North Sea Transition Authority

User Guide

This guide is split into two sections, your role when using the Stewardship Survey will define which section will be of use to you:

1. SPA's (Single Points of Accountability) – provides help and guidance on tasks specifically related to the SPA.

2. General Users – provides more generalist help and guidance on the survey.

NOTE: please also note that all sections of the survey have specific 'in context' help and guidance on the survey screens. Some sections also have separate help files that can be accessed from the top of the particular survey section.

If you have any questions please contact stewardshipsurvey@nstauthority.co.uk

Introduction

The annual North Sea Transition Authority (NSTA) Stewardship Survey (the Survey) replaced the multiple old surveys in 2016, streamlining the way that data is collected into a single source.

The Survey should be completed by the operators of all UKCS wells, licences, fields, infrastructure and hubs. Where a licence area has been subdivided, the licence administrator should complete the Survey only in respect of the subarea for which it is the operator (if any) rather than the entire licence area. Each additional subarea licence operator should also complete the Survey for their subarea of the licence.

The Survey data will be held by the NSTA in accordance with the Energy Act 2016 and will be used, among other things, to inform asset stewardship reviews and provide meaningful insights into current and forecast activity in the UKCS.

The information requested in the Survey is intended to support the central and supporting obligations set out in the NSTA Strategy for the UK and includes requests for data in ten areas:

- Licensing;
- Exploration and Appraisal;
- Reserves and Resources;
- Activity, including production and costs;
- Decommissioning;
- Production Efficiency;
- Technology;
- Supply Chain;
- Wells;
- GHG Emissions.

Each organisation participating in the Survey is required to appoint a Single Point of Accountability (SPA) to coordinate its response.

This User Guide will assist an organisation's SPA to manage and assign users to complete the Survey. It explains how users can be allocated to different parts of the Survey, so that they can complete the certain sections and questions for an organisation.

The 2022 UKCS Stewardship Survey will launch on 1st November 2022 and closes on 24th February 2023.

Please Note: As in previous years the Activity section will close on 13th January 2023. This section closes earlier than the rest of the Survey so that up-to-date data can be used to inform the NSTA's estimates and projections of expenditure and production which it provides to the Office for Budget Responsibility ahead of the Spring Statement.

Reviewing the Survey Matrix 1

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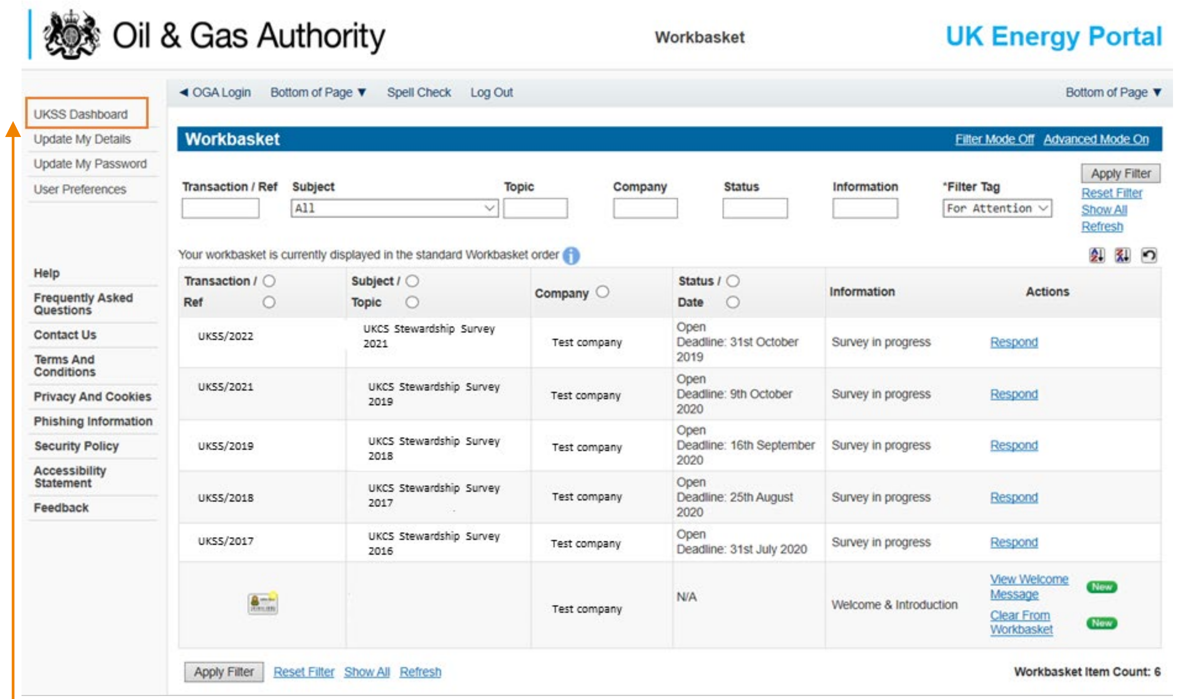
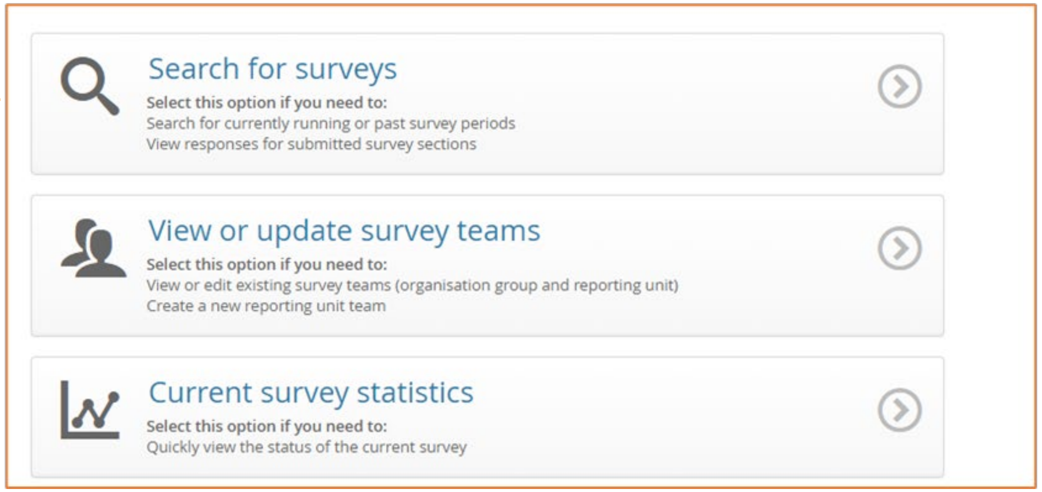
When logging onto the Energy Portal you will first be presented with the Workbasket page.

You can access the current survey by either:

- Clicking the ‘Respond’ action next to the UKCS 2022
  - This will take you directly to the current survey matrix page
- Clicking the UKSS Dashboard on the left of the page
  - This will take you the UKCS dashboard where you can search for previous surveys, manage your team and view Current survey statistics





Field	Description
Transaction / Ref	The reference for the Survey and the year it was opened.
Subject / Topic	The title of the Survey.
Company	The name of your organisation.
Status / Date	The status of the Survey, for example that the Survey is open and the deadline by when the Survey has to be complete.
Information	The stage at which the Survey is in, for example in progress.
Actions	Click on the Respond link to access the Survey.

Reviewing the Survey Matrix 2

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When access the survey by either by clicking on **'Respond'** or **'UKSS Dashboard',** you are presented with four areas:

1. Contact details – for the UK Energy Portal Service Desk, who can help you with any questions you may have on the Survey or any technical issues.

2. Survey deadline information – stipulates the time and date when the Survey must be completed by. Further information can been viewed by clicking on the 'Show more' text.

3. **Request for consent** - who raw Survey data may be provided to. SPAs should complete this section before the final section submission, by ticking the relevant boxes. Click on the 'Show further information on permission' link to view the details.

4. Survey matrix - the matrix will display the sections of the Survey that you are responsible for completing. If you have queries on a Survey section you do not have the data for and cannot complete, or you need a Survey section added to your user account, your SPA will be able to assist and/or update these details for you.

5. Please note, only sections that you have permissions for will appear in the Matrix.

If you find any errors with the data or question options presented on this survey form, please report the error to the UK Energy Portal Service Desk by:
Phone: **0300 067 1682** or Email: **ukop@nstauthority.co.uk**

The North Sea Transition Authority (NSTA) Stewardship Survey (the Survey) is now open and must be completed by 6pm on **24 February 2023 (14 January 2023 for the Activity section).**

The Survey is organised into sections that reflect areas of the Exploration and Production lifecycle (Licensing through to Decommissioning). Each section should be completed using the best and most accurate data available.

The Survey should be completed by the operators of all UKCS licences, fields, infrastructure and hubs. Where a licence area has been subdivided, the licence administrator should complete the Survey only in respect of the subarea for which it is the operator (if any) rather than the entire licence area. Each additional subarea licence operator should also complete the Survey for their subarea of the licence. Where a field has been unitised, the unit area operator should complete the Survey in respect of that field.

The Survey data are required to be provided to the NSTA in accordance with the Energy Act 2016. The data reported will be used, among other things, to:

- create better insight and understanding of operations and activities in the UKCS;
- improve the NSTA's asset stewardship capability and inform its regional strategies; and
- provide information to industry to improve performance.

User guidance has been provided to participants to support the Survey and can also be found in the relevant Survey sections.

Show less

Request for consent to disclose survey data

Please indicate below your consent to the NSTA providing the Survey datasets to third parties as set out below.

I hereby consent, for and on behalf of the organisation participating in the Survey, for the Survey datasets referred to below to be provided to:

Professor Alexander Kemp (University of Aberdeen) ☐

Offshore Energies UK ☐

We do not consent to the disclosure of such data by the NSTA as outlined above ☐

I confirm that I have the necessary authorisation, including co-venturer and third party approvals (where appropriate), to give such consent as set out above.

If you have any questions or queries about the Survey or the information above, please contact the UK Energy Portal Service Desk by telephone on 0300 067 1682 or by email at ukop@nstauthority.co.uk
The NSTA intends to provide subsets of the 'raw' Survey data, i.e. the unchanged dataset, or data derived from such raw data to:

1. Offshore Energies UK, a trade association for the UK offshore oil and gas sector; and
2. Professor Alexander Kemp, Professor of Petroleum Economics and Director of Aberdeen Centre for Research in Energy Economics and Finance at the University of Aberdeen.

The datasets to be provided to Offshore Energies UK will include raw or derived data from the following sections of the Survey:

a. Activity data for fields, terminals and pipeline systems including operating, capital and decommissioning costs and expected cessation of production dates for fields, terminals and pipeline systems, together with sales volumes for fields and throughput and capacity for terminals and pipeline systems, but excluding price data;
b. Wells (fields) Existing Development Wells - well intervention activity dataset (not issues), (license) Existing Exploration and Appraisal wells - Estimated costs of well abandonment and expected year of P&A execution
c. Licensing/Exploration & Appraisal (E&A) - proposed E&A wells, drilled E&A wells, constraints and expenditure datasets; and
d. Decommissioning - costs estimates, operator project management, post CoP running costs, well decommissioning, facilities & pipelines permanent isolation & cleaning, topsides preparation, removal, subsea infrastructure, topsides and substructure onshore disposal, site remediation, post decommissioning monitoring, total expenditure, other relevant information, quantities and weights, well P&A actuals, removals actuals and subsea infrastructure actuals datasets.
e. GHG Emissions - Forecasted Direct Emissions (fuel combustion, flare and vent), Indirect Energy Supply Emissions for current facilities and terminals, and organisational level forecasted Indirect Emissions from Drilling, Aviation and Shipping

Professor Kemp will receive the raw or derived Survey data from the Activity section as set out in bullet point a) above.

Offshore Energies UK and Professor Kemp will be required to maintain the confidentiality of the Survey data provided. Such data may be used to produce their respective, publicly available, reports and research on the oil and gas industry. Any Survey data contained in such publicly available reports and research will be aggregated and anonymised.

The NSTA may consider requests for the same Survey datasets to be provided to other trade associations and academic institutions on a case-by-case basis. Where a demonstrable benefit to the oil and gas industry of such disclosure can be established, the NSTA will then seek consent to do so from the Survey participants.

Survey Matrix

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Matrix Controls

Reporting unit type: Any

Section type:

Filter | Export submitted sections

Reporting unit	Licensing	Exploration & appraisal	Reserves & resources	Activity	Decommissioning	Production efficiency	Technology	Supply chain	Wells	GHG Emissions
Field 1 (Field)			Resume	✔ View	Resume		Resume		Resume	
Field 2 (Field)			✖ Start	Resume	Resume		Resume		Resume	
Field 3 (Field)			✖ Start	✖ Start	Resume Correction requested		Resume		Resume	

Survey Section
The Survey has been organised into sections that reflect areas of the Exploration & Production lifecycle (Licensing through to Decommissioning). Each section must be completed with the most accurate data available.

Status Link
The status links will be available on the sections of the Survey that you have been assigned to complete.

- **Start** – click on the start link to access the Survey section for that specific Reporting Unit.
- **Resume** – the Survey section has been started as the **Start progress** button has been selected, however, the section is not complete. Click on the **Resume** link to continue to enter the Survey responses.
- **View** – the Survey section has been submitted.
- **Start Correction requested** – the Survey has been submitted to the NSTA, it has been reviewed and there are some updates have been identified that need to be actioned and re-submitted.
- **View Approved** – the Survey section has been submitted and the NSTA has approved the data.

Export Submitted Sections
All sections will be downloaded to a ZIP file and will be opened as an Excel document. This can be done for any survey submitted

Survey Matrix – Reporting Units

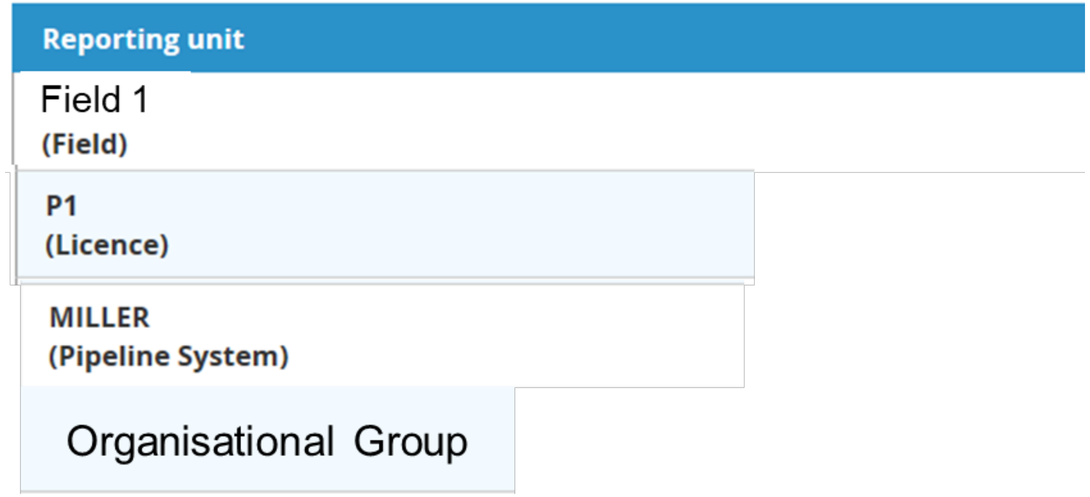
The Reporting units that have been allocated to you for completion will be listed on the left. These units are assigned to your user account by your SPA. The units are:

Field
For each field allocated to you there are up to four Survey sections to be completed:
Reserves & Resources
Activity
Decommissioning
Technology
Wells

Hub
For each hub allocated to you there is one survey section to be completed:
Production Efficiency

Licence
For licences allocated to you, there is one Survey section to be completed per licence:
Licensing (note: licence data requested is for the previous year, therefore a licence surrendered in the previous year will still appear in the survey for a final time)
Wells

Organisational Level
- Exploration and Appraisal
- Decommissioning
- Technology
- Supply Chain
- GHG Emissions
    - Within this section, you will be asked for forecasted emissions data for any facilities, terminals, and new developments.

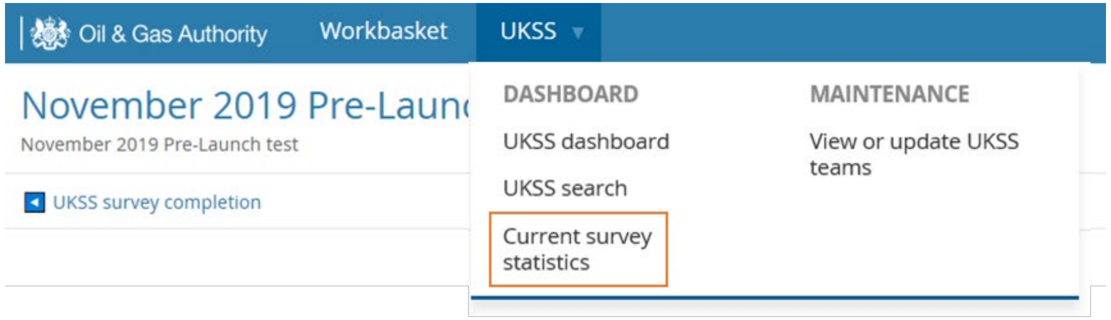


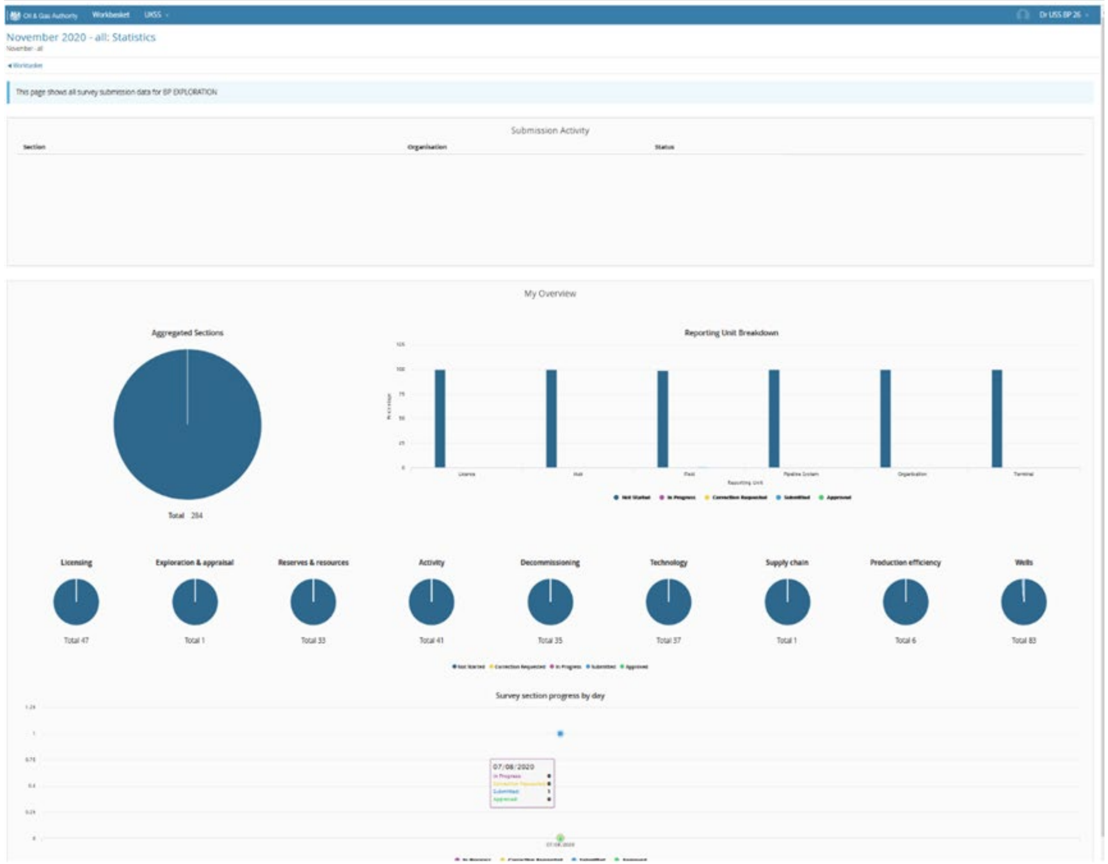
Viewing Current Survey Statistics

A new feature added in the 2020 survey is the ability to view the survey submission status graphically.

When hovering over the top ‘UKSS’ banner, you will be able to select the ‘Current survey statistics’ link. You can also find a link to this on the ‘UKSS Dashboard’

The pie charts will show the status of the overall survey, and broken down into each section.





Not Started	The operator has not opened the section yet.
In Progress	The operator has opened the section and has looked through/entering data into the section.
Correction Requested	The operator has submitted the section, but during the QC process the NSTA have noticed an error/need for further clarification and a ‘correction request’ has been returned.
Submitted	The operator has submitted the section.
Approved	The NSTA have reviewed the data and have approved the submission.

Please note: all SPAs are automatically given permission to see this screen. Though you are able to assign this permission using the ‘View or update UKSS teams’ link in the top banner.

View or Update Survey Teams

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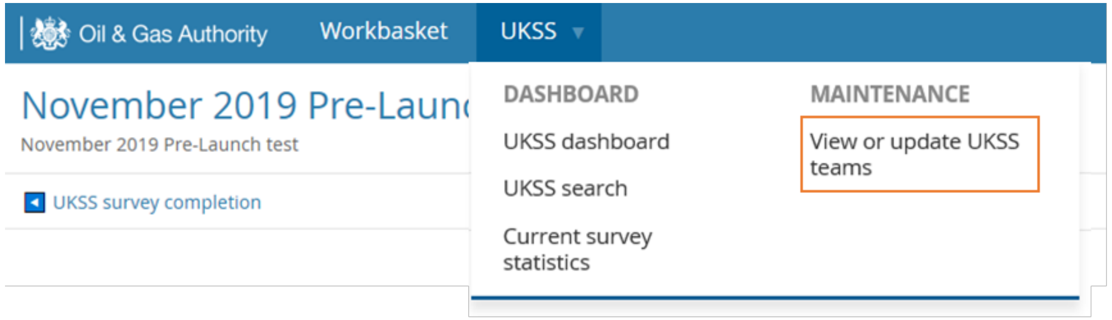
If you are the SPA for your organisation, or you have the 'Maintain UKSS contacts' role for your organisation's user account, you are required to allocate sections of the Survey to relevant user accounts within your organisation. Different user accounts can be allocated single or multiple sections of the Survey to complete.

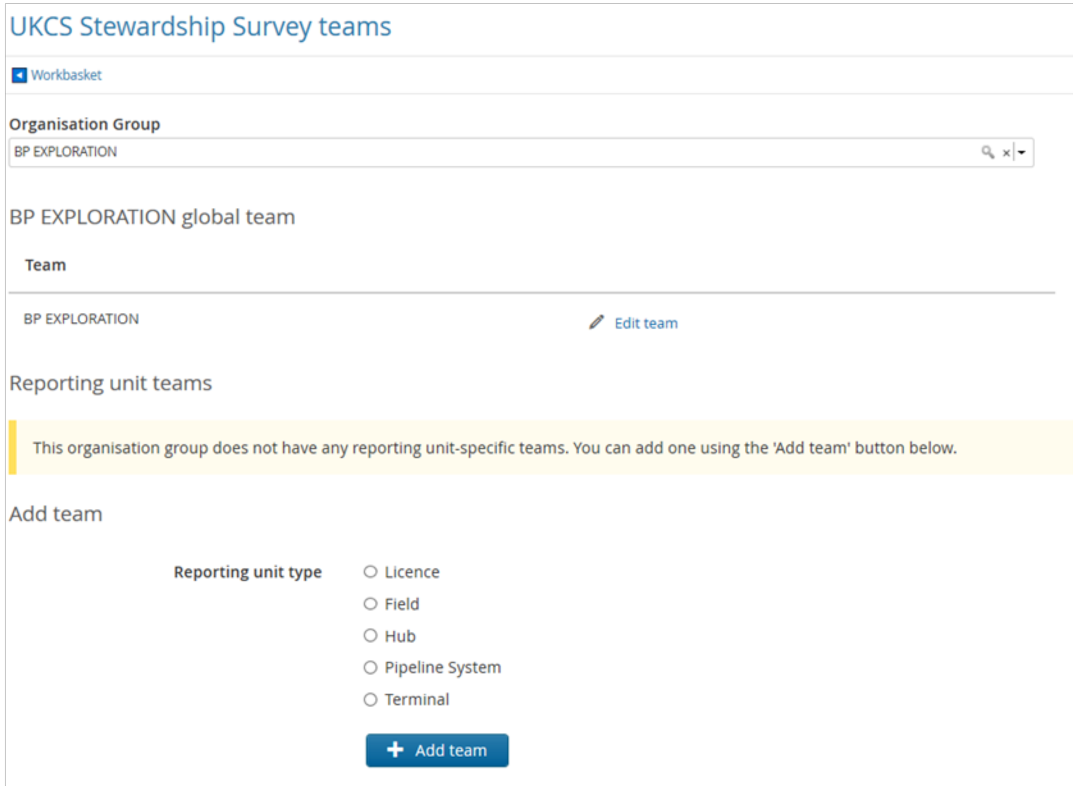
Once a Survey section is allocated to a user account, that user will be able to view that section in their Survey matrix. All nine sections of the Survey can be allocated to one user account, or individual sections can be allocated to different user accounts for completion.

To view the user accounts within an organisation that have been allocated Survey sections for completion (the Survey team) hover over the 'UKSS' banner at the top of the screen and select 'View or update UKSS teams'
(Note you are also able to view this when clicking 'UKSS Dashboard' in the workbasket)



In the UKSS Organisation Group field, the name of your organisation will automatically be entered. Three main sections will be available.

- Global Team – where you can view and edit the central contact details of your organisation.
- Reporting Unit teams – where you can view and edit the different Reporting Unit teams. For example, a user may be responsible for reservoir management for one specific field. By using a Reporting Unit team, you can specify what Survey section a user can see.
- Add team – is where you can add a new Reporting Unit type, which can be broken down into:
  - Licence
  - Field
  - Hub
- Click on the Edit team link to view the users in each team and see which survey sections they have been allocated.



Request to Re-open this section

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You can now request that a section can be re-opened so you can make changes to the data you've submitted.

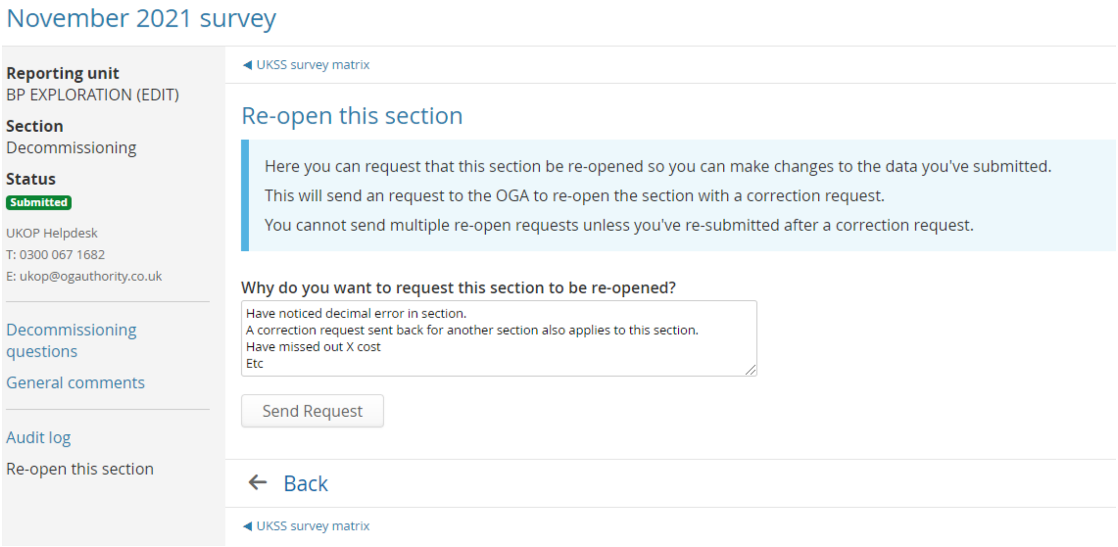
This will send a request to the NSTA to re-open with a correction request.

You cannot send multiple re-open requests unless you've re-submitted after a correction request.

Previously, requests to re-open a section was done by emailing the stewardship survey mailbox.

By adding a button in the survey, it allows the section re-opening to be captured in the Audit log for operator and NSTA transparency.

It is encouraged for operators to re-open sections if errors are spotted during the survey live period.



View or Update Survey Teams 1

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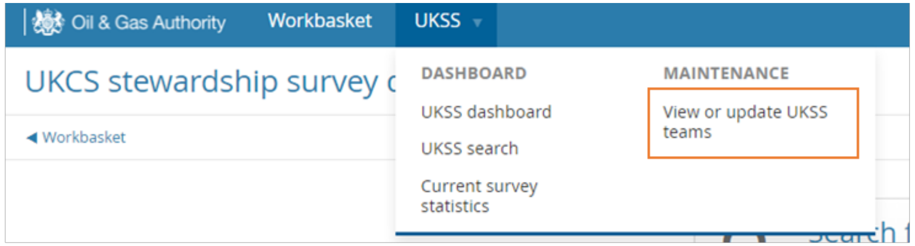

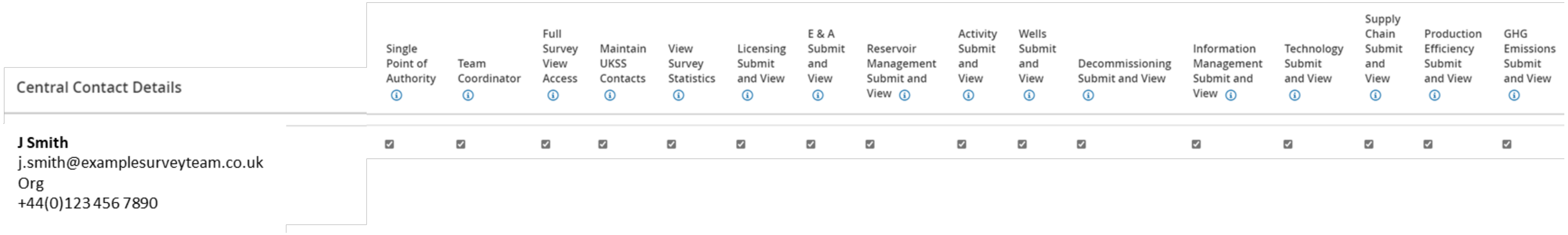

The global team has access to all Survey sections. Different members of the Survey team can have access to different parts of the Survey, however all sections must be allocated to a user account.

Single Point of Accountability: The SPA can modify Data Share Agreements and will received notifications from the NSTA

- there is only one SPA (Single Point of Accountability) per organisation and that team member will be assigned the Team Coordinator role. This role can maintain the global and reporting unit team's roles as well as access Survey sections and receive Survey related emails, for example when a Survey is open, when a section is sent back for correction and reminder emails if a Survey section has not been submitted.
- The only team member who can tick the permissions boxes on the Matrix page

- **Team Coordinator:** Manage the people in this team and membership
- **Full Survey View Access:** View responses for all sections
- **Maintain UKSS Contacts:** ability to modify all UKSS teams for this organisational group
    - any team member assigned this role can update the global team's roles and Survey sections as well as maintaining the reporting unit teams.
- **View Survey Statistics:** Ability to view statistics related to the survey
- **Submit and View:** Submit responses for the specific section of all stewardship surveys for operator.
    - A team member with only e.g. Activity Submit and View permissions will only see the Activity Section in their Matrix.

At the bottom of the page you can 'Add someone to this team'

Please note: Click on the 'Save Team' button to save any new members added to the global team. You will be taken back to the Survey teams screen.

View or Update Survey Teams 2

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Select Person

Maintain Team

Select Person

Please enter an Email Address, Forename and Surname of the person you want to add then click Add Person

The values entered must all match those of the person you would like to add. If a match cannot be found, the best suggestion will be presented, at which point you may accept the suggestion, or create a new record with your entered values.

Email Address

Forename

Surname

Organisation

Telephone Number

Add Person Cancel

- OR -

You may select yourself as the person

Add Me

Maintain Team

Accessibility Statement

In the Select Person area, enter all the details of that user and click on the Add Person button, or click on the Add Me button to add yourself as the user.

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Thank you