

**Information Letter 2006-04**

**June 13, 2006**

Key Word(s) Assignments

## Electronic Assignments

### Purpose

Alberta Sustainable Resource Development, in cooperation with Alberta Energy, will be implementing an online service that will provide clients the opportunity to request the assignment of surface dispositions electronically. The initial implementation will allow for full assignment of disposition types LOC, MSL, EZE, PLA, PIL and VCE.

The web service implementation is scheduled for June 19, 2006. The key stakeholders impacted by the project will be oil and gas industry clients. The automated system will allow clients to request assignment of surface dispositions using the same application that is being used to transfer sub-surface mineral agreements (ETS). The system will allow clients to perform data searches related to assignments and provide real time validation of particular data during the creation of the assignment when submitting it to Alberta Sustainable Resource Development.

Once implemented, the online service will provide system functionality to improve the efficiency and effectiveness of the assignments approval process, provide a secure environment for industry to do business and provide a system with similar functionality to the ETS Alberta Energy system to minimize impact on stakeholders.

### Background

Alberta Sustainable Resource Development assigns approximately 15,000 oil and gas dispositions annually. The present business process for assignments is completed in a manual mode with paper documents and is resource-intensive. The service will extend the functionality of the existing Electronic Transfer System developed by Alberta Energy, for oil and gas agreement transfers.

Converting the assignment process to an electronic process will benefit industry and Alberta Sustainable Resource Development in that it allows the administration process to be significantly reduced due to online entry and verification. Industry will have all information available to them online to complete an assignment.

### Procedure

The assignment of oil and gas activities will be handled electronically using a web interface. Client must have an ETS Account to participate in the electronic assignment process. All clients involved in the assignment process must concur to the assignment request before it can be submitted to ETS. Alberta Sustainable Resource Development will validate the request and either accept or reject the assignment request. The client(s) will be informed electronically about the acceptance or rejection of the request. When the assignment request is approved by Alberta Sustainable Resource Development, a Memorandum of Registration will be issued electronically to the clients.

Further information regarding electronic assignments is available in the [Electronic Assignments Procedures Guide](#).

### Contacts

Diane Fournier  
Section Head, Disposition Services  
Dispositions and Technical Services Branch  
Phone: (780) 415-4669  
Email: [Diane.Fournier@gov.ab.ca](mailto:Diane.Fournier@gov.ab.ca)

Electronic Assignments Support  
Surveys and Technical Services  
Dispositions and Technical Services Branch  
Phone: (780) 427 3570  
Email: [EDS.Support@gov.ab.ca](mailto:EDS.Support@gov.ab.ca)

To use the government's toll-free Rite Line dial 310-000 and enter the phone number.

## Training Sessions

### Calgary

**June 15, 2006**      **No seats available**  
9:00 am – 12 noon  
and  
1:00 pm – 4:00 pm

**June 16, 2006**      **No seats available**  
9:00 am – 12 noon  
and  
1:00 pm – 4:00 pm

### Edmonton

**June 28, 2006**  
9:00 am – 12 noon  
and  
1:00 pm – 4:00 pm

Additional sessions will be scheduled later if required and will be posted on SRD Website.

## Training Session Locations

**AMEC Place**  
**300, 801 - 6 Avenue S.W.**  
**Calgary, AB**

**108Street Bldg**  
**11<sup>th</sup> floor**  
**9942 – 108 Street**  
**Edmonton, AB**

## Procedure

There is no cost to attend an Assignments Training Session, however, you must register to attend a session.

Please complete [Assignments Training Registration Form](#) for Edmonton and send to email indicated on registration form on or before dates indicated.

## Frequently Asked Questions

Q - How is an existing Site Administrator impacted by this on line service?

A - *If the Site Administrator wants access to Assignments they must submit an **ETS Account Set Up/Change Form** <http://www.energy.gov.ab.ca/1068.asp>*

Q – What documents are available?

A - *A procedures manual is available on the Public Lands website.*

Q – When can ETS accounts be applied for or requested to be changed?

A – Requests can be submitted commencing June 5, however, access to assignments will not be available until June 19.

Q – Is the submission of assignments for the identified disposition types mandatory?

A – *There is a 3 month grace period until September 15, for submission of electronic assignments, however, after that time submissions will be mandatory.*

Q – How will I be billed for assignment fees?

A – Clients will have the option to be invoiced for or receive a monthly statement. Clients must make a request to receive monthly statements. For details go to <http://www.energy.gov.ab.ca/1049.asp>  
The Assignee will be billed for assignment fees.