

## *"Crude Oil Logistics Committee Administrative Manager" Data Sheet* Industry Services Delivered by Petrotranz

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Petrotranz has been contracted by Industry as the COLC Administrative Manager to provide the following services as per the COLC Administrative Manager Services Agreement. Petrotranz reports directly to the COLC Executive.

- a) Regular Monthly Reports
  - Monthly Statistical Package of Original Notice of Shipment volumes, updated Notice of Shipment volumes and actual receipt and delivery volumes
  - Summary of Gathering Pipeline Receipt Statistics
  - Summary of Gathering Pipeline Delivery Statistics
  - Feeder Pipeline Capability Numbers
- b) Regular Annual Reports
  - Crude Oil Logistics Committee Industry Reporting Calendar
  - Prior Year Summaries
- c) Periodic Reports
  - Updates to the Forecasting Procedures Manual
  - Committee Membership List
- d) Ad Hoc Reports
  - Based on existing data
- e) Meeting Co-ordination
- f) Meeting Facilitation Services
- g) Operation of the Committee's Web Site
- h) Records Retention
  - Crude Oil Logistics Committee Charter of Operations
  - Crude Oil Logistics Committee Forecasting and Notice of Shipment Procedures Manual
- i) Training course presentations in support of forecasting and notice of shipment procedures
- j) Committee Executive Support Services
  - Membership communications
  - Questionnaires, ballots etc.
- k) Committee representation on the Petroleum Registry of Alberta committees, sub-committees and working groups. Mediation Services, as requested by two or more parties to a dispute.