Mid Year Stewardship Survey

Change Summary / Quick Start Guide

June 2017, Rev 1

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1. OPERATOR GUIDANCE

1.1 No Significant Change Matrix Mode

The matrix for the mid-year survey has new Bulk No Significant Change functionality. This is enabled by selecting the 'No Significant Change (NSC) Submissions' option under the Matrix Controls heading.

Figure 1 New matrix mode option under Matrix Controls heading

This mode allows selection of multiple Activity sections to submit as having no significant change.

Once the NSC submissions mode is selected, a button will appear below the matrix mode options. Additional guidance information is also shown beneath this button. This guidance will include the criteria against which to judge each Activity section and its suitability for NSC submission.

Figure 2 Select No Significant Change mode on the matrix screen

The matrix now shows either an NSC submission checkbox or explanatory label with the reason bulk NSC submission has been prevented for the section. This is shown in Figure 3.

Reporting unit	Activity
AN EXAMPLE FIELD ONE **(Field)**	☑ NSC submission
AN EXAMPLE FIELD TWO **(Field)**	☑ NSC submission
AN EXAMPLE FIELD THREE **(Field)**	No previous section submission
AN EXAMPLE FIELD FOUR **(Field)**	Section in progress
AN EXAMPLE FIELD FIVE **(Field)**	Regulator requires standard submission
AN EXAMPLE FIELD SIX **(Field)**	No previous section submission
AN EXAMPLE FIELD SEVEN **(Field)**	Previous survey section not submitted

Figure 3 No Significant Change mode matrix

To submit marked sections as NSC, click the blue 'Review ticked NSC sections' button. This will navigate to a screen, shown in Figure 4, which displays the inclusion criteria again and the sections which have been marked.

◄ UKSS survey matrix

Activity

If any individual activity within the Activity sections associated with the selected reporting units matches any of the following criteria, please return to the matrix.

- The associated "Activity name" has changed
- +/- 10% or greater change in any production, sales or cost data in any year
- >1 year change in COP date (initial COP date between 2017-2021)
- >2 year change in COP date (initial COP date between 2022-2025)
- >4 year change in COP date (initial COP date after 2025)
- The percentage of progressing has changed (Probability of Proceeding)
- The activity has been cancelled
- If the field is due to start (or restart after a long period of shutdown) production in 2017
- Internal OGA requirements on a case-by-case basis

Selected reporting unit

AN EXAMPLE FIELD ONE (Field)
Example Activity Base, Facilities Activity, Projects Activity

AN EXAMPLE FIELD TWO (Field)
Base Activity Example

ANOTHER EXAMPLE FIELD
Activity Name

By continuing with the No Significant Change submissions for each of the above sections you are agreeing that none match the presented criteria.

Submit all sections

◄ UKSS survey matrix

Figure 4 Review selected NSC submission sections.

To change the sections which are about to submitted, return to the matrix by clicking the 'UKSS survey matrix' breadcrumb link at the top or bottom left of the screen and deselect the relevant check boxes.

Click the blue 'Submit all sections' button to continue NSC submission. This will show the result of the submission attempt.

Figure 5 Bulk No Significant Change section submission report

In Figure 5 two sections have successfully submitted while a third has failed due to a change in validation rules by the OGA. This section will have to be submitted manually. Return to the matrix by clicking the 'UKSS survey matrix' breadcrumb link at the top or bottom left of the screen.

Once navigated back to the matrix screen, the mode will have switched back to Standard Submissions. Figure 6 shows successfully submitted sections with the NSC label on the matrix.

Figure 6 Submitted section on the matrix with the No Significant Change label

1.2 Activity section updates

The activity section has changed to support the mid-year survey. This is a summary of those changes.

1.2.1 User Experience Improvements

1.2.1.1   Tabs

The Activity section has been converted so that each activity is contained within a tab.

Switch between tabs by clicking on the blue tab name. The tab name will change when the name of the activity is updated.

The tab of each activity will show the Probability of Proceeding value for quick reference. Validation errors within each activity are indicated by a red cross in the tab.
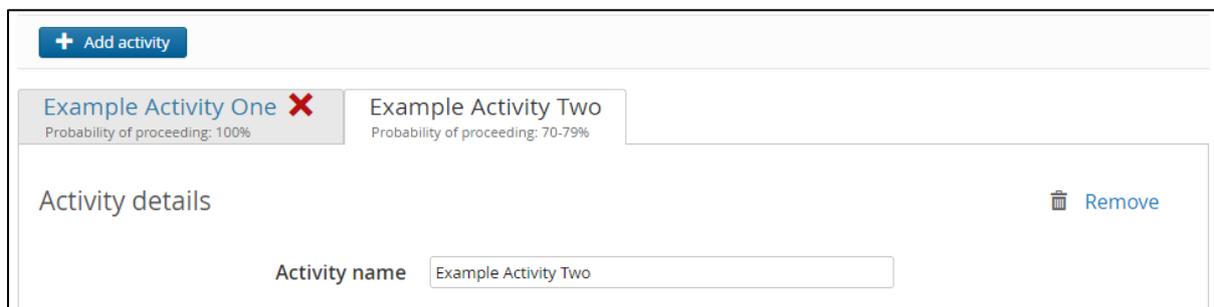

Figure 7 Tabs to control which activity is visible.

1.2.1.2   New Production and cost Check Form page

The Production and cost sub-section within each activity now has an additional page to provide a clearer flow through the application. The Check form page under the Validation heading in the page list on the left of the screen will validate each Production and cost page upon entry. This allows quicker identification of validation errors and which page they are visible on.

The Check form page also includes a button to navigate back to the parent activity in addition to the blue Activity breadcrumb link at the top and bottom left of every Production and cost screen.

The new page is available for Field, Pipeline System and Terminal scoped activity sections but is only visible when the parent activity is editable.
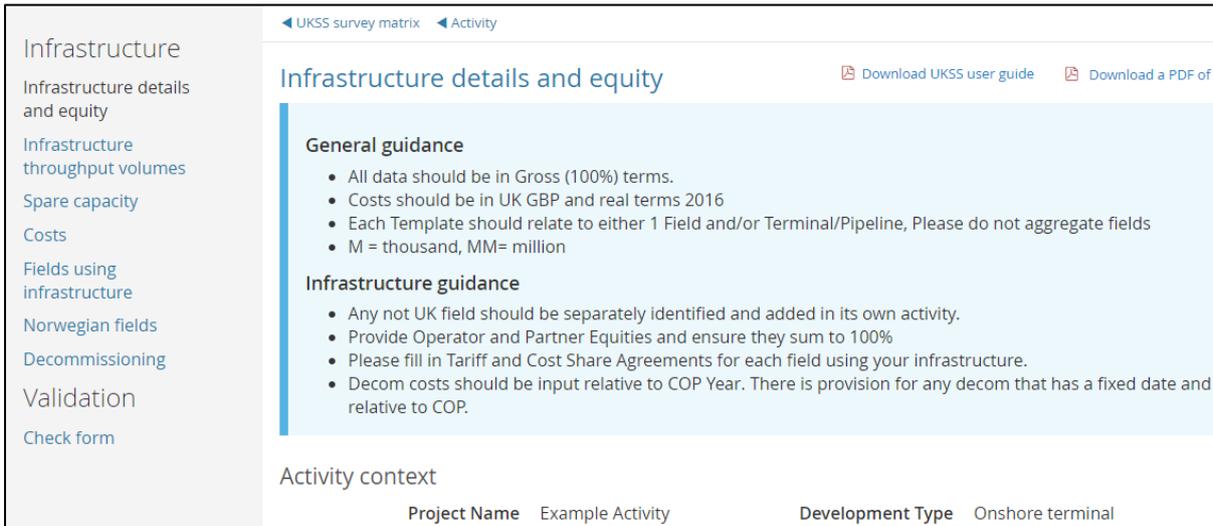
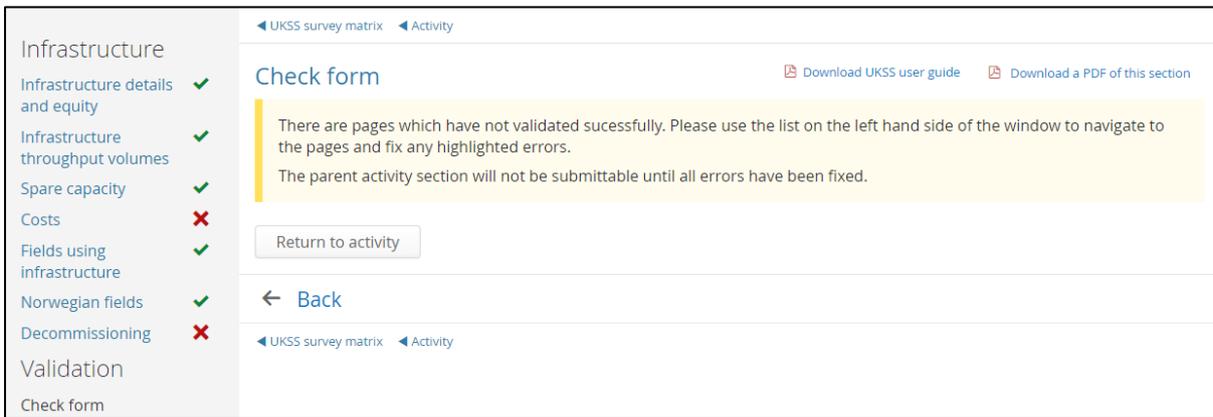**Figure 8 Check form page visible for an editable Terminal scoped activity section**

Figure 9 Selected Check form page has triggered validation of all other Production and Cost pages.
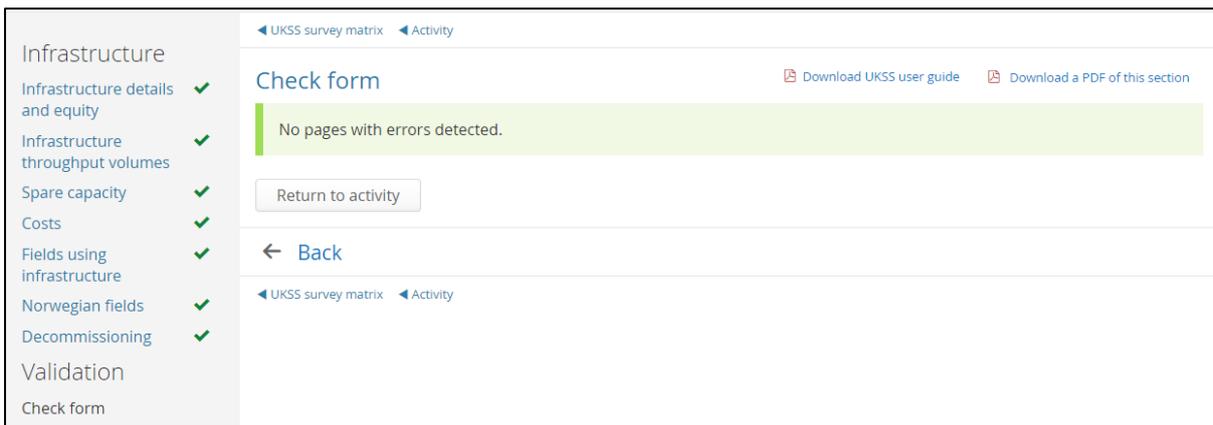

Figure 10 Selected Check form page with a successfully validated Production and Cost sub-section.

1.2.2 General form changes

1.2.2.1   Question Updates

The Field or development name input box has been renamed to Activity name. This is shown in Figure 7.

1.2.2.2 Validation Changes

Some attempted NSC submissions of sections from the matrix may fail. This is likely caused by some updated validation rules for the mid year survey.

- The Category (ii) and Probability of Proceeding questions are now mandatory for every activity. (*The available Category (ii) options are still limited by the selected Activity type and Category (i) options).*
  Note: A Category (ii) of Cancelled with make all questions which appear below Probability of proceeding optional, however type validation will still be applied to prevent junk data from being submitted.

Figure 11 Mandatory Category(ii) and Probability of proceeding

- For field scoped activities, the Production and cost sub-section Decommissioning page now has the Likely COP date and COP type as a mandatory question regardless of the type of decommissioning selected.

Figure 12 Mandatory Likely COP date and COP type for field scoped Production and Cost

- For Pipeline System and Terminal scoped activities, the Production and cost sub-section Decommissioning page now has the Likely COP date as a mandatory question regardless of the type of decommissioning selected.

Figure 13 Mandatory Likely COP date for Pipeline and Terminal scoped Production and Cost

1.2.3 Copied forward activity form changes

1.2.3.1 New "Mid year survey inclusion" sub heading

There is an additional "Mid year survey inclusion" subheading on the activity form which contains a mandatory question, shown in Figure 14.

Figure 14 New Mid year survey inclusion Activity section question

When entering an activity section which contains copied forward activities for the first time, all questions are in read-only mode. These inputs will remain in this mode unless 'Yes' is selected in answer to the "Have any of the inclusion criteria…" question. Changing the answer from 'Yes' to 'No' after the initial choice will **reset all activity data**, subject to a user confirmation, back to initial copied forward state. This includes any fields which cause validation errors.

Note: If the OGA has chosen to prevent a No Significant Change submission of the section, then at least one Activity in the form must have 'Yes' selected as the answer to this

question or there must be a new Activity. A new Activity will be processed as a significant change and therefore the validation of the Inclusion criteria question will be passed.

1.2.3.2 Activity Name Control

Activities which have been copied from the November survey submission have some additional behaviour which does not affect any new activity created during submission of the mid year survey.

The name of activities that have been copied forward are now always in read only mode, but can be updated if the answer to the inclusion criteria question is 'Yes' by clicking the Update link below the Activity name input, shown in Figure 15.

Figure 15 Update the name of a copied forward activity

Activity names must uniquely identify the activity. This validation check incorporates the current name of any other activities in the section and their historical names. E.g. it is possible to reuse a previous name of the same activity, but not use a name previously used to identify a different activity. Figure 16 shows the activity name update pop up and the mandatory inputs required to change the name.

Once updated, the tab name will change and an additional View History link will appear under the Activity name input (Figure 17). Click the View History link to show a popup with the name history of the activity (Figure 18).

Figure 16 Update copied forward activity name

Figure 17 Copied forward activity with an updated name

Figure 18 Activity name history of a copied forward activity