



**Collabor8**

**L2S**

**Special terms**

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## 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
Authority Communication	A L2S module facilitating secure and traceable communication between Licensees on the NCS and registered authorities in L2S.
Company administrator	The User organisation's authorised representative for use and management of L2S.
JV	Joint venture between two or more User organisations for the purpose of managing activities and industry projects related to petroleum activity on the NCS.
L2S Work processes	A set of rules and regulations managing the User organisations' mandatory and recommended behaviour and activities, governed by Offshore Norge in dialog with the Operators, available on <a href="http://www.collabor8.no/l2s/">www.collabor8.no/l2s/</a> .
Licensee	"Rettighetshaver" according to Norwegian petroleum act §1-6 letter j.
MC	Management Committee, as described in the Norwegian ministry of petroleum and energy's standard joint operating agreement, article 1.
MC Chairman	The Operator's member of the MC.
Super user	User from a given User organisation with extended privileges and duties related to the Service.

## 2 Service

### 2.1 Description

Collabor8 L2S (hereafter called "Service") is the official communication and archiving tool for interaction in the joint ventures (JVs) on the NCS. The Service also has an Authority Communication module.

For more details refer to following resources:

[www.collabor8.no/l2s](http://www.collabor8.no/l2s)

[www.collabor8.no/authority-communication](http://www.collabor8.no/authority-communication)

### 2.2 Access management

The User organisation's Company administrator must appoint minimum two Super users per JV who:

- 1) Manages user accounts in a life-cycle perspective.
- 2) Handle support need for the Users.
- 3) Contacts the service desk to resolve Incidents and service requests requiring extended privileges and/or competency.

MC Chairman or MC member is accountable for granting access to relevant personnel within own company.

#### 2.2.1 Authority Communication

Access to the Authority Communication is available upon request to Offshore Norge.

### 2.3 Support

Refer to description of the Service's support at [www.collabor8.no/l2s](http://www.collabor8.no/l2s).

## 2.4 Service level

### 2.4.1 Availability

Offshore Norge's goal is that the service should be available at all times, except for during standard maintenance windows as described below.

### 2.4.2 Standard Maintenance window

Standard Maintenance windows (planned maintenance) are used for carrying out technical and functional updates.

- Technical updates: Typically performed monthly, with the goal of not affecting the availability of the service.
- Functional updates: Performed in relation to releasing new functionality in the service. Maintenance notifications are published on the service login-page and/or in e-mail to the Users minimum 7 days in advance.

## 2.5 Data management

Refer to L2S Work processes. The JV Operator is responsible for archiving all information shared with partners and authorities as stated in "Regulations to Act relating to petroleum activities – Norwegian Petroleum Directorate".

In principle, it shall not be possible to delete any published information in the Service. If information is published by a mistake document deletion can be requested using a standard service catalogue item.

## 3 Service fees

Terms as stated in General terms section 4 – "Service fees" applies, with following additions:

- The Service is financed by the Operators.
- Relevant service catalogue entries can be delivered by the Contractor, where associated cost will be invoiced the requesting User organisation. For details contact service desk.

## 4 Processing of personal data

Terms in the General terms section 5 – "Processing of personal data" applies. The Service's Privacy Policy is available at [www.collabor8.no/privacy-terms](http://www.collabor8.no/privacy-terms).

## 5 Security

Terms as stated in General terms section 6 Security applies, with following additions:

- The Service uses the Collabor8 Hello service to provide secure log-in and authentication services. Refer to Collabor8 Special terms available at [www.collabor8.no/terms-of-services](http://www.collabor8.no/terms-of-services) and general information available at [www.collabor8.no/help-centre](http://www.collabor8.no/help-centre).
- Refer to L2S Work processes for further description of information security regulations.

## 6 Termination

To ensure compliance with the Norwegian Petroleum Act and its relevant regulations data are not deleted.

## 7 Offshore Norge's additional obligations

None.

## 8 User organisation's additional obligations

### 8.1 L2S Work processes

A number of L2S Work processes have been developed and acts as procedures covering all aspects of use of the Service. It is each company's obligation to ensure that prevailing L2S Work processes are known and adhered to at all times.

### 8.2 Company administrator

Each User organisation must appoint a Company administrator, being the User organisation's overall L2S administrator. These responsibilities include:

- Being responsible for the company's internal L2S user group.
- Having the authority to perform actions and order services across the company's operated JVs.

The person signing the relevant Order form as part of the Service onboarding will be assigned the role as Company administrator. User organisation may at any time order a change of Company administrator based on the defined "Change of Company administrator" service catalogue item which is free of charge.

## 9 Governance

The Service is governed in dialog with the Operators, using Offshore Norge's governance model.

## 10 Additional provisions

None