Siterra introduction

Home Page

► Home Page

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Select Browse

► Select Browse

► And then Site from the drop down list

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Navigation Bar

► Select **Site** from the grey navigation bar

Filter Panel

► This should bring up the Filter panel.

Filter Site Selection

► Add the name of a site of interest and select Search.

Pin the Filter Panel
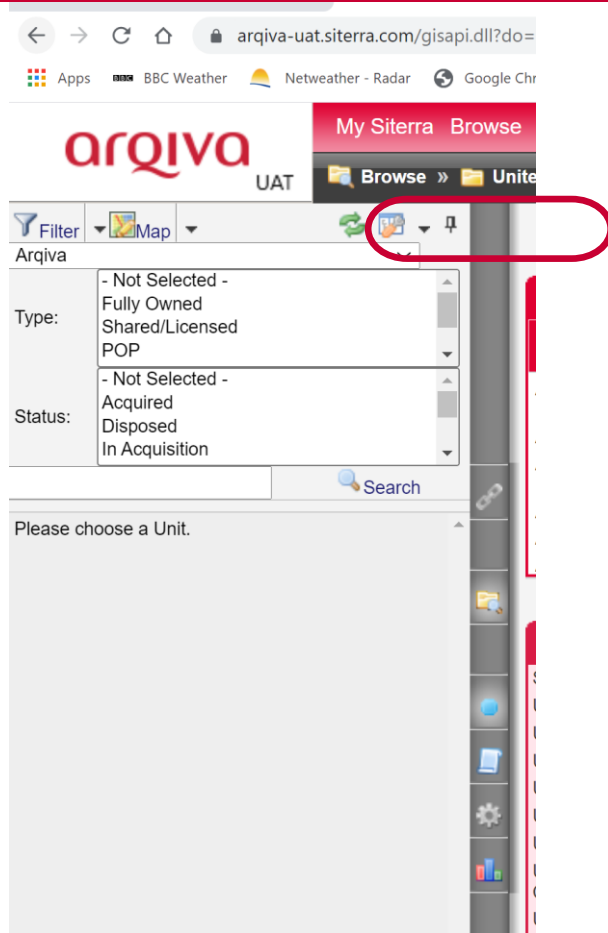
- ► Select the "Pin" so that it is pointing down to fix the Filter panel to be always visible.

- ► You may need to select "My Siterra" and hover over the grey navigation bar to get the pin to display.

Search for Site / Jump to Site
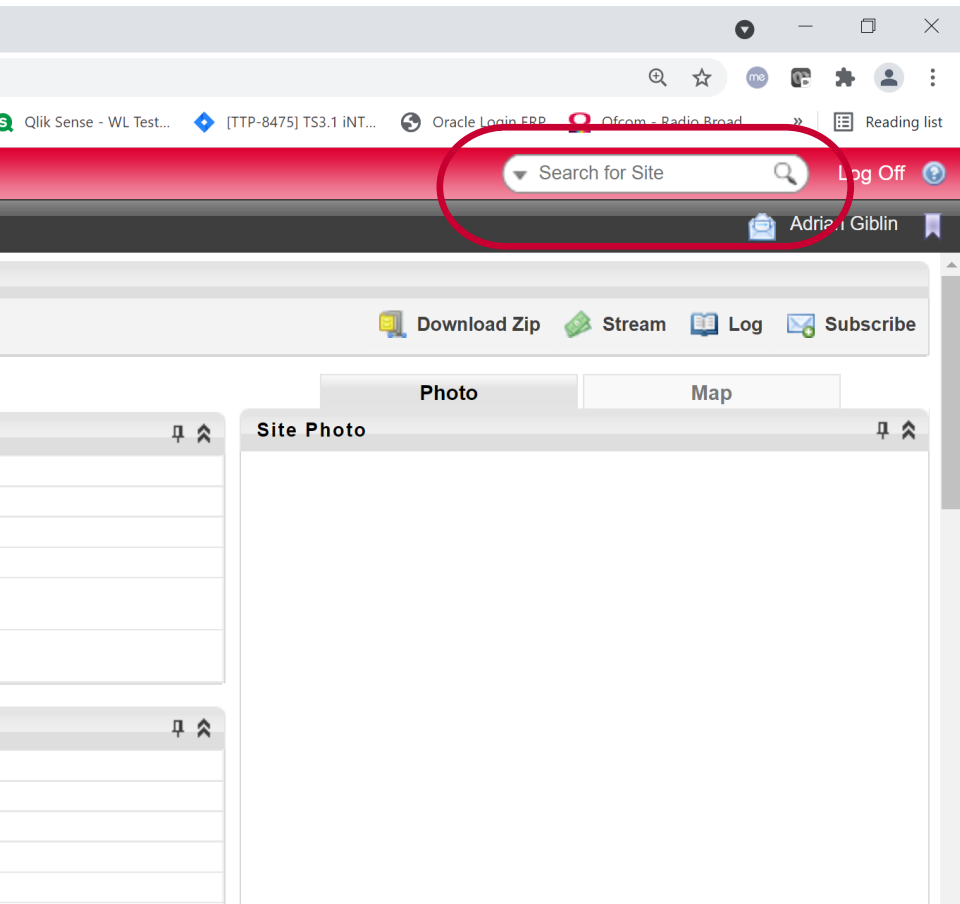
► You can also Search for Site or Jump to Site in the top right search field.

► Note this will include **all** entries that include the search text in the site record – including street and town names.

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Site Details

- ► When you have selected a site you will have the site location details presented

- ► If you scroll down, more details are available specific to the site – such as Directions to Site and Accountable Persons

Site Details – Pin Areas of Interest

► For areas that you may use regularly you should select the pin in the top right hand corner of the area so that it is there each time you use Siterra.

Siterra Principles – Site Types

► Key building blocks in Siterra are Sites

Siterra Site Type

1) Fully Owned

Arqiva is free to do what it wants to with the site – subject to legislation.

Freehold and Long Leasehold and Leasehold sites

2) Shared/Licensed

Site and infrastructure belong to another party.

We have rights to add limited amounts of equipment on this site.

Includes MSSA sites as an example.

3) Point of Presence. POP

Arqiva doesn't hold the property interest.

We have a presence that we need to record, but not a substantive legal interest from an Estates point of view.

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Siterra Principles – Geographic Sets

► Sites have a number of sets:

1.2   Geographical Sets

Within the sites used by Arqiva they have been split up by the country in which they are. As follows:

1.2.1   United Kingdom, further sub-grouped into:

England
Northern Ireland
Scotland
Wales
Channel Islands
Isle of Man

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Siterra Principles – Asset Hierarchy 1

► Key building blocks in Siterra are Assets

2   Asset Hierarchy

The data structure within Siterra relies on a **Parent** and **Child** relationship at multiple levels

The following levels have been established and all assets have to fit into this hierarchy:

In the following example all sites are linked to a country. All Structures are linked to a parent site.

Parent	Asset	Child
Country	Site	Structure

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Siterra Principles – Asset Hierarchy 2

► Key building blocks in Siterra are Assets

Any parent asset may have multiple child assets, for example:

Parent	Asset	Child
Country	Site	Structure
	Site	Building
	Site	Ground Asset
	Site	Utilities

The relevant multiple layers are used to allow grouping of assets:

Parent	Asset	Child
Country	Site	Structure
Site	Structure	Antenna System
Structure	Antenna System	Antenna

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Siterra Principles – Asset Hierarchy 3

► Key building blocks in Siterra are Assets

Assets are grouped in several areas, for example:

Parent	Asset	Child
Structure	Antenna System	Antenna
	Antenna System	Feeder
	Antenna System	Antenna Splitter

Or:

Parent	Asset	Child
Site	Building	Generator
	Building	Rooftop
	Building	Intruder Alarm?

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Siterra Principles – Cellnex Site Use

► Key building blocks in Siterra are Assets

5   Arqiva - Cellnex Relationships

With the separation of Cellnex from Arqiva, "**Separation**", a number of commercial relationships have been agreed between the companies.

These relationships are known by the relevant agreement titles.

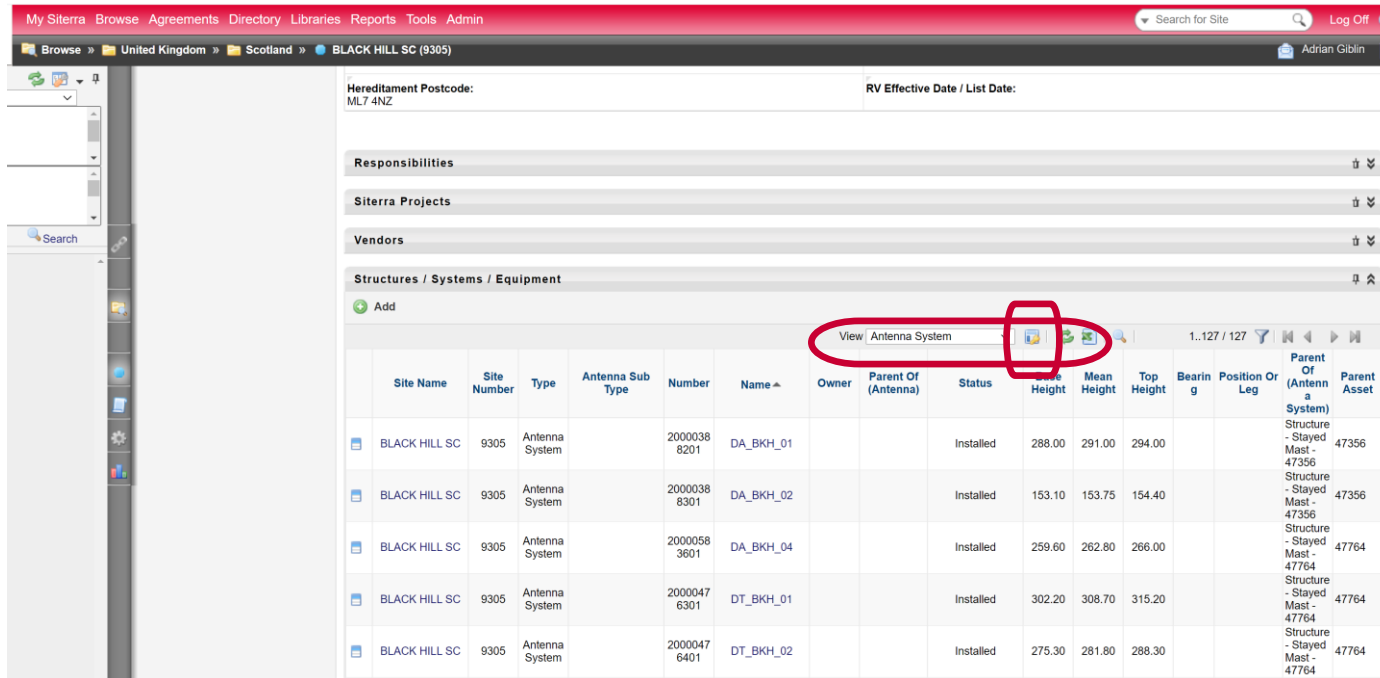| Agreement	Basis of Agreement
Portfolio Management Agreement, PMA	Arqiva allows Cellnex to use sites that Arqiva owns or has a landlord relationship for.
Master Site Share Agreement, MSSA	Cellnex allows Arqiva to use sites that Cellnex owns or has the landlord relationship for.

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Site Details – Structures / Systems / Equipment 1

- ► For asset details you select the Structures / Systems / Equipment area.

- ► Pin this if you will use it regularly.

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Site Details – Structures / Systems / Equipment 2

- ► Select the view you are interested in.

- ► Default common views are being developed for all users.

- ► You can set up personal views as needed.

- ► If the edit box is greyed-out, select the View pulldown and select New and save that first.

Site Details – Structures / Systems / Equipment 3

> ► By editing the Grid View you can customise it if you need specific information.