SCHEDULE 6.4

REPORTS

VERSION CONTROL

VERSION NUMBER	DATE	COMMENT
0.1	27 July 2016	Preliminary draft template version made available for general comment
0.2	2 September 2016	Uplifted draft, following feedback, made available for final comment
0.3	25 October 2016	Uplifted following local body and supplier feedback

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<p style="text-align:center">SCHEDULE 6.4 – REPORTS</p>

1.   **BACKGROUND**

This Schedule 6.4 contains details of the reports that shall be provided by the Supplier in accordance with Clause 37.

2.   **REPORT TEMPLATES**

The Authority may, acting reasonably, issue templates (together with periodic template updates) which shall be used by the Supplier in providing the reports.

3.   **TIMING OF REPORTING**

For those reports to be provided on a month / quarter / year (as specified) basis, the Supplier shall deliver all reports to the Authority no later than 20 Working Days after the end of the corresponding month / quarter / year for which they are due. Other reports shall be delivered on their corresponding specified delivery date in this Agreement.

4.   **PROGRAMME AUTHORITY AS RECIPIENT**

The reports shall also be provided by the Supplier to the Programme Authority within the timescales noted in paragraph 3 of this Schedule.

5. REPORTS

ID	Report Name	Description	Frequency and Coverage Period	Start Date (provision of first report)
C1	Build & Roll-Out Report	Report providing detail for the Coverage Area ~~on~~in respect of: - The Solution Component being deployed - Network Deployment by Network sub-component (built and to be built) - ~~Coverage achieved against plan at an End User Premise level~~ - Identifying the number of End User Premises per Structure - Details of survey work undertaken, by Phase - Local authority planning requests - Implementation progress report (including details of NGA, Ultrafast Broadband and Gigabit Broadband geographic coverage achieved against plan) - 'Snagging' report – highlight any significant issues with Network Deployment - Milestone testing and achievement - Summary of design and implementation changes during period	Quarterly	First Quarter end after the Effective Date
C2	Build Forecast report (3 month build plan)	Report identifying the key Network survey, build, commission, test, launch and operate activities that are planned in the next three (3) months, cross-referenced to the Project Plan Note: Can be incorporated within C1 report.	Quarterly	First Quarter end after the Effective Date
C3	Customer Take-up and Access Requests report	Report that identifies: - "Retail-Ready" Wholesale Access Products and Services availability (by End User Premise and by Structure, including upload and download speeds, UPRN data (or other identification data agreed by the Authority)) reconciled to the SCT~~)~~ - Which End User Premises are serviced by which Structures - Names of RSPs offering retail services - Total new active NGA, Ultrafast Broadband and Gigabit Broadband wholesale connections - Total cancelling NGA, Ultrafast Broadband and Gigabit	Quarterly	From Achievement of first Milestone 2 (Availability of Wholesale Access Products and Services)

		Broadband wholesale connections
		- Total numbers of active NGA, Ultrafast Broadband and Gigabit Broadband wholesale connections
		- Superfast Broadband connections delivered during the quarter and cumulative, measured at 24 Mbps and above:
		  • Split by End User Premise
		  • Split by business & residential (using the classification by the Authority in the reference data tab of the SCT)
		  • Split by ~~wholesale product type~~<u>Solution Component</u>
		  • <u>Wholesale Access Products and Services type</u>
		  • ~~Split by Structure~~
		- Take-up of <u>other Wholesale Access Products and Services split by:</u>
		  • <u>Wholesale Access Products and Services (non-passive)</u>
		  • Wholesale Passive Products
		- <u>Access requests made by access seekers split by:</u>
		  • <u>Summary of all access requests received</u>
		  • <u>Number of access requests granted and declined</u>
		  • <u>Basis and rationale for granting or declining each access request</u>		

C4	Marketing Report	Report that identifies: - Marketing activities undertaken by the Supplier within the reporting period, and planned marketing activities for next three months consistent with the agreed Marketing Strategy	Quarterly	First quarter end after Effective Date
C5	Service Requirements Report	Report that identifies performance against the Service Requirements and Supplier Solution, with respect to: - Access Line Speed - Busy Hour Committed Rate - Upload speed - Structures at capacity (number of Structures unable to take new orders due to capacity issues by length of time at full capacity by month, identification of those Structures at capacity that are causing Service Levels to be exceeded (along with timescales to	Quarterly	From Achievement of first Milestone 2 (Availability of Wholesale Access Products and Services)

		add additional capacity)) - The Service Levels, to enable identification of Service Level compliance and to provide such further granularity concerning performance as committed to within the Supplier Solution, including: • Network availability • Trouble to Resolve time – by age • Provisioning order installation timescale – by age - Service failure compensation (number and value of compensation paid for failed T2R, L2C)		
C6	Financial Report	Report demonstrating Supplier expenditure on all NGA Network Build Costs incurred (per quarter and with a cumulative summary) broken down by: - Qualifying Capital Expenditure (as compared to the Project Model) - Qualifying Operating Expenditure (as compared to the Project Model) - With such QCE and QOE expenditure further broken down by: • Solution sub component (as compared to the Project Model) • Achieved Milestones • Future Milestones - Time based costs claimed in the quarter including PMO (as compared to the Project Model) - Subsidy Payments claimed in the quarter (with a cumulative summary) (as compared to the Project Model) - Actual Supplier NGA Network Build Investment for the purpose of calculating the Outturn Investment Ratio (as defined in Schedule 5.1) - A summary of evidence, in accordance with Schedule 5.1, provided by the Supplier to support Qualifying Capital Expenditure and Qualifying Operating expenditure claimed for Achieved milestones - A comparison of forecast NGA Network Build Cost in Project Model against the latest Supplier forecast of anticipated actual	Quarterly	Claim for first Milestone Payment

		NGA Network Build Cost based on current status and information		
C7	State aid Report	- State aid leverage (i.e. % of project funding coming from state aided sources) - "Asset Re-use" information (i.e. where existing assets are being leveraged)	One-off report covering entirety of implementation	Within 20 Working Days of the date of the Milestone Completion Certificate
C8	SME Inclusion	Report to monitor SME supply chain inclusion: - identification of SMEs within the project supply chain and the number of these located within the Authority's administrative area - % of total contract value flowing down to SMEs in the supply chain - % of allocated public funds flowing down to SMEs in the supply chain - number of new sub-contractor opportunities arising in previous quarter, and where these were advertised (e.g. " Contracts Finder" website)	Quarterly	First quarter end after Effective Date
C9	Milestone Achievement Progress Report	As described in Schedule 4.1 (Implementation) paragraph 6	See Schedule 4.1 para. 6	See Schedule 4.1 para. 6
C10	Project Accounts	Copy of the Project Accounts with an accompanying short narrative report in accordance with Schedule 5.1	Annual	First anniversary of the Effective Date
C11	Wholesale Access Prices Benchmarking Report	As described in Schedule 5.2 (Wholesale Access Pricing)	See Schedule 5.2	See Schedule 5.2