• 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.
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 five to fifteen 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 59 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 Operating Guidelines

- Operation dictated by Association by-laws
- 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 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
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<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>SECTOR</th>
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<tr>
<td>Bruce Kennedy</td>
<td>KBW Processing</td>
<td>Past-President</td>
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<tr>
<td>Phil Heaton</td>
<td>Maxxam Analytics</td>
<td>President</td>
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<tr>
<td>Gerald Bruce</td>
<td>MEG Energy</td>
<td>Vice-president</td>
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<tr>
<td>Graham Derby</td>
<td>Champion Technologies</td>
<td>Treasurer</td>
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<td>Andre Lemieux</td>
<td>Omnicon Consultants</td>
<td>Secretary</td>
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<td>Tim Blackmore</td>
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<td>Website Manager</td>
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<td>Colin Brown</td>
<td>Kinder Morgan Canada</td>
<td>Director of Pipelines</td>
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<td>Dennis Sutton</td>
<td>Marathon Petroleum</td>
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<td>Bob Falkiner</td>
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<td>James Graham</td>
<td>CCS Energy Services</td>
<td>Director of Industry Services</td>
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<td>Andrew Eisenhawer</td>
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