

CCQTA

# Canadian Crude Quality Technical Association Project Initiation & Management

## COQG Meeting

San Francisco

October 31, 2007



Contact: [president@ccqta.com](mailto:president@ccqta.com) or  
[secretary@ccqta.com](mailto:secretary@ccqta.com)

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# CCQTA History

- In 1995 an ad hoc project group was formed to work on a Phosphorus tower fouling problem affecting three Canadian refineries
- Project group participants included a number of additive suppliers, crude producers, pipeliners and refiners.
- In 1996 the CCQTA was formed to provide structure, guidelines and a vehicle for completing future multi sector projects.

# CCQTA Goals

- The CCQTA was established with the following educational and scientific objectives:
  - Facilitate the resolution of common crude oil quality issues by establishing direct lines of communications among crude oil stakeholders
  - Provide a forum for the presentation and consideration of proposals for industry projects related to any aspect of crude oil quality
  - Improve industry knowledge and awareness of crude oil quality through the cooperative exchange of technical information among industry sectors

# CCQTA Structure

- A non-profit organization, registered under the Societies Act of Alberta.
- No permanent employees
- Volunteer Board of Directors of six to ten members
- Directors are from member companies and represent:
  - Producers, Refiners, Pipeliners. Additive suppliers, Other industry services, such as commercial labs, service companies, etc
- Membership is open to anyone engaged in any commercial activity of the petroleum industry and who pays the initial and subsequent annual fees.
- Membership is corporate, no individual memberships are available
- Currently there are 54 members. These are identified in the public area of the Association website.

# Fee Structure

- Enrollment fee for large companies \$2,000 CAN, plus 6% GST (includes first year membership fee)
- Enrollment fee for small companies (<5 employees) is \$200 CAN plus GST
- Subsequent annual fees are typically set at less than \$1000 for large companies, and substantially lower for small companies
- The fees are used primarily for:
  - Part-time legal counsel
  - Bookkeeping and office supplies
  - Directors' travel expenses
  - Meeting costs, such as room rentals, phone and web conferencing

# CCQTA

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## Operating Guidelines

- The Association meets at least once a year (AGM) to elect directors, set annual budgets, update members on project activities and hear proposals for new projects. A General Meeting is also held once a year.
- All Association meetings, including projects are directed to steer clear of financial discussions in order to avoid competition issues.
- All meetings (Project & Association) are required to issue and post meeting minutes on the website.

# CCQTA Projects

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## CCQTA Initiation

- Projects can be proposed by any member of the CCQTA
- The Board of Directors may also request the development of a project proposal
- Funding is available to assist in project scoping and development start-up costs
  - If a proposal achieves project status, start-up costs are rolled into the project cost

# CCQTA Projects

## Funding

- Projects funded entirely by the project members, except for administrative support provided by the CCQTA
- Non-members may join projects for 6 months. At that time a decision must be made to join the CCQTA or withdraw from the project group.
- Normally costs are shared on an equal basis amongst participants. Occasionally, the project group may agree to reduce share costs for participants with a low stake in success.
- Invoices are issued to project members by the CCQTA, and payable to the specific project. Separate bank accounts are maintained for each project by the CCQTA treasurer.
- All invoices must be approved by the project manager prior to payment by the CCQTA treasurer

# CCQTA Projects Project Manager

- Each project has its own project manager (PM). This may be the original project sponsor, or it may be another individual from a participating company.
- Projects may also have an alternate manager, to assist the PM
- A practice and guide for PM's is available and is presently being updated

# CCQTA Projects

## Project Manager Role

- Provides direction to project consultant regarding project scope and budget
- Runs project meetings and issues meeting minutes
- Reviews all project invoices and approves payment as appropriate

# CCQTA Projects

## Confidentiality

- Sensitive data (deemed confidential by a participant) is handled by third party consultant
- Individual projects set their rules for “project confidentiality” (ownership of data/results)
- Some projects are intended to be public and do release information on a regular basis
- CCQTA has established a default five year sunset clause on confidentiality, unless otherwise directed by the project manager

# CCQTA

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## Active Projects List

- Heavy Oil Manual
- Iron Fouling
- NGL Contamination
- Phosphorus in Crude
- Oilsands Bitumen Processability
- TAN Phase III



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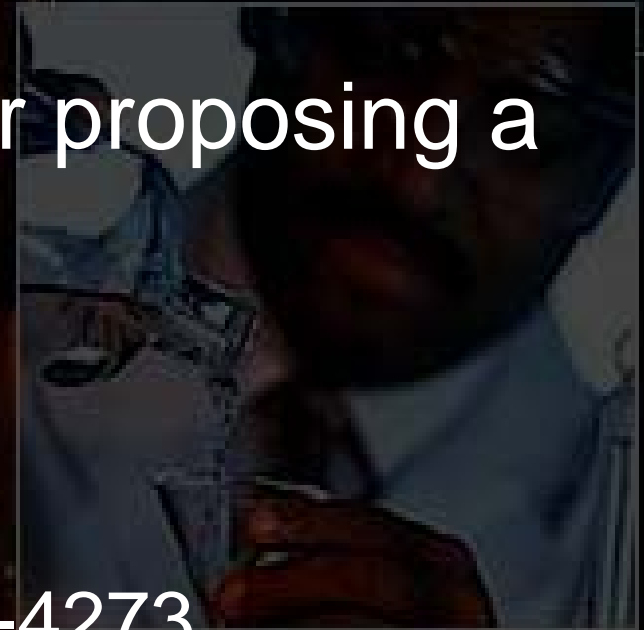
# Next meetings

- Next project meetings to be held in Calgary in December and March
- CCQTA GM in Calgary in December, either the week of December 5<sup>th</sup> or 12<sup>th</sup>, depending on meeting room availability
- CCQTA AGM scheduled for mid June in Calgary, Alberta; to be held together with the COQG

# CCQTA Contacts

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- If interested in membership or proposing a new project, please contact:
- President
  - Andrew Ursenbach – (403) 296-4273
- Secretary
  - Andre Lemieux – (780) 975-3026  
[secretary@ccqta.com](mailto:secretary@ccqta.com)



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