

MYT Review 2013-2017

KEK Questionnaire - Guidance Notes

General

The “RETURN” button on each sheet will take the user to the Navigation sheet

The sheet uses macros and so these will need to be enabled for the translation function to work.

The sheets can be viewed in Albanian or English using the selection buttons on the Navigation Sheet.

The sheets have been protected to prevent accidental deletion of formulae – there is no password set so the sheets can be unprotected to add additional information if needed.

Any additional information can be provided as supporting documents.

All monetary values should be in € 000's.

Where the company does not store the required information to the requested level of detail please use best endeavors to estimate the apportionment of known values into the requested sub-categories and provide supporting documentation to explain the estimation and allocations used.

Sheet Specific Guidance

HQ1 – Operating Costs on this sheet are only those costs that are allocated to Headquarters and will subsequently be apportioned to the respective Licensees.

HQ2 – The actual allocation of Headquarters operating costs in 2011

HQ3 – The expected allocation of Headquarters Operating Costs in 2013.

HQ4 – The number of staff in each of the divisions split by qualification type.

HQ5 – This requires the total revenues for the Group, split by each of the licensee/division. The revenue categories match the statutory accounts; clearly not all categories apply to each division and these entries will be zero. Any revenues that are not able to be directly allocated to a licensee should be entered against headquarters and an explanation provided of the type of revenue and why it cannot be allocated.

HQ6 – These narrative questions should be answered as fully as possible in a supplementary document and any supporting documents provided.

DS1 – The Maintenance and Repair costs should be entered in line with the costs that would appear in the unbundled accounts. It is understood that the detail in this sheet is not stored in the accounting system and the company is requested to estimate the levels of expenditure by apportioning the total figure using best estimates and knowledge of the actual work volumes that are gathered for DS2.

DS2 – The internal reporting of Maintenance and Repairs performance should be used to provide annual volumes for each type of maintenance and fault that is recorded. Historic information is only required for the reports that exist. Please provide an example of the internal monthly and annual reports produced. Please provide a detailed breakdown.

DS3 – Operating Costs should be reported in line with the accounting breakdown provided and forecasts should be the company's best estimate. The capital expenditure requested is the expenditure that is not part of the general network investment plan; (this will be captured in DS5 and DS6). Only information for currently running projects and future projects with expenditure in the MYT period is required. Projects with expenditure in earlier years that have been completed prior to 2012 are not required.

DS 4 – Please enter the staff numbers in each department. Where the departments differ from those indicated please add the department names to the table and complete the information.

DS5 – Use a separate line for each network project of Programme of works in the investment plan. Only information for currently running projects and future projects with expenditure in the MYT period is required. Projects with expenditure in earlier years that have been completed prior to 2012 are not required. Load related and Asset replacement projects are for expenditure on the network electrical assets only. Projects should be classified as load related where expenditure is driven by demand growth, Assets Replacement projects are driven by replacement for age or condition. Quality of supply projects are network projects that are mainly to improve the performance of the network for customers. Non-operational projects cover ancillary systems, communication and Network IT projects. Many projects will have a mixture of the above. Please classify the project based on the main reason for undertaking the project.

DS6 – This is the detail forecast, by year, based on project cash flow.

DS7 – Connections that are installed by KEK are those where KEK provides the full service and the customer pays a contribution to the assets installed. The Asset Value should be the total cost of the assets installed. The difference between the value of the assets installed and the customer contribution will be the value that is allocated to the regulator asset base. For Customer Installed connections where the assets installed by the customer are transferred to KEK to own and maintain then please provide the estimated value of these assets and any payment that KEK makes for the assets or any contribution that the customer makes for assets that are installed by KEK for the connection.

DS8- For each of the asset types that KEK has, please enter the 'Technical life' that KEK would use to determine replacement requirements. Please state the total number/length of each asset type and complete the asset age grid by detailing the installation period for the assets. Some assets may have accurate records e.g. Primary transformers and some may not e.g. cables. Where the age profile is not known please provide an estimate based on engineering judgment and the known asset profiles. Please explain any estimates used.

DS9 – As DS8 if known.

DS10 – Please enter the current unit cost that KEK would expect for each of the assets types. Please provide an explanation of any assumptions made e.g. Transformer size or cable size and whether the cost include single circuit or double or excavation costs.

DS11 – No further guidance.

DS12 – If the minority areas are not known then leave blank.

DS13 – No further guidance.

DS14 – Please explain the criteria for selecting the worst performing lines.

DS 15 – this sheet requires no input.

PS1 – As DS4.

PS2 – Please provide an estimate of the costs of providing the call centre and contact centre functions, the average staff numbers and the split of costs between the services provided to separate licensees.

PS2a – No further guidance.

PS3 - Only information for currently running projects and future projects with expenditure in the MYT period is required. Projects with expenditure in earlier years that have been completed prior to 2012 are not required.

PS4 – the call centre and contact centre information requires the number of calls or customer visits related to each of the reasons in the sheet. For example: the number of payment queries dealt with or new connection applications. For the Energy Balance please complete the elements where KEK holds the original data with your most up to date forecast . Any difference from the last approved energy balance submission should be explained

PS5 - this sheet requires no input.

PT1 – As DS4

PT1a – As DS3

PT 2 - this sheet requires no input

MN1 – As DS1

MN2 - No further guidance.

MN3 – for the Capex section, only information for currently running projects and future projects with expenditure in the MYT period is required. Projects with expenditure in earlier years that have been completed prior to 2012 are not required.

MN4 - Use a separate line for each project in the investment plan. Only information for currently running projects and future projects with expenditure in the MYT period is required. Projects with expenditure in earlier years that have been completed prior to 2012 are not required.

MN5 – As DS6

MN6 – For each asset type complete the asset age grid by detailing the installation period for the assets. Some assets may have accurate records and some may not. Where the age profile is not known please provide an estimate based on engineering judgment and the known asset profiles.

MN7 – No input required

For Generation, where costs for KOSOVO A and B cannot be separated and it is necessary to enter total figure please provide details of any assumptions used.

GN1 – As DS4

GN2 – As DS4

GN2a – As DS3

GN3 – No further guidance

GN4 – No further guidance

GN5 - As MN 4

GN6 – As DS6

GN7 – As MN6

GN8 – This sheet requires the revenues that were entered for Generation in HQ5 to be separated for Kosovo A and B.