The version of Guidance Note 7 is applicable to all companies that received the ‘Quick Entry’ version of the Target Period Data collection form. You can identify which version you received by looking at the screenshots contained later in this document.

What is ‘Target Period Reporting’?

Each Target Unit (TU) that has a CCA has been given an energy saving target, which has been set as a series of efficiency improvements compared to a “base year”.

Each “target period” is two calendar years in duration. At the end of each target period (TP) the energy efficiency performance of the TU is assessed and compared to the target that has been set. This is done by means of reporting energy and production data to the Environment Agency (EA) via a data collection form submitted to the AIC CCA administrators at SLR Consulting Ltd. The forms will need to be completed and returned to AIC@slrconsulting.com.

If the target is achieved then the CCL discount is retained for the next two year period. Any surplus “CO2” that the TU surpasses its target by can be banked to offset any shortfalls should the TU fail to meet its target in future periods.

If you fail to meet a target all is not lost. There is a buy-out mechanism that allows a company that has failed its target to buy “CO2 allowances” to offset the extra CO2 emitted. Payment of this buy-out allows your TU to be recertified to claim the CCL discount for the next 2 year certification period.

The Target Periods (TP) are:
- TP1: 1st January 2013- 31st December 2014
- TP2: 1st January 2015- 31st December 2016
- TP3: 1st January 2017- 31st December 2018
- TP4: 1st January 2019- 31st December 2020

Who needs to report?

- The companies owning the target unit should report for the entire target period, or for that part of the period when they were covered by the CCA.
• If a site/facility or Target Unit joined a CCA after the beginning of a target period, it should report data from the date it became active (date of assent), until the end of the target period.

• If a facility or Target Unit left the CCA before 31 December of the second year of a target period, then it does not have to report but can if the company wants it to.

• If a facility has a change of status for EU ETS then it should report for the whole 24 months as per the status of the facility on 31st December 2018.

What needs to be reported?
• You will need to report energy streams into site and throughput (IT Energy) data.
• Fuels covered by EU ETS should not be reported.
• The same methodology as used for base year reporting should be used for target period reporting.

After you have reported...

If you passed the target
• No further actions on you.
• Data is submitted to the EA.
• EA list all sites on the new reduced rate certificate published in July 2019.

If you failed the target
• Data is submitted to the EA.
• EA will send the MoA (i.e. buy-out invoice) to the Responsible Person.
• You need to pay the MoA (i.e. cash handed over) by 1st July 2019.
• EA list all sites on the new reduced rate certificate published in July 2019.

Target Period 3 Reporting deadlines

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<td>March 2018</td>
<td>16th - Deadline for returning completed data collection spreadsheets with 2017 included.</td>
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<td>December 2018</td>
<td>Reporting spreadsheets issued to collect 2018 data. Invoices for 2019 fees issued.</td>
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<td>January 2019</td>
<td>18th – deadline for sites with Absolute targets to report their 2017/2018 production data, and for sites with energy disruptions to provide information</td>
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<td>February 2019</td>
<td>22nd – deadline for returning 2018 completed data collection spreadsheets</td>
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<td>March 2019</td>
<td>29th – deadline for correcting any data</td>
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<td>April 2019</td>
<td>AIC CCA submit all data to the Environment Agency</td>
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<tr>
<td>May 2019</td>
<td>Buy-out fees invoices issued where buy-out fees due</td>
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<tr>
<td>June 2019</td>
<td>28th – deadline for the Environment Agency to receive the buy-out money</td>
</tr>
<tr>
<td>July 2019</td>
<td>1st – recertified to receive CCL discount for next 2 years (as long as you pass or pay the buy-out)</td>
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**What happens if...... ?**

**... I don’t report at the target period?**
You could incur a penalty but will have the opportunity to report late. If you don’t pay the penalty then your CCA will be terminated and you will lose all benefits.

**... I report the target period data late?**
You could incur a penalty but can still report. If you don’t pay the penalty then your CCA will be terminated and you will lose all benefits.

**... a site closed down since we signed the CCA?**
- If it closed on or before 31st December 2018 then you do not have to report any data for that site.
- If it closed on or after 1st January 2019 then you must report data for the target period.
- If the site was sold before 31st December 2018 then we need to move it to the new owner and exclude it from the target period reporting.
- If the site was sold after 31st December 2018 then we will move it but it will not affect target period reporting (i.e. you still have to report it).

**... I don’t pay the buy-out?**
You will lose the entitlement to claim the CCL discount and exemption from CRC (if you’re organisation is already in CRC).

**... a site closed down since we signed the CCA?**
- If it closed on or before 31st December 2018 then you do not have to report any data for that site.
- If it closed on or after 1st January 2019 then you must report data for the target period.
- If the site was sold before 31st December 2018 then we need to move it to the new owner and exclude it from the target period reporting.
- If the site was sold after 31st December 2018 then we will move it but it will not affect target period reporting (i.e. you still have to report it).

**... we had problems with metering during the target period?**
You can estimate energy use but keep records of how you have done this.

**... we find an error in our base year data?**
You must tell us ASAP so that we can get the target adjusted.

**... we had problems with our electricity supply?**
You must tell us ASAP so that we can look at the impact it had and get the target adjusted (this would have to be agreed with the EA before 31st January).

**... the responsible person or admin contact has changed?**
You must tell us ASAP so that we can update the records.

**... we find an error with our target period data after we have submitted it?**
You must tell us and we will correct the data and hence the result. If you fail by more then you will need to pay further buy-out costs. You could incur a penalty.

**... we have joined EU ETS since we signed our CCA?**
You must tell us ASAP so that we can get the target adjusted.
How to complete the QE data collection spreadsheet (DCS)

The spreadsheet will open on the ‘Quick data entry and result’ worksheet which looks like this.

Please pay attention to the instructions:

1. Enter data into the green cells.
   If you wish to see what you have submitted previously for any site, please click on the blue box.

2. If we think there are any obvious data gaps, we will try to flag it in the pink box.

3. If we think any data looks unusual, we will flag it in the purple box.

4. When all data looks like it has been submitted, your result will be shown in the orange box.

Please return your completed form with 2017 and 2018 data by email to: AIC@slrconsulting.com by 22nd February 2019.
How to complete the QE data collection spreadsheet (DCS) (cont’d)

The spreadsheet contains other worksheets which you may find useful:

- **Data Check**
  - Our analysis of all the numbers that have been submitted and whether we think they look acceptable.

- **Conversion factors**
  - The conversion factors used to convert between:
    - units of usage and energy,
    - units of energy used and primary energy,
    - primary energy and carbon.

- **Detailed result information**
  - A summary of all the data submitted for the agreement/target unit, the performance at each Target Period including results.

- **Facility Data**
  - A summary of all the data submitted for each site.
The full suite of AIC CCA Guidance Notes are listed below and can be accessed via contacting the helpdesk or visiting the website.

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