

January 7, 2010

OIL SANDS INFORMATION BULLETIN 2010-01

Subject: Update: Oil Sands Administrative and Strategic Information System

Further to previous information sessions, the first release of the Oil Sands Administrative and Strategic Information System (OASIS) deals with OSR project applications and will go into production this February. This first part of OASIS will enable the Oil Sands Operations Division to collect, record and manage all incoming project applications in a standardized and centralized format.

Effective February 1, 2010 owners and operators of oil sands projects will be required to use OASIS to create all new or amendment OSR project applications and to submit the applications electronically using the department's Electronic Transfer System (ETS). This Information Bulletin outlines the training on the business processes and systems for creating and submitting applications for oil sands royalty (OSR) projects using the OASIS system.

Training:

The Oil Sands Operations Division offered hands-on training sessions on October 22, 23, 29 and 30 of 2009. The first two sessions on October 22 and 23 went ahead and are complete, thank you to all who participated. However, the second set of sessions, scheduled for October 29 and 30, were postponed to January. The January sessions are now open for registration. If you were originally registered for the October 29 and 30 sessions then you are automatically registered for the January 28 and 29 sessions for the same time slot as your original October registration. We are allocating one work station for each company which may be shared by a maximum of two people from that company. These individuals will be expected to train any other individual within their respective company that may be using OASIS.

The January 28 and 29 sessions will focus on the preparation and submission of OSR project applications using OASIS and we recommend that those people who prepare or submit OSR project applications attend one of these sessions.

The training sessions will be held at Room 534B Training Room AMEC Place, 300, 801 – 6th Avenue SW Calgary, AB. Please check-in with the receptionist on the 3rd floor for a visitor pass.

Session 1: Assignments of ETS Permissions (Complete)

October 22, 2009: 1:00 - 4:00 PM
October 23, 2009: 9:00 AM - 12:00 PM
October 23, 2009: 1:00 - 4:00 PM

Session 2: Prepare and Submit OSR Project Applications (Postponed to January)

October 29, 2009: 1:00 - 4:00 PM
October 30, 2009: 9:00 AM - 12:00 PM
October 30, 2009: 1:00 - 4:00 PM

Rescheduled Session 2: Prepare and Submit OSR Project Applications

January 28, 2010: 1:00 - 4:00 PM
January 29, 2010: 9:00 AM - 12:00 PM
January 29, 2010: 1:00 - 4:00 PM

Please contact AnneMarie.McNab@gov.ab.ca by January 22, 2010 to register for any of these January sessions or to confirm which session you are rescheduled into from your October registration. Seating is limited and will be filled on a first come first serve basis. If all registered participants show up, we will not be able to accommodate any walk-ins.

Training Modules:

The following self-learning training modules are available on our Energy website.

OASIS 01. - Training System Overview	<i>OASIS 01. - Module provides an overview of the Energy Online Training Portal and course structure for external users.</i>
OASIS 02. - ETS Account Setup and Preferences	<i>OASIS 02. - Module provides an overview of how ETS Accounts and Preferences are set up and maintained.</i>
OASIS 03. - OASIS Overview	<i>OASIS 03. - Module provides an overview of the OASIS Online Training as well as brief overview of the web-based system for submitting OSR Project Applications.</i>
OASIS 04. - OASIS Roles	<i>OASIS 04. - Module focuses on the various roles involved in submitting an OSR Project Application.</i>
OASIS 05. - Create New OSR Project Application	<i>OASIS 05. - Module provides the procedures for creating and submitting a New OSR Project Application.</i>
OASIS 06. - Create an Amendment OSR Project Application	<i>OASIS 06. - Module provides the procedures for submitting an amendment to an existing OSR Project or an amendment to a Pending New OSR Project.</i>
OASIS 07. - Manage Work in Progress	<i>OASIS 07. - Module describes the process for retrieving saved OSR Project Applications.</i>
OASIS 08. - Generate OSR Project Application Reports	<i>OASIS 08. - Module describes the various reports that can be generated for a new OSR Project Application.</i>

We encourage you to review these modules before attending the training sessions. The modules may be accessed by clicking on the following link:

<http://www.energy.alberta.ca/OurBusiness/1076.asp>, then selecting [Online Learning](#) **NEW**.

First time users must complete an on-line registration in order to obtain access to the modules.

Access to OASIS from ETS:

The majority of mineral rights lessees already have various permissions within ETS to exchange information or request services from the Department. However, those permissions will need to be updated to include access to OASIS for the creation and submission of OSR project applications. In order to receive access to the ETS system, or to change an existing ETS account, an ETS Account Set Up / Change Form must be completed and submitted to the Department. The form and procedure to set up an ETS account or to update your permissions in ETS can be found by the following link: <http://www.energy.alberta.ca/Org/pdfs/ETSSetupForm.pdf>.

In order to receive an ETS account with access to OASIS by February 1, 2010, please submit your ETS access request by January 13, 2010.

OSR Project Application Forms:

Revised as of September 2009, the updated Economic Evaluation and PNCB forms have been posted on DOE's Oil Sands Operations Internet website <http://www.energy.gov.ab.ca/>. From our main internet site, navigate to "Our Business", then to "Oil Sands" then "Forms (Royalty)". The content of the forms remains essentially the same however; they have been enhanced and reformatted to enable electronic filing via OASIS. Please use these forms in applications relating to OSR projects otherwise an error message will display when any attempt is made to submit applications using the old forms.

Please contact Charles Ward at (780) 644-7023 or Charles.Ward@gov.ab.ca if you have any questions about this Information Bulletin.

Anne Denman
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Oil Sands Operations