

Guidance

FINAL RIIO-GD2 Business Plan Data Template (BPDT) instructions and guidance

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This document sets out the instructions and guidance for completing Business Plan data templates, required as part of the process of setting RIIO-GD2.

This document is for people who are filling out the Business Plan data templates and want to know general and specific guidance for reporting Business Plan data. It explains the scope of the Business Plan data templates, what to consider when completing them, and where to find more information.

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Associated Documents

RIIO-2 sector specific methodology consultation, 18 December 2018

<https://www.ofgem.gov.uk/publications-and-updates/riio-2-sector-specific-methodology-consultation>

RIIO-2 sector specific methodology decision, 24 May 2019

<https://www.ofgem.gov.uk/publications-and-updates/riio-2-sector-specific-methodology-decision>

RIIO-2 Business Plan Draft Guidance Document, 21 December 2018

<https://www.ofgem.gov.uk/publications-and-updates/riio-2-business-plans-draft-guidance-document>

RIIO-2 Business Plan Guidance, 9 September 2019

https://www.ofgem.gov.uk/system/files/docs/2019/09/riio-2_business_plans_guidance_september_2019_-_published_0.pdf

Priorities and Work Plan of the RIIO-2 Challenge Group, 28 February 2019

<https://www.ofgem.gov.uk/publications-and-updates/priorities-and-work-plan-riio-2-challenge-group>

Notice proposing modifications to the RIIO-GD1 Price Control Regulatory Instructions and Guidance: Version 6.0

<https://www.ofgem.gov.uk/publications-and-updates/notice-proposing-modifications-regulatory-instructions-and-guidance-rigs-riio-gd1-version-60>

Direction to make modifications to the Regulatory Instructions and Guidance (RIGs) for RIIO-GD1 (version 6.0), 30 April 2019

<https://www.ofgem.gov.uk/publications-and-updates/direction-make-modifications-regulatory-instructions-and-guidance-rigs-riio-gd1-version-60>

1. Introduction

Purpose

- 1.1. This document sets out the instructions and guidance for completing the Business Plan data templates (BPDT) that support the submission of the gas distribution networks' (GDNs') Business Plans.
- 1.2. The BPDT is an Excel workbook. It consists of a number of data entry sheets together with various summaries. The BPDT should support and be consistent with the submitted Business Plan, providing additional detail in support where requested. The BPDT should be completed in accordance with these instructions and definitions provided in this document.
- 1.3. The BPDT and these instructions provide a framework for the collection and provision of consistent information in order to avoid varying interpretations of definitions and reporting requirements.
- 1.4. These instructions are provided to ensuring consistency of information contained in the BPDTs. They do not set out the process for when draft and final Business Plans should be submitted or provide guidance on what should be included in Business Plans. These instructions should be read alongside the RIIO-2 Business Plan Guidance Document and the Priorities and Work Plan of the RIIO-2 Challenge Group.
- 1.5. These instructions do not change any definitions or obligations contained within the gas transporter licence applicable to the GDNs and to avoid doubt, in the event of any potential or perceived conflict, the licence conditions will always take precedence.

Publication

- 1.6. A number of GDNs consider some of the information provided in the BPDT to be commercially sensitive. Ofgem is bound by the requirements of section 105 of the Utilities Act 2000 relating to the disclosure of information.
- 1.7. Ofgem recognises the value of improving transparency of information in regulating natural monopolies and we intend to continue to review to what extent to publish further disaggregated data and analysis alongside the Business Plans.

2. General Instructions for Completing the BPDT

This instruction and guidance document ('instructions') provide a framework for the collection and provision of consistent information to support the well-justified business plans submitted by GDNs. The output from this process will be the gas distribution networks' (GDNs) completed business plan data templates. Ofgem will use this information to assist in the assessment of the well-justified business plan submissions for RIIO-GD2.

Reporting arrangements

- 2.1. GDNs must provide the completed BPDT in excel format.
- 2.2. GDNs must complete the BPDT in full. If information is incomplete, the GDN should provide a clear explanation for why.
- 2.3. For any queries on the data templates, or if any errors are discovered on completion, an email should be sent to GasNetworks@ofgem.gov.uk.
- 2.4. Any resubmission of the BPDT is only to be made by agreement between Ofgem and the GDN and in any such instance, the pack should be resubmitted in full. Resubmission is required to be accompanied by a letter signed by a Director.
- 2.5. GDNs are expected to risk assess their December 2019 final Business Plan submissions. This is specifically mentioned in section 5.1 of the latest version of Ofgem's Data Assurance Guidance (DAG). Companies are expected to submit an irregular NetDAR alongside the main BP submission.

BPDT structure and data entry

- 2.6. The BPDT has been separated into the following sections:
 - General tables: The Contents, Changes Log and Fixed Data tables provide constant figures to be referenced whilst populating the BPDT tables.
 - Finance tables: Tables 1.0.1 to 1.05 collect financial information.
 - Activity tables: Tables 2.00 to 4.12 collect cost and workload data for activities within Opex, Capex and Repex. These tables also typically collect asset specification and population figures.
 - Asset & Other tables: Tables 5.01 to 5.18 collect additional data to support deliverables, outputs and innovation.
- 2.7. The colour scheme used in the spreadsheets is as follows:
 - Yellow cells represent input fields.
 - Light and dark grey is used to denote cells containing a formula.

- White cells are used where cells do not need to be completed.

2.8. Certain fields require positive entries, whereas others require negative entries. Unless specified otherwise in the individual table instructions below, the following rules apply:

- Gross costs are to be entered as positive values.
- Contributions (customer or otherwise) are to be entered as negative values.
- Cost recoveries are to be entered as negative values.
- Funding received towards GDN-administered programs is to be entered as negative values (e.g. training courses run by the GDN).
- Commissioned workload is to be entered as positive numbers.
- Decommissioned workload is to be entered as negative values.
- Adjustments to population: enter assets added as positive values, and assets removed as negative values.

2.9. GDNs should only make entries in the indicated input fields. The excel workbook has not been locked or password protected, but GDNs must not make any changes to the formulae, headings, titles, format or structure contained in the template unless these instructions from Ofgem provide otherwise. Any such changes will inhibit Ofgem's ability to automatically migrate the submitted data out of the BPDT, which may result in the GDN being required to resubmit the BPDT in its original format. Instead, any issues or proposed changes identified should be communicated to Ofgem as soon as possible.

2.10. The BPDT typically requires the reporting of actual and forecast costs and workloads for RIIO-GD1 and the forecast costs and workloads for RIIO-GD2 (2021/22-2025/26). For specific programmes extending beyond RIIO-GD2, longer-term forecasts may be required and should be completed when indicated.

2.11. The GDNs are responsible for ensuring that all annual historical data (costs and workloads/volumes) is fully reconcilable to their latest published Regulatory Reporting Pack (RRP). Where disaggregated reporting categories differ between the BPDT and the latest RRP, matching parent categories should reconcile. If historic BPDT figures fail to reconcile to the latest RRP, a clear explanation of the misalignment should accompany the business plan submission.

2.12. A financial year for the provision of information required will be a period of 12 months commencing on 1 April of each year and ending on 31 March of the following calendar year.

2.13. The base year (price base) for costs is 2018/19, therefore, all costs should be provided in 2018/19 prices unless otherwise stated. Ofgem has provided the index to use for deflation/inflation purposes. This index, which is a yearly average composite of RPI and CPIH, can be found in the Universal Data worksheet of the BPDT – titled Financial Year Average RPI-CPIH and located in cells G46 to H69.

2.14. All cost forecasts are to be completed exclusive of real price effects (RPE) as these are captured separately in Table 2.15. Tables are to be completed inclusive of ongoing efficiency and these assumptions are to be stated in Table 2.12.

2.15. Unless otherwise stated in this document or in the BPDT, all tables are to be completed exclusive of any incremental Consumer Value Proposition costs and workloads/volumes,

including those linked to bespoke output or uncertainty mechanism proposals, meaning that any costs and workloads/volumes that are proposed over and above baseline output or delivery levels should not be included in the baseline tables, and should instead be reported separately in worksheet 5.18 Bespoke & Uncertain Activities.

2.16. Unless otherwise stated in this document or in the BPDT, actual financial values should be provided in £ million to a minimum of three decimal places. Financial values should reconcile with audited regulatory accounts. GDNs are required to provide all actual financial data to the highest reasonable level of accuracy available from their source systems, and commensurate with the purpose for which such data is intended, taking into consideration the appropriate allocations that are necessary to complete the tables.

2.17. Unless otherwise stated in this document or in the BPDT, where a reportable value is zero or not applicable to the GDN, then a zero should be input, rather than the cell being left blank.

2.18. Workload and outputs should be entered in the unit of measurement set out in this guidance or in the BPDT. Workload units and outputs should be reported at the highest reasonable level of accuracy from the source systems and commensurate with the purpose for which such data is intended taking into consideration the appropriate allocations that are necessary to complete the tables.

2.19. A number of tables include a Narrative Reference cell. The purpose of this cell is to record where in the business plan documentation the particular activity has been explained. Each reference should be specific, identifying the file name(s) and specific page(s) where this activity is discussed. If the activity is discussed in multiple places, then each source should be identified separately. If supporting narrative is available for a wider scheme rather than a specific project, this wider narrative should be referenced. If an activity has a supporting investment decision pack, this should be referenced. Any supporting narrative provided in the Business Plan Data Templates Commentary (BPDTTC) document should also be referenced here.

Accounting policies

2.20. The BPDT should be prepared on a cash typical basis (see Glossary¹). Cash means exclusive of all provisions and all accruals and prepayments that are that are not incurred as part of the ordinary level of business. All expenses recognised are those expected to be incurred as part of the ordinary level of business.

2.21. The BPDT should be prepared using the same accounting policies as in the preparation of the regulatory financial statements, in accordance with UK GAAP or IFRS, unless otherwise stated. In the event that the accounting policies applied to prepare the template differ from those used in the regulatory financial statements (for some or all years), GDNs must include appropriate details including quantification of the difference.

Use of Estimates and Allocations

¹ <https://www.ofgem.gov.uk/publications-and-updates/notice-proposing-modifications-regulatory-instructions-and-guidance-rigs-riio-gd1-version-60>

2.22. Apportionments should be avoided wherever possible. However, where GDNs (and any affiliate or related party undertaking of the GDNs) have to do this to complete the tables, this must be noted in the BPDTC and the basis of apportionment provided. Changes in any apportionment methodology between time periods should also be highlighted.

Reporting scope

2.23. The data presented in the BPDT should relate to the activities of the GDN whether carried out directly by the GDN or by another party on behalf of the GDN (e.g. related parties or third parties carrying out activities for the GDN). De minimis costs are to be included where such activities are carried out by the GDN (which has been consented to by the Authority in accordance with Standard Special Condition A36).

2.24. Specific sections have been included in the template to separately capture costs associated with excluded services and de minimis activities.

2.25. For Cadent, all workload and costs associate with the “Outer Met” area should be reflected in the BPDT for East of England.

Table by Table Narrative

2.26. Alongside the submission of the data template and the current requirement to provide an overview narrative, the company must provide a summary explanation of the information provided in each data worksheet through an additional Business Plan Data Templates Commentary (BPDTC) document.

2.27. GDNs must complete the BPTDC template which accompanies this guidance document. The BPDTC enables GDNs to give summary details on specific areas to aid Ofgem’s understanding of the results from a number of perspectives. The BPDTC document includes further instructions for completion.

Evidence to Support Unit Costs

2.28. To support Ofgem’s assessment of the costs associated with proposed interventions, projects and programmes, we expect network companies to provide additional details in support of their BPDT of how the unit costs they have used throughout their BPDTCs have been derived. GDNs should use the engineering justification framework (supported by either the business plan narrative and/or BPDTC) to articulate the costs and scope considered for each unit cost value. It is appreciated that there will be a range of costs/unit costs which are used for this type of spend and it is therefore vital that companies clearly explain the assumptions they have made and scope delivered for each unit cost value used. Cost details should explain how the unit costs used in the BPDT have been built up and why they are relevant to the options described in the business plan or EJP.

2.29. Unit cost details should be provided for each asset group and intervention category (i.e. following the NARM asset groups or other company grouping of assets, and using the NARM or BPDT intervention categories). It is expected that the company will provide information on the methodology used to build the unit costs for each asset group and also set out how equipment capacity/physical size/job cost impacts unit costs. It is expected that this supporting detail would include all repair, refurbishment, replacement and load-related unit costs.

2.30. Detail in support of unit cost build-ups should include the following data as a minimum:

- Volume of units proposed in RIIO-2 (e.g. number of governor Gatic Covers installed)
- Labour allowance
- Materials allowance
- Civils allowance
- Direct costs total
- Indirect costs total
- Unallocated provision, overage or contingency
- Details of any market testing

Definitions

2.31. The definitions set out in the Glossary of the RIIO-GD1 Gas Distribution Price Control Regulatory Instructions and Guidance² should be used to complete the template in a consistent way. GDNs must ensure that the definitions are clearly understood and are complied with when entering any data into the BPDT. Where there is doubt or uncertainty, please refer to Ofgem for clarification. This is to ensure consistency and comparability of data entry across GDNs.

² <https://www.ofgem.gov.uk/publications-and-updates/notice-proposing-modifications-regulatory-instructions-and-guidance-rigs-riio-gd1-version-60>

3. General Tables

Contents and Version Control

Purpose and Use by Ofgem	The purpose of this version submission control sheet is to ensure that all tables of the template have been completed and submitted by GDNs and to monitor resubmissions and track changes in those resubmissions.
Instructions for Completion	<p><i>Version submission control</i> Enter the date of the submission and the dates of any re-submission. For each submission enter the version number. If required, additional columns will be added by Ofgem.</p> <p><i>Business plan tables</i> Enter a cross ("x") to indicate that the table has been completed and submitted.</p> <p>Where it is necessary to resubmit for any reason, the whole pack must be resubmitted because of the integrated file links. In such circumstances enter the date and the version number of the resubmission (section 2) and indicate with a cross in the appropriate box which tables and/or additional information has been amended (section 3).</p> <p>In addition for each resubmission, a separate free-form explanation must be provided listing each and every cell that has been amended and sufficient commentary to explain the reasons for each change.</p>

Changes log

Purpose and Use by Ofgem	The purpose of this worksheet is to report any changes made in the Business Plan Data Tables by Ofgem.
Instructions for Completion	No data input is required.

Fixed Data

Purpose and Use by Ofgem	The purpose of this worksheet is for the licensee's name and those of related parties to be entered.
Instructions for Completion	<p>Input from the table the number allocated to the licensee to whom the template relates. Input the full names of the GDN, other GDNs in the same group and related parties.</p> <p>Input the abbreviations for all other GDNs in the same group and related parties.</p>

Totex Summary

Purpose and Use by Ofgem	The purpose of this worksheet is to display a summary of net totex costs for each year of RIIO-GD1 and GD2. This worksheet is fully automated, and therefore does not require any manual input. However, GDNs are encouraged to review the information presented in this table.
Instructions for Completion	GDNs are encouraged to review the net totex figures summarised in this table for accuracy and completeness. Any discrepancies should be traced to source, corrected if related to a GDN input, or reported to Ofgem if related to a formula error.

GD1 Adjustments

Purpose and Use by Ofgem	This worksheet is intended to enable GDNs to input any adjustments to either costs or workloads occurring during RIIO-GD1, which Ofgem will need to take account of in order to reconcile figures between the RIIO-GD2 BPDT and RIIO-GD1 reported figures.
Instructions for Completion	<p>This tab is presented in an open format, requiring GDNs to populate each row manually if adjustments are required.</p> <p>For each row, enter an activity description in column G - for example "Capex District Governors – Full Replacement MP/LP".</p> <p>If the adjustment relates to GD1 costs, enter the adjustment in net cost terms against the corresponding year/s (columns J to O). Net cost figures are to be entered in the price base specified in Section 2 of this document.</p> <p>If the adjustment relates to GD1 workloads, start by entering the unit of measure (e.g. km). Then enter the workload adjustment against the corresponding year/s. The unit of measure must correspond to the unit used for this activity elsewhere.</p> <p>To enable Ofgem to match adjustments to submitted cost and workload figures, populate the Reference fields as follows:</p> <ul style="list-style-type: none"> • Baseline Activity: enter the name of the baseline or Totex activity to which this adjustment relates. Reference a specific activity, rather than an asset category, as this will aid reconciliation. • Baseline Activity Sheet Name: enter the name of the individual tab within the GD2 BPDT workbook to which this adjustment applies (e.g. 3.03_Governors). • Baseline Activity Row Number: Enter the row number to which this adjustment applies (e.g. 22). • Reference to BPFM Input: enter the BPFM input to which this adjustment relates.

	<ul style="list-style-type: none">• External References: list out any external references which describe this adjustment. For example, sections of GD1 annual reports, NetDARs or the GD2 business plan.• Description of Adjustment: enter a supporting description of this adjustment in as much detail as possible.
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4. Operating Expenditure Tables

The following sections contain guidance notes on the completion of each table for the purposes of the business plan data template for Opex.

2.00 Opex Summary

Purpose and Use by Ofgem	This table is a summary of the information contained in the Opex sheets.
Instructions for Completion	No entries required, as all fields are automatically populated.

2.01 Opex Cost Matrix – C (Controllable)

Purpose and Use by Ofgem	This table collects details of the controllable operating expenses incurred within the main cost activities by the GDNs to support benchmarking and trend analysis.
Instructions for Completion	<p>Enter the controllable Opex expenditure by activity type. The activities are split into the following tiered levels to aid understanding and analysis:</p> <ul style="list-style-type: none"> • <i>Price controlled activities</i> <ul style="list-style-type: none"> ○ Direct Costs, split by Work Management and Work Execution ○ Business Support Costs ○ Training and Apprentices • <i>Non Price controlled activities</i> <ul style="list-style-type: none"> ○ De minimis ○ Excluded services ○ Metering ○ Consented <p>For each activity type, enter expenditure for the following categories:</p> <ul style="list-style-type: none"> • Staff Costs (including agency costs) • Contractor Labour • Materials • Professional and Consultancy Fees • Non Salary Staff Costs • Rent and Rates • Transport and Plant • Interruptible Contracts • Any other categories • Other, which includes (but not limited to): <ul style="list-style-type: none"> ○ Pension incremental deficit funding ○ Any other item not allocated above – which can be aggregated if below £0.1m, but otherwise must be specified individually

	<ul style="list-style-type: none"> • Customer Contributions • Cost Recoveries <p><i>For ODA only:</i></p> <ul style="list-style-type: none"> • Xoserve (RIIO-1 only) • PPF Levy Costs (RIIO-2 only) • Pension Scheme Administration Costs (RIIO-2 only) <p><i>Pension Scheme Administration Costs & PPF Levy</i> Under ODA enter forecast costs for Pension Scheme Administration Costs & PPF Levy for the RIIO-2 period only.</p> <p><i>Customer Contributions and Recoveries</i> Entries against Customer Contributions should relate only to income received from customers. Regarding connection projects, contributions relating to indirect costs incurred on a connection project should be included under the relevant type of connection project, rather than under the particular indirect cost category. All margins charged on connection projects should be included in the amount input as Contributions. Customer contributions and cost recoveries are to be entered as negative values.</p> <p><i>Total Net Costs After Contributions & Recoveries</i> This field is calculated by subtracting customer contributions and Cost recoveries from Total Net Costs Before Contributions & Recoveries.</p> <p><i>Allowed and Disallowed Related Party and Substantial Outsourcing Margins</i> Allowed and disallowed margins should be included in the above Opex figures, and reported here separately. For each relevant Opex activity, enter:</p> <ul style="list-style-type: none"> • Any disallowed related party and substantial outsourcing margins as agreed on an individual GDN basis. These should be entered as positive numbers. • Any allowed related party and substantial outsourcing margins as agreed on an individual GDN basis. These should be entered as positive numbers.
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2.02 Opex Cost Matrix – NC (Non-Controllable)

Purpose and Use by Ofgem	This table collects details of the non-controllable operating expenses incurred within the main cost activities by the GDNs to support benchmarking, trend analysis, and monitoring performance against the allowances.
Instructions for Completion	<p>Enter non-controllable expenditure for the following categories:</p> <ul style="list-style-type: none"> • Shrinkage • Ofgem Licence • Network Rates • Established Pension Deficit Recovery Plan Payment • PPF Levy Costs (RIIO-1 only) • Pension Scheme Administration Costs (RIIO-1 only)

	<ul style="list-style-type: none"> • NTS Pension Recharge • Bad Debt • Pension Deficit Charge Adjustment (NTS Exit Costs) • Network Innovation (ex. IRM) (RIIO-1 only) • Innovation Roll-out Expenditure (IRM) (RIIO-1 only) • Xoserve (RIIO-2 only) • Other - any other non-controllable items not allocated above – which can be aggregated if below £0.1m, but otherwise must be specified individually.
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2.03 Emergency

Purpose and Use by Ofgem	The purpose of this worksheet is to capture a breakdown of emergency costs. Total (net) emergency costs are allocated between the emergency function, other price controlled activities and non-price controlled activities.
Instructions for Completion	<p><u>Emergency Cost Allocation Smart Metering & Non-Smart Metering</u></p> <p>For each listed activity, enter the total FCO salary costs allocated to that activity. Where appropriate, it should be split between non-smart metering and smart metering related activities. If emergency costs are allocated to direct price controlled activities not listed, specify the additional activities against the Other fields provided.</p>

2.04 Maintenance

Purpose and Use by Ofgem	The purpose of this worksheet is to provide an analysis of routine and non-routine maintenance activities.
Instructions for Completion	<p>Enter the amount in respect of routine maintenance and non-routine maintenance as follows:</p> <p>Include all maintenance costs, including site husbandry and other general site maintenance.</p> <ul style="list-style-type: none"> • NTS Offtakes • LTS Pipelines • PRS • Storage • Distribution Mains • Governors • Services & MOBs • LPG/LNG Networks • Other • Telemetry & Communications • Cathodic Protection <p>Other maintenance costs include, but are not limited to, sub-deducts and Physical Security Upgrade Programme (PSUP) maintenance costs.</p>

	<p>Where the maintenance activity cost incurred is equal to or greater than £500k provide a description of that activity in the business plan narrative. Individual activities of less than £500k can be aggregated together.</p> <p>Definitions of routine and non-routine maintenance are detailed in the RIIO-GD1 Gas Distribution Price Control – Regulatory Instructions and Guidance: Version 6.0.</p>
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2.05 Business Support Group

Purpose and Use by Ofgem	<p>The purpose of this table is to provide group gross cash controllable cost analysis of business support costs that are charged to the UK regulated network businesses (and to non-regulated entities where appropriate). These tables show non-operational costs only.</p> <p>The costs captured on this table include both those incurred directly by the networks and those incurred at group level and allocated to the individual networks.</p>
Instructions for Completion	<p>This table must be completed on a group basis, and included in each GDN BPDT submission. For groups with multiple GDNs, the values in this table must be the same in each submission.</p> <p>GDNs that are not part of a group are still expected to complete this table.</p>

2.06 Business Support Allocation

Purpose and Use by Ofgem	<p>The purpose of this table is to provide the allocation of group gross cash controllable costs for business support (including any cost transfers to/from direct activity functions of the company's organisation) that are charged to the UK regulated network businesses, and other non-regulated businesses. It captures the costs allocated to Capex and Repex. It also provides the allocation of operational and non-operational costs for certain activities, and the number of end users for IT&T.</p>
Instructions for Completion	<p>This table should be completed once in each BPDT submission, showing the direct network business support costs and the costs allocated from the group for the relevant GDN.</p> <p>For each activity, input the costs allocated to each GDN, other businesses (UK regulated), and other non-regulated businesses.</p> <p>Input the following additional detail.</p> <p><i>IT & Telecoms</i></p>

	<ul style="list-style-type: none"> • The split of operational and non-operational IT & Telecoms costs for each entity. • The number of end users of IT systems and infrastructure, split by non-operational and operational. • The total number of end users. An end user may be included in both the non-operational and operational categories. However, 'total IT end users (non-operational and/or operational)' is the number of distinct end users and therefore is not necessarily equal to the sum of non-operational and operational end users, e.g. 1 user using an operational and non-operational system is counted as 1 user for total end user purposes NOT 2 end users. <p><i>Property Management</i></p> <ul style="list-style-type: none"> • The split of operational and non-operational Property Management costs for each entity. <p><i>Insurance</i></p> <ul style="list-style-type: none"> • The split of insurance premium costs and other insurance costs for each entity. <p>For each business support function, enter the costs allocated to both Capex and Repex in the tables provided.</p>
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2.07 IT & Telecoms Group

Purpose and Use by Ofgem	The worksheet will collect group gross cash controllable cost information relating to IT & Telecoms expenditure and activities supporting UK regulated network businesses.
Instructions for Completion	<p>This table must be completed on a group basis, and included in each network BPDT submission. For multiple network licensees, the values in this table must be the same in each submission.</p> <ul style="list-style-type: none"> • Input costs for each IT function by cost category • Input staff and contractor numbers in total <p>IT & Telecoms includes:</p> <ul style="list-style-type: none"> • Application Development – costs associated with the development of applications before they are put into the production • Application Maintenance & Support – The costs of maintaining and supporting applications that are in production. Includes minor enhancements and bug fixes • Desktop Services – the costs involved in supporting desktop hardware and software. • Application Server Support – costs involved in maintaining computer servers • Storage – costs involved in supporting the IT storage • Central Printing – all printing other than printing to local printers from a desktop pc or other device

	<ul style="list-style-type: none"> • Network (LAN & WAN) – costs involved in implementing and supporting the computer networks, Local Area Network (LAN) and Wide Area Network (WAN) • Training Centres – all the IT costs associated with training centres. This will include elements of the above that relate to training centres. • Business Telecoms – cost involved in supporting the network of business telephone, mobile and desk phones. It does not include the costs of maintaining the operational telephony linking network assets • Management Services – IT directors and other costs of running the IT function not covered by other areas <p>Contractor costs refer to the additional IT staff recruited on a contractual basis rather than employed directly.</p> <p>Bought in Services are the other costs or services bought in that do not fit in other categories.</p> <p>Data centres refer to facilities used to house computer systems and associated components, such as telecommunications and storage systems, redundant/backup power supplies and redundant data communications connections.</p>
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2.08 Property Management Group

Purpose and Use by Ofgem	The worksheet will collect gross cash controllable cost information relating to all property costs supporting UK regulated network businesses.
Instructions for Completion	<p>This table must be completed on a group basis, and included in each network BPDT submission. For multiple network licensees, the values in this table must be the same in each submission.</p> <p><i>Non-allocated costs</i> For each cost category, input the costs which cannot be attributed to specific buildings.</p> <p>The following tables capture costs by property category. For multi-use buildings, calculate the proportion of each building that falls within each building category on a pro-rata basis based on floor space in exclusive use, with shared floor space (e.g. staff canteens) split pro rata between office space and training centres. For example a building that is 30% office space 20% training centre, 15% depot, and 35% shared (e.g. staff canteen, toilets) would count as 51% ($30\% + 35\% \times (30/50)$) of an office building ($30/(30+20+15)$), 34% training centre and 20% depot.</p> <p>Where a site contains multiple buildings/facilities then the site should be counted as one building.</p>

	<p>The costs entered in the individual tables for each property type should exclude non-allocated costs.</p> <p><i>Sum of Category 3 buildings</i> Buildings costing \geq£1m per year. Input the name and specifications of each category 3 building, and enter the building costs.</p> <p><i>Sum of category 2 buildings</i> Buildings costing $<$£1m and \geq£0.5m per year. Input the total costs of all category 2 buildings as stated on the table.</p> <p><i>Sum of category 1 buildings</i> Buildings costing $<$£0.5m per year. Input the total costs of all category 1 buildings as stated on the table.</p> <p><i>Sum of training centres</i> Identify the total building(s) costs of all Training Centre(s) as stated on the table. Training Centre(s) are therefore not included in Categories 1, 2 and 3 above.</p> <p><i>List of buildings</i> For every building, insert the name, and the following specifications:</p> <ul style="list-style-type: none"> • Category • Lease type • Owned by • Net Internal Area (m²) <p>For multi-use buildings, re-enter the same building name on multiple rows for each associated category, as this will enable for an accurate aggregation of properties by category, as listed in the adjoining Specifications table.</p>
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2.09 Insurance Group

Purpose and Use by Ofgem	The worksheet will collect cash controllable cost information relating to insurance department costs, premiums, policies and cover etc, including the actual costs and cover relating to the GDN businesses.
Instructions for Completion	<p>This table must be completed on a group basis, and included in each network BPDT submission. For multiple network licensees, the values in this table must be the same in each submission.</p> <p><i>Group insurance department costs</i> Enter the appropriate details of insurance premiums and other insurance costs for the group. See latest RIIO-GD1 RIGs glossary for definitions of the insurance premium costs.</p> <p><i>Captive insurance costs</i> Enter the details of all captive insurance costs for the group. See latest RIIO-GD1 RIGs glossary for definitions of</p>

	the captive insurance costs. Non-insurance liabilities, gross loss reserves and annual retained risk should be entered as negative values.
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2.10 CEO & Corporate

Purpose and Use by Ofgem	This worksheet shows the gross cash controllable cost of CEO and corporate function costs allocated to the GDN directly or via a related party.
Instructions for Completion	<p>Costs should be input as positive values.</p> <p>The total costs for each corporate activity should be input for the GDN.</p> <p>CEO & Corporate Costs include:</p> <ul style="list-style-type: none"> • Communications – communication within the UK businesses, internal communications, external communications, media relations, issues management, regional communications, community relations, events management. • Group Strategy - function has the responsibility of evaluating the strategic options of the Group. • Legal / Risk and Compliance/ Comp Secretary – legal department, the management corporate governance for all companies to ensure they comply with legislation, regulations and best practice. • Corporate Responsibility and investor relations – corporate responsibility and interaction with institutional equity investors and market analysts also advertising, charity and sponsorship arrangements. • Board Members and Other – staff and other costs of Board members and other corporate costs not fitting into other categories.

2.11 Insource/Outsource

Purpose and Use by Ofgem	The purpose of this worksheet is to provide an analysis of the business models adopted by each network by capturing the proportion of costs insourced and outsourced.
Instructions for Completion	<p>This table is seeking information for 2018/19, 2021/22 and 2025/26 only.</p> <p>For each Opex, Capex and Repex activity, enter the total net cost for each of the following:</p> <ul style="list-style-type: none"> • Insourced Costs • Outsourced Costs: Open Book Contract Labour Only • Outsourced Costs: Open Book Contract Other • Outsourced Costs: Closed Book Contract

2.12 Real Price Effects (RPE) & Ongoing Efficiency

Purpose and Use by Ofgem	<p>The purpose of this worksheet is to provide an analysis of Real Price Effects (RPE) and Ongoing Efficiency (OE) forecasts and assumptions.</p> <p>Rates and weightings are required for all years of RIIO-GD1 and RIIO-GD2 to enable a clear comparison between price controls.</p>
Instructions for Completion	<p>This table enables licensees to provide their forecast of real price effects (additional to other building block forecasts). All cost forecasts provided elsewhere within the tables should be exclusive of RPEs. Any increase to ongoing pension contribution rates should be included in main tables and not treated as an RPE.</p> <p><i>RPE Indices</i></p> <p>For each expenditure category, enter the index that represents your view of input price inflation relative to CPIH. CPIH data is contained in the Universal Data tab. Indices have a base year of 2013/14 – i.e. if Direct Opex increased by 1% above CPIH from 2013/14 to 2014/15, enter 1.01 for the year 2014/15.</p> <p><i>RPE Weightings</i></p> <p>For each expenditure category, enter the weight of each RPE input category. Some input categories allow for a different index weighting to be entered for Opex, Capex and Repex, e.g. if materials used in Opex are subject to different input price pressures than those used in Capex or Repex, then a different index can be entered for each. Otherwise, all indices can be equal.</p> <p>The indices for specialist labour should be exclusive of any materials used by contractors. Instead, the indices for materials should reflect the cost changes associated with both direct materials and those used by contractors.</p> <p>Input weights should sum to 100% for each expenditure category. The <i>Other</i> field should capture any remaining weight not attributable to the defined input categories listed. Different weights can be entered for different years.</p> <p>You should provide evidence within the business plan commentary of how the final indices were deduced and</p>

	<p>why you expect the weight of each input category to vary over time (if applicable).</p> <p><i>Disaggregated Opex RPE Costs</i></p> <p>Enter the historic and forecasted RPE figures for each Opex activity in £m for all years in RIIO-GD1 and RIIO-GD2 (2021/22-2025/26).</p> <p><i>Disaggregated Capex RPE Costs</i></p> <p>Enter the historic and forecasted RPE figures for each Capex activity in £m for all years in RIIO-GD1 and RIIO-GD2 (2021/22-2025/26).</p> <p><i>Disaggregated Repex RPE Costs</i></p> <p>Enter the historic and forecasted RPE figures for each Repex activity in £m for all years in RIIO-GD1 and RIIO-GD2 (2021/22-2025/26).</p> <p><i>Ongoing Efficiency</i></p> <p>This table requires GDNs to evidence the ongoing efficiencies embedded in their historic and forecast costs. Ongoing efficiencies are productivity improvements expected by even the most efficient GDN. This should represent a GDN's forecast of reductions in input volumes that can be achieved whilst delivering the same outputs.</p> <p>Ongoing efficiency assumptions have a base year of 2013/14, i.e. if ongoing efficiencies for Direct Opex decreased costs by 1% per annum from 2013/14 to 2014/15, then enter 0.99 for year 2014/15, and so on.</p> <p>You should provide evidence within the BPDTC/business plan of how the final ongoing efficiency indices were deduced.</p> <p>To enable a comparison of GDN assumptions, use the BPDTC to specify which labour occupation categories (categorised by Standard Occupational Classification (SOC) code) you have assumed for both general and specialist labour.</p>
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2.13 Full Time Equivalent (FTE)

Purpose and Use by Ofgem	This table collects information on the number of Full Time Equivalents (FTE) involved in each activity listed. This
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	information will allow us to monitor labour trends in gas distribution.
Instructions for Completion	<p>FTEs should be reported to the nearest whole FTE.</p> <p><i>FTE Tables</i></p> <p>Enter the average net FTE staff numbers for each Opex, Capex and Repex activity (including related parties' staff numbers), broken down into the following categories:</p> <ul style="list-style-type: none"> • GDN's Own Employees • GDN's Own Trainees & Apprentices • Contract Labour • Related Party <p>GDN's Own Employees should include any agency costs.</p> <p>The sum of these add up to the total net FTEs in that Opex, Capex or Repex activity. Any FTEs charged directly to Capex or Repex, or charged from Opex to Capex or Repex, should be entered directly into either the Capex or Repex FTE sections.</p> <p>Note that FTEs exclude allocations for overtime, for example:</p> <ul style="list-style-type: none"> • Employee doing full time hours = 1 FTE • Employee doing 80% hours = 0.8 FTE • Employee doing full time hours and 20% overtime = 1 FTE <p>If FTEs are not recorded automatically into these activities, then they should be allocated on a best endeavours basis in line with salaries and wages.</p> <p><i>Occupation Breakdown</i></p> <p>For each occupational category listed, enter the average net FTE staff numbers for each year, aggregated across all business functions. If FTEs are not recorded automatically into these categories, then they should be allocated on a best endeavours basis.</p> <p>To enable a comparison of GDN assumptions, use the BPDTC to specify the basis by which you have derived contract labour FTEs for each activity.</p>

2.14 Training & Apprentices (T&A): Costs

Purpose and Use by Ofgem	This table captures the numbers and costs of apprentices and other trainees and the training costs associated with them.
Instructions for Completion	With the exception of external funding, all costs should be entered as positive values.

	<p>Trainee & Apprentice Categories The following trainee and apprentice categories are defined.</p> <p>Craftsperson Apprentice: Apprentices who are being trained to attain or retain skills commensurate with level 1, 2 or 3 jointers, overhead linesman, fitters, and multi-skilled trades set out by Energy & Utility Skills.</p> <p>Engineer Apprentice: Apprentices being trained on an apprenticeship programme leading to qualification as an engineer.</p> <p>Graduate & Other Staff/Management Trainee: Other employees employed under a formal training programme.</p> <p><i>Salary Costs</i> Enter the basic salary & wages costs associated with each of the defined T&A categories. Enter the normal pension charges associated with each of the defined T&A categories.</p> <p><i>Training Costs</i> Enter the specific costs of training course materials and other costs specifically relating to training courses. This will only be the costs incurred in training apprentices and trainees whilst they are on that programme. Therefore the costs will not include the training of the existing workforce.</p> <p>Where the GDN has identified other initiatives undertaken to address a skills shortage, enter a description of the initiative using the Other fields beneath the Training to Address Skills Shortage heading, followed the associated costs for each year.</p> <p><i>Administration Costs</i> Input the total cost of recruitment of apprentices and trainees, plus training department overheads.</p> <p><i>External funding</i> Where there is a reasonable likelihood that a GDN will be eligible for funding from any party (for example from the National Employment Service) – either paid directly to the training provider or to the GDN or its parent company – towards any training and apprentices costs, then a realistic assessment should be made of the amount of funding it is likely to receive.</p>
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2.15 Training & Apprentices: Programmes

Purpose and Use by Ofgem	This table captures the net staff cost per trainee/apprentice for specific training and apprentice programmes run by or on behalf of the GDN.
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Instructions for Completion	<p>For each programme year (i.e. years one to four), enter the title of the specific programme run by, or on behalf of, the GDN. The training & apprentice categories are the same as those listed in the T&A Costs tab, and individual programmes should be allocated to the same categories as they were for calculating the costs in that tab. In the case of a programme falling under more than one category then it should be entered under all applicable categories and a supporting narrative explanation should be provided.</p> <p><i>Trainee Type</i> One of the following trainee types, at which the training programme is aimed, should be entered:</p> <ul style="list-style-type: none"> • Competent • Semi-competent • Graduate trainee • Trainee • Upskiller <p>These types are consistent with those used by Energy and Utility Skills. Please note that the cells use conditional validation to ensure that only the above categories may be entered.</p> <p>Where a programme is aimed at more than one trainee type then each programme/trainee type combination should be considered as distinct programmes and entered into the table as such. Where this is the case then a supporting narrative explanation should be provided.</p> <p><i>Average Programme Headcount</i> Enter the average annual headcount for each programme for each year specified. Headcount figures should be rounded to the nearest integer value.</p> <p><i>Programme Length</i> The length of time in years between the start and end of a programme should be entered (rounded up to the nearest year).</p> <p><i>Accreditation/Award</i> The accreditation body (if any) plus the qualifications gained on successful completion of any stage of the programme should be entered.</p> <p><i>Average Annual Training Cost per Apprentice/Trainee</i> The average annual specific costs of training courses, materials and other costs specifically relating to training courses, as described in the instructions for the T&A Costs tab, should be entered under the applicable operational or non-operational category heading.</p>
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2.16 Training & Apprentices: Numbers

Purpose and Use by Ofgem	<p>This table captures the number of positions becoming vacant and new positions created each year for each T&A discipline, along with the number of trainees and apprentices qualifying in that same category.</p> <p>It should be noted that it is not expected that there will always be a direct correlation year-by-year between the number of positions to be filled and the number of trainees and apprentices qualifying from a programme. However, over the entirety of RIIO-GD1 and RIIO-GD2, some degree of correlation between the two sets of figures should be evident. This should be accompanied by clear narrative in the accompanying business plan and/or BPDTC.</p>
Instructions for Completion	<p>All headcount figures should be entered as positive values, regardless of whether they represent positions being vacated, created or filled.</p> <p>For each training & apprentice programme, enter the number of equivalent positions expected to be created in the organisation each year as a result of retirement, staff leaving for other reasons, or additional positions created (due to, for example, growth or expansion of a function). An equivalent position for these purposes is one planned to be filled by a person qualifying from the apprentice/training programme. The individual T&A programmes should match those specified in the T&A Programmes tab.</p> <p>The number of trainees and apprentices qualifying from each programme each year should be entered to the nearest integer value.</p>

2.17 Shrinkage

Purpose and Use by Ofgem	<p>This sheet collects the forecasted volumes of shrinkage associated with each network component, and the forecast impact of pressure management and gas conditioning on volumes.</p>
Instructions for Completion	<p>Costs reported on this schedule should be the anticipated costs to incur in procuring the gas for shrinkage as determined under the UNC.</p> <p><i>MEG saturation</i> Enter the average level of saturation across the year, as determined by the Shrinkage & Leakage Model.</p> <p><i>Mains/service leakage at benchmark pressure/MEG</i> This should be calculated as the volume of leakage from mains and service pipes based on the pipe lengths and materials of the year in question, adjusted for the average pressure and MEG saturation levels forecast for the final year of RIIO-GD1.</p> <p><i>Emissions from shrinkage</i></p>

	<p>This section doesn't require any input. The shrinkage tab calculates the associated emissions (tCO₂e) using the input volumes (GWh) and the BCF/shrinkage assumptions. The assumptions used are as per the latest RRP (tab 7.6 Business Carbon Footprint), with the exception of the relevant Defra emission potential for natural gas (kg/kWh). This value has been updated to the latest value published in the UK Government GHG Conversion Factors for Company Reporting³.</p> <p>The carbon emission calculations assume that mains and services leakage will reduce in a straight line between the end of RIIO-GD2 and the end of the IMRP, and that all other elements of shrinkage will remain the same as in the final year of RIIO-GD2. If GDNs have forecasts for these values up until the end of the IMRP, they should identify them in the BPDT commentary document.</p> <p>The figures reported here should agree with the shrinkage figures reported in table 2.02.</p>
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2.18 Street Works

Purpose and Use by Ofgem	<p>This table captures the annual costs and volumes associated with street works, traffic management and reinstatement activities.</p> <p>This table records all annual street works expenditure and associated workload/volumes for the following areas:</p> <ul style="list-style-type: none"> • Permit & Notice Applications; • Lane rental; • Inspection; • Suspensions & Switch-Outs • Charges/Penalties; <p>For TMA/T(S)A the costs should be the incremental costs following the implementation of a permit scheme by a highway authority (HA).</p>
Instructions for Completion	<p>All costs, contributions and volumes should be inclusive of contractor costs, contributions and volumes.</p> <p>Costs are to be entered in £ thousand (i.e. £k) to a minimum of three decimal places.</p> <p>Costs should be entered as positive values, and contributions received should be entered as negative values.</p>

³ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

Where any assumptions have been included for ongoing efficiency, these should be recaptured in the RPE & OE tab and explained in the narrative.

All street works subsections are subdivided further into Opex, Capex and Repex.

The GDN should provide evidence within the narrative of how expected costs, contributions and volumes have been derived.

Permit & Notice Applications

For each permit/notice type, enter the gross costs, contributions and volumes related to granted notices/permits for each year specified. Only enter direct costs/contributions and volumes relating to incurred permit and notice application fees. Permit types are as per NRSWA definitions.

Chargeable Permit Variations

The count should include all those chargeable variations that have been served within the specified year.

Lane Rental

Lane rental is split between Lane Rental and Avoidance Charges. Avoidance charges are those costs incurred by a GDN in order to avoid a lane rental charge, for example costs of overtime or enhanced materials.

For each cost category of Opex, Capex and Repex, enter the total annual lane rental charge (or avoidance charge) in the Gross Costs block. Enter the corresponding contributions in the Contributions block, and enter the total annual number of days occupying a lane rental street in the Volumes block. For Lane Rental volumes, the volumes are the number of days occupying a lane rental street that have incurred a lane rental charge. Volumes for avoidance charges are the number of days occupying a lane rental street that have incurred avoidance charges but not a lane rental charge.

Inspections

For each inspection type, Sample Inspections being those mandatory in accordance with NRSWA legislation that usually comprise of 30% of works to which a HA is entitled to charge, and Non-compliant (Defect) Inspections that generate a charge for a failure to meet the required standard as set out in NRSWA. Enter the total annual gross costs, contributions and volumes for each cost category. Other Inspections could include those received under other parts of NRSWA/TMA although may not incur a charge. (e.g. S81 Inspection).

Suspensions & Switch-Outs

For each type of suspension/switch-out, enter the corresponding total annual gross costs, contributions and volumes. For any suspension or switch-out cost not

represented by the pre-defined categories provided, GDNs may specify a unique activity along with corresponding gross costs, contributions and volumes. This should be accompanied by written narrative in the accompanying business plan. Only enter direct costs/contributions relating directly to the suspension or switch-out. Associated administration costs are to be entered in the Administration section.

Charges/Penalties

For each charge/penalty type (i.e. NRSWA, TMA and Scotland), enter the total annual gross costs, contributions and volumes for each cost category. The volume of offences should be measured by date of acceptance of the FPN. Only enter direct costs/contributions relating directly to the charge or penalty. FPN categories are intended to capture the following:

- NRSWA Fixed Penalty Notices (Offences 1-7):
 - S.54(5)
 - S.55(5)
 - S.55(9)
 - S.57(4)
 - S.70(6)
 - S.74(7B)
 - S.74A(11)
- TMA Fixed Penalty Notices (Offences 8 & 9):
 - Working without a Permit
 - Failure to comply with a permit condition
- Scotland Fixed Penalty Notices:
 - Section 113
 - Section 114
 - Section 116
 - Section 129

Overstay Charges

For each charge enter the total annual gross costs, contributions and volumes for each cost category. Only enter direct costs/contributions relating directly to the charge or penalty.

Workload Breakdown

Enter the volumes and workload against the predefined subheadings.

Total Projects/Jobs: enter the total number of projects/jobs, including those that are not impacted by a street works permit, notice or lane rental scheme. Note that the total number of projects/jobs should equal the sum of projects/jobs both subject to a street works scheme, and not subject to a scheme.

Projects/Jobs Subject to a Permit Scheme (or Notice/Lane Rental Scheme): Enter the number of projects/jobs impacted by the respective scheme. If a project/job is impacted by multiple scheme types (e.g. notice and lane rental), then capture that project/job against only one scheme type.

	<p>Projects/Jobs Not Subject to a Street Works Scheme: Enter the number of projects/jobs that are not impacted by any street works scheme. If any part of that project/job is impacted by a street works scheme, then enter it instead under the relevant scheme subheading.</p> <p><i>Local/Highway Authority Breakdown</i></p> <ul style="list-style-type: none"> • Total Number of Authorities: enter the total number of Highway Authorities (HA) under which the GDN operates. • Then enter the number of HAs operating each of the defined categories. For example, a single HA operating a TMA permit scheme will count as one. <p><i>Uncertainty Costs: Permit Schemes,</i> <i>Uncertainty Costs: Lane Rental Schemes,</i> <i>Uncertainty Costs: Other</i></p> <p>Enter the expected value of any uncertain costs related to permit schemes, lane rental schemes or other net of any expected contributions. The aim here is to understand the magnitude of uncertainty as it relates to street works costs in RIIO-GD2.</p>
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2.19 Low-Pressure Gasholders

Purpose and Use by Ofgem	<p>This table collects information on costs and workload associated with the decommissioning and demolition of low pressure gasholders.</p> <p>The information will enable Ofgem to understand the workload and costs associated with the LP gasholders removal programme.</p>
Instructions for Completion	<p>Costs should be entered on a net basis – i.e. inclusive of capitalised overheads and net of any contributions received.</p> <p><i>Gasholder Demolition</i> For each intervention type listed, enter the net costs for each year identified, and the corresponding workload in mcm subject to intervention. If specifying <i>Other</i> fields, enter a unit of workload if applicable.</p> <p><i>Associated Capex</i> This section aims to capture any Capex costs directly resulting from gasholder intervention, e.g. Storage (Non-LTS). Note that Storage (Non-LTS) costs are automatically referenced in worksheet 3.01 LTS, Storage & Entry.</p> <p><i>LP Gasholders</i> A full list of the GDN's gasholders is to be recorded here. The information will provide Ofgem with a clear indication of the progress of GDN's gas holder removal programme. The information required on this table is:</p>

- Gasholder name - list all names of LP gas holders
- Net costs - enter the annual Opex cost of intervention for the related gas holder (£m) for each year identified. Intervention costs should not include any associated land remediation costs.
- Gasholder location - list all corresponding LP gasholder addresses
- 2018/19 status - list all gasholder statuses as they stand in 2018/19. Select from drop down menu:
 - Operational gasholders
 - Decommissioned gasholders
 - Mothballed gasholders.
 - Partially demolished
 - Fully demolished
 - Other
- Gasholder type - list all gasholder types. Select from drop down menu:
 - Spiral guided above-ground
 - Spiral guided below-ground
 - Column guided above-ground
 - Column guided below-ground
 - Wiggins
 - MAN
 - Other
- Capacity - provide the original capacity of the holder in million cubic metres (mcm).
- Footprint - provide the gasholder's site footprint (m2), eg the area to be decommissioned / demolished. If multiple holders sit within a single site, record total m2 footprint for whole holder site and reference the other holders sitting within the single site under gas holder location.

Note: The costs reported in this table should be reflected in the cost-benefit analysis of the gasholder removal programme. The table does not require information on benefits associated with the removal of gasholders (eg, reduced maintenance costs). These benefits should be explicit in the cost-benefit analysis.

Descriptions

- **Operational gasholders:** holders that are being regularly filled and emptied to provide diurnal storage to the LDZ or local strategic support for specific MP or IP networks.
- **Decommissioned gasholders:** holders that have been parked at low level and are not being regularly filled and emptied. Decommissioned holders still retain gas and the potential to be recommissioned in the future. For the purpose of BPDT we term holders that continue to be required for winter operation as operational even if they are "decommissioned" during summer, and only those holders that are no longer required as part of our storage plans are termed "decommissioned".
- **Mothballed gasholders:** holders that have been physically isolated (cup and cap, removal of spool) and

	<p>purged to air. The potential for recommissioning at some point in the future is significantly reduced.</p>
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2.20 Land Remediation

Purpose and Use by Ofgem	<p>This table collects information on costs and workload of statutory and non-statutory land remediation on gasholder and non-gasholder sites.</p> <p>The information will enable Ofgem to understand the workload and costs associated with land remediation activities.</p>
Instructions for Completion	<p>Costs should be entered on a net basis – i.e. inclusive of capitalised overheads and net of any contributions received.</p> <p>All costs should be input as positive values. Forecasts should exclude RPEs.</p> <p>Statutory activities <i>Net costs</i> Enter the costs relating to routine site monitoring and maintenance, statutory remediation costs relating to non-gasholder sites and costs associated with gasholder sites.</p> <p><i>Workload</i> Enter in whole numbers, the number of sites, and total area of land (m²) for the following activities:</p> <ul style="list-style-type: none"> • Routine site monitoring and maintenance • Statutory remediation of non-gasholder sites • Statutory remediation of gasholder sites <p>Non-statutory activities <i>Net costs</i> Enter the costs relating to non-statutory remediation of non-gasholder sites, and non-statutory remediation of gasholder sites.</p> <p><i>Workload</i> Enter in whole numbers, the number of sites, and total area of land (m²) for the following activities:</p> <ul style="list-style-type: none"> • Non-statutory remediation of non-gasholder sites • Non-statutory remediation of gasholder sites

2.21 Statutory Independent Undertakings (SIU)

Purpose and Use by Ofgem	<p>This table collects information on costs and workload for Statutory Independent Undertakings (SIU).</p> <p>The information will enable Ofgem to understand the workload and costs associated with SIUs across Opex, Capex and Repex.</p>
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Instructions for Completion	<p><i>Gross Costs</i> For each category/activity, enter the gross costs incurred/forecasted. For any additional activities not captured by the predefined activities, use the Other fields to specify an activity description.</p> <p><i>Contributions (Excluding Cross-Subsidy)</i> For each category/activity, enter any contributions received, not including income from the cross-subsidy, which is to be captured in the cross-subsidy table below. For any additional activities not captured by the predefined activities, use the Other fields to specify an activity description.</p> <p><i>Total Demand (1-in-20 Peak: Severe LDC)</i> Enter the demand in mcm/d under 1-in-20 conditions for each SIU.</p>
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2.22 Smart Metering

Purpose and Use by Ofgem	This worksheet captures net costs and workload volumes associated with the smart meter rollout programme, and the allocation of these costs across different activities.
Instructions for Completion	<p><i>Smart Metering Cost Allocation by Activity</i> Enter the costs allocated to each activity listed.</p> <p><i>Forecasting Method</i> Due to the uncertainty surrounding smart meter-related workload, if forecast costs are provided, a supporting narrative should be included in either the business plan or the BPDTC.</p>

2.23 Related Party

Purpose and Use by Ofgem	The purpose of this table is to provide understanding of the nature and size of services provided to the GDN(s) by each related party.
Instructions for Completion	<p>Input the name of the related party, and the description of the services provided in the relevant input fields.</p> <p>Where the total charge from a related party to the GDN(s) business is less than £500k pa that related party does not need to be included on this table.</p> <p><i>Turnover</i> Input the turnover data split between opex, capex and repex that is charged to the GDN(s) business. These should be input as positive numbers.</p>

	<p><i>Costs</i> Input the respective costs incurred as positive numbers.</p> <p><i>Margin</i> This autopopulated by subtracting the costs from the turnover.</p>
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5. Capital Expenditure Tables

5.1. The following sections contain guidance notes on the completion of each table for the purposes of the business plan data template for Capex.

5.2. Capex worksheets typically consist of Gross Costs, Contributions, Workload, Specification and Reference tables. Unless otherwise specified, Gross Costs tables are intended to capture costs inclusive of capitalised overheads but exclusive (i.e. gross) of contributions.

5.3. A Cost Confidence field is included against some Capex activities, which is intended to capture the GDN's view of a project's level of cost accuracy in percentage terms. This should reflect the maturity of the cost estimate provided for each project in terms of how far through the GDN's project delivery framework it is at the time of reporting. For example, if a GDN operates a stage-gate project delivery framework, and a project estimate is based on a gate-2 estimate with an accuracy level of $\pm 30\%$, then 30% should be entered in the Cost Confidence field. It is important that GDNs provide supporting details of how Cost Confidence has been derived, either in the business plan or in the BPDT.

5.4. A Narrative Reference field is included against some Capex activities, which is intended to signpost where in the business plan submission supporting justification for the proposed activity can be found. Note that this can be the BPDT if no narrative is included elsewhere in the business plan. This will enable Ofgem to associate each activity across all documents that reference it.

5.5. A NARM Intervention Category field is included against some Capex activities, which is intended to enable mapping between the NARM and Master BPDTs in the event that the respective activities are captured at different levels of aggregation or different intervention terminologies used. GDNs are required to enter the NARM intervention category against each proposed activity using the dropdown provided.

3.00 Capex Summary

Purpose and Use by Ofgem	This sheet summarises the information contained in the capex sheets 3.01 to 3.07.
Instructions for Completion	No entries required.

3.01 LTS, Storage & Entry

Purpose and Use by Ofgem	<p>This table collects expenditure and incurred workload data to date for LTS pipelines, LTS diversions, NTS offtakes & distribution network embedded gas entry points, pressure reduction stations (PRSs), and storage.</p> <p>This table is used to understand the costs and scale of individual projects and their associated incurred workload to date to enable comparative analysis of expenditure between networks. The data will be used to support benchmarking, trend analysis, and monitoring performance against allowances.</p>
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	<p>Forecast expenditure and workload for LTS capital works associated with the removal of gas holders should be captured in this table, however costs and workload for the removal of low pressure holders (abandonment, demolition and remediation) should be captured under work management (table 2.01) and LP Gasholder (table 2.19). Network reinforcement <7barg should be captured under Reinforcement (table 3.03).</p>
Instructions for Completion	<p>Details for projects with a gross value of >£0.5m are individually identified with specific costs and asset details relating to them, and costs for work <£0.5m is aggregated.</p> <p>Regardless of project value, enter historic costs in the subtotal row under each defined year of RIIO-GD1, up to and including 2018/19. For all years beyond this, costs must be entered as per the instructions below.</p> <p>There are five distinct LTS, Storage & Entry categories as follows:</p> <ul style="list-style-type: none"> • LTS pipelines (incl. LTS Diversions) • NTS Offtakes • Distribution network embedded gas entry points (incl <7barg) • PRS • Storage (non-LTS) <p>Where the work is remedial in nature and does not upgrade or extend the life of the asset it will be recorded as Opex on table 2.04 Maintenance. OLI Run remedial activities are also captured on table 2.04.</p> <p><i>Storage</i> Do not enter any associated Capex expenditure for low pressure (LP) gasholder intervention works in this table. This expenditure should be entered in the Opex table 2.19 LP Gasholder demolitions.</p> <p><i>Named projects >0.5m</i> Record individual projects where the total gross expenditure over the life of the project equals or exceeds £0.5m. List each project individually and complete all areas in each table, i.e. project specifications, actual expenditure, project expenditure and workload details. Where a single project consists of individual cost elements less than £0.5m, but the project total equals or exceeds £0.5m, this should be identified as one integrated project (for example, offtake+ pipeline+ two PRSs). The elements of the projects should be listed separately against the appropriate activity table and the same project name should be used to identify the associated costs and incurred workload to date.</p> <p><i>Projects with a gross value <£0.5m</i></p>

	<p>Aggregate the costs of the projects where total spend per project is <£0.5m and input the total on the relevant row of each table.</p> <p><i>Project Specifications</i> For all individually-identified projects, enter the following supporting data as applicable:</p> <ul style="list-style-type: none"> • Cost confidence • Narrative reference • LDZ • Load / non load related • Diameter in mm • Piggable / non-piggable Length • Maximum Design Operating Pressure • Maximum Design Capacity • Maximum Design Outlet Pressure • Minimum Design Outlet Pressure • Actual Contracted Annual Volume • Actual Contracted Daily Volume • Pressure tier <p><i>Gross Expenditure</i> Input the gross expenditure for each project and the aggregate total for projects where total spend per project is below £0.5m.</p> <p><i>Contributions</i> Input the contributions received for each project, if any, and the aggregate total contributions for projects where total gross spend per project is <£0.5m.</p> <p><i>Workload</i> For each project (or aggregate if <£0.5m), enter the corresponding workload either incurred or forecasted for all asset categories.</p>
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3.02 Reinforcement (<7barg)

Purpose and Use by Ofgem	<p>This table collects expenditure and workload data for general and specific reinforcement on the below 7 bar network, including governors. Reinforcement above 7 bar network is captured on table 3.01 LTS, Storage & Entry. The table collects sufficient data to support a meaningful comparison of unit costs between activities and networks. The data will be used to support benchmarking, trend analysis, and monitoring performance against allowances.</p>
Instructions for Completion	<p>All expenditure should be inclusive of capitalised overheads.</p> <p>The tables titled All Projects: General Reinforcement and All Project: Specific Reinforcement are intended to capture all</p>

	<p>reinforcement costs relating that category, regardless of project value. The last table titled Reinforcement \geq £0.5m (General and Specific) is intended to capture details of large projects – the costs and workloads of which will also have been included in the above tables.</p> <p>Regardless of project value, enter historic costs in the subtotal row under each defined year of RIIO-GD1, up to and including 2018/19. For all years beyond this, costs must be entered as per the instructions below.</p> <p><i>General Reinforcement</i> <i>Specific Reinforcement</i></p> <ul style="list-style-type: none"> • Mains - enter the aggregate gross costs, contributions and workload by pressure tier for both diameter bands listed. • District Governors – enter the aggregate gross costs, contributions and workload by inlet pressure. <p><i>Reinforcement \geq £0.5m (General and Specific)</i> This table records individual projects where total gross expenditure is equal to or above £0.5m over the life of the project.</p> <ul style="list-style-type: none"> • Project Name/Description: enter the name of the project. • Gross Costs/Contributions: enter the gross costs and contributions relating to the project. • Category: select a category from the drop down menu. • District Governors Installed – enter the total number of district governors installed as part of the individual project for each inlet pressure tier shown. <p><i>Workload (All Diameters & Pressures)</i> Enter the total workload in kilometres of mains installed for each project. The workload figure should include all diameters and pressure bands installed as part of that project.</p> <p>Note: capitalised replacement activities are captured in the Repex tables.</p>
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3.03 Governors

Purpose and Use by Ofgem	<p>This table collects data relating to district and service governor replacement and decommissioning activities.</p> <p>This table is used to understand the costs and associated workload so as to enable comparative analysis of expenditure between networks. The data will be used to support benchmarking, trend analysis, and monitoring performance against allowances.</p>
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	Governor data relating to reinforcement and connection activities is captured on tables 3.02 and 3.05 respectively.
Instructions for Completion	<p>District governors are broken down by intervention type, and also by governor inlet pressure. Service governors are broken down by customer type. For district governors, data is collected for four categories:</p> <ul style="list-style-type: none"> • Full Replacement • Housing Replacement only • Refurbishment (incl. Component Replacement) • Decommission <p><i>Gross Costs</i> Enter the gross expenditure by intervention and governor type.</p> <p><i>Contributions</i> Enter the contributions received, if any, by intervention and governor type.</p> <p><i>Workload</i> Enter the number of governors replaced or decommissioned by intervention and governor type.</p>

3.04 Connections

Purpose and Use by Ofgem	<p>This table collects expenditure and workload data for the provision of new mains and services to supply new and existing domestic and non-domestic premises.</p> <p>Governors forming part of any new connections and not associated with network reinforcement are captured here. Any associated network reinforcement is captured in tables 3.01 LTS, Storage & Entry and 3.02 Reinforcement. This table is used to understand the costs and scale of individual projects and their associated workload to enable comparative analysis of expenditure between networks. The data will be used to support benchmarking, trend analysis, and monitoring performance against the allowances.</p> <p>Forecast expenditure relating to the provision of a design and quotation service is identified separately from work execution activities to support increased accuracy in assessing total costs. This activity is identified as back office and expenditure is relatively “fixed” in nature compared to direct provision of new mains and services connections.</p> <p>Disaggregation of forecast expenditure by mains diameter, services, governor type, MOB and design & quotations activities is required in order to separately identify unit</p>
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	costs for existing housing, new housing and non-domestic infrastructure.
Instructions for Completion	<p><i>New Housing</i> <i>Existing Housing</i> <i>Non-Domestic</i></p> <p>These three tables collect data for projects below, equal to and above £50k in gross value.</p> <p>Enter the gross costs, contributions and workload for all predefined asset categories, e.g. mains ≤180mm, MOB Risers, etc.</p> <p>Any costs for laterals and branches should be reported under risers. MOB laterals should not be counted as services for the purposes of this table. Where a single riser consists of two or more diameters it will still count as a single riser. When a building has multiple individual risers that are only connected via underground pipe but supply the same building they should be counted as multiple risers.</p> <p>Design and quotation includes all activities supporting the provision of designs and quotations for new connections.</p> <p>Enter the total new diversified demand in standard m3/h of the newly connected infrastructure within each category for each year of the forecast.</p> <p><i>FPNES</i> This table collects fuel poor connections expenditure and workload data at an aggregated level. FPNES costs, contributions and workload should not be included in the preceding sections for New Housing, Existing Housing and Non-Domestic connections. In the RIIO-GD2 Specifications block, enter the number of connections at an aggregated level for each of the categories below:</p> <ul style="list-style-type: none"> (1) One-off connections (2) Community scheme connections (3) Other scheme types (eg Utility Infrastructure Providers [UIP] and Independent Gas Transporters [iGT]) <p><i>SIU</i> This table collects connections expenditure and workload data at an aggregated level for Statutory Independent Undertakings. SIU costs, contributions and workload should not be included in the preceding sections for New Housing, Existing Housing and Non-Domestic connections.</p> <p><i>IGT</i> This table collects connections workload data at an aggregated level for IGT connections. IGT workload should not be included in the preceding sections for New Housing, Existing Housing and Non-Domestic connections. Note: historic connection figures should reconcile with Xoserve</p>

	<p>figures. It is acknowledged that forecast figures will be based on assumptions.</p> <p><i>Projects ≥£50k</i> This table collects workload data for connections projects with a total value of equal to or greater than £50k. Note: cost and workload figures related to these projects should be included in the preceding tables. The figures in this table should therefore represent a subset of those tables.</p> <p>Project Name: enter the name of the project.</p> <p>Gross Costs/Contributions: enter the total annual gross costs and corresponding contributions for each project year. Historic costs (prior to 2019/20) for projects equal to or greater than £50k in value should be aggregated and entered in the Total row.</p> <p>Workload: for each project, enter the workload specifications outlined.</p> <p>Specifications: for each project, enter the specifications by selecting from the available dropdown categories, or in the case of Additional Governor Capacity, enter it manually.</p> <p>Net Costs Summary: assign the net costs to each of the categories provided.</p>
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3.05 Other Capex

Purpose and Use by Ofgem	<p>These tables collect data for Other Capital Expenditure for the following categories:</p> <ul style="list-style-type: none"> • System operations • IT (infrastructure and systems) and telecoms • Xoserve • Other Capex <p>These tables also capture named projects over £0.5m. The data will be used to support benchmarking, trend analysis, and monitoring performance against the allowances.</p> <p>These tables also collect data for land and buildings, telecoms, security, furniture and fittings, tools and equipment, plant and equipment (excluding wheeled plant) and other capex.</p> <p>The worksheet makes provision to capture both named projects over £0.5m; aggregated smaller projects and non-project related spend.</p>
Instructions for Completion	For projects with a total gross cost of less than £0.5m, projects can be aggregated and entered into the first group

	<p>of tables designated for aggregated projects <£0.5m. Otherwise, projects should be captured at an individual level in the second group of tables designated for projects ≥£0.5m.</p> <p><i>System Operations</i> System Operation Capex includes those IT systems and infrastructure costs which are driven by System Operation.</p> <p><i>IT & Related Telecom</i> IT & Related Telecom Capex includes those IT systems and infrastructure costs which are driven by IT and telecommunications.</p> <p><i>Xoserve</i> Xoserve expenditure should be the portion of Xoserve's charge relating to capital expenditure (as identified by Xoserve) to allow inclusion in the RAV.</p> <p><i>Other Capex</i> Where the following activities are carried out on the distribution network assets to upgrade or extend the useful life of the assets, include with the project they relate to costs for the following:</p> <ul style="list-style-type: none"> • Cathodic protection activities • Valve activities • Special / over crossings • Bank erosion • Sleeves • Pipeline protection measures (Pipelines) • Climate change / resilience measures (LTS) <p>Where the above activities are carried out on LTS assets they will be captured in table 3.01 LTS, Storage & Entry.</p> <p>Where the work is remedial in nature and does not upgrade or extend the life of the asset it will be recorded as Opex in table 2.04 Maintenance.</p> <p><i>RIIO-GD2 Cost Summary</i> Input the gross costs for design. Implementation costs are auto-populated and calculated by subtracting design costs from total gross expenditure.</p> <ul style="list-style-type: none"> • Design: these costs are associated with planning, designing and testing systems, incurred irrespective of the size of the network. • Implementation: these costs are associated with IT workstations and training. These costs are expected to vary depending on the size of network and number of staff involved with the process. <p>Enter the forecast amount of expenditure for each project under the justification categories of Customer, Growth, Mandatory and Renewal. Expenditure can be allocated to</p>
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	more than one category as necessary. The balancing amount of gross expenditure will be automatically calculated and shown under the CBA category.
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3.06 Transport & Plant

Purpose and Use by Ofgem	These tables collect data for vehicles and wheeled plant. The worksheet makes provision to capture data on both Capex and Opex expenditure in these areas in order to make comparable assessment for companies operating different procurement models for these assets.
Instructions for Completion	<p>All data should be entered for the following types of asset;</p> <ul style="list-style-type: none"> • Cars • Car Derived Vans • LGVs includes vehicles up to 3.5 tonnes GVW excluding car derived vans • HGVs includes vehicles >3.5 tonnes GVW • Wheeled Plant includes mobile compressors, cranes, excavators and dumpers <p>It is expected that costs for transport and plant will cover both price control and non-price control activities. The table makes provision to capture the total transport and plant costs and separately those costs directly associated with the price control.</p> <p>For each year specified, the following data should be entered for the following sections;</p> <p>Capital Expenditure</p> <ul style="list-style-type: none"> • Gross Costs: Total • Gross Costs: Price Control Activities <p>Operating Expenditure (running costs)</p> <ul style="list-style-type: none"> • Gross Costs: Total • Gross Costs: Price Control Activities <p>This should include all costs for servicing, tax, insurance, fuel and lease costs where appropriate.</p> <p>Population</p> <ul style="list-style-type: none"> • Total Population: enter the total number of vehicles or wheeled plant in the fleet at the end of the financial year. • New & Replacement Vehicles: enter the total number of vehicles which is planned to be purchased during the year. Include both additional to the fleet or replacement of existing vehicles or wheeled plant. <p>Ownership</p>

	<ul style="list-style-type: none"> Owned: enter the percentage of the fleet which is owned. Leased: no entry required, the figure is automatically calculated as a balance of the leased percentage. <p>Life & Mileage</p> <ul style="list-style-type: none"> Planned Life of New Vehicles: enter the planned life of the vehicles to be purchased (or actually purchased) during the year in number of years. Mileage: enter the expected annual miles for the whole fleet. The entry should be made in the number of '000 miles.
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3.07 Capitalised Overheads

Purpose and Use by Ofgem	<p>These tables capture the forecast breakdown of capitalised overheads between various cost and capex/replex categories initially captured in Opex and then recharged via the accounting systems to capex or repex.</p> <p>This is required to understand the breakdown of Opex transfers.</p>
Instructions for Completion	<p>Categories of Opex Transfer</p> <p>For each year of the forecast, provide a breakdown of the total transfer from the opex account to Capex or Repex into the categories of:</p> <ul style="list-style-type: none"> Capitalised labour costs Capitalised pension costs Transport operating costs Last mile logistics Tools and equipment Other non-staff related costs, or Other costs <p>Capitalised labour should not include any direct capex and repex wages. Capitalised labour should recognise:</p> <p>(a) ERO costs (NI, superannuation, training, holidays, sickness etc)</p> <p>(b) All other staff costs in supporting Repex and Capex activities (for example supervisory, managerial, planning and support)</p> <p>A description must be entered for any sums entered into the 'Other' lines.</p> <p>The Total should also balance with the total transfer from the Opex account</p>

	<p><u>Recharge from Opex; Direct / Indirect</u></p> <p>For each year, provide a breakdown of the total transfer from:</p> <ul style="list-style-type: none"> (a) Direct Opex; and (b) Indirect Opex (support services) <p>to Repex and Capex.</p> <p><i>Capitalised Overheads by Activity</i></p> <p>For each year of the forecast, provide a breakdown of the total transfer from Opex in respect to overheads to Capex / Repex into the categories of:</p> <ul style="list-style-type: none"> • LTS, Storage & Entry • Reinforcement • Diversions (<7barg, Excl. Repex) • Governors • Connections • Other Capex • Repex Tier-1 Mains • Repex Tier-2A & 2B Mains • Repex Tier-3 Mains • Other Mains • Repex Services • Repex Diversions • Other Repex
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6. Replacement Expenditure Tables

6.1. The following sections contain guidance notes on the completion of each table for the purposes of the business plan data template for Repex.

4.00 Repex Summary

Purpose and Use by Ofgem	This sheet summarises the information contained in the Repex sheets 4.01 to 4.12.
Instructions for Completion	No entries required.

4.01 Repex Mains Tier-1

Purpose and Use by Ofgem	These tables capture the costs, contributions, workload and specifications related to tier-1 Repex as enforced by the HSE under their policy for the Iron Mains Risk Reduction Programme.
Instructions for Completion	<p>The tab is divided into two main sections:</p> <ul style="list-style-type: none"> • Mains Commissioned: this section captures the costs, contributions and workload related to the installation and commissioning of new mains. Additionally, a number of specifications are captured relating to the commissioned mains. • Mains Decommissioned: this section captures the workload related to the decommissioning of existing metallic mains. Additionally, a number of specifications are captured relating to the decommissioned mains. <p>For both Mains Commissioned and Mains Decommissioned, mains are first categorised based on the metallic assets they are replacing. Each asset is then categorised by diameter band. Metallic asset categories are defined as follows:</p> <ul style="list-style-type: none"> • Cast Iron & Spun Iron: Low-Pressure • Cast Iron & Spun Iron: Medium-Pressure • Ductile Iron: Low-Pressure <p><i>Mains Commissioned</i> Gross Costs: enter the total annual gross costs related to each asset category, entered separately for each predefined diameter band.</p> <p>Contributions: if applicable, enter the total annual contributions related to each asset category, entered separately for each predefined diameter band.</p>

	<p>Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains commissioned. Workload forecasts are required beyond RIIO-GD2, reflecting the fact that the HSE's IMRP is due to end in 2032.</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2): Reinstatement (% of Gross Costs): for each price control, enter the average proportion of reinstatement costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include both temporary and permanent reinstatement costs.</p> <p>Street Works (% of Gross Costs): for each price control, enter the average proportion of street works costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include all traffic management costs, but exclude all reinstatement costs.</p> <p>Length of Mains Inserted (Dead): for each price control, enter the total projected length of mains inserted using the dead insertion technique.</p> <p>Length of Mains Inserted (Live/Other): for each price control, enter the total projected length of mains inserted using the live insertion technique, or an alternative insertion technique other than dead or live.</p> <p>Length of Mains Open Cut in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains installed via open cut (open trench) excavation in each of the defined surface categories.</p> <p><i>Mains Decommissioned</i> Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains decommissioned (abandoned). Workload forecasts are required beyond RIIO-GD2, reflecting the fact that the HSE's IMRP is due to end in 2032.</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2): Length of Mains in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains decommissioned that are situated in each of the defined surface categories.</p>
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4.02 Repex Mains Tier-2A

Purpose and Use by Ofgem	These tables capture the costs, contributions, workload and specifications related to tier-2A Repex as enforced by the HSE under their policy for the Iron Mains Risk Reduction Programme.
Instructions for Completion	<p>The tab is divided into two main sections:</p> <ul style="list-style-type: none"> • Mains Commissioned: this section captures the costs, contributions and workload related to the installation and commissioning of new mains. Additionally, a number of specifications are captured relating to the commissioned mains. • Mains Decommissioned: this section captures the workload related to the decommissioning of existing metallic mains. Additionally, a number of specifications are captured relating to the decommissioned mains. <p>For both Mains Commissioned and Mains Decommissioned, mains are first categorised based on the metallic assets they are replacing. Each asset is then categorised by diameter band. Metallic asset categories are defined as follows:</p> <ul style="list-style-type: none"> • Cast Iron & Spun Iron: Low-Pressure • Cast Iron & Spun Iron: Medium-Pressure • Ductile Iron: Low-Pressure <p><i>Mains Commissioned</i></p> <p>Gross Costs: enter the total annual gross costs related to each asset category, entered separately for each predefined diameter band.</p> <p>Contributions: if applicable, enter the total annual contributions related to each asset category, entered separately for each predefined diameter band.</p> <p>Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains commissioned.</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2):</p> <p>Reinstatement (% of Gross Costs): for each price control, enter the average proportion of reinstatement costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include both temporary and permanent reinstatement costs.</p> <p>Street Works (% of Gross Costs): for each price control, enter the average proportion of street works costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include all traffic management costs, but exclude all reinstatement costs.</p>

	<p>Length of Mains Inserted (Dead): for each price control, enter the total projected length of mains inserted using the dead insertion technique.</p> <p>Length of Mains Inserted (Live/Other): for each price control, enter the total projected length of mains inserted using the live insertion technique, or an alternative insertion technique other than dead or live.</p> <p>Length of Mains Open Cut in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains installed via open cut (open trench) excavation in each of the defined surface categories.</p> <p><i>Mains Decommissioned</i> Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains decommissioned (abandoned).</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2): Length of Mains in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains decommissioned that are situated in each of the defined surface categories.</p>
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4.03 Repex Mains Tier-2B & 3

Purpose and Use by Ofgem	These tables capture the costs, contributions, workload and specifications related to tier-2B and tier-3 Repex as enforced by the HSE under their policy for the Iron Mains Risk Reduction Programme.
Instructions for Completion	<p>The tab is divided into two main sections:</p> <ul style="list-style-type: none"> • Mains Commissioned: this section captures the costs, contributions and workload related to the installation and commissioning of new mains. Additionally, a number of specifications are captured relating to the commissioned mains. • Mains Decommissioned: this section captures the workload related to the decommissioning of existing metallic mains. Additionally, a number of specifications are captured relating to the decommissioned mains. <p>For both Mains Commissioned and Mains Decommissioned, mains are first categorised based on the metallic assets they are replacing. Each asset is then categorised by diameter band. Metallic asset categories are defined as follows:</p> <ul style="list-style-type: none"> • Cast Iron & Spun Iron: Low-Pressure • Cast Iron & Spun Iron: Medium-Pressure

- Ductile Iron: Low-Pressure

Mains Commissioned

Gross Costs: enter the total annual gross costs related to each asset category, entered separately for each predefined diameter band.

Contributions: if applicable, enter the total annual contributions related to each asset category, entered separately for each predefined diameter band.

Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains commissioned.

Specifications (both RIIO-GD1 and RIIO-GD2):
Reinstatement (% of Gross Costs): for each price control, enter the average proportion of reinstatement costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include both temporary and permanent reinstatement costs.

Street Works (% of Gross Costs): for each price control, enter the average proportion of street works costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include all traffic management costs, but exclude all reinstatement costs.

Length of Mains Inserted (Dead): for each price control, enter the total projected length of mains inserted using the dead insertion technique.

Length of Mains Inserted (Live/Other): for each price control, enter the total projected length of mains inserted using the live insertion technique, or an alternative insertion technique other than dead or live.

Length of Mains Open Cut in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains installed via open cut (open trench) excavation in each of the defined surface categories.

Mains Decommissioned

Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains decommissioned (abandoned).

Specifications (both RIIO-GD1 and RIIO-GD2):
Length of Mains in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains decommissioned that are situated in each of the defined surface categories.

4.04 Repex Mains Other

Purpose and Use by Ofgem	These tables capture the costs, contributions, workload and specifications related to Repex mains activities not captured within the HSE's three-tier system.
Instructions for Completion	<p>The tab captures the following Repex asset categories:</p> <ul style="list-style-type: none"> • Iron Mains >30m <ul style="list-style-type: none"> ◦ Cast Iron & Spun Iron: Low-Pressure ◦ Cast Iron & Spun Iron: Medium-Pressure ◦ Ductile Iron: Low-Pressure • Steel Mains <ul style="list-style-type: none"> ◦ ≤2" ◦ >2" • Other Policy & Condition <ul style="list-style-type: none"> ◦ Medium Pressure Ductile Iron (MPDI) captured separately <p>The tab is divided into two main sections:</p> <ul style="list-style-type: none"> • Mains Commissioned: this section captures the costs, contributions and workload related to the installation and commissioning of new mains. Additionally, a number of specifications are captured relating to the commissioned mains. • Mains Decommissioned: this section captures the workload related to the decommissioning of existing metallic mains. Additionally, a number of specifications are captured relating to the decommissioned mains. <p>For both Mains Commissioned and Mains Decommissioned, mains are first categorised based on the metallic assets they are replacing. Each asset is then categorised by diameter band.</p> <p><i>Mains Commissioned</i></p> <p>Gross Costs: enter the total annual gross costs related to each asset category, entered separately for each predefined diameter band.</p> <p>Contributions: if applicable, enter the total annual contributions related to each asset category, entered separately for each predefined diameter band.</p> <p>Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains commissioned.</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2): Reinstatement (% of Gross Costs): for each price control, enter the average proportion of reinstatement costs relative to total gross costs for each asset category,</p>

	<p>entered separately for each diameter band. This should include both temporary and permanent reinstatement costs.</p> <p>Street Works (% of Gross Costs): for each price control, enter the average proportion of street works costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include all traffic management costs, but exclude all reinstatement costs.</p> <p>Length of Mains Inserted (Dead): for each price control, enter the total projected length of mains inserted using the dead insertion technique.</p> <p>Length of Mains Inserted (Live/Other): for each price control, enter the total projected length of mains inserted using the live insertion technique, or an alternative insertion technique other than dead or live.</p> <p>Length of Mains Open Cut in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains installed via open cut (open trench) excavation in each of the defined surface categories.</p> <p><i>Mains Decommissioned</i> Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains decommissioned (abandoned).</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2): Length of Mains in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains decommissioned that are situated in each of the defined surface categories.</p>
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4.05 Repex Mains Diversions

Purpose and Use by Ofgem	<p>This table collects details of costs incurred and the workload associated with carrying out rechargeable mains diversions and non-rechargeable mains diversions associated with Repex.</p> <p>Data reported on this table is to include those diversions that involve the decommissioning of iron mains that fall within the scope of the HSE enforced Policy for Iron Mains Risk Reduction Programme.</p>
Instructions for Completion	<p>The tab is divided into two main sections:</p> <ul style="list-style-type: none"> • Mains Commissioned: this section captures the costs, contributions and workload related to the

	<p>installation and commissioning of new mains. Additionally, a number of specifications are captured relating to the commissioned mains.</p> <ul style="list-style-type: none"> • Mains Decommissioned: this section captures the workload related to the decommissioning of existing metallic mains. Additionally, a number of specifications are captured relating to the decommissioned mains. <p>For both Mains Commissioned and Mains Decommissioned, mains are first categorised based on the asset group they are replacing (e.g. tier-1). Each asset is then categorised by diameter band.</p> <p>Within each of the two main sections, diversions are further classified as either</p> <ul style="list-style-type: none"> • Rechargeable Diversions, or • Non-Rechargeable Diversions <p>The difference between the above classifications is that rechargeable diversions includes a Contributions block.</p> <p><i>Mains Commissioned</i></p> <p>Gross Costs: enter the total annual gross costs related to each asset category, entered separately for each predefined diameter band.</p> <p>Contributions: if applicable, enter the total annual contributions related to each asset category, entered separately for each predefined diameter band.</p> <p>Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains commissioned.</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2):</p> <p>Reinstatement (% of Gross Costs): for each price control, enter the average proportion of reinstatement costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include both temporary and permanent reinstatement costs.</p> <p>Street Works (% of Gross Costs): for each price control, enter the average proportion of street works costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include all traffic management costs, but exclude all reinstatement costs.</p> <p>Length of Mains Inserted (Dead): for each price control, enter the total projected length of mains inserted using the dead insertion technique.</p>
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	<p>Length of Mains Inserted (Live/Other): for each price control, enter the total projected length of mains inserted using the live insertion technique, or an alternative insertion technique other than dead or live.</p> <p>Length of Mains Open Cut in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains installed via open cut (open trench) excavation in each of the defined surface categories.</p> <p><i>Mains Decommissioned</i> Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains decommissioned (abandoned).</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2): Length of Mains in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains decommissioned that are situated in each of the defined surface categories.</p>
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4.06 Capitalised Replacement

Purpose and Use by Ofgem	<p>This table collects details of costs incurred and the workload associated with carrying out mains replacement works that are allocated as reinforcement works.</p> <p>Data for all capitalised replacement mains are reported in this table, including those that involve the decommissioning of iron mains that fall within the scope of the HSE enforced Policy for Iron Mains Risk Reduction Programme. Services relating to capitalised replacement should be reported in the Repex Services tab.</p> <p>It is important that GDNs populate this worksheet to enable an accurate load-related capex assessment.</p>
Instructions for Completion	<p>The tab is divided into two main sections:</p> <ul style="list-style-type: none"> • Mains Commissioned: this section captures the costs, contributions and workload related to the installation and commissioning of new mains. Additionally, a number of specifications are captured relating to the commissioned mains. • Mains Decommissioned: this section captures the workload related to the decommissioning of existing metallic mains. Additionally, a number of specifications are captured relating to the decommissioned mains. <p>For both Mains Commissioned and Mains Decommissioned, mains are first categorised based on the asset group they</p>

	<p>are replacing (e.g. tier-1). Each asset is then categorised by diameter band.</p> <p><i>Mains Commissioned</i> Gross Costs: enter the total annual gross costs related to each asset category, entered separately for each predefined diameter band.</p> <p>Contributions: if applicable, enter the total annual contributions related to each asset category, entered separately for each predefined diameter band.</p> <p>Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains commissioned.</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2): Reinstatement (% of Gross Costs): for each price control, enter the average proportion of reinstatement costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include both temporary and permanent reinstatement costs.</p> <p>Street Works (% of Gross Costs): for each price control, enter the average proportion of street works costs relative to total gross costs for each asset category, entered separately for each diameter band. This should include all traffic management costs, but exclude all reinstatement costs.</p> <p>Length of Mains Inserted (Dead): for each price control, enter the total projected length of mains inserted using the dead insertion technique.</p> <p>Length of Mains Inserted (Live/Other): for each price control, enter the total projected length of mains inserted using the live insertion technique, or an alternative insertion technique other than dead or live.</p> <p>Length of Mains Open Cut in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total projected length of mains installed via open cut (open trench) excavation in each of the defined surface categories.</p> <p><i>Mains Decommissioned</i> Workload: enter the total annual workload related to each asset category, entered separately for each predefined diameter band. This represents the length of mains decommissioned (abandoned).</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2): Length of Mains in Carriageway (or Footway/Footpath, or Verge/Other): for each price control, enter the total</p>
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	projected length of mains decommissioned that are situated in each of the defined surface categories.
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4.07 Repex Services

Purpose and Use by Ofgem	This table collects details of costs incurred and the workload associated with all Repex service interventions, excluding MOBs.
Instructions for Completion	<p>The tab is categorised based on the Repex category that the service relates to. For instance, if a service intervention is undertaken as part of a tier-1 Repex project, then the costs, contributions, workload and specifications should be captured within the tier-1 table on this tab.</p> <p>Typically, services tables are further categorised as either domestic and non-domestic. Finally, the intervention type is captured as being either a relay or a transfer. For tier-1 services only, additional predefined intervention types are listed.</p> <p>Specifications (both RIIO-GD1 and RIIO-GD2): Average Service Length: for each price control, enter the average length of service for each Repex category</p> <p>Reinstatement (% of Gross Costs): for each price control, enter the average proportion of reinstatement costs (directly attributable to the service intervention type) relative to total gross costs. This should include both temporary and permanent reinstatement costs.</p>

4.08 Repex Multiple Occupancy Buildings (MOB)

Purpose and Use by Ofgem	This table collects information to provide Ofgem with visibility of GDNs position with regards to its level of understanding of the risk associated with risers and the costs and workload associated with the replacement and refurbishment of GDNs gas supply infrastructure.
Instructions for Completion	<p>This tab captures expenditure and workload data for the following intervention drivers:</p> <ul style="list-style-type: none"> • Planned Replacement • Replacement on Failure • Planned Refurbishment • Refurbishment on Failure • Planned Permanent Isolation • Permanent Isolation on Failure

	<p>Each intervention type is then further broken down by riser length.</p> <p>Gross Costs: enter the total annual gross costs related to each asset category. Costs for laterals and branches should be included with risers.</p> <p>Contributions: if applicable, enter the total annual contributions related to each asset category.</p> <p>Workload: Total Riser Length: enter the total annual workload in terms of riser length. Include the length of laterals and branches.</p> <p>Workload: Number of MOBs: enter the total annual workload in terms of the number of multiple occupancy buildings for which riser replacement works have been completed.</p> <p>Workload: Number of meter points: enter the total annual workload in terms of the number of meter points included in completed riser replacement works.</p> <p>If refurbishment works are recorded in Opex rather than Repex, this must be highlighted in the accompanying BPDTC.</p>
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4.09 Repex Cost Breakdown

Purpose and Use by Ofgem	This table analyses total net (inclusive of capitalised overheads) repex expenditure into four types of expenditure. This is to understand the proportion of different inputs used in production.
Instructions for Completion	For each Repex category, enter the total net expenditure for direct labour, contract labour, materials and other.

4.10 Mains Risk Prioritisation System (MRPS)

Purpose and Use by Ofgem	<p>Mains risk data is required to verify the measurement of safety risk and risk management strategy associated with distribution mains.</p> <p>Completion of mains risk data in this table is not required, instead mains risk data must be provided separately by way of an MRPS extract of 1st April 2019.</p>
Instructions for Completion	Completion of this table is not required – see above.

4.11 Dynamic Growth Tier 1

Purpose and Use by Ofgem	<p>The aim of this table is to record the decommissioned workload associated with tier-1 Repex mains that has been driven by dynamic growth rather than upfront baseline workload – i.e. any incremental workload resulting from risk migration during the price control period.</p> <p>Dynamic growth decommissioned workload should be reported in the respective baseline Repex tables (i.e. worksheets 4.01 to 4.09), and re-entered here (i.e. do not split out dynamic growth workload from Repex tables and report it here separately).</p>
Instructions for Completion	<p>Enter the total (i.e. baseline) tier-1 iron mains population (including steel =<2”) at the start of RIIO-1, i.e. 2013/14. This should align with the agreed HSE tier-1 target. Subsequent years are automatically populated. For each dynamic growth driver - i.e. workload resulting from previously unrecorded assets and <30m boundary changes - enter the dynamic growth of tier-1 mains measured in kilometres decommissioned for each year of RIIO-GD1 and RIIO-GD2.</p> <p>The total length decommissioned each year, and the population at the end of each year, is automatically calculated.</p>

4.12 Robotic Intervention

Purpose and Use by Ofgem	<p>This table is intended to provide details of any costs and workloads included in the preceding Repex tables that are related to robotic intervention techniques – for example CISBOT.</p> <p>Historic costs and workloads related to robotic intervention in GD1 are to be recorded inline with the GD1 RRP submissions, and recorded here separately to allow for traceability.</p> <p>Forecast Repex costs and workloads may also include robotic intervention activities, providing they are recorded here separately for traceability.</p> <p>If a GDN is recording robotic intervention activities elsewhere in the BPDT, for example in Direct Opex, they should use the BPDTC or business plan narrative to clearly articulate the nature of the work and ideally separately provide corresponding cost and workload figures.</p> <p>If a GDN is recording robotic intervention costs and workloads as part of Repex, then they should provide clear justification in the business plan narrative or BPDTC in support of this – for example:</p> <ul style="list-style-type: none"> a clear description of the tool used and the specific types of intervention undertaken using it,
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	<ul style="list-style-type: none"> • a comparison of the levels of risk removed between robotic intervention and pipe replacement, • details of asset life extension and how this has been derived.
Instructions for Completion	<p><i>Mains Decommissioned</i> If decommissioned workload has been recorded within the baseline Repex tables, enter the same values here against the corresponding tier and diameter band.</p> <p><i>Mains Commissioned</i> If costs and/or workload have been recorded within the baseline Repex tables, enter the same values here against the corresponding tier and diameter band. Cost should be entered net of capitalised overheads and any contributions received.</p>

7. Asset and Other Tables

7.1. The following sections contain guidance notes on the completion of each table for the purposes of the business plan data template for asset tables.

5.01 LTS & Entry Assets

Purpose and Use by Ofgem	<p>This table collects non-financial data movements in total length of pipelines (by diameter and operating pressure) during the period. Also includes sundry other LTS population data.</p> <p>We collect this data to understand changes in the pipeline assets and the changes that investment will make over the period.</p>
Instructions for Completion	<p>The sheet collects asset data by size and pressure tier and tracks commissioned (installed or added) and decommissioned (abandoned or removed). For decommissioned assets enter a negative figure.</p> <p>Adjustments to Population Brought Forward: for each historic year of RIIO-GD1, enter the reported adjustments made to the asset population. Adjustments downwards should be entered as a negative number.</p> <p>Population Brought Forward (into 2013/14): enter the population brought forward into the RIIO-GD1 price control (i.e. 2013/14).</p> <p>Population Carried Forward (into 2018/19): no entry required. This is an automatic field which calculates the asset population carried forward into 2018/19.</p> <p><i>LTS Pipelines by Diameter Band</i> Enter the actual/forecast commissioned and decommissioned length of LTS pipelines by diameter band in each year.</p> <p>Note: if an LTS pipeline is down-rated to operate below 7 barg (or up-rated), this should be shown as a new asset in the mains data table.</p> <p><i>LTS Pipelines by Operating Pressure</i> Enter the actual/forecast commissioned or decommissioned length of LTS pipelines by pressure band in each year</p> <p>Note; if a pipeline is down-rated (or up-rated) from one LTS tier to another, this should be clearly shown as a + and – entry in the same year in the relevant rows.</p> <p><i>Installations</i></p>

	Enter the forecast number of NTS offtakes, Embedded Gas Entry Points ≥ 7 barg and < 7 barg, PRSs and AGIs commissioned or abandoned in each year.
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5.02 Network Assets

Purpose and Use by Ofgem	The table collects pipeline, governor, MOB, services and CSEP asset population data and detailed movements in the distribution asset population throughout both RIIO-GD1 and RIIO-GD2. This enables Ofgem to monitor changes in assets over time and between GDNs.
Instructions for Completion	<p>Commissioned/Decommissioned: enter the volume of commissioned (installed or added) and decommissioned (abandoned or removed) assets for each year specified. For decommissioned assets enter a negative figure.</p> <p>Adjustments to Population Brought Forward: for each historic year of RIIO-GD1, enter the reported adjustments made to the asset population. Adjustments downwards should be entered as a negative number.</p> <p>Population Brought Forward (into 2013/14): enter the population brought forward into the RIIO-GD1 price control (i.e. 2013/14).</p> <p>Population Carried Forward (into 2018/19): no entry required. This is an automatic field which calculates the asset population carried forward into 2018/19.</p> <p><i>Distribution Mains (Low, Medium and Intermediate Pressure)</i> This includes all mains commissioned and decommissioned, including mains commissioned and decommissioned as part of the Repex programme.</p> <p><i>Governors</i> For each governor installation type enter the actual/forecasted number to be commissioned (installed as new and replacement) and also enter any to be decommissioned (removed).</p> <p><i>Services</i> Enter the total actual/forecasted number of services (excluding multi-occupancy buildings) by material type for each year specified. This should not include Connected System Entry Points (CSEPs), which are to be entered separately in the CSEP table. This should not include IGT or SIU customers, which are captured in separate tables within this tab.</p> <p><i>Multi-Occupancy Buildings (MOBs)</i> Enter the total actual/forecasted number of MOB assets (MOBs, risers and meter points) categorised by riser length for each year specified.</p>

	<ul style="list-style-type: none"> For MOBs commissioned and decommissioned, enter total annual number of multiple occupancy buildings brought onto the network, or taken off of it. MOB removed from the network should be entered as a negative number. For MOBs risers commissioned and decommissioned, enter the total annual number of risers commissioned and the total number of risers decommissioned. Risers decommissioned should be entered as a negative number. For MOBs meter points commissioned and decommissioned, enter the total annual number of meter points added or removed from the network. Meter points decommissioned (removed) should be entered as a negative number. Exclude meter points within buildings with ground floor, basement and first floor premises only. <p><i>Connected System Entry Points</i> Enter the total actual/forecasted number of CSEPs commissioned and decommissioned in each year specified. Also enter the number of adjustments to the CSEP population recorded in each year of RIIO-GD1. Adjustments downwards should be entered as a negative number.</p> <p><i>IGT Services</i> Enter the total actual/forecasted number of IGT customers downstream of the GDN's network for each year specified. Also enter the number of adjustments to the IGT population recorded in each year of RIIO-GD1. Adjustments downwards should be entered as a negative number.</p> <p><i>SIU</i> Enter the total actual/forecasted quantity of Statutory Independent Undertaking mains and services for each year specified. Also enter the number of adjustments to the SIU mains and services population recorded in each year of RIIO-GD1. Adjustments downwards should be entered as a negative number.</p>
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5.03 Capacity & Storage Assets

Purpose and Use by Ofgem	The table collects non-financial data movements in the amount of storage capacity (by storage type). We collect this data to understand the changes in the volume of any contracted seasonal storage and the (contracted or planned) capacity of supplies into the LTS over the period.
Instructions for Completion	<i>Storage</i> For each asset (High-Pressure Vessels, Salt Cavities & Mined Cavities, LNG Storage and Low-Pressure Gasholders) enter the following:

	<ul style="list-style-type: none"> • Commissioned: enter the useable capacity commissioned in the specified year. • Decommissioned: enter the useable capacity decommissioned. This should include mothballed capacity. Enter decommissioned capacity as a negative number. • Asset Population: enter the total annual asset population in terms of the number of assets. In the case of low-pressure gasholders, this should be the number of operational gasholders. • Adjustments to capacity (mcm b/f): for each historic year of RIIO-GD1, enter any reported adjustments made to the useable capacity. Adjustments downwards should be entered as a negative number. <p>Useable Capacity Brought Forward (into 2013/14): enter the total aggregated useable capacity brought forward into RIIO-GD1 in mcm.</p> <p><i>Linepack</i> For each type of linepack capacity (LTS, NTS Contracted) enter the following:</p> <ul style="list-style-type: none"> • Commissioned/Contracted: for LTS Linepack, enter the useable capacity commissioned in the specified year. For NTS Linepack, enter the maximum total daily volumes of storage contracted in the specified year. • Decommissioned/Lost: enter the useable capacity decommissioned in the specified year (for LTS Linepack only) in mcm/d. Enter decommissioned capacity as a negative number. • Adjustments to capacity (mcm b/f): for each historic year of RIIO-GD1, enter any reported adjustments made to the useable capacity. Adjustments downwards should be entered as a negative number. • Useable Capacity Brought Forward (into 2013/14): enter the total aggregated useable capacity brought forward into RIIO-GD1 in mcm/d (for LTS Linepack only). <p><i>Capacity (NTS Offtakes)</i> For NTS Offtake capacity, enter the following:</p> <ul style="list-style-type: none"> • Commissioned: enter the total amount of new commissioned flat capacity (daily capacity) as an aggregate for all NTS offtakes for the year. • Decommissioned: enter the useable capacity decommissioned in the specified year. Enter decommissioned capacity as a negative number. • Asset Population: enter the total number of NTS offtakes in each LDZ for each year specified. • Adjustments to capacity (mcm b/f): for each historic year of RIIO-GD1, enter any reported adjustments made to the useable capacity. Adjustments
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	<p>downwards should be entered as a negative number.</p> <ul style="list-style-type: none"> Useable Capacity Brought Forward (into 2013/14): enter the total aggregated useable capacity brought forward into RIIO-GD1 in mcm/d (for LTS Linepack only).
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5.04 Capacity & Demand

Purpose and Use by Ofgem	The table collects data by exit zone based on the 1 in 20 planning scenario and annual throughput. We collect this data to understand the basis on which capacity-based investment is judged to be required by the GDN.
Instructions for Completion	<p>Note: GDNs should list their offtakes in discrete groups by exit zone, and alphabetically within each zone.</p> <p><i>Capacity & Demand</i></p> <p>NTS Offtake Name: enter the name of each NTS offtake on the network. Enter the name of proposed offtakes that are expected to be commissioned.</p> <p>Total Demand (1-in-20 Peak: Severe LDC): enter the demand in mcm/d under 1-in-20 conditions for each offtake.</p> <p>NTS Flat Capacity Required (1-in-20 Peak: Severe LDC): enter the flat capacity daily volume in mcm/d under 1-in-20 conditions for each offtake.</p> <p>NTS Flexible Capacity Required (1-in-20 Peak: Severe LDC): enter the flexible capacity daily volume in mcm/d under 1-in-20 conditions for each offtake.</p> <p>Peak Flowrate (1-in-20 Peak: Severe LDC): enter the maximum peak flowrate in mcm/h taken from each offtake in each year specified.</p> <p>Minimum Inlet Pressure at Start of Day (1-in-20 Peak: Severe LDC): enter the minimum inlet pressure at Start of Day (barg). This is the inlet pressure required to pack the linepack system to the full stock position.</p> <p>Minimum Inlet Pressure at End of Day (1-in-20 Peak: Severe LDC): enter the minimum inlet pressure at End of Day (barg). This is the end of the storage day, i.e. when linepack systems are expected to be at minimum stock values.</p> <p>NTS Exit Zone: enter the exit zone number.</p> <p><i>Storage</i></p>

	<p>Total Volume of Storage Required (1-in-20 Peak: Severe LDC): enter the total volume of storage needed for each zone.</p> <p>Total Volume of Storage Available (1-in-20 Peak: Severe LDC): enter the total volume of storage available for each zone (excluding use of NTS flex). This should include available LP holder volume, available linepack, HP bullets, and other storage volumes.</p> <p><i>Interruptible</i></p> <p>Number of Site with an Interruptible Contract: enter the number of sites with a current interruptible contract purchased through the auction process.</p> <p>Total Capacity of Interruptible Sites: enter the total capacity in mcm/d which that have to be constructed on the network to provide a firm supply should interruptible contracts not be available.</p> <p>Total Interrupted Capacity: enter the capacity interrupted, or forecasted to be interrupted, on the peak day of the specified year in mcm/d to ensure network capacity remained/remains available to firm consumers.</p> <p><i>Assumed Planning CV</i></p> <p>Enter the assumed planning calorific value for each LDZ for each year specified.</p>
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5.05 Capacity Output Data

Purpose and Use by Ofgem	The table collects capacity outputs data for NTS offtakes and PRSs.
Instructions for Completion	<p>Instructions below are a guide. Companies will use common assumptions as developed through the capacity working group.</p> <p>Capacity Utilisation: enter the number of sites (offtakes and PRSs) at the appropriate capacity utilisation.</p>

5.06 Modern Equivalent Asset Value (MEAV) Assets

Purpose and Use by Ofgem	The table mostly uses information entered in other sheets necessary for calculating the MEAV.
Instructions for Completion	Whilst most information in this table auto-populates, GDNs are required to enter the following data:

	<ul style="list-style-type: none"> • The number of mothballed gasholder assets and the useable capacity available in each year specified. • The number of any other storage assets and the useable capacity available in each year specified.
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5.07 PRE, Reports & Repairs

Purpose and Use by Ofgem	This table collects data to help us understand the trend in PREs over time and the overall system condition.
Instructions for Completion	<p>Public Reported Escapes (PREs) This table captures the requirements for Standard Special Condition (SSC) D10 2 (g): Quality of Service Standards.</p> <p>Enter the historical and forecast annual total number of controlled, uncontrolled and other (non-gas) PREs, and the number of these responded-to within timescale.</p> <p>A controlled gas escape/emergency is a gas escape or other gas emergency where the person reporting the escape or other emergency, after carrying out (or causing to be carried out) the actions advised by the telephone service, advises the operator that the escape of gas or other emergency appears to have ceased. All other gas escapes are considered uncontrolled.</p> <p>Reports <i>Network related</i> Enter the historical and forecast number of annual controllable and non-controllable jobs to be closed off with a status:</p> <ul style="list-style-type: none"> • Escape - Distribution mains condition report (condition) • Escape - Service condition report (condition) • Escape - Distribution mains interference (damage) • Escape - Service interference (damage) • Other – Distribution mains • Other – Services <p>Actioned Repairs Enter the historical and forecast annual number of annual actioned repairs by category and diameter band as per the table.</p> <p>Deferred Repairs Enter the historical and forecast annual number of escape-related repairs deferred beyond 28 days by the time categories listed.</p> <p>Enter the historical and forecast annual median repair time (days) for all repairs deferred beyond 28-days.</p>

5.08 Safety

Purpose and Use by Ofgem	This table collects information to inform us on GDN performance against a number of safety metrics.
Instructions for Completion	<p><u>Reportable Gas in Buildings (GIB) Events</u></p> <p>Enter the annual historical and forecasted number of GIB events reportable under RIDDOR (ie GIB $\geq 20\%$ LEL or $>10\text{kg}$ of gas has been released in to a building) by the asset types shown, against the respective material, diameter band and pressure tier.</p> <p>Enter the annual historical and forecasted number of other RIDDOR reportable GIB events from:</p> <ul style="list-style-type: none"> • Non-iron mains (steel, PE, etc.) • Service pipes • Non-pipe specific components (eg joints, clamps, encapsulations) • Third party interference <p>Where the cause of the escape is third party interference, do not also report the event against a specific asset type. This will ensure a single event is not double counted.</p> <p>Non-Reportable GIB Events</p> <p>The data in this table applies to GIBs of any level of gas concentration but not up to reportable limits, i.e. it excludes those GIB events which are reported in the table above. Enter the historical and forecast number of network GIB events by the asset types / causation type shown, against the respective material, diameter band and pressure tier.</p> <p>Where the cause of the escape is third party interference, do not also report the event against a specific asset type. This will ensure a single event is not double counted.</p> <p>Fractures & Failures</p> <p>This relates to cast or spun iron fractures and ductile iron corrosion failures. Enter the historical and forecast number of fractures and failures of mains by material, diameter band and pressure.</p> <p>Repair Risk</p> <p>Enter the historical and forecast total accumulative repair risk ($\times 10^6$).</p>

5.09 Reliability

Purpose and Use by Ofgem	This table collects information to inform us on GDN performance against a number of reliability metrics.
	<p>Customer numbers Enter the number of customers in the following categories:</p> <ul style="list-style-type: none"> • Domestic (excluding MOB) • Multiple Occupancy Buildings (MOB) • Non-Domestic (including I&C). <p>The number of customers entered should exclude Connected System Exit Points (CSEPs) and Independent Gas Transporter (IGT) customers.</p> <p>Multiple Occupancy Buildings (MOB): Buildings containing a minimum of three individual premises, each with a separate supply point and supplied via an internal or external riser, and where at least one of those premises is more than two floors above ground level. The premises may be domestic, non-domestic, or a combination of the two. Buildings where all premises on the third floor or above are supplied through individual pipes, with the meter and ECV located at a lower level, are not included. MOB are categorised as medium-rise (3 – 5 floors), high-rise (6 – 9 floors) or high risk (10+ floors).</p> <p>MOB data should be provided to the extent that is available, and following the new definition (see above), which is due to be added to the RIIO-GD1 RIGs for 2020/21. Note that no data is required on the sub-categories of medium-rise/high-rise/high-risk in the BPDT. Where data is only available on the basis of a different definition, this should be provided, along with an explanation in the commentary of the alternative MOB definition and why it is used.</p> <p>Number and duration of non-contractual interruptions The data completed under this section should exclude major incidents.</p> <p>Enter the following annual historical and forecast interruptions data by cause and activity category as per the table. For major incidents in RIIO-GD2, this should be the proposed allowance rather than a specific forecast.</p> <ul style="list-style-type: none"> • Number of planned non-contractual interruptions • Duration (minutes) of planned non-contractual interruptions • Number of unplanned non-contractual interruptions • Duration (minutes) of unplanned non-contractual interruptions • Standardised number of major incident interruptions • Standardised duration (minutes) of major incident interruptions

	Major incident volumes and durations should be standardised following the methodology set out in the RIIO-GD2 SSMD Appendix 1. Note that where the SSMD refers to “large events” this should be read as identical to major incidents. Also note that the automatic average duration calculations reflect the incremental impact of these on top of the normal unplanned interruptions as opposed to the specific durations of the major incidents. Enter the headroom between the sum of forecast average duration plus major incident impact, and the minimum performance level target. (proposed allowance for RIIO-GD2).
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5.10 Business Carbon Footprint (BCF)

Purpose and Use by Ofgem	The purpose of this table is to collect information on the GDNs Business Carbon Footprint (BCF) (in tonnes of CO ₂ equivalent) in order for us to review the carbon footprint across all the energy networks.
Instructions for Completion	<p>The reporting methodology must be compliant with the principles of the Greenhouse Gas Protocol (“GHG Protocol”). In summary, the BCF reporting must be:</p> <ul style="list-style-type: none"> • Relevant: the inventory must reflect the substance and economic reality of the company’s business relationships, not merely its legal form. • Complete: all relevant emission sources must be included. • Consistent: accounting approaches, inventory boundary and calculation methodology must be applied consistently over time. • Transparent: information on the processes, procedures, assumptions and limitations of the BCF reporting must be disclosed in a clear, factual, neutral and understandable manner, enabling internal and external verifiers to attest to its credibility. • Accurate: GHG measurements, estimates, or calculations must be systemically neither over nor under the actual emissions value, as far as can be judged, and that uncertainties be reduced as far as practicable. <p>The CO₂ equivalent of shrinkage is auto-populated in this tab to show the total BCF for the GDN with and without shrinkage.</p> <p>GDNs must forecast all Scope 1 and Scope 2 emissions (and a subset of Scope 3 emissions, as detailed below) on an “operational control” basis, ie forecast all emissions from operations on which the GDN has full authority to introduce and implement its operating policy.</p> <p>GDNs must also forecast a subset of Scope 3 emissions (business travel and external contractors), to ensure that the reporting captures all of the emissions arising from the</p>

development and operation of the distribution system, regardless of the legal entity carrying out each activity. According to this, we consider it valuable to focus on contractor emissions relating to the operational transport fleet and mobile power plants.

The exclusion of any contractors must be justified and any thresholds used for exclusion must be stated in the commentary. The commentary must also include an indication of what proportion of contractors have been excluded. This figure could be calculated based on contract value.

GDNs are given flexibility to set their own standards for:

- The reporting year - we expect this generally to align with the statutory or regulatory accounts.
- The use of estimates rather than direct measurement, and any exclusion from the reporting based on (lack of) materiality considerations.
- Any assumptions used to make estimates must be included in the commentary. It is anticipated that data will need to be estimated under two scenarios:
 - when the type of emissions is not measured
 - when there is measurement data, but an estimate is required as the data is not at the same level of granularity as required by the summary BCF worksheet.

The commentary must include additional information to support the BCF table:

- data source and collection process
- the source of the emission conversion factor (this shall be Defra unless there is a compelling case for using another conversion factor)
- the Scope of the emissions ie Scope 1, 2 or 3
- whether the emissions have been measured or estimated
- any tools used in the calculation

A GDN that forms part of a larger corporate group must provide a brief explanation of the structure of the group. The commentary must detail which organisations are considered to be within the reporting boundary for the purpose of this exercise. Apportionment of forecast emissions across a corporate group to the GDN business units must be transparent. We expect that the basis for calculating the apportionment factor will vary according to the area of emissions. The table below gives the preferred basis for determining the apportionment factor. Other financial allocation methodologies can be used to calculate the apportionment factor.

Apportionment factor determination

Area of emissions	Basis for apportionment factor
Building usage	Head count

Operational Transport	Network length or km ² of the distribution licence area.
Business transport	Head count, or like operational transport

For RIIO-GD1, enter the historical and forecast GDN and contractor emissions in CO² equivalent.

For RIIO-GD2, enter forecast volumes of the following emissions categories both for the GDN and contractors. Enter the conversion factors for each of the emissions categories (more guidance below). The CO² equivalent emissions will be auto-populated.

Buildings Energy Usage

Emissions for electricity usage in buildings must be converted using carbon equivalent factor. GDNs must state in their methodology (included in the commentary) the conversion factor it has used and why they consider this to be appropriate.

Natural Gas, Diesel and other fuels are all categorised as fuel combustion and must be converted to tCO₂e on either a Gross Calorific Value (Gross CV) or Net Calorific Value (Net CV) basis. We expect that this element of the chosen approach is clearly stated in the commentary and that this is consistently applied over time.

Transport

- **Operational Transport** - the transportation (often a fleet of vehicles) used in the day to day operation of the business – ie in the inspection and maintenance of the network.

Business Transport – the transport undertaken by staff travelling to locations that are other than their normal place of work or moving between sites for purposes such as meetings. Defra guidelines provide for a range of emission conversion factors for transport means, with the aim to provide the best possible estimate of emissions from the vehicle portfolio owned and/or operated by the company. Defra allows for transport to be entered in terms of both mileage and fuel consumption. Use mileage data for transport where possible, using conversion factors at the greatest level of disaggregation that is reasonably practicable.

Business travel by road can be entered in terms of company car and private car. The GHG Protocol defines company cars as scope 1 and private car use for business purposes as scope 3.

In cases where emission factors for specific transport means are not available (we are aware of this issue for helicopters, but there may be some other instances) the equivalent tonnes of carbon dioxide (tCO₂e) must be

	<p>estimated and summed to the closest means of transport (eg “air” for helicopters).</p> <p>Fugitive Emissions This category caters for GHG emissions from a range of gases that may be relevant to the GDNs (eg HFC from air conditioning).</p> <p>Fuel Combustion (non-building) This is to cover non-building fuel usage, such as mobile plants and the stand-by diesel mobile generators that are deployed from time to time in response to planned outages or faults. Defra emissions factors must be used. All mobile plant and generation used by GDNs, related and affiliate undertakings, contactors and sub-contractors must be included in so far as it is reasonably practicable.</p>
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5.11 Innovation

Purpose and use by Ofgem	The purpose of this table provide a means for companies to outline proposed projects / themes for innovation funding
Instructions for completion	<p>This sheet should be populated with proposed Innovation funding in line with the Sector Specific methodology consultation (core document) and Business Plan Guidance which sets out the mechanisms and requirements for innovation funding.</p> <p>In the first table, input the additional funding requested to roll out previously proven innovation projects.</p> <p>In the second table, input the proposed projects or innovation theme for the reformed NIA.</p>

5.12 Cyber Security – Operational Technology

Purpose and use by Ofgem	This table is to allow Ofgem to assess proposed cyber resilience costs.
Instructions for Completion	Refer to the guidance published by the Cyber Resilience Team on the Ofgem website ⁴ .

5.13 Cyber Security – Information Technology

⁴ <https://www.ofgem.gov.uk/publications-and-updates/riio-2-cyber-guidelines-draft-consultation>

Purpose and use by Ofgem	This table is to allow Ofgem to assess proposed cyber resilience costs.
Instructions for Completion	Refer to the guidance published by the Cyber Resilience Team on the Ofgem website ⁵ .

5.14 Physical Security - Capex

Purpose and use by Ofgem	The purpose of this table is to inform Ofgem of the capex spend on physical security in relation to BEIS's enhanced physical security upgrade programme (PSUP).
Instructions for Completion	<p>GDNs must provide information for all sites where physical security has been upgraded, or where work is currently being (or planned to be) carried out, in relation to the PSUP.</p> <p>Input the actual start and end dates for projects. The start date must be when the licensee begins designing the site specific operational requirement (SSOR) solution. The end date must be when the completed works are signed off (by CAST) as meeting the SSOR. Where dates are not known, the planned start/end dates must be populated.</p> <p>Input the current status of works using the following definitions:</p> <p>To be constructed - PSUP site identified, works awaiting sanction and/or award prior to commencement of design, construction or works of any form.</p> <p>Under construction - PSUP site sanctioned and/or awarded. Works associated with delivery have now commenced.</p> <p>Under review - PSUP works have been identified, requirement is to be or is currently being reviewed by BEIS / CPNI.</p> <p>Complete - The works are complete when they receive Technical 2 sign off as meeting the SSOR and are operationally accepted by the Alarm Receiving Centre (ARC). The output is met at this point, however, spend may continue until project closure.</p> <p>Closed - The project will be closed after all snagging issues have been resolved on site and final costs determined (in line with the contractual warranty period).</p>

⁵ <https://www.ofgem.gov.uk/publications-and-updates/riio-2-cyber-guidelines-draft-consultation>

	<p>Stopped/terminated - Project was stopped or terminated either prior to works commencement or during works due to reclassification or other reason.</p> <p>GDNs must input all Physical Security capex projects spend during RIIO-GD1 and the forecast costs for RIIO-GD2.</p>
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5.15 Physical Security - Opex

Purpose and use by Ofgem	The purpose of this table is to inform Ofgem of the opex spent on physical security in relation to BEIS's enhanced physical security upgrade programme (PSUP).
Instructions for Completion	<p>For security reasons GDNs should provide the overall number of sites in this table rather than the site name.</p> <p>Sites should be split by owned and shared sites and further broken down by costs associated with:</p> <p>PDSA - any post-delivery support agreements (PDSA) relating to PSUP assets.</p> <p>Direct labour - personnel working directly on PSUP opex activities (e.g. maintenance activities, site specific audits).</p> <p>Data communications - the transfer of video and other data between the site and the ARC.</p> <p>Other - any other costs which must be listed under 'Other' and detail provided within the commentary.</p> <p>Where costs cannot be allocated to a specific site, they must be included under Centralised costs. This includes costs relating to PSUP spares and escrow.</p> <p>This table specifically <u>excludes</u> funding associated with the provision of Ministry of Defence Armed Guards. See definition for 'security (armed guards)'.</p>

5.16 EAP

Purpose and use by Ofgem	The purpose of this table is to collect information on the GDNs environmental performance using a range of measures that cover the environmental impact areas highlighted in the May 2019 SSMD. The collected data will be used to inform a view on the GDNs historical performance in RIIO-GD1 (where data is available) and to record the GDNs potential performance in RIIO-GD2, with and without the initiatives set out in the GDNs Environmental Action Plan.
Instructions for Completion	In Table 1, GDNs should fill in the yellow input cells for each of the following measures:

	<ul style="list-style-type: none"> • Total - scope 1 (leakage) • Total - scope 1 (other shrinkage) • Total - scope 1 (other) • Total - scope 2 • Total - scope 3 • Total emissions - buildings energy use • Total number of staff • Total building floor space • Total emissions – operational transport • Total operational kilometres travelled • Network length • Licence area • Total emissions – business transport • Total business kilometres travelled • Fuel combustion – diesel • Fuel combustion – natural gas • Fuel combustion – other • Volume of embedded CO2 <ul style="list-style-type: none"> ○ % breakdown – manufacture ○ % breakdown – transport ○ % breakdown – construction ○ % breakdown – end of life • Total volume of pollution • Total number of pollution incidents • Total waste volume • Total waste weight • % waste source – new projects • % waste source – business operations • % management – reuse/reduce • % management – recycling • % management – landfill • % of existing sites monitored for biodiversity • Biodiversity value for monitored sites • Total biodiversity net gain <p>GDNs are required to submit data where it is available. If the requested data is not available, please explain why this is the case in the 'Notes' column.</p> <p>In Table 2, GDNs should fill in the yellow input cells with projected values of each measures (as above) in RIIO-GD2. We expect GDNs to give a projected range of the measure, with a lower and upper bound, for both with and without implementing the initiatives in their Environmental Action Plans. In column N, GDNs should input the unique identifier codes assigned to any initiatives that are expected to influence the environmental performance measure over RIIO-GD2. Further details of each initiative are requested in Table 3 (see below).</p> <p>In Table 3 GDNs should provide details for the initiatives in their Environmental Action Plans. This is to include:</p> <ul style="list-style-type: none"> • A unique identifier code for each initiative. • A description of the initiative, including the expected completion date. • A link or reference to the Cost Benefit Analysis for the initiative.
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	<ul style="list-style-type: none"> • A summary of any project dependencies. • Explanation of the proposed metric to measure delivery or implementation of the initiative. • The expected value of the metric at the end of RIIO-GD2. • Additional relevant information can be inputted into the 'Notes' column. • An annual cost profile for implementing the initiative over RIIO-GD2 price control period.
Definitions for this worksheet	<p><i>Total - Scope 1 (leakage)</i> Emissions from leakage as calculated in 2.17 Shrinkage.</p> <p><i>Total - Scope 1 (other shrinkage)</i> Shrinkage emissions other than the leakage component. This will be the emissions from own use volume and theft volume as calculated in 2.17 Shrinkage.</p> <p><i>Total - Scope 1 (other)</i> Total scope 1 emissions as calculated in 5.10 BCF, minus the total shrinkage emissions.</p> <p><i>Total - Scope 2</i> Total scope 2 emissions as calculated in 5.10 BCF.</p> <p><i>Total - Scope 3</i> Total scope 3 emissions as calculated in 5.10 BCF. If historic scope 3 data is incomplete, explain why in the notes section.</p> <p><i>Total emissions – buildings energy use</i> As calculated in 5.10 BCF.</p> <p><i>Number of staff</i> Number of full time equivalent staff in year.</p> <p><i>Total building floor space</i> Total floor space of buildings occupied or used by the GDN for business or operational purposes.</p> <p><i>Total tCO₂e – operational transport</i> As calculated for GDN operational transport in 5.10 BCF.</p> <p><i>Total operational kilometres travelled</i> Sum of distance travelled by GDN in year for operational purposes.</p> <p><i>Network length</i> Total length of the gas distribution network .</p> <p><i>Licence area</i> km² of the GDN licence area.</p> <p><i>Total tCO₂e – business transport</i> As calculated for GDN business transport in 5.10 BCF.</p> <p><i>Total business kilometres travelled</i></p>

	<p>Sum of distance travelled by GDN in year for business purposes.</p> <p><i>Total embedded CO2</i> Total embedded CO2 from new projects.</p> <p><i>Average embedded CO2 per £m</i> Total embedded CO2 from new projects divided by the value of new projects.</p> <p><i>Average embedded CO₂ per unit of built asset – please specify</i> GDN to specify and calculate the average embedded carbon per a unit of newly built/installed asset that are relevant to its newwork. For example, this could be a km of pipe layed.</p> <p><i>% breakdown of embedded carbon</i> Proportion of average embedded CO2 arising from manufacture/transport/contruction/end of life.</p> <p><i>Total waste volume</i> Total waste arising network business in year in cubic metres.</p> <p><i>Total waste weight</i> Total waste arising network business in year in tonnes.</p> <p><i>% waste source – new projects</i> Proportion of total waste arising from new projects in year.</p> <p><i>% breakdown of waste management</i> Proportion of waste that is diverted through reuse (or reduce)/recycled/sent to landfill.</p> <p><i>Total volume of each pollution</i> Insert pollutant and the total volume of pollution caused by this pollutant in the year.</p> <p><i>Total number of pollution incidents</i> Insert pollutant and the total number of incidents of pollution of this type in the year.</p> <p><i>% of existing sites monitored for biodiversity</i> Proportion of existing network sites that are measured for their biodiversity value</p> <p><i>Biodiversity value for monitored sites</i> Measured biodiversity value of each monitored site using the Defra Biodiversity Metric 2.0⁶.</p> <p><i>Total biodiversity net gain</i> Total amount of biodiversity net gain delivered on new development in the year.</p>
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⁶ <http://publications.naturalengland.org.uk/publication/6020204538888192>

5.17 NARM Reconciliation

Purpose and use by Ofgem	The purpose of this worksheet is to allow for reconciliation between the NARM and Master BPDTs. In some instances, activities are captured at different levels of aggregation, or against different intervention categories, in the respective templates. These tables enable mapping between the two templates.
Instructions for Completion	<p>NARM Replacement For each asset type specified, enter the net costs (i.e. net of capitalised overheads and any contributions received) and associated workload.</p> <p>NARM Refurbishment For each asset type specified, enter the net costs (i.e. net of capitalised overheads and any contributions received) and associated workload.</p> <p>If fully-reconcilable costs and/or workload figures have been entered elsewhere in the baseline BPDT tables, then the GDN may reference those cells from this worksheet using formulas rather than manually entering the information.</p>

5.18 Bespoke & Uncertain Activities

Purpose and use by Ofgem	<p>The purpose of this worksheet is to capture the disaggregated costs, workloads/volumes and CVP value related to any proposed bespoke and uncertain activities.</p> <p>For bespoke and uncertain activities, this will enable Ofgem to associate any incremental proposals with corresponding baseline figures reported elsewhere in the BPDT, whilst keeping the two clearly separate from one another.</p>
Instructions for Completion	<p>General Instructions</p> <p>This worksheet consists of two separate tables - one for recording proposed bespoke activities and the other for recording proposed uncertain activities.</p> <p>If a proposed bespoke activity directly corresponds with a proposed uncertain activity, then use the GDN Notes field in column AF to highlight this interaction.</p> <p>Bespoke Activities Table</p> <p><u>Description of Bespoke Activity</u> Enter a description of the bespoke activity. This description should match the description provided for the corresponding item within the Outputs, UMs and CVP snapshot table that accompanies the RIIO-2 Business Plan Guidance document.</p>

	<p><u>Incremental Costs</u> Enter the incremental (i.e. over and above baseline) costs associated with the bespoke activity for each year of RIIO-2. If the bespoke activity has no corresponding baseline component, then the incremental costs equal the total costs.</p> <p><u>Incremental Workload/Volumes</u> If applicable, enter the incremental (i.e. over and above baseline) workloads or volumes associated with the bespoke activity for each year of RIIO-2. Enter the unit of measure for the workload/volume in the Unit field provided. If the bespoke activity has a corresponding baseline element, then the unit entered here should match the baseline unit used elsewhere in the BPDT. If the bespoke activity has no corresponding baseline component, then the incremental workload/volume equals the total workload/volume.</p> <p><u>Incremental Value (CVP)</u> If applicable, enter the Consumer Value Proposition (CVP) value associated with the bespoke activity. This should be entered in gross terms – i.e. do not net out the proposed costs entered in columns J to N from the value figure. Value should be entered as a net present value (NPV) in a 2018/19 price base. Value should be limited to the value generated from the proposed costs in RIIO-2 only – i.e. those costs entered in columns J to N.</p> <p><u>Baseline Category</u> Specify whether the bespoke activity relates to Opex, Capex or Repex. If the output relates to multiple categories, list each individual bespoke activity separately on a separate table row.</p> <p><u>Baseline Activity</u> Specify which specific activity within Opex, Capex or Repex the bespoke activity relates to. If it relates to multiple activities, list each individual bespoke activity separately on a separate table row. If the bespoke activity does not have a corresponding baseline component, enter "N/A" rather than leaving the cell empty.</p> <p><u>Location of Baseline Activity in BPDT</u> Identify which specific data entries within the baseline BPDT tables the bespoke activity relates to. Specify the worksheet name, table name and activity name. Include row and column references if possible. This should be at the same level of disaggregation as the corresponding baseline activity. If the bespoke activity does not have a corresponding baseline component, enter "N/A" rather than leaving the cell empty.</p> <p><u>Reference to Supporting Narrative(s)</u> Provide a list of all locations within the business plan and/or any supporting documentation that support the bespoke activity, including the corresponding item within the Outputs, UMs and CVP snapshot table that accompanies the RIIO-2 Business Plan Guidance document. This will enable Ofgem to</p>
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	<p>associate each bespoke activity across all documents that reference it.</p> <p><u>Bespoke Output Costs Excluded from BPDT Baseline Figures? (Y/N)</u> Provide confirmation that the incremental bespoke costs reported in this table have been excluded from the corresponding baseline costs by entering Yes in each cell. If the bespoke activity does not have a corresponding baseline component, enter "N/A" rather than leaving the cell empty.</p> <p><u>Bespoke Output Volumes Excluded from BPDT Baseline Figures? (Y/N)</u> Provide confirmation that the incremental bespoke workloads/volumes reported in this table have been excluded from the corresponding baseline workloads/volumes by entering Yes in each cell. If the bespoke activity does not have a corresponding baseline component, enter "N/A" rather than leaving the cell empty.</p> <p>Uncertain Activities Table</p> <p><u>Description of Uncertainty</u> Enter a description of the bespoke activity. This description should match the description provided for the corresponding item within the Outputs, UMs and CVP snapshot table that accompanies the RIIO-2 Business Plan Guidance document.</p> <p><i>Note: Street Works: Permit Schemes and Street Works: Lane Rental are automatically populated from sheet 2.18 Street Works.</i></p> <p><u>Uncertain Costs</u> Enter the uncertain costs associated with the uncertain activity for each year of RIIO-2. If the uncertain activity has no corresponding baseline component, then the uncertain costs equal the total costs. Similar to the above bespoke activity table, the uncertain costs entered here should be incremental to any baseline figures reported elsewhere within the BPDT.</p> <p><u>Incremental Workload/Volumes</u> If applicable, enter the incremental (i.e. over and above baseline) workloads or volumes associated with the uncertain activity for each year of RIIO-2. Enter the unit of measure for the workload/volume in the Unit field provided. If the uncertain activity has a corresponding baseline element, then the unit entered here should match the baseline unit used elsewhere in the BPDT. If the uncertain activity has no corresponding baseline component, then the incremental workload/volume equals the total workload/volume.</p> <p><u>Incremental Value (CVP)</u> If applicable, enter the Consumer Value Proposition (CVP) value associated with the uncertain activity. This should be entered in gross terms – i.e. do not net out the proposed costs entered in columns J to N. Value should be entered as a</p>
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	<p>net present value (NPV) in a 2018/19 price base. Value should be limited to the value generated from the proposed costs in RIIO-2 only – i.e. those costs entered in columns J to N. If the uncertain activity does not have a corresponding CVP value, enter “N/A” rather than leaving the cell empty.</p> <p><u>Baseline Category</u> Specify whether the uncertain activity relates to Opex, Capex or Repex. If the output relates to multiple categories, list each individual uncertain activity separately on a separate table row. If the bespoke activity does not have a corresponding baseline component, enter “N/A” rather than leaving the cell empty. If the uncertain activity does not have a corresponding baseline component, enter “N/A” rather than leaving the cell empty.</p> <p><u>Baseline Activity</u> Specify which specific activity within Opex, Capex or Repex the bespoke uncertain relates to. If it relates to multiple activities, list each individual bespoke activity separately on a separate table row. If the uncertain activity does not have a corresponding baseline component, enter “N/A” rather than leaving the cell empty.</p> <p><u>Location of Baseline Activity in BPDT</u> Identify which specific data entries within the baseline BPDT tables the uncertain activity relates to. Specify the worksheet name, table name and activity name. Include row and column references if possible. This should be at the same level of disaggregation as the corresponding baseline activity. If the uncertain activity does not have a corresponding baseline component, enter “N/A” rather than leaving the cell empty.</p> <p><u>Reference to Supporting Narrative(s)</u> Provide a list of all locations within the business plan and/or any supporting documentation that support the uncertain activity, including the corresponding item within the Outputs, UMs and CVP snapshot table that accompanies the RIIO-2 Business Plan Guidance document. This will enable Ofgem to associate each uncertain activity across all documents that reference it.</p> <p><u>Uncertain Output Costs Excluded from BPDT Baseline Figures? (Y/N)</u> Provide confirmation that the incremental uncertain costs reported in this table have been excluded from the corresponding baseline costs by entering Yes in each cell. If uncertain costs are embedded in baseline figures elsewhere in the BPDT, or if in doubt, enter No and include a clear description of the issue in the GDN Notes field in column AF. If the uncertain activity does not have a corresponding baseline component, enter “N/A” rather than leaving the cell empty.</p> <p><u>Bespoke Output Volumes Excluded from BPDT Baseline Figures? (Y/N)</u></p>
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	<p>Provide confirmation that the incremental uncertain workload/volumes reported in this table has been excluded from the corresponding baseline workload/volumes by entering Yes in each cell. If uncertain workload/volumes are embedded in baseline figures elsewhere in the BPDT, or if in doubt, enter No and include a clear explanation in the GDN Notes field in column AF to support traceability. If the uncertain activity does not have a corresponding baseline component, enter "N/A" rather than leaving the cell empty.</p>
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