



Alberta Upstream Petroleum Research Fund (AUPRF) Terms of Reference

Draft for review: January 2025

Introduction

The Alberta Upstream Petroleum Research Fund (AUPRF) is an industry-sponsored fund supported by the Canadian Association of Petroleum Producers (CAPP) and the Explorers and Producers Association of Canada (EPAC). It is managed and administered by Petroleum Technology Alliance Canada (PTAC), a neutral project manager and facilitator of multi-stakeholder industry research and technology development projects.

The AUPRF fund supports the industry's commitment to responsible and balanced resource development and continuous improvement. This fund supports applied, peer-reviewed research that increases knowledge, assists decision-making, and develops solutions to the industry's environmental issues. The science supporting AUPRF projects is based on independent, peer-reviewed research by consultants and university and government scientists. The reports arising from this research are thorough and objective. They identify required improvements as well as practical, cost-effective solutions.

The industry's long-term success in Canada depends on the collective advancement of this agenda among all stakeholders. AUPRF research is not undertaken in isolation. Industry funds are leveraged by government, institutional, and other stakeholder support, often at the rate of four to five dollars for every industry dollar. Through PTAC, the industry works closely with all stakeholders to ensure projects focus on high-priority issues and coordinate research efforts with other organizations.

Research priorities are defined from policy issues identified by industry through policy and knowledge gaps/research questions framed by the AUPRF committees. Research priorities are addressed through AUPRF-funded projects.

Purpose

The AUPRF Fund supports practical science-based studies that develop credible and relevant information to address knowledge gaps in understanding and managing high-priority environmental matters related to Alberta oil and gas exploration and development. Research reports are shared with the oil and gas industry funders, governments, regulators, and PTAC members.

Success is determined by projects fulfilling the following objectives:

1. The outcomes of the projects, including meeting budget requirements, are consistent with the original proposal.
2. Project outcomes clearly state the industry or other benefits of the completed research.
3. Project outcomes identify the next steps in the evolution of technology or business process solutions
4. Committee members support the dissemination of the project reports.

No committee member is required or obligated to endorse any project outcome.

Committee structure

There are six AUPRF committees, five technical committees and one oversight committee:

1. AUPRF Oversight Committee (AOC)—This committee oversees the overall program governance and approves all spending commitments. It is composed of representatives from industry, government, and regulators. However, as this is an industry-funded program, only industry reps vote on financial commitments.
2. Air Research Planning Committee (ARPC)
3. Ecological Research Planning Committee (ERPC)
4. Remediation and Reclamation Research Committee (RRRC)
5. Water Innovation Planning Committee (WIPC)
6. Well Closure Research Committee (WCRC)

Any project-related committee formed to oversee a specific project must still report to the main technical committee for project updates. These subcommittees can include industry, government, or regulatory representatives who are not on the technical committee.

Key Values

The administration of the AUPRF Fund will reflect the following values:

1. Transparent—open access to opportunities, fund priorities, processes, submission results, and project results.
2. Collaborative—involving multiple stakeholders.
3. Strategic focused on funding projects that address policy issues/knowledge gaps in high-priority areas.
4. Local community-focused – research must apply to conventional Alberta oil and gas activities.
5. Broad Industry Interest – research must apply broadly to industry
6. DEI – the respect for diversity, equity, and inclusion in all committee discussions
7. Non-advocacy—The program's discussions are designed to provide stakeholders with technical and business solutions. It does not promote changes in policies or regulations through any of these processes. This is outside the mandate of the AUPRF program and PTAC.

Key Principles

1. Committee discussions are confidential and should not be referenced outside the meetings.
2. The Joint technical steering committee approach between organizations includes information sharing and open technical discussions. Chatham House rules apply
3. Organizations have the flexibility to retain internal priorities and strategy.
4. The industry champion for each project provides technical direction, which the applicable Technical Steering Committee oversees.
5. The desired outcome is consensus decision-making amongst committee representatives. 100% consensus is the goal, but it may not be possible in all circumstances.
6. PTAC staff will not screen, evaluate, or decide on projects.
7. Collaboration and partnering will be the norm.
8. Develop best practices for practical application/update by field personnel.

Technical Steering Committees

The technical committees ensure the research program's technical excellence, integrity, and success. Their expertise, guidance, and evaluation contribute to advancing knowledge,

maintaining quality standards, and facilitating impactful research outcomes. The committees will consist of representatives from industry, government, and regulators from BC, AB and SK, whose role will be to provide technical input/comments on behalf of their respective sectors (i.e., policy, regulatory, operational)

Key responsibilities include:

- Participate in the identification of priority setting through the development of Policy Issues and Knowledge Gaps.
- Participate in the scientific and technical screening of proposals to select projects to recommend for funding to the AUPRF Oversight Committee (AOC)
- Provide specific expertise and experience to guide the researchers. Contributing knowledge and insights to ensure the research aligns with needs as outlined by the committee and includes current trends, advances, and best practices in the field.
- Review research proposals, project plans, and progress reports to assess their technical feasibility, validity, and alignment with the committee objectives.
- Assess the feasibility of proposed research projects and offer suggestions for minimizing technical risks, optimizing resource allocation, and improving the chances of successful outcomes.
- Facilitate collaborations and networking opportunities by connecting researchers with other experts, institutions, or industry partners to foster interdisciplinary collaborations, access additional resources, or enhance the impact of the research.
- Act as technical expert for the review of project deliverables and report to the AOC on the adequacy/utility of the research.
- Will review and comment on solicited or unsolicited proposals submitted to AUPRF.

It is acknowledged that participation (e.g., reviewing proposals or reports) by staff from the Government of Alberta (GoA) and the Alberta Energy Regulator (AER), and other governments and regulators on these committees (or technical advisory committees) does not indicate endorsement or approval (current or future) of any technology, course of action, research finding, or reports that result from projects funded through the AUPRF program. Nor does the involvement of GoA or AER indicate a commitment by the GoA or AER to incorporate results into current or future policy or regulatory decisions.

Industry/Government Committee Co-chairs

Each committee has an industry and government co-chair. These roles include leading and coordinating the committee's activities in collaboration with PTAC.

Key responsibilities include:

- Provide leadership and guidance to the committee members to help ensure the committee operates effectively to achieve its objectives.
- Support effective communication and collaboration among committee members, encouraging active participation and engagement.
- Engage with relevant stakeholders, such as government agencies, industry representatives, and academia, to gather input, share information, and seek feedback on the committee's work.
- Facilitate the decision-making process within the committee, helping to arrive at consensus-based decisions while considering diverse perspectives and balancing competing interests to make informed and fair decisions.
- Identify opportunities for improvement in the committee's processes, procedures, and outcomes. Seek feedback from committee members and stakeholders to enhance the committee's effectiveness and efficiency.
- Act as a liaison between the committees and their respective organizations to keep all stakeholders informed.

Technical Champion

Each project is assigned a Technical Champion. The Technical Champion contributes specialized knowledge and skills in a particular technical area relevant to the project. They are crucial in supporting and advancing the project's technical aspects.

Key responsibilities include:

- Provide expertise and technical guidance. A technical champion is an expert in their field, providing knowledge, insights, and advice to the project team.
- Collaborate with other team members, such as researchers, engineers, and developers, to ensure the project aligns with best practices, industry standards, and emerging technologies.

- The technical champion supports the project team with problem-solving skills and expertise to identify solutions, troubleshoot issues, and overcome barriers that may arise during the project lifecycle.
- Act as a liaison between the research team and other stakeholders to help communicate complex technical concepts to non-technical individuals and ensure alignment between technical requirements and project goals.
- Provide quality assurance by reviewing and validating the scope of work and technical design to support the project.
- Review, provide feedback, and approve the project's final report and deliverables.
- Contribute to knowledge sharing by presenting project updates and outcomes to the technical committee, the AOC, and conferences.
- Sign-off on project invoices.

Code of Conduct

This Code of Conduct outlines the expectations and standards for all committee participants and members. Participants are expected to adhere to these guidelines to ensure a respectful, transparent, and effective collaborative environment.

It is recognized that individuals on committees must adhere to their internal organization code of conduct. The committee representative's internal corporate code takes priority over the code of conduct below. However, committee members are expected to report to the committee co-chairs if their internal code conflicts with the code itemized below.

1. Respect and Professionalism

- **Respect for All Members:** Treat all committee members with respect, courtesy, and consideration. Respect diverse viewpoints and contributions.
- **Professional Behavior:** Maintain professionalism in all interactions, whether in person, virtually, or in writing.

2. Integrity and Accountability

- **Honesty:** Act with honesty and integrity in all dealings. Disclose any conflicts of interest and avoid situations that may lead to a conflict of interest.
- **Accountability:** Take responsibility for your actions and decisions. Follow through on commitments and be prepared for meetings and discussions.

3. Collaboration and Communication

- **Constructive Collaboration:** Engage in open, constructive, and respectful dialogue. Listen actively and seek to understand others' perspectives.

- **Transparent Communication:** Immediately and transparently share relevant information and updates with the committee, ensuring clear and accurate communication.

4. Confidentiality

- **Confidential Information:** Respect the confidentiality of sensitive information shared within the committee. Do not disclose confidential information without appropriate authorization.

5. Commitment to the Committee's Goals

- **Shared Objectives:** Support the committee's mission and objectives. Work towards consensus and shared goals.
- **Active Participation:** Attend meetings regularly, participate actively in discussions, and contribute to the committee's work.

6. Conflict Resolution

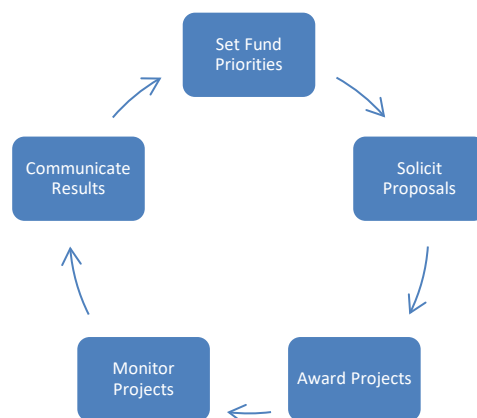
- **Addressing Conflicts:** Address conflicts promptly and respectfully. If necessary, seek to resolve disagreements through constructive dialogue and mediation.
- **Avoiding Disruption:** Avoid behaviours that disrupt the committee's work or undermine its objectives.

7. Continuous Improvement

- **Feedback and Improvement:** Provide and seek constructive feedback to improve the committee's effectiveness and the conduct of its members.

By adhering to this Code of Conduct, committee members contribute to a positive, productive, and collaborative environment that supports the committee's mission and goals.

Project Selection



1. Identify high-priority policy issues/knowledge gaps—AUPRF Oversight Committee approves members' policy issues facing the industry. The technical steering committees identify

knowledge gaps/research priorities to address the issues. This review process is subject to change.

2. Solicit proposals to address knowledge gaps—proposals are collected through Call for Funding Applications and Request for Proposals, and a thorough review and selection process is undertaken. This review process is subject to change.

3. Launch of focused technical projects—Projects are awarded after the AUPRF Oversight Committee approves. Approved projects have resulted in targeted scientific and knowledge-based research.

4. Monitor projects—PTAC manages projects with the support of an industry technical champion and oversees them through the multi-stakeholder technical steering committee.

3. Communicate results—disseminate relevant findings to industry, regulators, government agencies, and other stakeholders.

Program Management

PTAC works with the AOC to align AUPRF priorities and criteria to industry policy objectives. Projects are solicited by a Call for Funding Applications/Request for Proposal process and evaluated and selected by the industry. There are multi-stakeholder committees that provide input on this process and projects. This transparent approach results in immediate results that address needs specified, identified, supported, and of benefit to the broad industry. The resulting research is available for companies, governments, and regulators.

PTAC leverages significant technical expertise by engaging, coordinating, and aligning with technical experts who provide input on technical project direction and assist with identifying issues.

PTAC manages the process of facilitating projects and administering the funding program. It is also responsible for managing the awarded projects and works with industry technical champions and performers to ensure projects are on task, schedule, and budget.

Key Roles:

AUPRF Oversight Committee

The AUPRF Oversight Committee comprises senior industry representatives, the Alberta Energy Regulator, and Alberta Environment and Protected Areas, with facilitation from PTAC. The Committee approves the projects recommended for funding. Project selection considerations include the sense of urgency of the issue, relevance to industry/applicability to broad industry, project scope goal clearly defined and adequately addressing policy issues/knowledge gaps; project cost appropriate for deliverables/work scope, and experience with researcher/project performer.

PTAC

PTAC is accountable to the AOC. It supports the AUPRF Program in program planning and development, is responsible for the Fund's day-to-day operation, and liaises with subject matter experts where needed for input and review of proposals and project deliverables.

Financial Management

PTAC financially administers the fund following PTAC's accounting policies, including:

- Contract administration, including issuing recipient agreements and amendments to those agreements;
- Facilitating invoice approval and processing (e.g., accounts payable/receivable);
- Financial management and reporting, including tracking commitments and expenditures on each project;
- Audited financials inclusive of the PTAC corporate audit and
- Annual financial reports to AOC.
