

May 18, 2004

MINERAL RIGHTS INFORMATION BULLETIN 2004-01

SUBJECT: DEPARTMENT OF ENERGY INFORMATION LETTERS

The Department of Energy (DOE) is pleased to announce that effective June 1, 2004 improved methods for accessing Information Letters (ILs) via the department's web site will be available.

Background

The DOE has been publishing ILs since 1974. The purpose of an IL is to interpret the *Mines and Minerals Act* and other acts administered by the department, together with their associated regulations. The department publishes ILs that deal directly with the minerals industry, including oil and gas.

The DOE also uses ILs to notify industry of prescribed royalty calculation components under the Natural Gas Royalty Regulation and the Petroleum Royalty Regulation.

In an effort to improve internal efficiencies and external client service, the department has undertaken a business process review, which has resulted in:

- easy access to ILs and the ability to find relevant information through a flexible and dynamic IL search functionality on the department's web site.
- consistent, accurate and current information on the Internet about published ILs as a result of an in-depth review of all ILs.
- improved department efficiencies as a result of a review and documentation of IL policy and procedures, including accountabilities and responsibilities.

Features

The new system will have the following features:

Standardizing Existing ILs

- All active and inactive ILs will be available on the DOE web site.
- All active ILs will be published in "portable document format" (PDF).
- The information describing each IL will be standardized.

Capturing Better Information About ILs

- All active and inactive ILs will be assigned a standard four-digit number for the year followed by a two-digit number (YYYY-NN).
- IL topics have been revised and updated. They have been organized into two searchable categories: Commodity (e.g. Oil) and Business Topic (e.g. Royalty).
- The DOE organization unit responsible for the information for each IL will be searchable and identified.
- The relationships between IL will be made clearer. It will be much easier to confirm if and when one IL replaces or amends another.

Streamlined Distribution and Access

- All new ILs will be automatically e-mailed to subscribers.
- A "New" flag will identify those ILs that were published within the last 30 days.
- The Calgary Information Centre will have a kiosk set up where clients will be able to access the ILs from the DOE web site.
- Print copies will still be made available in the DOE Edmonton Library, located on the seventh floor, Petroleum Plaza North building.

Enhanced Lists and Searching Capability

- System-generated lists of ILs, relevant to the context of the link, will be accessible through existing links on the DOE web site.
- ILs will be searchable in one of two ways on the DOE web site:
 - IL number
 - IL characteristic such as topic, status, date range
- An IL search will result in a list of ILs matching the user's request.

Next Steps

Over the next year, DOE will work on the following improvements:

- Provide PDF versions of all inactive ILs.
- Introduce searching by keyword-in-text.
- Enhance navigation within the system.
- Add information about previously published ILs that are no longer within the DOE mandate.
- Evaluate the IL system, processes and products with a view to effecting continuous improvement. This will include incorporating changes recommended by our internal DOE and our external industry clients.

In the longer term, the department plans on including DOE Information Bulletins as part of this system.

It should be noted that the department is working on converting all active ILs to the PDF format, however, it may not be possible to accomplish this task by June 1, 2004.

If you would like to receive the department's Information Letters, please subscribe at the following web site address:

Queries and/or feedback to this system may be directed to:

InformationLetter.Energy@gov.ab.ca

You may also direct any questions or comments regarding this system to:

Contact: Type in Name
 Type in Position Title
 Type in Unit/Division
 Type in Mailing Address
 Phone: (999) 999-9999
 Fax: (999) 999-9999
 Email: Type in Email Address

Approved by: Type in Name
 Type in Position Title
 Type in Unit/Division