



Oil Sands Division
6th Floor, North Petroleum Plaza
9945 - 108 Street
Edmonton, Alberta T5K 2G6
Canada
<http://www.energy.alberta.ca/>

March 14, 2014

OIL SANDS INFORMATION BULLETIN 2014-07

Subject: Oil Sands Training

This Information Bulletin is to inform oil sands operators of a series of business training sessions that will be offered by the Alberta Energy Oil Sands Division at:

Location: AMEC Place
801-6th Avenue S.W.
Room 315
Calgary, Alberta

Date: May 13-15, 2014

Attachment 1 outlines the session topics, dates, and times. Operators may sign up for *any* or *all* of the sessions. Seating is limited, so we ask that you have no more than two representatives from your company attend a session.

To reserve your seats, please contact Angela Valdez at Angela.Valdez@gov.ab.ca by **March 31, 2014**. Please include the subject line "Oil Sands Business Training Registration", as well as your company name, the attendees' names, and the business topics or *All Topics* that you would like to register for. Registration will be confirmed via email.

Questions regarding this Information Bulletin may be directed to:

Glen Gartner
Manager, Royalty
Oil Sands Operations
Oil Sands Division
Phone: (780) 415-2135
Glen.Gartner@gov.ab.ca

Maria Lee
Manager, Business Information Systems
Oil Sands Operations
Oil Sands Division
Phone: (780) 415-2081
Maria.Lee@gov.ab.ca

Authorized by: RoseAnn Summers
Director, Oil Sands Operations
Oil Sands Division

Attachment 1

Oil Sands Training Session Details

Business Topic	Date	Time
Acts & Regulations Overview <ul style="list-style-type: none"> ○ Mines and Minerals Act ○ Oil Sands Royalty Regulation 2009 ○ Oil Sands Allowed Costs (Ministerial) Regulation ○ Bitumen Valuation Methodology (Ministerial) Regulation 	May 13, 2014	Morning – 9:45 am to Noon
OSR Projects <ul style="list-style-type: none"> ○ Introduction to OSR Applications ○ Introduction to OSR Cost Allocation ○ Application Submission Process in ETS (Demo) ○ PNCB and Economic Evaluation Templates 	May 13, 2014	Afternoon – 1:15 pm to 3:30 pm
Royalty Business Overview <ul style="list-style-type: none"> ○ Royalty Regimes (OSR, NPR, CSR) ○ Pre-Payout vs Post-Payout ○ Royalty Rates ○ Unit Values for Revenue Valuation ○ Related royalty reporting requirements (Statement of Approval, External Auditor's Opinions, Payment Allocation) ○ Common Reporting Issues 	May 14, 2014	Morning – 9:45 am to Noon
Reporting Process and Royalty Reports <ul style="list-style-type: none"> ○ Royalty Templates ○ Royalty Submission Process in ETS (Demo) ○ Royalty Information Reports ○ Statement of Account 	May 14, 2014	Afternoon – 1:15 pm to 3:30 pm

Business Topic	Date	Time
Supplemental Reporting <ul style="list-style-type: none"> ○ CARE Templates ○ CARE Submission Process in ETS (Demo) ○ Operator's Forecast Template ○ Operator's Forecast Submission Process in ETS (Demo) 	May 15, 2014	Morning – 9:45 am to Noon
Audit Process <ul style="list-style-type: none"> ○ Audit Life Cycle ○ Accounting and Record Keeping ○ Standard of Evidence 	May 15, 2014	Afternoon – 1:15 pm to 3:30 pm