ensure employee understanding of data reporting, data assurance and the importance of timely submissions.* | |
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| **Supporting documentation** | |
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# Previous Submissions Section

## Data Assurance Done for Previous Submissions

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| **Guidance on completing this section:** | |
| *This is the main body of the document, containing a review of what was done to assure the previous year’s data. This section must include the risk assessment template, as set out below in Section 3 (or as an appendix to this document). It should also include further commentary on the Summary Table (paragraph 3.4), with specific focus on the findings from the assurance activities eg:*   * *For high and critical risks, the details of data assurance activities including actions (with purpose, desired outcome, deadlines, completion date, completed or ongoing). This should provide further explanation of the activities and actions listed in the summary table, paragraph 3.4.* * *Why the data assurance activities were appropriate, and why they have been selected in preference to other available options.* | |
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| **Supporting documentation** | |
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## Errors Identified in Previous Submissions

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| **Guidance on completing this section:** | |
| *Include an explanation of any material errors identified up until the submission date of the report (not only in the previous 12 months period but any time in the past). Please include the following:*   * *Which submission the error relates to* * *A statement on incomplete, inaccurate or late submissions* * *Error description* * *Error identification date* * *Error impact score and description of realised impact of the error,* * *Was the error corrected? When was the error corrected?* * *What assurance activity will be undertaken to prevent future occurrence.* | |
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| **Supporting documentation** | |
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## Update on risk reduction initiatives

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| **Guidance on completing this section:** |
| *Explain the company’s initiatives planned to reduce submission risk by improving processes and procedures or underlying data quality. Any initiatives that were undertaken in previous years and were not completed by the time of the preceding year’s NetDAR submission should be included here.*  *Licensees should explain:*   * *Identified drivers that have prompted the initiative* * *Proposed improvements, and risk reduction measures* * *The expected (or actual if completed) outcome of the proposed initiatives.* |
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# Future Submissions Section

## Risk Assessment

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| **Guidance on completing this section:** | |
| * *Include an explanation of any difficulties in carrying out risk identification and risk assessment or any necessary assumptions applied.* * *Additional aggregation or disaggregation of submissions for risk assessment purposes should also be provided.* * *Include an explanation of any changes in the risk ratings from the previous year’s plan (including new risk factors, effects of error events and effects of assurance activities carried out).* * *For high and critical risk submissions, briefly explain the main cause of high, critical risks (impact and/or probability scores).* | |
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| **Supporting documentation** | |
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## Data Assurance Plan

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| **Guidance on completing this section:** | |
| *Explain the company’s data assurance plan and rationale for each planned activity.*  *Licensees should:*   * *Provide details of data assurance activities including subsequent actions (with purpose, deadlines, outcome) and risk reduction measures for high and critical risks.* * *Explain identified process weaknesses, proposed improvements, and risk reduction measures.* * *Explain why the planned data assurance activities are appropriate, and why they have been selected in preference to other available options.* | |
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| **Supporting documentation** | |
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## New risk reduction initiatives

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| **Guidance on completing this section:** | |
| *Explain the company’s initiatives planned to reduce submission risk by improving processes and procedures or the quality of the underlying data. Any initiatives that have been planned or commenced since the preceding year’s NetDAR submission should be included here.*  *Licensees should explain:*   * *Identified drivers that have prompted the initiative* * *Proposed improvements, and risk reduction measures* * *The expected (or actual if completed) outcome of the proposed initiatives.* | |
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| **Supporting documentation** | |
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## Summary Table: Risk assessment results and associated planned assurance activities

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| **Guidance on completing this section:** |
| *This Summary Table must be completed in the Risk Assessment Template. The report is to be read in conjunction with the summary table contained in the completed Risk Assessment Template.* |

### Appendices

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| **Guidance on completing this section:** | |
| *Appendices form part of the NetDAR and should be appended to the document and listed below. Appendix A.1 Supporting documents (Appendix A.1) must be completed listing all supporting documents that are referenced in the NetDAR. Supporting documents are standalone documents (separate from the NetDAR) are not required to be submitted alongside the NetDAR.* | |
|  | Supporting Documentation |
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#### Supporting documents

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| **Guidance on completing this table:** | | | | |
| *Any supporting documents referenced in the body of the NetDAR should be listed in this table. Licensees may also list here other supporting documents not referenced in the document where, in the licensees view, it would aid Ofgem’s understanding. Licensees are not required to submit the additional supporting documents alongside the NetDAR. However, Ofgem may request submission of any supporting document at a later date.* | | | | |
| Ref. | Document title | Version date/  number | Description | Submitted with NetDAR (Y/N) |
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#### Additional Appendix (place holder – delete if not required)

Any number of additional appendices may be added