Climate Change Agreements
Target Period 1 Reporting Workshop

21st January 2015
London
Agenda

10:30  Welcome and overview (Ray Cottam/Richard Jones)
10:45  Guidance on reporting (Vicky Hind)
11:00  Coffee
11:15  IT Register (Ray Cottam)
12:30  Lunch (~45 minutes)
13:15  Reporting Templates (Eugenia Bonifazi)
14:00  Breakout sessions (EA & R-AEA) + Coffee
15:00  Round up / Final Questions / Feedback (Richard Jones)
15:30  Close of Meeting
Introductions

Environment Agency:
- Richard Jones
- Vicky Hind
- Lindsey Metcalf
- Mark Fishwick
- Ray Cottam
Introductions

**Ricardo AEA:**
- David Vaughan
- Eugenia Bonifazi

**HMRC:**
- Andy Jameson

**DECC:**
- Andrew Russell
Jacobs’ Sectors

Agricultural Industries
Calcium Carbonate
Compressed Gases
Meat Processors
Non-woven Manufacturers

Poultry
Forestry
Food Storage & Distribution
Food & Drink x 2
Metal Packaging Manufacturers

Bakers
Packaging & Films
Textiles
Renderers
What’s Changed Since 2013?

- 2 new sectors
  - Saw Milling
  - Data Centres
- Min/Met exclusion
  - Less TU in some sectors
  - Changes to sector associations
- R3 Register Update
  - Added reporting functionality
  - Other features
Changes to Scheme Participants

- 980 variations rec’d in 2014
  - 123 in December 2014 alone

- 487 voluntary terminations in 2014
  - Potentially more in 2015?

- 123 variations associated with facility entry/exits
Changes within the EA

Climate Change Trading Regulatory Services

- EU ETS
  - Stationary Installations
  - Aviation

Energy Efficiency

- CCA
- CRC
- ESOS

Business Development Operational Services
Situation at start of TP2

- 51 sectors
- 3,426 target units
- 7,863 facilities
- 3,426 reports
Jan
- Submit reporting variations

Jan-Apr
- Retrospective variations
- Download templates
- Complete spreadsheet
- Upload to register

May-June
- Issue of buy-out fee MoA
- Payment by 1st July
- Calculation of surplus

From July
- Facility audits
- Sector audits
- Secondary reporting
Reporting Variations

Variations affecting TP1 reporting:
- Disruptions to power supplies
- Absolute throughput reductions >10%

Expected to be completed by 31/01/2015

Retrospective variations:
- Corrections to baseline
- Changes in ownership
Reporting on TP1 Performance

- New regulations/guidance
- New reporting forms
- New system for submission of reports
Buy-Out / Surplus

**Buy-out**
- Under performed against TP1 target?
- Fee of £12 / tonne CO2 equivalent
- MoA issued in May
- Payment of MoA fees expected by 1st July

**Surplus**
- Over performed against TP1 target?
- tonne CO2 equivalent carried forward
- Offset against performance in TP2
Secondary Reporting

🔍 Unlocking of reports for correction of errors:
- Sector audits
- Facility audits
- Operator notification

🔍 May result in changes to buy-out / surplus
Guidance Updates
Vicky Hind
Guidance updates

New draft guidance:-

- Version 4 of the CCA Operations Manual
- Version 4 of the IT Register User guide

Draft versions were sent around by e-mail on the 24th December 2014

Published versions will be available shortly
Reporting guidance Consultation

- Consultation Feedback - Thank you to everyone that responded to the consultation process.

- Reporting guidance Consultation – E-mail feedback provided

- Consultation feedback areas covered areas such as:-
  - Buy-out payment information
  - What level of data is required for the baseline for Novem TUs
  - Change of ownership in the reporting window
  - Date of reporting
  - Additions to the Glossary
  - Unlocking reports for correction

Clarification of these issues has been added to the manual where applicable
Reporting guidance incorporated into the manual

Consulted guidance has been spilt up and incorporated in the following 4 sections:

- **Section 8.4 - Appeals Process**
- **Section 10 – Target Period Reporting** - Update reporting guidance chapter.
- **Appendix I - Workbook Tools** - Reporting Spreadsheet Templates
- **Appendix J – The Reporting Workbook** - New appendix on the reporting workbook

The information provided in these sections has been amended to reflect consultation feedback.

For example: Buy-out payment information has been included in section 10 and the unlocking of reporting templates was included in Appendix J.
Text changes since the consultation process

Section 3.3.2 – Calculate energy consumed by different categories of activity

➢ 5 new paragraphs added to this section to add clarity to the site boundary and directly associated activities.

➢ Text includes ‘areas used as domestic dwelling that are separately metered must be excluded from the site boundary’.

➢ Paragraph added on multiply floor sites

‘Where a site includes a building that has multiple floors with different operators, the installation's parts may be physically separated by spaces operated by other operators, while still being on the same site. This means that the facility can be defined in terms of a series of vertically-separate, 2-dimensional boundaries which, collectively, encompass all areas that use energy for the eligible process and DAAs.’
Text changes since the consultation process

- **Section 4.4.4 – How to calculate a Novem target**
  - Information and examples added for determining a Novem baseline.

- **Section 6.1.1 – Evidence required for submission to the register during an application**
  - facility eligibility information requirements
  - flow diagram added

- **Section 7.5.1 – Structural change**
  - Additional information has been added to clarify the baseline reconstruction requirements.
Text changes since the consultation process

- **Section 7.6, 7.7 and 7.8 – Variation Types**
  - Text revisions to add new variation types which have been added to the register

- **Section 8.1 – CCA Penalties**
  - Text revision to add reference to enforcement and sanctions guidance.

- **Section 9.3.3 – Questions we will ask in a CCA facility audit**
  - Text revision to add information on what we look for in a CCA facility audit

- **Section 9.3.4 – Questions we will ask in a CCA sector audit**
  - Text revision to add information on what we look for in a CCA sector audit
Text changes since the consultation process

- Section 12 - Glossary
  - Text revisions to add new terms related to the reporting updates

- Appendix I – Workbook tools
  - Addition of spreadsheet tools for reconstructing the baseline and Reporting Variation Target Calculator
Changes to the IT Register User guide

Main changes relate to sections:-

- **Section 3 – Variations and new agreement**
  - For a new agreement – section added on whether a Target unit has at least 12 months of consecutive baseline data
  - Changes to the screenshots to match the register
  - New variation options types available such as:-
    - Exclude a facility (Section 3.3.4)
    - Updating the baseline from estimated to actual values (Section 3.3.5.6)
  - New Section 3.4 – Variations for reporting

- **Section 4 - Target Period Reporting**
  - Downloading, completing and uploading the reporting templates
  - Viewing the upload results
Questions and Answers

➢ Any questions
IT Register
R3 Update

- Delivered against a challenging budget and timeline
- System testing by supplier
- User Acceptance Testing (UAT):
  - CCA operations team
  - R-AEA
  - End users
- Released November 2014
R3 New Functionality

- TPR download/upload
- Pre-population of reporting templates
- Tracking uploads and results
- Variations
  - Reporting variations
  - Retrospective variations
- Other EA facing functionality
- Additional ad hoc reporting
Target Period Reporting

- Workflows automatically created for TUs in scheme at 00:00 on 01/01/2015
- Spreadsheets pre-populated with data from register, including:
  - TU details (references/operator)
  - Baseline data & targets from current UnA
  - Target tolerance (where applicable)
  - Target types and currencies
  - Individual facilities within the TU
# Pre-population of Report Templates

## Section 2: Target Unit Details, Targets and Previous Performance

<table>
<thead>
<tr>
<th>TU Details</th>
<th>Target Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifier</td>
<td>/T00001</td>
</tr>
<tr>
<td>TU Operator</td>
<td>Demonstration Operator 1</td>
</tr>
<tr>
<td>No of facilities</td>
<td>1</td>
</tr>
<tr>
<td>Target Type</td>
<td>Relative</td>
</tr>
<tr>
<td>Energy Unit</td>
<td>kWh</td>
</tr>
<tr>
<td>Throughput units</td>
<td>tonne</td>
</tr>
<tr>
<td>Base year start date</td>
<td>01/01/2008</td>
</tr>
<tr>
<td>Base year Energy (kWh)</td>
<td>40,000,000,000</td>
</tr>
<tr>
<td>Base year Throughput (tonne)</td>
<td>10,000,000</td>
</tr>
<tr>
<td>Base year SEC (kWh/tonne)</td>
<td>4,000,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TP Target</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Value of latest agreement target (kWh/tonne)</td>
<td>3,700,000</td>
</tr>
<tr>
<td>+/- Tolerance on target in target units</td>
<td>0.346</td>
</tr>
<tr>
<td>Value of latest agreement target %</td>
<td>7.500%</td>
</tr>
<tr>
<td>+/- Tolerance on target %</td>
<td>0.000%</td>
</tr>
</tbody>
</table>
TPR Download (Batch)

Download ALL spreadsheets in a single zip file

Target Period Reporting Management
This page enables you to manage the submission of target period reporting data for all target units within this sector.

Download Reporting Spreadsheets
Use the "Download TPR Spreadsheets" button to generate a zip file containing the TPR spreadsheets. The zip file will contain are expected to report for the target period and where it is currently possible to submit data (i.e. those that are shown as "await below").
TPR Download (Individual TU)

Select reporting spreadsheets for individual TU

Target Period Reporting Submission History

This page shows a history of all target period reporting submissions for this target unit.

Download Reporting Spreadsheet

Use the link below to download the current version of the target period reporting spreadsheet report for the target period currently being reported on.

_T00002_TP1_v3.XLS_
TPR Templates

System presents the “latest” version for download

- Report Version number in cell C7
- Report Version increments following any changes, e.g. variations

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>For Target Units with Novem Energy Tar</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Target Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Report Version</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>Template Vers.</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
TPR Upload (Internet Explorer 8)

Files have to be uploaded individually.

You can upload target period reporting spreadsheets using the button below.

Click the "Choose File" button to select the file you want to upload. Use the upload button to submit the file to the administrator for processing. After each file is uploaded you will have the option to upload further files. The files will be batched together and marked with the date and time.

Once you have submitted a file, please do not use the F5 button or Refresh button to refresh this page (doing so will result in the same file being submitted multiple times).

Note: Files larger than 5.00 MB will not be accepted.
Upload of additional files

However, can upload additional files whilst others are being processed

Target Period Reporting Submissions

The file was uploaded for processing. Please do not use the F5 button or Refresh button to refresh this page (doing so will result in the same file being resubmitted).

If you have more files to upload, use the button below to return to the selection screen.

Upload another file

Files uploaded so far:

T00001_TP1_v3 (surplus).xls
TPR Upload (Google Chrome)

- Files can be uploaded individually OR in batches
- Drag and drop functionality
- Suggest uploading batches <20 spreadsheets at a time
Drag & Drop functionality

Target Period Reporting Submissions

This page enables you to upload target period reporting spreadsheets for the target units within this sector. You can also view details of previous submission attempts.

Use the "Select File" button to select the file(s) that you wish to upload. If you have javascript enabled in your browser, you can select multiple files using the Ctrl, Shift and Command keys. Alternatively, you can drag files from your computer into the box labelled "Drop files here". An upload button will appear when at least one file has been selected.

Use the "Upload" button to submit the selected files to the administrator for processing. The files will be batched together and marked with the date and time of submission. Note: Files larger than 5.00 MB will not be accepted.

If you are experiencing any difficulties with uploading or submitting files, you should contact your sector facilitator.

Note that depending on how many files you have chosen to upload, it may take a few minutes for this to be completed and the screen will not automatically refresh during this time.

Once you have submitted a file, please do not use the F5 button or Refresh button to refresh this page (doing so will result in the same file being resubmitted).
Upload in progress...

Target Period Reporting Submissions

This page enables you to upload target period reporting spreadsheets for the target units within this sector. You can also view details of previous submission attempts.

Use the "Select File" button to select the file(s) that you wish to upload. If you have JavaScript enabled in your browser, you can select multiple files using the Ctrl, Shift and Command keys. Alternatively, you can drag files from your computer into the box labelled "Drop files here". An upload button will appear when at least one file has been selected.

Use the "Upload" button to submit the selected files to the administrator for processing. The files will be batched together and marked with the date and time of submission. Note: Files larger than 5.00 MB will not be accepted.

If you are experiencing any difficulties with uploading or submitting files, you should contact your sector facilitator.

Note that depending on how many files you have chosen to upload, it may take a few minutes for this to be completed and the screen will not automatically refresh during this time.

Once you have submitted a file, please do not use the F5 button or Refresh button to refresh this page (doing so will result in the same file being resubmitted).
TPR Upload Results

History of submissions showing:

- Date/time of batch
- No. files awaiting processing
- No. successful uploads
- No. files with errors
- Link to further detail about the batch
Upload tracking

History log showing all previous submission results

### Previous Submission Results

The table below shows summary details of previous upload attempts for this sector. If the files are listed as "Awaiting processing" the file is being automatically processed by the system and this process could take a few minutes. Once the file has been processed you will be able to view details of each file within the upload, including any errors encountered during the system processing of the file by clicking on "View". You will not see a change to the status until you navigate away from, or refresh, the page.

<table>
<thead>
<tr>
<th>Submission Time</th>
<th>Files Awaiting Processing</th>
<th>Files Succeeded</th>
<th>Files with Errors</th>
<th>View Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Jan 2015 - 15:40:07</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>View</td>
</tr>
</tbody>
</table>
TU Report Locked?

Request CA to unlock before trying again

Submission Results

This page provides details of each of the files that were uploaded within the selected batch, including whether the files passed the validation checks and were accepted by the Register. All errors that prevented a file from being accepted are listed here. Please note that each of these errors will need to be addressed before the file can be accepted by the Register.

Submitted 20 Jan 2015 09:38:47

<table>
<thead>
<tr>
<th>Filename</th>
<th>Target Unit ID</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>T00001_TP1_v3</td>
<td>/T00001</td>
<td>ERROR: Target unit T00001 cannot be reported on at this time. To enable reporting submissions for this target unit, please contact the administrator.</td>
</tr>
</tbody>
</table>

First Page  Previous Page  Page 1 of 1  Next Page  Last Page  View All
Wrong template/report version?

Submission Results

This page provides details of each of the files that were uploaded within the selected batch, including whether the files passed the validation checks and were accepted by the Register. All errors that prevented a file from being accepted are listed here. Please note that each of these errors will need to be addressed before the file can be accepted by the Register.

Submitted 20 Jan 2015 10:03:24

<table>
<thead>
<tr>
<th>Filename</th>
<th>Target Unit ID</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>T00004_TP1_v2</td>
<td>T00004</td>
<td></td>
</tr>
</tbody>
</table>

**ERROR:** The template uploaded uses an old version of the target unit template. Version 1 has been superseded by version 2. The latest version must be completed and uploaded to ensure correct reporting results.

Section 1: Report Details

<table>
<thead>
<tr>
<th>Sector</th>
<th>Target Period</th>
<th>Report Version</th>
<th>Template Vers.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
**Submission Results**

This page provides details of each of the files that were uploaded within the selected batch, including whether the files passed the validation checks and were accepted by the Register. All errors that prevented a file from being accepted are listed here. Please note that each of these errors will need to be addressed before the file can be accepted by the Register.

Submitted 20 Jan 2015 09:59:15

<table>
<thead>
<tr>
<th>Filename</th>
<th>Target Unit ID</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>T00002_TP1_v3.xls</td>
<td>T00002</td>
<td><strong>ERROR</strong>: Cells in the spreadsheet which calculate numeric data contain invalid results. Please check for incomplete data entry resulting in a division by zero or similar errors.</td>
</tr>
</tbody>
</table>
Other Error Messages

See the Operations Manual for other error messages and what these mean.
Successful Submission

Submission Results

This page provides details of each of the files that were uploaded within the selected batch, including whether the files passed the validation checks and were accepted by the Register. All errors that prevented a file from being accepted are listed here. Please note that each of these errors will need to be addressed before the file can be accepted by the Register.

Submitted 20 Jan 2015 09:34:37

<table>
<thead>
<tr>
<th>Filename</th>
<th>Target Unit ID</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>T00001_TP1_v3 (custom fuels).xls</td>
<td>T00001</td>
<td>Success</td>
</tr>
</tbody>
</table>
Submission Checks

غاز Submissions page includes:
غاز Report status (awaiting report/submitted)
غاز Expected spreadsheet (Report) version
غاز Last submission date
غاز Buy-out fee calculated (£)
غاز Surplus generated (tCO2)
غاز Performance against target

غاز Can filter on: All Reports / Pending
# Surplus Checks

## Reporting Status

The table below shows a complete list of all target units within this sector that were in the scheme as of 31 December at the end of the target period and are expected to provide TPR data. By default, this table shows the target units for which the report is pending, but you can see a complete list by using the filter below.

### Show Target Units:

- All

<table>
<thead>
<tr>
<th>ID</th>
<th>Operator</th>
<th>Current TU status</th>
<th>Expected spreadsheet version</th>
<th>Last submission date</th>
<th>Submission status</th>
<th>Buy-out (£)</th>
<th>Surplus change (T CO2)</th>
<th>Performance against target</th>
</tr>
</thead>
<tbody>
<tr>
<td>T00001</td>
<td>Demonstration Operator 1</td>
<td>ApprovedByAdministrator</td>
<td>3</td>
<td>20 Jan 2015</td>
<td>Submitted</td>
<td>0</td>
<td>7,490</td>
<td>38.333 %</td>
</tr>
<tr>
<td>T00003</td>
<td>Demonstration Operator 2</td>
<td>ApprovedByAdministrator</td>
<td>2</td>
<td></td>
<td>Awaiting Report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Carbon Calculations

- **Equivalent Energy (for surplus calculation) (kWh):**
- **Target Period (2 years) Carbon emitted (tonne CO2):** 14,984.383
- **Surplus CO2 used (tonne CO2):** 7,490
- **Surplus CO2 gained (tonne CO2):**
- **Buy-out required (tonne CO2):** 0
- **Buy-out Cost (£):** 0

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**Environment Agency**

**CCA Climate Change Agreements**
# Buy-Out Fee Checks

## Reporting Status

The table below shows a complete list of all target units within this sector that were in the scheme as of 31 December at the end of the target period and are expected to provide TPR data. By default, this table shows the target units for which the report is pending, but you can see a complete list by using the filter below.

### Show Target Units:

<table>
<thead>
<tr>
<th>ID</th>
<th>Operator</th>
<th>Current TU status</th>
<th>Expected spreadsheet version</th>
<th>Last submission date</th>
<th>Submission status</th>
<th>Buy-out (£)</th>
<th>Surplus change (T CO2)</th>
<th>Performance against target</th>
</tr>
</thead>
<tbody>
<tr>
<td>/T00001</td>
<td>Demonstration Operator 1</td>
<td>ApprovedByAdministrator</td>
<td>3</td>
<td>20 Jan 2015</td>
<td>Submitted</td>
<td>6,732</td>
<td>0</td>
<td>3.896 %</td>
</tr>
<tr>
<td>/T00003</td>
<td>Demonstration Operator 2</td>
<td>ApprovedByAdministrator</td>
<td>2</td>
<td>Awaiting Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Carbon Calculations

- **Equivalent Energy (for surplus calculation) (kWh):** 0.000
- **Target Period (2 years) Carbon emitted (tonne CO2):** 14,984.383
- **Surplus CO2 used (tonne CO2):** 0
- **Surplus CO2 gained (tonne CO2):** 0
- **Buy-out required (tonne CO2):** 561
- **Buy-out Cost (£):** 6,732

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![Environment Agency Logo](Image)
## Warnings

- May see warnings in the “Info” column, e.g.:
  - Variation in progress

### Reporting Status

The table below shows a complete list of all target units within this sector that were in the scheme as of 31 December at the end of the target period and are expected to provide TPR data. By default, this table shows the target units for which the report is pending, but you can see a complete list by using the filter below.

#### Show Target Units:

- All

<table>
<thead>
<tr>
<th>ID</th>
<th>Operator</th>
<th>Current TU status</th>
<th>Expected spreadsheet version</th>
<th>Last submission date</th>
<th>Submission status</th>
<th>Buy-out (£)</th>
<th>Surplus change (T CO2)</th>
<th>Performance against target</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>T00001</td>
<td>Demonstration Operator 1</td>
<td>ApprovedByAdministrator 3</td>
<td>3</td>
<td>20 Jan 2015</td>
<td>Submitted</td>
<td>6,732</td>
<td>0</td>
<td>3.896 %</td>
<td>Variation in progress</td>
</tr>
<tr>
<td>T00002</td>
<td>Demonstration Operator 2</td>
<td>ApprovedByAdministrator 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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[Environment Agency]

[CCA Climate Change Agreements]
Reporting Variations

Possible to submit variations for previous target period:
- Drop in throughput (for absolute targets)
- Disruptions to power supplies

Adjust the target, not the baseline

Variations must be submitted by 31/01/2015
- Affect data in TPR templates
- Allow time for assent
- BEWARE!
Reporting Variations

Variation Actions

Please select all of the actions that are relevant to this change request from the list below (note that you can submit multiple changes in a single variation application):

- Amend the operator name
- Amend a target unit address
- Amend a facility name
- Review baseline due to structural change or review of the 70% provision
- Include facilities
- Exclude facilities
- Review of the baseline due to discovery of an error
- Update baseline from estimated to actual values
- Change the target currency (Switch between Novem and relative targets)
- Other.

Target Period Reporting Variation Actions

- Amend Absolute target due to throughput dropping by more than 10%
- Amend target due to disruption to power supply
Disruption to Power Supplies

Target Period Reporting Variation Actions

☑ Amend target due to disruption to power supply

Reasons and Evidence

Reason for the variation
Loss of main electrical supply to the site during Nov-Dec. Diesel generators used to provide electricity to site.
Evidence of disruption

Disruption to Power Supply

* Please provide a description of the energy supply disruption in terms of causes and impact upon the target unit.

* Please attach formal, qualitative evidence that the supply of energy was disrupted or on-site dedicated electricity generation plant failed and quantitative evidence of the duration of the disruption of supply. For example, letter from energy supplier, in the case of supply disruption, or extract from energy management system, in the case of failure of electricity generation plant.

* Please attach evidence of the additional primary energy consumed during the supply disruption as a result of the supply disruption. Refer to the spreadsheet examples provided in the operations manual for guidance.

* Please attach qualitative evidence that the energy supply disruption could not have been anticipated. For example, in the case of failure of electricity generation plant, evidence that the plant has adhered to the maintenance regime specified by the plant supplier and that the plant was not scheduled to be down for scheduled maintenance for a period of time comparable to the duration of the supply failure. (Extract from maintenance logbooks and schedules). In the case of energy supply disruption, evidence that the site was not on an interruptible energy supply contract (letter from energy supplier).
Throughput Reduction

Drop in Throughput Change

* Method Used

Baseline Correction for Target Process

Method 1
Method 1
Method 2
Baseline

Baseline Correction for Target Period 1

Due to this variation affecting the TU during the previous TP, the baseline and targets for Target Period 1 will also now need to be corrected.

Original Baseline Data

Throughput (hours): 8,000,000
Baseline kWh for 'Target Facility': 40,000,000
Baseline Energy to Carbon Factor (kgC/kWh): 0.0546

Amended Baseline Data for Target Period 1

Throughput (hours): 8,000,000
Baseline kWh for 'Target Facility': 40,000,000
Baseline Energy to Carbon Factor (kgC/kWh): 0.0546
# Adjustment of Target

## Amend Target for Target Period 1

### Original Target for Target Period 1

<table>
<thead>
<tr>
<th>Target Period</th>
<th>Target (kWh)</th>
<th>Assumed Throughput (hours)</th>
<th>Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP1</td>
<td>74,000,000</td>
<td>16,000,000</td>
<td>7.5%</td>
</tr>
</tbody>
</table>

### Revised Target for Target Period 1

Please calculate your revised target using the methods described in the [Operations Manual](#).

* Please attach the completed target calculator providing the adjusted target.

Edit the targets in line with the target calculator by using the 'edit targets' button.

- [Copy Original Targets]
- [Edit Targets]

<table>
<thead>
<tr>
<th>Target Period</th>
<th>Target (kWh)</th>
<th>Assumed Throughput (hours)</th>
<th>Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Variations & TPR Templates

- TPR template updated after variation has been processed and assented
- Must download a new template after UnA issued
- Complete the new template and upload
- System will prevent upload of superseded template versions **BUT** not until variation has been assented to!
Other Variations

- Exclusion of facilities
- Changes to base year data
- Update from estimated to actual data
- Changes to target tolerance
- Changes to baseline carbon factor
- Amend throughput (CHP SRM)
Breakout Sessions
Breakout Sessions

- Three sessions:
  - Relative/Absolute target (EA)
  - Novem (energy/carbon) target (R-AEA)
  - Reporting variations (EA)
- 20 mins each / 5 mins changeover
- Raise issues/concerns
- Feedback will be written up and circulated to participants after the workshop