



Collabor8

**Work Program and
Budget (WP&B)**

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 regard to the Service covered by these Special terms:

Term	Definition
API	Interface enabling system-to-system integration with the Service.
Company Administrator	The User organisation's authorised representative for use and management of the Service.
JOA	The Joint Operating Agreement regulating the collaboration between Licensees in a production licence, forming part of the contractual framework for petroleum activities, including governance, decision-making processes and requirements for work programs, budgets and authorization for expenditure (AFE).
Licensee	"Rettighetshaver" according to Norwegian petroleum act §1-6 letter j.

2 Service

2.1 Service description

Collabor8 WP&B (hereafter called "Service") support the preparation, submission and approval of work programs and budgets in accordance with article 12 in the Joint Operating Agreement (JOA).

The Service enables structured collaboration between operators and Licensees through a standardised workflow. For additional general information about the Service reference is made to <https://collabor8.no/services/wpb>.

2.2 Access management

Valid users of the Service include Licensees of production licenses on Norwegian Continental Shelf (NCS).

User accounts are administrated by the User organisation's Company Administrator.

System accounts, used for API integration with the Service, may be ordered via service desk.

2.3 Support

Refer to description on <https://collabor8.no/services/wpb>.

2.4 Service level

2.4.1 Availability

The goal is that the Service should be available at all times, except for during standard maintenance windows as described below. Regardless of this the Service may be subject to freeze periods meaning that no changes will be performed to ensure that the Service is available in time critical reporting periods.

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

User organisation shall retain all rights to all data which the User organisation, or a Third party on behalf of the User organisation, submits to the Service. Use of data shall be limited to what is necessary for operation of the Service and in accordance with its purpose. Further terms regarding data, including personal data, are governed by the General terms and Privacy terms.

3 Service fees

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

- The Service is financed by the Operators, cf. General terms section 4.1.

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.

5 Security

Terms as stated in General terms section 6 – “Security” applies.

6 Availability and Access to Service

Terms as stated in General terms section 7 – “Availability and Access to the Service” shall apply with the following additions:

- Offshore Norge is not liable for disruptions caused by third-party systems or integrations.

7 Termination

Terms as stated in the General terms section 8 – “Termination” shall apply, with the following additions:

- No data will be deleted as the Service is designed to include historical data

8 Limited Liability

Terms as stated in the General terms section 12 – “Limited liability” applies.

9 Offshore Norge’s additional obligations

Terms as stated in General terms section 13 – “Offshore Norge’s general obligations” applies.

10 User organisation’s additional obligations

Terms as stated in the General terms section 14 – “User organisation’s general obligations” shall apply, with the following additions:

- Each User organisation shall appoint at least one Company Administrator, that is responsible for user administration and access provisioning limited to Company Users. The Company Administrator(s) will also be the main contact towards Offshore Norge's Service Responsible and Service support.

11 Governance

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

12 Additional provisions

None