

# **ILAP Schedule Exchange Special terms**

**Version: May 2019**

## Content

<b>1</b>	<b>Definitions and Abbreviations .....</b>	<b>2</b>
<b>2</b>	<b>Service .....</b>	<b>2</b>
<b>3</b>	<b>Service fees .....</b>	<b>3</b>
<b>4</b>	<b>Security .....</b>	<b>3</b>
<b>5</b>	<b>Processing of personal data .....</b>	<b>3</b>
<b>6</b>	<b>Termination .....</b>	<b>3</b>
<b>7</b>	<b>EPIM's additional obligations .....</b>	<b>3</b>
<b>8</b>	<b>User organisation's additional obligations .....</b>	<b>3</b>
<b>9</b>	<b>Governance .....</b>	<b>3</b>
<b>10</b>	<b>Change Log .....</b>	<b>3</b>

# 1 Definitions and Abbreviations

In addition to definitions and abbreviations in the General terms section 1, the following shall apply to the Agreement with regards to the Services covered by these Special terms:

Term	Definition
ILAP	Integrated Lifecycle Asset Planning
Reference group	The decision-making body for governing ILAP Schedule Exchange Service

## 2 Service

### 2.1 Description

The purpose of the Service is to provide the Users with a secure tool for efficient transfer and integration of high-quality schedule data between planning tools within and across organisations using ILAP standard (ISO 15926-13). Intended users are Operators, Contractors and Suppliers in the Oil & Gas Industry where this schedule exchange solution can give benefits.

ILAP is a common planning standard (ISO 15926-13 - for the oil and gas industry) and associated software developed for exchanging and sharing of schedule data across all phases of an organizations' assets between relevant stakeholders. ILAP improves information quality and enables high quality planning (HQP). HQP is a decision support process enabling managers of assets, projects and operations to set direction, objectives and scope, and successfully manage the execution of activities in a way that ensures continuously enhanced business value over the complete lifecycle of the physical asset.

To use the ILAP Schedule Exchange service, an adapter must be installed locally. Functionality to configure data exchange as well as export and import to ILAP format becomes available in the graphical user interface of the planning tool. Refer to [www.epim.no/ILAP Schedule Exchange](http://www.epim.no/ILAP Schedule Exchange) to see which planning tools support ILAP.

### 2.2 Access management

#### 2.2.1 Access to Projectplace for ILAP Schedule Exchange

Representatives for each User Organisation will be given access to Projectplace, where instructions on how to install the adapter, as well as the adapter download file, is available.

### 2.3 Support

Refer to [www.epim.no/ILAP Schedule Exchange](http://www.epim.no/ILAP Schedule Exchange).

### 2.4 Service level

#### 2.4.1 Availability

ILAP Schedule Exchange software including an adapter is installed locally, and availability is governed by local availability.

#### 2.4.2 Standard Maintenance window

The adapter is installed locally, and maintenance window is not relevant.

New versions of the adapter may be released to provide technical or functional updates, according to decisions by the Reference group. User organisations must download and install new versions to ensure full functionality.

The release plan for new versions is agreed and communicated in Reference group meetings.

### 2.5 Data management

No data stored.

### 3 Service fees

There is a start-up fee for new User organisations. The amount will be set on a case by case basis, depending on company size, use pattern and similar.

The Reference group decides the annual service fee at the end of the preceding year.

### 4 Security

Terms as stated in General terms section 6 Security applies.

### 5 Processing of personal data

The ILAP Schedule Exchange service does not store or process any personal data.

### 6 Termination

#### 6.1 Terms

Subscription terms for ILAP Schedule Exchange are annual, following the calendar year. Unless access to the Service is terminated minimum 3 months in advance of a new year, the subscription is automatically renewed for the following year. There is no refund of service fee.

Upon termination, the User Organisation must delete the installed adapter and all other copies.

### 7 EPIM's additional obligations

None.

### 8 User organisation's additional obligations

The EPIM Member User organisation is obliged to be represented and contribute in the Reference group.

### 9 Governance

All decisions concerning design, maintenance, operation, budget and functionality are made by ILAP Schedule Exchange Reference group. All User Organisations have a seat and one vote in the Reference Group.

### 10 Change Log

January 2018 is the initial version.

May 2019: Revision of Chapters 3, 6 and 9.