The Petroleum Registry of Alberta news
Energizing the flow of information

VOLUME 1, ISSUE 2

JANUARY 2002

REGISTRY TRAINING FOR INDUSTRY

An extensive strategic analysis of industry training needs was completed in December. The results indicate that a web-based solution (training at your desktop) will provide the most effective means of meeting industry's training needs. The analysis examined all aspects of training needs, as expressed by the Change Leaders and indicated in the results of the first operator survey. The needs are:

- Flexible content. (to address diversity – corporate, product, and complexity of properties)
- Flexible timing. (to address variable implementation plans)
- Hands-on practice. (a near universal request)
- Economical delivery. (industry will be funding training and course fees must be affordable)
- Access to training after October 2002. (for expanding Registry use and updates/upgrades)
- Rapid and efficient communication of any changes.
- Potential to provide certification. (requires competency evaluation and records)
- Efficient means to recover the costs of program development.

The February issue of this Newsletter will provide details of the new program. At this time, a web-based training prototype module will be available to users on the Registry website.

For further information or to discuss the proposed training solution, please contact Training Project Manager Terry Harrison at (403) 297-6111 (Calgary) 1-800-992-1144 (Other locations) or e-mail terry.harrison@gov.ab.ca

CHANGE LEADER SESSION #2

A second set of *Change Leader* meetings is planned for February 20 and 21, 2002. Morning and afternoon sessions will be held on both days, and *Change Leaders* are urged to sign up early for one of the four meetings. (Morning sessions: 9:00-12:00; Afternoon sessions: 1:30-4:30).

All four sessions will be held in the Nexen Training Centre Theatre, located on the Plus 15 Level between the Nexen building (801 - 7 Ave SW) and Monenco Place (801-6 Ave SW). Stairway access to the plus 15 level is located at 7 Ave and 7 St SW.

The sessions will:

- Update *Change Leaders* on the current status of the project.
- Provide further suggestions on how *Change Leaders* can prepare their companies for the Registry.
- Increase *Change Leaders'* understanding about the Registry through special focus items and a detailed example. (gas plant reporting)

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www.petroleumregistry.gov.ab.ca

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- Provide details of the planned Training Program.

A detailed agenda of the sessions will be distributed in early February. To register for a session, call (403) 297-6111 (Calgary) or 1-800-992-1144 (other locations) or use the electronic registration form on the Registry web site at:
www.petroleumregistry.gov.ab.ca

PLEASE NOTE:

If you missed the first set of *Change Leader* meetings, we will have one-hour pre-meetings at 8 a.m. and 12:30 p.m. on both February 20th and 21st to help you catch up. (We will focus on the example provided at the November sessions.)

As with the last set of sessions, we will be holding a Focus Group meeting to preview and provide input to these *Change Leader* sessions. If you would like to participate and influence the content of the next set of *Change Leader* meetings, please call us at (403) 297-6111 by January 23, 2002. (If you participate in the Focus Group, you won't need to attend a later session.)

CHANGE LEADERS GET MORE INFORMATION

During the November *Change Leader* information sessions, a number of participants asked for more specific direction on how to get ready for the Registry. In response to these requests, the Industry Readiness team has created Appendix C ("Registry Change Considerations") and added this to the *Change Leader* handbook.

This appendix highlights some of the changes you need to consider in preparation for implementation of the Registry. Appendix C will act as a guideline that *Change Leaders* can apply to their specific situation in getting ready for the Registry.

Items in the appendix include:

- User Security Administrator Role.
- Data Management.
- Infrastructure Changes.
- Volumetric Reporting.
- Allocation Reporting.
- Pipeline/Partner Reporting.
- Royalty Reporting.

It should be noted that since all companies have different types of organizational structures, software and internal work processes, the listings in Appendix C should not be viewed as a full checklist of actions to be taken. Rather, it should be seen as a guideline for items to be addressed.

Appendix C can be found in the *Change Leader* handbook and the "What's New" section of the Registry web site by the end of this month.

VOLUNTEERS NEEDED: TRAINING

No matter what benefits the Registry offers, or how well it's built, success depends on stakeholders being able to use the Registry. Leading up to implementation, training will be a major focus of the Registry team.

To ensure that training plans meet stakeholders' needs, the Registry is establishing an Industry Training Working Committee. Members of this Training committee will provide guidance on training issues, review the Registry training plan and program components, and ensure the training program meets industry needs in both quality and relevance.

Interested volunteers should know that there is a minimum commitment required to join the committee. It is expected that members will:

- Attend a two-hour meeting each month;
- Review materials and prepare comments on these documents between meetings;
- Express their view of industry training requirements; and
- Collect data and/or determine consensus on specific training issues among companies similar to their own.

Training for use of the Registry will affect every oil and gas company in Alberta. To ensure an effective and efficient training program, stakeholders are encouraged to volunteer for this committee. To learn more about, or to join, this committee, call (403) 297-6111 or e-mail petroleumregistry.energy@gov.ab.ca

A number of individuals have previously expressed an interest in contributing to this committee and our list of these may not be complete due to personnel changes. Please call and confirm your interest even if you have spoken to someone before.

SECURITY FOR THE REGISTRY

It is a minimum requirement that users of the Registry have 128-bit encryption built into their Internet browser. Without this level of encryption, a user will not be able to access the work area of the Registry.

This encryption level provides security for those using the system and the information contained in the Registry.

Encryption has been available on browsers since version 3 of both Netscape and Internet Explorer. Originally, there were two levels of security (40 bit and 128 bit) because the US government restricted the countries that the high-level 128-bit encryption security could be exported to.

However, the US government has since relaxed the export restrictions on 128-bit security technology. Since these export restrictions were removed, both Netscape and Microsoft have made the 128-bit security version the default for all newly downloaded browsers.

To ensure that your browser version has 128 bit encryption, or if you just want to upgrade your browser, we have included instructions for this upgrade.

FOR NETSCAPE

- Go to www.netscape.com
- Click the "New Download" Button.
- Click the "Netscape Communicator Series" link.
- Click the "English" link.
- Click the "Windows 95, 98, NT, or 2000" link.
- Click the "4.79 latest version" link.
- Chose either the "base" or "complete" link and click it.
- Click the "Download It Now" button.
- Follow the instructions on the page.

FOR INTERNET EXPLORER

- Go to www.microsoft.com/windows/ie/default.asp
- Click the "Downloads" button.
- Click the "Microsoft Internet Explorer 6" link.
- Click the "Go" button at the far right side of the screen.
- Follow the instructions on the page.

If there are problems in accessing or completing the download, then your company IT support area should be contacted.

A user must have a minimum of version four of their browser (Netscape or Internet Explorer) to use the Registry.

REGISTRY TEAM AT FULL STRENGTH

As the project ramps up during the construction phase of the Registry, a number of industry experts have joined the team to ensure industry is well represented. Below is a list of the project segments that industry people are currently involved in.

Readiness Assistance
Patti Turnquist
Russ Purdy

Training
Ann Hagedorn
Jo Laird
Tom Hamilton
Victoria Rutano

Acceptance Testing
Joanne Quirk-Williams
Yane Amante
Amy Gingrich
Wade Bergen (half time secondment)
+1 under recruitment

Final Registry Design
Darrell Skoreyko
Dan Brownrigg

All members of the team are ready to address stakeholder questions and concerns, but the main points of contact should be Patti Turnquist and Russ Purdy of *Readiness Assistance*. It should be stressed that both Government and Industry experts have a strong voice and input in this joint strategic initiative.

These assignments may evolve over the life of the project, but overall, these "Subject Matter Experts" are working hard to provide industry expertise to help "get the Registry ready for industry" and "get industry ready for the Registry."

QUALITY IS JOB #1

A major goal of the Registry team is to ensure delivery of a quality product at the end of the project in October 2002. To meet this goal, both the Registry's Ministry & Industry Readiness Teams have set up quality assurance plans for all deliverables during the different phases of the project.

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The quality process includes:

- Direct participation of Ministry & Industry Readiness Team members in the creation of project deliverables.
- Direct participation of Ministry & Industry Readiness Team members in system testing.
- Direct participation of Ministry & Industry Readiness Team members in the Core team reviews and Ministry stakeholder reviews as appropriate.

Sign off on this phase of the project involves:

- Stakeholder review and approval of the phase deliverables, whether unconditionally or conditionally with caveats.
- Closure of all issues and action items, or subject to resolution in a subsequent phase of the project.

In addition, the Ministry has contracted PriceWaterhouseCoopers to perform a number of Independent Project Reviews (IPRs) on the Registry project during the development and implementation of the Registry. The IPR's are to be performed at approximately six-month intervals. Each IPR is intended to assess the overall health of the Registry project.

For a more detailed explanation of the Registry's quality assurance plan, please visit the Registry web site at
www.petroleumregistry.gov.ab.ca/howmanaged.html

If you have any comments about the plan, or ideas on improving this system, please contact the Registry offices.

FEEDBACK

An important aspect of stakeholder involvement in the Registry is establishing a strong system of two-way communications. This allows the Registry team to keep stakeholders up to date on important project events and provides stakeholders with an avenue to submit their questions and comments about the Registry.

Tools currently being used to create this two-way communication include; presentations to your company or association, information phone lines

(403) 297-6111 in Calgary or 1-800-992-1144 for other locations), e-mail (petroleumregistry.energy@gov.ab.ca) and the

Registry web site (www.petroleumregistry.gov.ab.ca).

As with many project communication tools, the web site is a living document that will expand and change to better assist stakeholders get ready for the Registry. The web site's FAQ section will be re-vamped early in 2002 to include a Recently Asked Question (RAQ) section. This section will house questions that have been recently submitted and answered by the Registry team. These questions will be posted in the new area for two months before being moved over to the FAQ section of the web site.

This new section will make it easier for stakeholders to find new questions and answers and keep up to date with what questions other stakeholders are posing to the Registry team.

The Petroleum Registry of Alberta is a joint strategic initiative of the Alberta Ministry of Energy and the oil and gas industry of Alberta.

To add your name to our electronic distribution list, please contact us at:

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E-mail: petroleumregistry.energy@gov.ab.ca

If you have any comments about the newsletter, or if you would like to contribute an article, please contact Registry Communications Coordinator Mark Dickey at (403) 297-6111 or mark.dickey@gov.ab.ca

To submit comments or questions about the Petroleum Registry of Alberta check out our web site at: www.petroleumregistry.gov.ab.ca

Or call our information lines at:

(403) 297-6111   (Calgary)
1-800-992-1144   (other locations)

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