



RP7 Business Plan Network Investment Guidance Notes

August 2022

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1. Instructions and guidance for each worksheet in the Network Investment Business Plan workbook

The 'Cover' worksheet

- 1.1 This worksheet introduces the name of the workbook, the company name or names, the reporting price base and the relevant year or years. Consistent with the company's licenses, the reporting periods are 1st April to 31st March for each year with the exception of 2017/18 which is split into two periods
- a) RP5 – from 1st April 2017 to 30th September 2017 (denoted as Sep-17)
 - b) RP6 – from 1st October 2017 to 31st March 2018 (denoted as 2018).
- 1.2 The reporting year of "2021" means the year ended on 31st March 2021. We use this convention throughout the workbook.
- 1.3 A key is provided which sets out the colour code for each cell in the workbook. For example: the company's input cells are formatted in the colour yellow; cells which total figures within a worksheet are formatted in the colour green; and cells which reference other worksheets within the workbook are formatted in light blue and so on.
- 1.4 Version submission control – for each submission the company should input the date the version was submitted to the Authority and the submission version number. This functionality will avoid the need to change the file name when submitting the workbook.

Reporting Template

- 1.5 A single, continuous worksheet is included to capture outputs and expenditure for all programmes and sub-programmes.
- 1.6 Any new allowances included in the Network Investment business plan templates, should be reflected and reconciled in the relevant sections of the cost and volumes business plan templates. The company is required to explain, in the commentary, the drivers for the additional investment, for example new policies or legislation. Investment driven by consumer engagement should be identified separately.

1.7 The company should inform and consult the Authority on its intention to include allowances for new strands of work well in advance of the Business Plan Submission

1.8 Guidance is provided for each column of the table below:

Year

1.9 The Company shall state the reporting year associated with the historic/forecasted outputs and expenditure

Programme

1.10 Each allowance is allocated a unique identifying code. The codes can be referenced in the "programme listing" tab of the reporting workbook.

1.11 Should the company wish to introduce new programmes of work which cannot be reported under existing programmes, new sequential programme codes shall be used starting at 700 using the prefixes D & T to denote distribution and transmission respectively.

Sub-programme

1.12 Each programme is divided into one or more sub-programmes to allow identification of the different types of works undertaken.

1.13 Should the company wish to introduce new sub-programmes of work which cannot be reported under existing sub-programmes, a new line should be added using the next sequential letter. If the current list of letters is exhausted (reached 'z') the list shall continue using aa, ab etc.

Asset Identification

1.14 The Company shall report capital expenditure according to unique asset identifiers per the following guide lines:

- a) 6.6kV – 275kV Switchgear: Per the unique identifier as used on NIEN system diagrams
- b) 33kV – 275kV Open terminal busbars and associated VTs & CTs: Per the substation name, voltage and section colour
- c) 6.6kV – 275kV Overhead lines: Per source circuit breaker identifier or section identifier
- d) LV Overhead lines: Per the town name or associated HV CB identifier
- e) Underground cables: Per source circuit breaker identifier

- 1.15 The asset identification may not be known for forecast works, in this case the cell should be left blank

Asset Name

- 1.16 The Company should ensure consistent naming of projects per the following guide lines:
- a) Substations: For all works carried out within the boundary of any ground mounted substation, the Company shall report the name of the substation
 - b) Overhead lines: generally, the name of the source substation
 - c) Underground cables: as overhead lines above
 - d) Undereaves: by a block of mailing addresses (street and town)
 - e) LV cutouts: Per specific cutout replacement project nomenclature (no naming is required if no specific project exists)

- 1.17 The asset name may not be known for forecast works, in this case the cell should be left blank

Voltage

- 1.18 The Company shall identify the voltage (where applicable) related to the asset. In the case of power transformers or distribution transformers, the Company shall report the primary voltage only. Voltages should be recorded as one of the following:-
- a) LV
 - b) 6.6kV
 - c) 11kV
 - d) 33kV
 - e) 110kV
 - f) 275kV

Unit of Measure

- 1.19 Although units of measure are not shown in the reporting template, we expect the company to report in line with the units stated in the project listing tab of the reporting workbook, descriptions are shown below:

- a) Overhead Line: The unit of measure for overhead line works is kilometres (km). Variations to take account of design voltage are recognised as follows:-
- (i) Low voltage wood pole lines: average of 20 poles per km;
 - (ii) 11kV wood pole lines: average of 12 poles per km;
 - (iii) 33kV wood pole lines: average of 10 poles per km;
 - (iv) 33kV tower lines: average of 6 towers per km;
- b) Underground Cables (all voltages): The unit of measure for installation/overlay of underground cables is linear metres (lm). The Company should submit commentary to ensure justification of increased prices in cases where single core cables are used or more than one core per phase is installed.
- c) Undereaves Replacement: The unit of measure is per property which is defined as a domestic dwelling or commercial building.
- d) Other: The remaining units of measure are:
- (i) Ea: Each – quantities reported per asset count
 - (ii) LS: Lump sum – no pre-defined quantities; however, the Company should use best endeavours to accurately report quantities completed
 - (iii) Span: The conductor erected between two overhead line supports
 - (iv) Site: Relates to a number of tasks associated within a specific geographic location (e.g. substation)
 - (v) Project: Used when no specific line items have been identified. The Company should use best endeavours to accurately report quantities completed
 - (vi) Programme: Delivery of all outputs of a defined task over a defined time period.
 - (vii) Tower side: Relates to tasks specific to longitudinal or transverse sides of transmission towers (e.g. circuit identification plates)
 - (viii) Tower: General transmission tower related tasks (e.g. painting)

- (ix) Poles: Tasks related to individual poles regardless of structure type ('H' poles and 4 pole structures are reported as single structures)

Volume

- 1.20 The Company shall report the volume of completed outputs per the units of measure mentioned above.
- 1.21 Only outputs that are completed within the reporting year shall be reported in that year. For instance, a new asset installed in year x but commissioned and brought into service in year y shall be reported as complete in year y.

Direct Expenditure

- 1.22 The Company shall report the direct costs¹ for all completed outputs per the volumes mentioned above.

General

- 1.23 The Company is expected to report historic data from the beginning of RP5 (1 October 2012) and forecast data up to the end of RP7 (31 March 2031). All historic expenditure shall be in nominal terms. Forecast expenditure shall be in 2022/23 price base with no adjustments for forecast inflation.

Programme Listing

- 1.24 A current listing of all active programme codes is included for reference.

The 'Change Log' worksheet

- 1.25 This worksheet records any changes to the workbook. For each version of the workbook the company or the Authority must input the relevant: version number; date; comments/ notable changes; the effect of the changes; and the reason for the changes. A new version shall be created if any of the following apply: new formula/e; changed template structure; new worksheets required; changed data input; or changed row or column headings or classifications. Unless otherwise agreed, only the Authority should make structural or formula changes to the workbook. NIE Networks should complete a new row for each submission of the workbook completing all the cells in that row.

¹ Direct expenditure is defined in the Glossary of Terms

Commentary

- 1.26 See “Overarching Guidance” for instructions on providing commentary.

2. Glossary of Terms

- 2.1 The relevant definitions of the Electricity Distribution (DPCR5) Glossary of Terms – Regulatory Instructions and Guidance: Version 3 applies to this Network Investment Business Plan submission.
- 2.2 Specific additional definitions relevant to this submission are set out in Annex 3 of the overarching guidance document

3. Version Control

Version	Date	Description	Applicable Year
A	11 Nov 21	First draft for review	All
B	4 Feb 22	Second draft for review	All
2.0	25/8/22	Final version for issue	All