



Oil & Gas  
Authority

# Terms of Reference

Advisory Committee

UK National Data Repository

May 2018

# 1.0 The NDR Context

## Overview

The Information Management Strategy of the OGA envisages the establishment of a National Data Repository (NDR) for seaward petroleum-related information. Creation of the NDR addresses many industry and regulatory needs, including:

- Ensuring enduring regulatory access to critical petroleum-related information and samples (for example, seismic, well, field and infrastructure data);
- Enabling the retention and reporting obligations of relevant persons to be discharged;
- The disclosure of petroleum-related information by the OGA;
- Facilitating collaborative data interchange between relevant persons, the broader oil and gas industry, academia, and the regulator to encourage economic activity thereby helping to Maximise Economic Recovery; and
- Ensuring that maximum value is derived from petroleum-related information by ensuring the widest possible transparent access to the NDR.

## Regulatory Functions

Within the OGA, the NDR will deliver a platform for delivering services in five functional areas:

- Reducing the risk of permanent loss of critical petroleum-related information by enabling it to be stored by the OGA, rather than by a relevant person;
- To enable monitoring of compliance with information and samples regulations and guidance by relevant persons as they report petroleum-related information to the OGA;
- To receive and quality check petroleum-related information from relevant persons;
- To enable confidential access to petroleum-related information by the regulator and its appointed agents, in support of regulatory and technical activities; and
- Once confidentiality periods have expired, to be able to disclose petroleum-related information to interested parties in support of MER UK at the discretion of the OGA.

## Industry Functions

For industry, the NDR also brings benefits to relevant persons in support of broader industry goals relating to improved cost and work efficiency:

- To minimise the burden on industry to retain, in perpetuity, petroleum-related information by discharging this obligation, by submission to the OGA via the NDR;
- To facilitate the distribution, sharing and transfer of petroleum-related information within and between industry groups (for example, within a joint venture, or in support of merger and acquisition activity for cost-efficiency reasons and in general support of MER UK Strategy).
- To facilitate the transfer and reporting of petroleum-related information through information and samples plans.

## Data and Information Functions

In bringing together critical petroleum-related information and metadata arising from UKCS oil and gas activity into a single place, the NDR (as part of a wider OGA digital strategy) enables many information functions to be provided, that will be of value to all UKCS stakeholders:

- Provision of a point of access to reliable petroleum-related information and metadata (such as the identity, location, status, ownership, and production history of all well bores; the spatial coverage of all seismic surveys; and the location of all subsea infrastructure and pipelines);
- Facilitation of data and metadata interchange between UKCS stakeholders, eliminating the time, effort and cost associated with manual data transfers, and mitigating associated risks of loss of information;
- Reduction of uncertainty regarding master data management and update procedures, enabling the quality and completeness of petroleum-related information to be measured and (where needed) improved; and
- Creation of a platform with low latency, low cost access to the many terabytes of relevant petroleum-related information currently available, as is required for the effective application of current data analytics, reporting, mapping, and visualization techniques.

## The Operating Model

The NDR will be:

- Funded by the levy on licence holders;
- Managed by Common Data Access Limited - the “NDR contract manager” for a two-year term commencing in January 2019
- The NDR contract manager may sub-contract an “NDR contractor”, who would be appointed to provide services and technology to the NDR contract manager;
- Governed by the OGA with industry representation to guide decision-making and service provision via the NDR Advisory Committee;
- Used to publish data as transparently as possible under OGA licence terms; and

## 2.0 The NDR Advisory Committee

### KEY TASKS OF THE NDR ADVISORY COMMITTEE

The role of the Advisory Committee is strategic. The operational management of the NDR and the contractor (or contractors) is carried out by the OGA.

The NDR Advisory Committee advises the OGA, making recommendations on a range of matters, including:

- Strategy reviews to help shape the future of NDR services;
- Input to the development of annual work programmes;
- Reviewing proposed annual expenditure on the NDR arising from discretionary and operational spend requested by the Advisory Committee;
- Review and feedback on NDR service delivery and programmes;
- Liaison with other relevant industry forums on specific tasks.

### Advisory Committee Recommendations – Decision Quality

The Advisory Committee shall make its recommendations ensuring that:

- Every decision or recommendation is properly framed and understood;
- The criteria for making recommendations are known, agreed and documented;
- The expected outcomes of recommendations are identified, before being evaluated;
- Information required to assist the evaluation of recommendations are identified and captured;
- Options and recommendations are robustly analysed and documented based on evaluation criteria;
- NDR stakeholders will be periodically updated so that all parties, including the OGA as decision maker, are “decision-ready” when recommendations are presented.

### The Chair of the Advisory Committee

The NDR is funded by the industry levy, which is public money, and is subject to Managing Public Money<sup>1</sup> (MPM) principles. Decisions on funding the NDR, the future strategy of the NDR and operational matters must therefore vest in the OGA.

The Advisory Committee shall be Chaired by the OGA Chief Financial Officer and Director of Corporate. The OGA Chief Financial Officer and Director of Corporate is a member of the OGA Leadership team and an OGA Director. Should the Chair be unable to attend a meeting, they will nominate another member of the Advisory Committee as Chair, prior to the meeting.

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<sup>1</sup> HM Treasury, Managing Public Money, July 2013, [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/454191/Managing\\_Public\\_Money\\_AA\\_v2\\_-jan15.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/454191/Managing_Public_Money_AA_v2_-jan15.pdf)

The OGA Chief Financial Officer and Director of Corporate is accountable for liaison with the OGA’s sponsor department, the Department for Business Energy and Industrial Strategy (BEIS) on NDR matters, and H.M Treasury on levy and Managing Public Money (MPM) matters.

### Membership and Representation

The Advisory Committee shall comprise no more than 14 standing members, constituted as follows:

NDR Advisory Committee: Representation		
Representation	Seats	Comments
OGA	6	Appointed by the OGA and also representing the interests BEIS. The OGA CIO and NDR Manager will be standing invitees. 6 seats includes Chair, but excludes OGA secretariat.
Oil & Gas UK	1	A representative, nominated by the Oil & Gas UK Chief Executive
Oil & Gas UK Operators	4	A cross-section of petroleum licensees nominated by Oil & Gas UK
OGTC Interface	1	Appointed by the OGTC Director
BGS	1	Nominated by the British Geological Survey (BGS) and ratified by the Advisory Committee
Academia	1	Appointed by the Advisory Committee
<b>Total</b>	<b>14</b>	

### Tenure

Non OGA members of the Advisory Committee shall have a tenure of two years. They may be re-appointed by the Advisory Committee at the end of a two-year term, but may not serve more than three consecutive terms (i.e. six years). OGA, BGS and OGTC members will be appointed based on their role within their respective organisations and terms will match their employment.

Advisory Committee members shall notify the Chair and OGA Secretariat immediately in writing if their circumstances change and they can no longer rightfully represent the stakeholder group which they were appointed to represent.

### Invitees

Ad-hoc attendance at Advisory Committee meetings will be permitted for specific issues by prior agreement of the Chair of the Advisory Committee.

### Conflicts of Interest and Non-competition

All members of the Advisory Committee will be expected to sign declarations concerning conflicts of interest and non-competition, in a form to be approved by the OGA.

### Confidentiality

All members of the Advisory Committee must undertake to keep confidential all matters discussed by the Advisory Committee and all related Committee papers.

### Proxies and Substitutes

Substitutions or proxies of NDR Committee members will be allowed with the agreement of the Committee Chair or Secretariat.

## ROLES AND RESPONSIBILITIES

### The Committee Chair

The OGA Chair will determine the topics to be included on the agenda of meetings of the Advisory Committee, taking advice from the Advisory Committee.

The OGA chair will ensure that:

- Meetings are chaired taking due recognition of the advice and recommendations of Committee members;
- Up-to-date Terms of Reference are in place for the Committee;
- The secretariat is effective, and that proper record of meetings is kept by the OGA Secretariat.

### Role of the Advisory Committee Representatives

Advisory Committee representatives shall faithfully and objectively advise the OGA on NDR matters, representing the interests of their respective sectors. Representatives will work collaboratively to ensure that the NDR achieves its stated objectives in supporting MER UK, whilst safeguarding CDA's UKOilandGasData.com legacy.

### Secretariat

The OGA will provide a secretariat function to the Advisory Committee, and shall be responsible for making meeting arrangements, issuing agendas, recording and issuing meeting minutes, tracking meeting actions, attendance, communications, and generally maintaining the records of the Advisory Committee.

### Frequency of Meetings

The Advisory Committee shall meet approximately quarterly, four times per year, by video conference between Aberdeen and London.

### Meeting Management

The agenda and supporting papers for each Committee meeting will be issued to all Advisory Committee members at least one week in advance to the meeting.

## 3.0 Working Groups

The Advisory Committee may create one or more NDR working groups (hereafter referred to as working groups). The working groups may be standing in nature or may be ad-hoc to deal with a project, problem or operational matter. It is envisaged that some standing working groups may be needed to deal with specific domains of data or information that require specific technical expertise. Matters to be considered by standing working groups might include:

- The development and maintenance of NDR technical standards;
- Enhancements to NDR user interfaces and workflows;
- Technical issues affecting data quality and completeness problems;
- New and emerging technologies and integrations;
- Feedback from users and recommendations for consideration by the Advisory Committee;
- Practical matters relating to regulatory obligations and how these are achieved within the NDR platform – such as proposing changes or enhancements to workflows.

Working groups shall be established and disbanded by the NDR Advisory Committee, and each shall be 'sponsored' by a member of the Advisory Committee, who shall report progress and issues to the Committee as and when necessary.

## 4.0 Stakeholder Engagement

### 4.1 The Annual NDR Event

In order to ensure wider representation and participation by stakeholders not represented at the Advisory Committee, at least one annual event or workshop will be held with a wider group to both provide information on NDR work, and to gain feedback that will be used to inform future NDR strategic thinking. This event will be developed by the Advisory Committee and will feed into the strategic development lifecycle of the NDR.

### 4.2 The Information and Samples Coordinator Forum

The Information and Samples Coordinator forum will provide a platform for collaboration on information and samples. Advisory Committee members shall periodically update the Information and Samples Coordinator forum on NDR plans.

### 4.3 Pan North Sea Collaboration

Pan North Sea collaboration on data management, including highly relevant NDR matters, is provided by the North Sea Data Management Forum, as formalised by a memorandum of understanding (MOU) between the OGA, the Netherlands Organisation for Applied Scientific Research (TNO), the Norwegian Petroleum Directorate (NPD), the Danish Energy Agency (DEA), and the Irish Department of Communications, Climate Action & Environment (DCCAE). Where possible this forum aims to standardise data formats and reporting to lower costs and facilitate data exchange across the basin.



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