

UKSS 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:

Single Points of Accountability (SPA)

- provides help and guidance on tasks specifically related to the SPA.

General Users

- provides more generalist help and guidance on the survey.

NOTE:

All sections of the survey have specific 'in context' help and guidance on the survey screens. Additional templates and Section supporting guides to help complete the survey can be accessed from the top of their particular survey section (or via the Asset Stewardship Surveys webpage).

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

The 2025 UKCS Stewardship Survey will launch on Mon 3 November 2025 and closes on Fri 27 February 2026.

Please Note: The Activity section will close earlier, on Fri 16 January 2026.

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The document can be found on the NSTAs website.

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INTRODUCTION

The annual North Sea Transition Authority (NSTA) Stewardship Survey (the Survey) replaced the multiple previous 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

Note: (i) Each section has its own supporting guide.

(ii) Any reference to "survey year" is to be interpreted as the 'calendar year' that the survey goes live on 1 November (i.e. 2025 this year).

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.

Data entered into the form is automatically saved. If you need more time to complete the form, you can return to the survey matrix or log off and any progress will be saved.

The 2025 UKCS Stewardship Survey will launch on Mon 3 November 2025 and closes on Fri 27 February 2026.

Please Note:

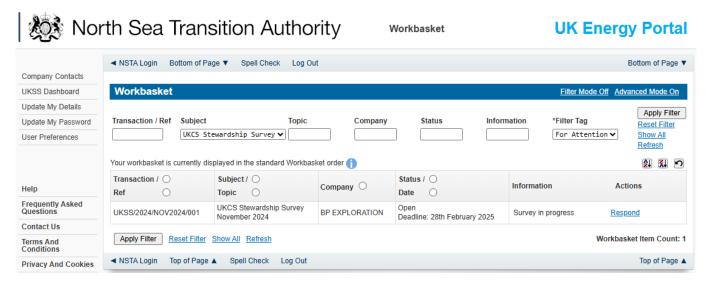
As in previous years the Activity section will close earlier, on Fri 16 January 2026.

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.

SURVEY MATRIX

Overview

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

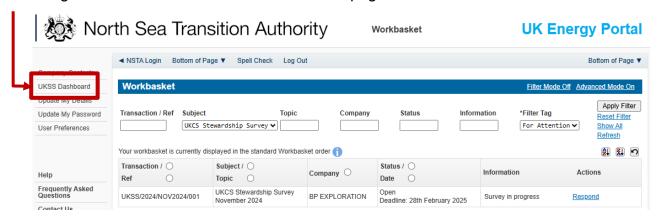


The data fields at the top of the page are:

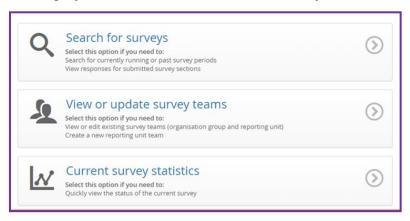
Field	Description
Transaction / Ref	The reference for the Survey and the year it was opened.
Subject / Topic	The title of the Survey.
Company	The name of your organisation.
Status / Date	The status of the Survey, for example that the Survey is open and the deadline by when the Survey must be complete.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

You can access the current survey by either:

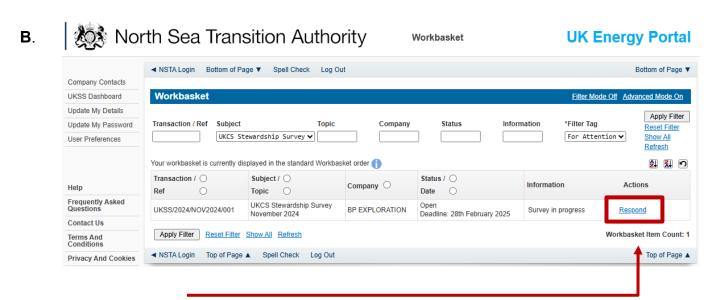
A. Clicking the UKSS Dashboard on the left of the page.



This will take you to the UKCS dashboard where you can search for previous surveys, manage your team and view Current survey statistics.



Or



Clicking the 'Respond' action next to the UKCS 2024.

This will take you directly to the current survey matrix page.

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

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.

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

2. Survey deadline information:

stipulates the time and date when the Survey must be completed by.

The North Sea Transition Authority (NSTA) Stewardship Survey (the Survey) is now open and must be completed by 6pm on 28 February 2025 (17 January 2025 for the Activity section).

Show more

Further information can be viewed by clicking on the 'Show more' text.

The North Sea Transition Authority (NSTA) Stewardship Survey (the Survey) is now open and must be completed by 6pm on **28 February 2025 (17 January 2025 for the Activity section).**

The Survey is organised into sections that reflect areas of the **hydrocarbon** 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 **hydrocarbon** 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.

Do not report any activities under Carbon Storage licences.

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.

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.

equest for consent to disclose survey data	
ease indicate below your consent to the NSTA providing the Survey datasets to third parties as set out below.	
ereby consent, for and on behalf of the organisation participating in the Survey, for the Survey datasets referred to low to be provided to:	
ofessor Alexander Kemp (University of Aberdeen)	
Offshore Energies UK	
We do not consent to the isclosure of such data by 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 abatement project information.

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.

Once all sections are submitted and approved, you will no longer be able to change your disclosure response.

Hide information on permissions

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 if you need a Survey section added to your user account, your SPA will be able to assist and/or update these details for you.

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

Survey Matrix - 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

Matrix Controls Reporting unit type Any





~

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			× Start	Resume	Resume		Resume		Resume	
Field 3			× Start	X Start	Resume Correction requested		Resume		Resume	

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

Status Link	Description
X Start	Click on the Start link to access the Survey section for a specific Reporting Unit.
Resume	The Survey section has been started, however, the section is not complete. Click on the Resume link to continue to enter the Survey responses.

Status Link	Description
✓ View	The Survey section has been submitted.
✓ View Approved	The Survey section has been submitted and the NSTA has approved the data.
X Not started Clarification requested	The Survey has been submitted to the NSTA, it has been reviewed and there are some updates that have been identified (a clarification requested) with a need to be actioned and re-submitted.
In progress Clarification requested	A clarification requested has been viewed by the operator but has yet to be completed and the survey section re- submitted
✓ View Corrected	The Survey section has been re-submitted and the NSTA has approved the updated data.

Export Submitted Sections

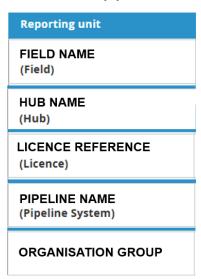


All sections will be downloaded to a ZIP file and will be opened as an Excel document.

This can be done for any survey submitted.

Survey Matrix - Reporting Units

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 five 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 each licence allocated to you there is one Survey section to be completed:

- 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

Pipeline – For each pipeline allocated to you there is one survey section to be completed:

Activity

Organisational Group – there are five Survey sections to be completed:

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

SURVEY STATISTICS

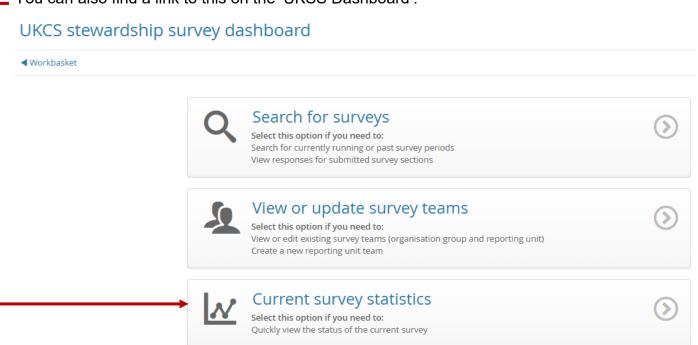
Viewing Statistics

The survey has the ability to provide a view of your survey submission status graphically.

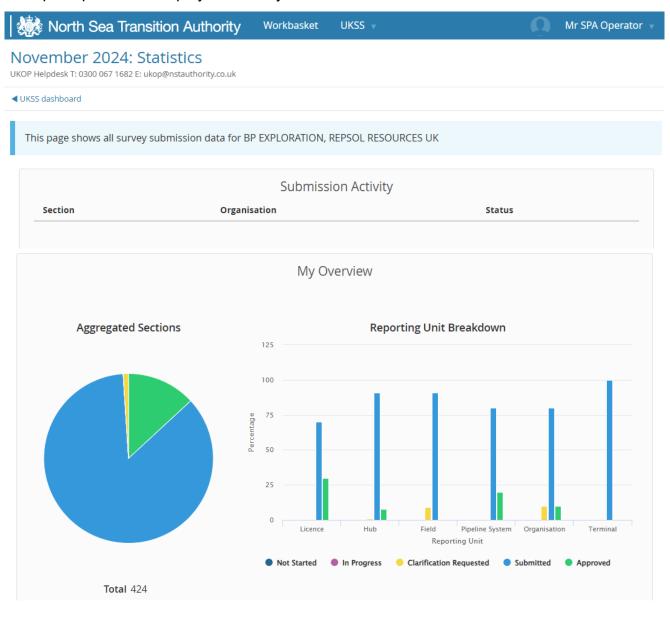
When hovering over the top 'UKSS' banner, you will be able to select the 'Current survey statistics' link.

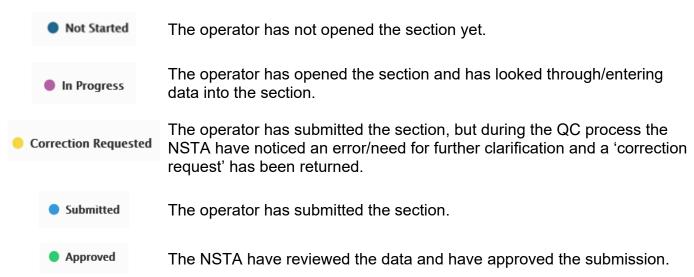


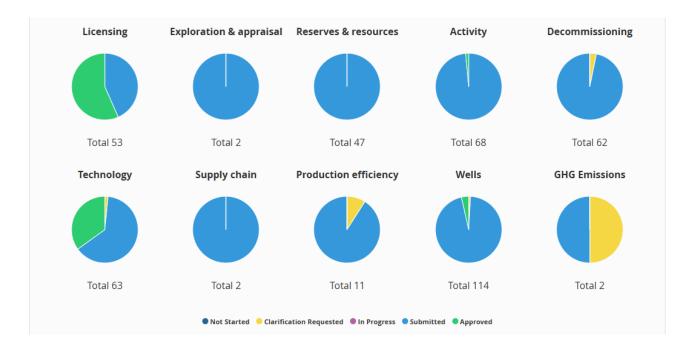
You can also find a link to this on the 'UKSS Dashboard'.



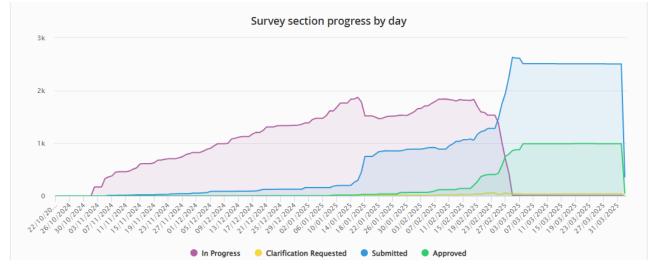
The initial pie chart will show the current status of the overall survey, while the bar chart and subsequent pie charts display the survey status broken down into each section.







The area chart shows the daily progress of the overall survey.



Please note:

All SPAs are automatically given permission to see this screen. Though you can assign this permission using the 'View or update UKSS teams' link in the top banner.

SURVEY TEAMS

View or Update

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'.



You can also find a link to this on the 'UKSS Dashboard'.

UKCS stewardship survey dashboard

■ Workbasket

Search for surveys
Select this option if you need to:
Search for currently running or past survey periods
View responses for submitted survey sections

View or update survey teams
Select this option if you need to:
View or update survey teams (organisation group and reporting unit)
Create a new reporting unit team

Current survey statistics
Select this option if you need to:
Quickly view the status of the current survey

Select this option if you need to:
Quickly view the status of the current survey

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



Three 'team' sections will be available:

(i) Global Team – where you can view and edit the central contact details of your organisation.



(ii) 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.



- (iii) Add Team where you can add a new Reporting Unit type, which can be broken down into:
 - Licence
 - Field
 - Hub



Click on the Edit team link <a> Edit team to view the users in each team and see which survey sections they have been allocated.

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.

Central Contact Details	Single Point of Authority	Team Coordinator (i)	Full Survey View Access	Maintain UKSS Contacts	View Survey Statistics	Licensing Submit and View	E & A Submit and View	Reservoir Management Submit and View (j	Activity Submit and View	Wells Submit and View	Decommissioning Submit and View	Information Management Submit and View (j)	Technology Submit and View	Supply Chain Submit and View	Production Efficiency Submit and View	GHG Emissions Submit and View
Name Email address Job title Organisation Telephone number	0		0		0		0			0		0	0	0		0

Single Point of Accountability (SPA):

The person who can modify Data Share Agreements and be the person who receives notifications from the NSTA.

- There is only one SPA 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 SPA is the only team member who can tick the permissions boxes on the Matrix page.

Team Coordinator:

Someone who can manage the people in this team and membership.

Full Survey View Access:

Someone who can view responses for all sections.

Maintain UKSS Contacts:

Someone who can 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:

Someone who can view statistics related to the survey.

Submit and View:

Someone who can submit responses for their specific section of all stewardship surveys for operator.

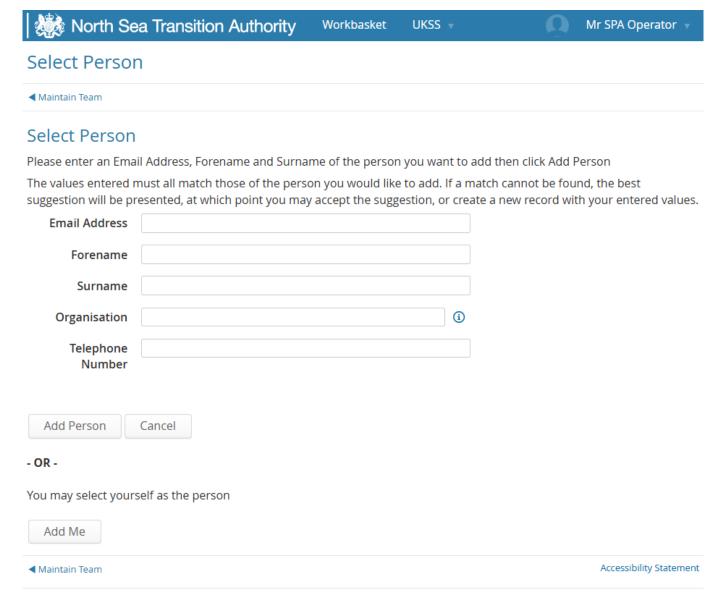
 E.g. A team member with 'Activity' section Submit and View permissions will only see the Activity Section in their Matrix.

Please note:

Click on the 'Save Team' button to save any new members added to the global team. After which you will be taken back to the Survey teams screen.

There is the option to Add someone to this team at the bottom of the page.

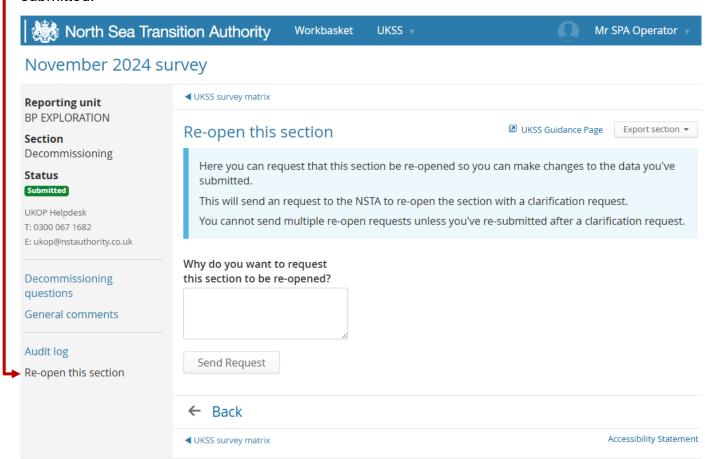
In the Select Person area, enter all the details of that user and click on the Add Person button, or click on the Add Me button to add yourself as the user.



SURVEY REQUESTS

Section Re-open Request

A section re-open request can be made so you can make changes to the data you have submitted.



This will send a request to the NSTA to re-open a specific section via a correction request.

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

Note:

- (i) You do not need to email the stewardship survey mailbox for a section re-open request.
- (ii) You cannot send multiple re-open requests, unless you have re-submitted following a previous correction request.

This option in the survey allows the section re-opening to be captured in the Audit log for operator and NSTA transparency.

Operator Clarification Requests

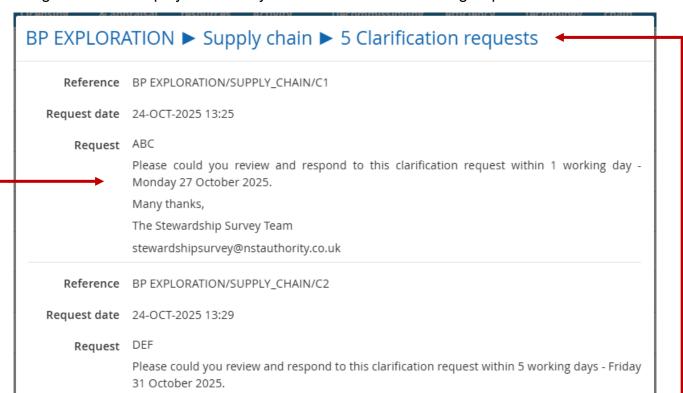
The link + Add clarification request enables you to send a clarification request to the survey stewardship team.

Stewardship Clarification Requests

Once a section is submitted, if the NSTA has a query regarding an aspect of the data entered they will raise a Clarification request (Note: As of the UKSS 2024 Correction requests were renamed to Clarification requests.).

The number of clarification requests will be detailed in the survey matrix

Clicking on this will display a summary of all the clarifications being requested.



Multiple clarification requests may be made at the same time.

The Stewardship Survey Team

stewardshipsurvey@nstauthority.co.uk

Many thanks,

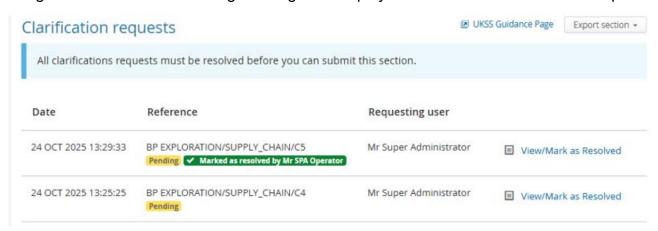
Each request will have a deadline for which the clarification is to be actioned and the section resubmitted to the NSTA by.

Cicking on Start will re-open the section and allow the operator to edit the data, or more commonly provide further clarification in the General Comments page that is in each section.

A section cannot be re-submitted until all the clarification requests have been marked as resolved. A warning message will be presented at the start of a section whilst there are unresolved clarification requests.

NSTA have made one or more clarification requests for this section, please click here to view.

Clicking on <u>here</u> within the warning message will display the list of raised clarification requests.



An individual clarification request can be viewed by clicking on View/Mark as Resolved.



The name of the person resolving a clarification request will be recorded, and whom may be contacted should there be any futher discussion required.

A clarifiation request marked as resolved can be undone by clicking on View/Mark as Resolved to view it again, then clicking on Undo mark as resolved and close.

Any other requests

If you have any issues when using the UKSS Stewardship Survey then please email stewardshipsurvey@nstauthority.co.uk and the stewardship team will respond as quick as possible.

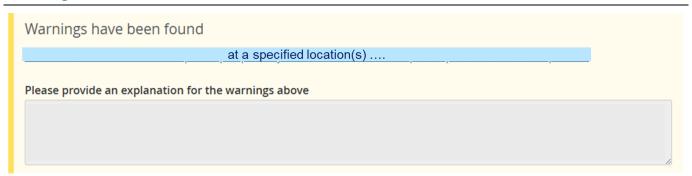
COMMENTS, WARNINGS, SUPPLEMENTARY GUIDES

General comments

General comments	UKSS Guidance Page	Export section ▼	+ Add clarification request						
Please provide any extra details that will help in the understanding of your responses in this section									
			/						

Please provide any extra details that will help in the understanding of your responses.

Warnings



If a validation rule is broken, then a Warning window will appear at the bottom of a section, and an explanation must be provided for each of the warnings displayed.

Supporting guidance documentation

The link UKSS Guidance Page will take you to the Asset Stewardship Survey webpage where all the additional supporting documentation can be found.

SUBMIT SECTION

Autosave functionality

Data entered into the form is automatically saved. If you need more time to complete the form, you can return to the matrix or log off and any progress will be safe.

Submission

Prior to submitting the form, please ensure any data entered is correct. You will not be able to modify your responses until the NSTA have reviewed the submission and asked for a correction.

The section can be exported either via a spreadsheet or a PDF at any time during the survey live period.

