



# Goals, Structure and Operating Guidelines

CCQTA/COQA Meeting  
February 10 & 11, 2010  
New Orleans





# CCQTA History

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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



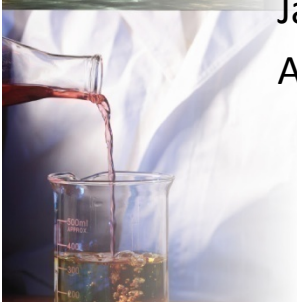
# CCQTA Projects Confidentiality

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- 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 Executive 2009/2010



<u>NAME</u>	<u>COMPANY</u>	<u>SECTOR</u>
Bruce Kennedy	KBW Processing	<i>Past-President</i>
Phil Heaton	Maxxam Analytics	<i>President</i>
Gerald Bruce	MEG Energy	<i>Vice-president</i>
Graham Derby	Champion Technologies	<i>Treasurer</i>
Andre Lemieux	Omnicon Consultants	<i>Secretary</i>
Tim Blackmore	Omnicon Consultants	<i>Website Manager</i>
Colin Brown	Kinder Morgan Canada	<i>Director of Pipelines</i>
Dennis Sutton	Marathon Petroleum	<i>Director of International Member</i>
Bob Falkiner	Imperial Oil	<i>Director of Refining</i>
Mario Ochoa	Cenovus Energy	<i>Director of Production</i>
James Graham	CCS Energy Services	<i>Director of Industry Services</i>
Andrew Eisenhawer	Nalco	<i>Director of Additives</i>