

Electronic Transfer System (ETS)

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1. Introduction

The Electronic Transfer System (ETS) is a secure web application that provides access to a number of the information products available from the Department of Energy. The ETS application receives and validates requests from authorized users for the different services provided by the system. ETS passes the requests on to other systems and receives responses after the processing of the request. This response stays in ETS for a designated period of time based on the type of information.

1.1. Background

The Department manages the development of provincially owned energy and mineral resources by Industry and the assessment and collection of non-renewable resource revenues in the form of royalties, freehold mineral taxes, rentals and bonuses. The Department promotes development of Alberta's energy and mineral resources. It recommends and implements energy and mineral related policy. It grants rights for exploration and development to industry and establishes/administers fiscal regimes and royalty systems.

The ETS system was designed from a need identified by industry to send and receive information to the Department electronically.

1.2. Infrastructure

The Department of Energy maintains and operates the secure ETS web application. The Department of Energy has in place a security policy to prevent unauthorized users entry into the ETS website where proprietary and non public information is held.

1.3. Software

The ETS web application, designed and maintained by the Department of Energy Information Technology Branch was created in 1998 to meet the Industry demand for the timely transference of information between the Industry and the Department.

The Information Technology Branch maintains the ETS application on a daily basis and provides the mechanism for the proper operations and management of the ETS application infrastructure.

1.4. People

The Information Technology Branch of the Department of Energy consists of highly skilled individuals who maintain the ETS application in its entirety. These members provide the foundation that performs the necessary tasks outlined by the various Departments' business units.

The Information Technology Branch, as a team, coordinates the effort in order to meet the daily requirements of the ETS application.

Information Technology;

- First point of contact for clients regarding their business needs.
- Responsibility for client relationships and client service means Applications Group serve as the first point of contact for the clients regarding Application services.
- Communication, coordination, and facilitation are also required between all stakeholders including clients and other functional units
- Evaluation of requirements with recommendations to address the needs.
- Identify the appropriate solution to meet specific business requirements
- System development life cycle from requirements definition and analysis, design and development, testing and implementation, through enhancement and maintenance
- Application development.
- Production application maintenance.
- Change management and control of applications.
- Product evaluations.
- Planning and management of projects, releases, resources, technical architecture, technical upgrades, application upgrades, and the associated long-term strategies.
- Ensure systems availability meets and/or exceeds client's requirements.
- Provide system contacts availability for client determined hours.

1.5. Procedures

The Information Technology Branch implements the following procedures for the ETS web application.

- Systems development and maintenance
- Security administration and monitoring
- Security auditing and log analysis
- Intrusion detection and security breaches
- Data centre operations and maintenance
- Performance monitoring
- Disaster recovery and prevention planning
- Change management and issue tracking
- Systems analysis and future planning
- Business function analysis
- Feature planning

1.6. Data

Data is received by the Department of Energy from Industry in the form of a request or a transfer based on the functionality the client has applied for.

Data can also be requested by Industry and after processing of the request, the response is delivered via a notification system.

All transactions to the Department of Energy are handled through the ETS web application and at no time is any information delivered directly to a user outside the ETS web application. The user must securely log on to the ETS web application to communicate with the Department of Energy.

1.7. List of Services

When the ETS application is submitted to the Department, a company requests access to the different services they require. The Department creates an administrative account for the company and gives them access to the different forms.

Correspondence

Correspondence allows Oil Sands Royalty clients to send and receive data from the Department through a secure connection. It is also used by clients to send Agent Forecast Data into the Department.

Crown PNG and Oil Sands Agreement Documents

Designated Representative can download Agreement documents created from the PNG and Oil Sands Public Offering.

Assignment of Sustainable Resource Development (SRD) Public Lands Surface Dispositions

Assignment facilitates the electronic assignment of surface dispositions issued under the Public Lands Act within the province of Alberta. Assignments encompass all transactions, documents, and data exchanges associated with the assignment of the disposition holder's interest in the surface disposition to another party.

Bidding

Bidding enables clients the ability to acquire Oil Sands and/or Petroleum and Natural Gas rights through an electronic bidding process. Clients will be able to

select the parcels being offered for a sale, and if interested in acquiring the rights submit bid requests for a Public Offering using this system.

Freehold Mineral Tax

Freehold Mineral Tax enables clients to query their own freehold production entity data, add and delete Lessees, transfer Lessee roles, download unit values and submit unit values.

Monthly Statements

Monthly Statements (Surface and Mineral Rental) when available they are published into ETS. Mineral/Surface clients can print/save the monthly statement, change the payment method to auto debit and add additional charges to the automatic withdrawal.

NGL-100, APMC 600, APMC-700, APMC Third Party, and APMC Pipeline In-Stream Form Submissions

Clients can submit certain data files (i.e. Gas Transmission Reports, Straddle Plant Operators, etc.) into the department electronically using ETS. The submissions are verified by ETS and clients get confirmation email about processing status.

Posting

Posting enables clients to apply for Oil Sands and Petroleum and Natural Gas (P&NG) rights through an electronic disposition request. Clients are able to query mineral rights availability and also submit posting requests for a Public Offering and Direct Purchase.

Searches

Searches enables clients to request variety of reports that shows status information on Crown surface land and Crown minerals in the Province of Alberta. [Read more](#)

Transfers Ownership and/ or Designated Representative

Transfer facilitates all transactions, documents and data exchanges associated with the Crown registration of the transfer of the owner's interest in the mineral rights to another party, and Designated Representative changes.