

**Guidelines  
for  
annual status report for fields in production**

**Cf. Section 47 of the Petroleum Regulations  
and Section 29 of the Resource Regulations**

Rev. 19<sup>th</sup> August 2011

## **Annual status report for fields in production**

The Annual Status Report (ASR) for fields in production shall be submitted to the Norwegian Petroleum Directorate (NPD) by 1 November of each year, cf. Section 47 of the Petroleum Regulations and Section 29 of the Resource Regulations.

The ASR forms the basis for the authorities' evaluation of whether a field is being operated in accordance with the preconditions in the regulations, i.e. is the production taking place in such a way that the maximum volume of petroleum in the deposits is produced, does this production conform to prudent technical and financial principles and is recovery accomplished so as to avoid the loss of petroleum or reservoir energy, cf. Section 4-1 of the (Norwegian) Petroleum Act.

The ASR forms a basis for the production permit, supplements the authorities' reporting to the Revised National Budget (RNB) and provides information for the authorities' "Performance Indicator Analysis for Fields" (PIAF).

The ASR shall explain any possible deviations from the existing production permit and reported prognosis. Assumptions and uncertainties related to the prognosis must be described. The ASR shall provide an explanation of any deviations from the current production permits and reported forecasts. Preconditions and uncertainties linked to the forecasts must be described.

The report should describe relevant plans and possible measures for optimal recovery during the remaining lifetime of the field. For details about studies that have been conducted, please refer to other submitted or available documentation. Data submitted in some other manner (such as logs from new wells) shall not be included.

Updated information from other plan documents, e.g. reservoir management plan and long-term plan (LRP), can be enclosed the ASR (in digital format, both Word and pdf).

The ASR should be brief, not to exceed 50 pages, and must be submitted electronically using this template. Please delete the "Introductions" and "Guidelines" (marked in blue) before submitting the ASR.

**Annual Status Report 2011  
for  
< Fieldname >**

Field name:				
PL:				
Operator and licensee (name and %-interest):				
Approvals				
	Name:	Title:	Date:	Signature:
Main Author	Name			
Responsible:	Name			
Approval:	Name			

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# 2011 Activity Report

## Status, future plans and ambitions

### 1 General Field Status

*Guideline: Give a short summary of the overall plans for the field and the key future activities, short and long-term.*

< Summary overall ambitions and activities, short and long term >

*Guideline: Describe key challenges that may justify increased or decreased attention to this specific field. Elaborate on evaluations of production strategy and technical solutions implemented since the previous report. Describe the plan for the next period, including measures taken or planned in order to achieve identified issues. Briefly describe the identified gaps.*

< Summary elements/circumstances for increased or decreased attention >

### 2 Reservoir

#### 2.1 Reservoir Description

*Guideline: Brief summary of relevant issues related to reservoir behavior and current main strategy for reservoir management.*

< Summary Reservoir Management and Description - actual problems >

*Attach summary covering new data collection, new mapping, new interpretations and studies/research projects completed in 2011. For ended activities, please refer to already reported or available documentation.*

#### 2.2 Reserves and Resources

*Guideline: Overview of reserve growth on the field and explanation of significant changes in original reserves in place and recoverable reserves.*

*Explanations of changes in resource estimates or resource categories in reporting to RNB, compared with last year's report (ASR 2010).*

*New resources proven within the area of the production license which contains the field should be mentioned.*

**Table 2-1 Expected, P90 and P10 In-Place Volumes**

	P90	Expected	P10
OIIP	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >
CIIP	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >
GIIP	< Bill Sm3 >	< Bill Sm3 >	< Bill Sm3 >

< Comments / comment on changes compared with ASR 2008 >

**Table 2-2 Overview of Original and Updated Reserves**

	Reserves			
	Gas (Bill Sm <sup>3</sup> )	NGL (tonnes)	Oil (Mill Sm <sup>3</sup> )	Condensate (Mill Sm <sup>3</sup> )
Original estimate (PDO)				
Revised estimate (2011)				

< Comments / comment on changes compared with ASR 2008 >

**Table 2-3 Maturing Reserves (oil and gas – accumulated)**

	Target 2012	Ambitions 2015	Ambitions 2020	Vision
Maturing reserves (unrisked)	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >
Maturing reserves (risked)	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >

< Comments >

**Guideline:** Describe the current field volumes according to the tables below. Volumes must be reported according to the subdivision made in the RNB reporting on STOOIP (RNB - Chapter 2a).

**Table 2-4 Current Field Volumes (Oil)\***

	Field Volumes (Mill Sm3) and Recovery Factor (%)			
Reservoir/Formation	A	B	C	D
STOOIP	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>
Mobil oil	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>
Current recovery factor (%) (31.12.2010)	< % >	< % >	< % >	< % >
OIP(RTM); Remaining Trapped Microscopic	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>
OIP(RTU); Remaining Trapped Unswept	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>
OIP(UDR) Undrained	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>	< Mill Sm3>

**Table 2-5 Current Field Volumes (Condensate)**

	Field Volumes (Mill Sm3 o.e.) and Recovery Factor (%)			
Reservoir/Formation	A	B	C	D
STCOIP	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>
Mobil condensate	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>
Current recovery factor (%) (31.12.2010)	< % >	< % >	< % >	< % >
CIP(RTSP); Remaining Trapped Single Phase	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>
CIP(RTIG); Remaining Trapped in Gas	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>
CIP(UDR) Undrained	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>	< Mill Sm3 o.e.>

\*

**Parameters:**

- STOOIP = STOOIP(d) + STOOIP(u); "d" is the volume of STOOIP accessed by wells; "u" is the volume of STOOIP not accessed by wells (Pockets)
- Npc = Produced volume of oil up to time of reporting
- Npf = Final expected volume of produced oil
- Sor = End point of relative permeability curve
- Swi = Initial water saturation

**Mathematical formula for the volumes:**

- Mobile oil, Mob = STOOIP(d) \* (1-Swi-Sor)/(1-Swi)
- Remaining Trapped Microscopic; RTM = STOOIP(d) \* Sor/(1-Swi)
- Remaining Trapped Unswept RTU = Mob - Npf
- UDR=STOOIP(u)

*Guideline: Describe the targeted resources for increased/enhanced recovery (IOR/EOR).*

**Table 2-6 Recovery Rate oil**

	Target 2012				Ambitions 2020			
Reservoir/Formation	A	B	C	D	A	B	C	D
Recovery rate oil	< % >	< % >	< % >	< % >	< % >	< % >	< % >	< % >

Maturing IOR/EOR to RC 0-3	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >	< Mill Sm3 >
Recovery rate (total)	< % >				< % >			

**Guideline:** Describe the overall vision for improving recovery on the field.

**Table 2-7 Ambitions / vision on recovery rate**

	Ambition / Vision < % >
Recovery rate (oil)	< % >
Maturing IOR/EOR to RC 0-3	< Mill Sm3 >

< Comments / changes compared with ASR 2008 >

### 3 Production and Injection

#### 3.1 Production and Injection – Status 2011

**Guideline:**

Provide a brief account of how targets (production, injection, pressure) have been fulfilled in 2011. Discuss significant factors having caused deviations.

Production profile, injection and pressure development in the reservoirs should be presented in graph form. The production profile should be compared with the current production permit, and any deviations should be explained.

For fields with a special production permit for gas, the status should be provided as of 1. October (start of the gas year). Changes related to the production permit for 2011 and significant changes in relation to previous forecasts (RNB) and preconditions must be summarized. This also includes updates in relation to potential special production permits for gas.

< Production and injection 2009 >

**Figure 1: Production Profile – preliminary results (including forecast for remaining months of 2011) for 2011, compared with plan for 2011**

< Insert >

**Figure 2: Injection Profile – preliminary results (including forecast for remaining months of 2011) for 2011, compared with plan for 2011**

< Insert >

**Figure 3: Pressure Development – preliminary results (including forecast for remaining months of 2011) for 2011, compared with plan for 2011**

< Insert >

< Explain deviations in production and injection 2008 >

### **3.2 Production and injection - Plans and Goals**

**Guideline:**

*Description of the production strategy that forms the basis for planned activities next year and the basic production forecasts. Describe the expected pressure development in the reservoirs.*

< Future production strategy >

**Figure 4: Basic Production Forecast**

< Insert >

**Figure 5: Future Pressure Development**

< Insert >

*Changes in relation to the assumptions that formed the basis for the previous production permit. Changes in the planned disposal of produced gas from the field. Explain whether the changes can take place within the current special production permit for gas.*

**Table 3-1 Production Plan and Ambitions**

	Target 2011	Prognosis 2011	Target 2012	Ambitions 2015	Ambitions 2020
Daily average oil production	< 1000 Sm <sup>3</sup> / d >	< 1000 Sm <sup>3</sup> / d >	< 1000 Sm <sup>3</sup> / d >	< 1000 Sm <sup>3</sup> / d >	< 1000 Sm <sup>3</sup> / d >
< Comments >					

### 3.3 Reservoir Management / IOR

**Guideline:** Describe the key IOR-related challenges (short and long term) for the field. Describe what kind of activities (data-collection, studies, model work, production strategy, new wells etc) that have been undertaken in 2011.

< IOR related challenges 2009 >

**Guideline:** Describe the key elements of the IOR-plans in a short and long term perspective.

< IOR Plans >

### 3.4 Qualifying new, advanced technologies / EOR

**Guideline:** Describe the main EOR-related challenges in a short and long term perspective. Describe key activities that have contributed to qualify new, advanced technologies during 2011.

List relevant methods (brainstorming phase). Describe new methods added during 2011, and methods that are not relevant any longer. Give a short description why the methods are not regarded as relevant.

< Fill in >

Have data been acquired or studies been undertaken during 2011 (analyses about potentials, laboratory work, simulations, commercial studies)? Describe any planned activities not undertaken in 2011. Also explain the reasons why any studies, laboratory work, simulations etc. have been postponed or cancelled during 2011. Also describe future plans.

< Fill in >

List activities in the area of pilots/field tests regarding EOR. Describe any planned activities not undertaken in 2011. Also explain the reasons why any field tests/pilots have been postponed or cancelled during 2011. Also describe future plans for EOR-pilots/field tests.

< Fill in >

**Guideline:** *How is the EOR-work coordinated internally, or how is it integrated with other fields and/or other operators, nationally and internationally?*

< Fill in >

### **3.5 Production Optimization and Reservoir Management – Integrated Operations (IO)**

**Guideline:** *Integrated operations in the area of production optimization and reservoir management activities is about integration between onshore and offshore and across company lines, combining new technologies and new work processes. The measures may vary, see headwords below.*

*Describe to what extent IO is relevant for the field in the area of production optimization and reservoir management and monitoring, or why it is not relevant. Provide a brief description of the IO status of the field today and the plans and goals for further improvement.*

*Emphasize initiatives in 2011 and initiatives planned for 2012.*

< Integrated Operation in O&M >

**Headwords:** *IO subsurface software, onshore support, decision process, ocean bottom seismic (4 D), fast processing and analysis of seismic data, fluid front monitoring, fast update geo and reservoir models etc.*

## **4 Drilling, Completion and Intervention**

### **4.1 Drilling, Completion and Intervention – Status 2011**

**Guideline:** *Describe the drilling program for the field including well activities during the past year, such as plugback of reservoir zones, production-logging and any new well technology that may have been used.*

*This information is generally presented in tables. New wells are illustrated on an index map. Status of drilling that has been implemented compared with planned drilling indicated in the previous report (ASR 2010).*

*Explain deviations between planned drilling program for 2011 and forecast for 2011.*

< Forecast Drilling Program 2008 >

< Table >

**Guideline:** Provide a short summary of how the rig capacity in 2011 (platform rigs, jackups, floaters etc) has been used for different drilling purposes.

< Drilling Rig Usage >

**Guideline:** Describe main activities during 2011 to improve the performance of the platform rig.

< Improving Performance Platform Rig>

**Guideline:** Describe how frequently wells have been tested and the manner of testing (well test/separator test, alone/multiples). Describe how often wells are reviewed for intervention and how many well targets have been identified for well intervention this year.

< Frequency >

#### **Table 4-1 Temporarily Closed Production Wells**

**Guideline:** Describe the extent of closed production wells. Closed wells are here defined as wells that has been closed during major part of 2010/11.

List closed wells (closed in 2010/11):	Main reason for closed well:	Production loss due to closed well (bbls or o.e.):	Describe actions undertaken or planned:	Comment
Closed well no 1 (name of well) (indicate P or S for platform or subsea well)				
Closed well no 2 (name of well) (indicate P or S for platform or subsea well)				
Etc				

## 4.2 Drilling, Completion and Intervention – Plans and Ambitions

*Guideline: Detailed overview of planned new wells and well activities in the upcoming period (2012 – 2014). (Information - including testing, sampling, production logging, tracers, interventions etc.)*

**Figure 6: Planned Wells / Well Activity**

< Insert >

*Guideline: Describe plans to improve the performance of the platform rig.*

< Plans for improving the performance of the platform rig >

**Table 4-2 Long term drilling, completion and intervention schedule**

(Fill in the table below, or provide a similar table)

Projects	Rig	Committed rig days for drilling, completion and intervention				
		2012	2013	2014	2015	2016
< Navn >	< Name >					
< Navn >	< Name >					
< Navn >	< Name >					
< Navn >	< Name >					
< Navn >	< Name >					
< Navn >	< Name >					
< Navn >	< Name >					
...	...					
<i>Committed rig days in total:</i>		<Sum>	<Sum>	<Sum>	<Sum>	<Sum>

Projects	Type of rig/vessel	Not-committed rig days for drilling, completion and intervention				
		2012	2013	2014	2015	2016
< Navn >	< Type >					
< Navn >	< Type >					
< Navn >	< Type >					
< Navn >	< Type >					
< Navn >	< Type >					
< Navn >	< Type >					
< Navn >	< Type >					
...	...					
<i>Not-Committed rig days in total:</i>		<Sum>	<Sum>	<Sum>	<Sum>	<Sum>

### **4.3 Drilling, Completion and Intervention – New technologies / pilots**

*Guideline: Describe if the field has, or is planning for, technology tests (pilots) in the area of drilling, completion and intervention. Also describe to what extent best practice from other fields or operators is invented.*

< Drilling and Well - Pilots >

*Guideline: Describe if the field has, or is planning for, technology tests (pilots) in the area of drilling, completion and intervention. Also describe to what extent best practice from other fields or operators is invented.*

< Drilling and Well - Pilots >

### **4.4 Drilling, Completion and Intervention – Integrated Operations (IO)**

*Guideline: Integrated operations in the area of drilling, completion and intervention activities is about integration between onshore and offshore and across company lines, combining new technologies and new work processes. The measures may vary, see headwords below.*

*Describe to what extent IO is relevant for the field in the area of drilling, completion and intervention, or why it is not relevant. Provide a brief description of the IO status on the field today and the goals and plans for further improvement.*

*Emphasize initiatives in 2011 and initiatives planned for 2012.*

< Integrated Operation in Drilling and Well >

*Headwords: Onshore support of drilling projects, remote optimization of smart wells, real time drilling optimization, visualization tools, sensors, organizational concepts, data transmission from bit to surface, support collaboration with suppliers, contract-models, teamwork etc.*

## 4.5 Drilling, Completion and Intervention – Key Performance Indicators

*Guideline: Describe how the field performance in the area of drilling, completion and intervention is measured.*

**Table 4-3 Drilling, Completion and Intervention – Key Performance Indicators**

Performance indicators	Plan 2011	Forecast 2011	Target 2012	Target 2013	Target 2014
Number of wells / year	< No. >	< No. >	< No. >	< No. >	< No. >
Drilling / completion efficiency (rig)	< % >	< % >	< % >	< % >	< % >
Drilling progress	< m/day >	< m/day >	< m/day >	< m/day >	< m/day >
LWI intervention	< days >< days >	< days >	< days >	< days >	< days >
Committed rig-days vs not-committed rig-days (see table above)			< % >	< % >	< % >
Other indicators					
< Comments >					

## 5 Operation, Maintenance and Modification

### **Introduction:**

*Operation, Maintenance and Modification (OMM) includes activities connected to operational preparation, ordinary operations, maintenance (excl. wells), well maintenance, modifications and other operational activities (subsea operations and maintenance, platform services, administration, HSE, reservoir management and development and business development). Logistics and external processing and transportation of oil and gas between fields can also be included.*

*Different measures in the area of OMM can increase the overall performance of a field/installation.*

*Potential measures may include integrated operation concepts, organizational changes, new equipment, new contract philosophies, major modifications, increased competencies, increased capacities, new maintenance strategies etc. The measures can also include coordination with other fields (e.g. logistics).*

*Reduced unit costs, improved regularity, increased production, better HMS performance, etc. are possible effects. Reduced tariffs for external processing and transportation are also possible effects.*

## 5.1 Operation, Maintenance and Modifications – Status 2011

*Guideline: Provide a brief summary of the situation and activity within the area of OMM in 2011. Please comment on significant challenges in relation to the OMM activities as listed above.*

< Operation, Maintenance and Modification - Short summary for 2009 >

*Guideline: Describe and analyze the key challenges and explanations for why plans have not been fulfilled this year.*

< Deviations and Challenges 2008 >

*Guideline: State the expected and forecasted regularity for the field in 2011. Discuss any factors that have had an impact on regularity. Significant unexpected shutdowns must be explained.*

< Comments on Performance Indicator Forecast 2008 >

## 5.2 Operation, Maintenance and Modifications – Plans and Ambitions

*Guideline: Describe key challenges identified for the future, and what actions and milestones are planned / under implementation to meet the challenges.*

< Identified Future Challenges OMM >

**Table 5-1 Strategic Objectives, Actions and Milestones**

Strategic Objectives:	Action Plans	Milestones
.....		

*Guideline: Describe the use of new technologies/methods/organizational concepts/business models that are planned for the field, or may be considered.*

< New technologies / methods / pilots >

### 5.3 Operation, Maintenance and Modification – Key Performance Indicators

*Guideline: Describe the KPI n the area of OMM.*

**Table 5-2 Operation, Maintenance and Modification – Key Performance Indicators**

Performance Indicators	Plan 2011	Forecast 2011	Target 2012	Target 2013	Target 2014
Production efficiency/regularity (production facility A)	< % >	< % >	< % >	< % > (without turnaround) < % > (with turnaround)	< % > (without turnaround) < % > (with turnaround)
Production efficiency/regularity (production facility B)	< % >	< % >	< % >	< % > (without turnaround) < % > (with turnaround)	< % > (without turnaround) < % > (with turnaround)
Other					
<i>Guideline: Specify the definition of the Key Performance Indicator used.</i>					

## 6 Environment

*Introduction: Different initiatives in the area of environment can increase the overall environmental performance of a field/facility.*

*Possible measures may include electrification from shore, more energy-efficient technologies, reduced flaring, reduced use of chemicals, etc.*

*Reduced discharges to sea and to water are possible effects of different environmental measures. On the other hand, there may also be a conflict of the interest between e.g. production and injection strategies and environmental performance. Many environmental measures may also entail economic challenges.*

### 6.1 Environment - Status 2011

*Guideline: Describe the key environmental challenges this year (2011) and how the challenges may have changed since the last Annual Status Report (ASR 2010).*

*Describe key incidents in the area of environment for the field in 2011. Describe and analyze the key challenges and explanations for why plans have /have not been fulfilled this year. Describe the key environment-related activities that have been undertaken in 2011.*

< Environment Forecast 2008 >

## **6.2 Environment – Plans and Ambitions**

***Guideline:** Describe key challenges identified for the future, and what actions and milestones are planned/being implemented to meet the challenges. Describe the key critical success factors that are necessary to meet the environmental challenges.*

< Future Environment Challenges >

**Table 6-1 Environment**

Strategic Objectives:	Action Plans	Milestones

***Guideline:** Describe the use of new technologies, pilots or R&D projects related to environment that are planned for the field or may be considered. Specify (briefly) to what extent this technology is new (for the operator, for the field or for the NCS).*

< New environmental technologies / pilots / R&D projects >

## **6.3 Environment – Key Performance Indicators**

***Guideline:** Describe how the performance in the area of environment is followed up, and what kinds of Key Performance Indicators are used. Specify the status for the KPI this year (2011). Specify the targets and ambitions in terms of the same Key Performance Indicators.*

< Key Performance Indicators Environment >

## 7 Field and Area development

### 7.1 Field and Area development - Status

*Guideline: Briefly describe key projects that are part of the future plans for the field (e.g. redevelopments, deferred gas export, new living quarters, tie-ins, capacity upgrades, and area developments). Describe key challenges.*

### 7.2 Exploration and Prospects

#### 7.2.1 Exploration and Prospects - Status 2011

*Guideline:*

*Explain key exploration activities in 2011, the key challenges and explanations of deviations between planned exploration activity and forecast for 2011.*

< Exploration and Prospects Status/Forecast 2008 >

< Explain deviation for Exploration 2009 >

#### 7.2.2 Exploration and Prospects – Plans and Ambitions

*Guideline: Describe key elements in the future exploration strategy (2011-2014).*

< Exploration Strategy >

*Guideline: Describe major challenges/critical success factors for realizing the exploration potential.*

< Challenges Exploration Potential >

*Guideline: Indicate ambitions for resource growth from exploration in the next ten years (in relation to reported volumes in RC 8)*

#### **Table 7-1 Total Additional Reserves from Exploration Next 10 Years - Ambitions**

	Ambition Additional Reserves from Exploration	
	2015	2020
	< Mill Sm3 >	< Mill Sm3 >
< Comments / changes compared with ASR 2008 >		

### 7.3 Tie –in volumes

**Guideline:** *If third party volumes are relevant, describe special factors associated with petroleum from third parties, e.g. problems linked to the quality of third party volumes received, capacity problems, increased costs, whether or not charged directly to the third party, etc. Any measures implemented or initiated related to third party volumes should also be discussed.*

**Guideline:** *Describe identified / considered tie-in candidates (own and third party prospects and discoveries) to the field. Provide a brief description of the current planned work program and milestones (see table below).*

< Tie In >

**Table 7-2 Tie-in of own and third-party volumes**

Field	Start up	Comments:
<i>Present agreements:</i>		
< Field>	< Year >	< Comments >
< Field>	< Year >	< Comments >
...	...	
<i>Negotiations suspended or terminated:</i>		
< Field>	< Comments >	
< Field>	< Comments >	
...	...	
<i>Potential additional tie-in fields:</i>		
< Discoveries / prospects>	< Comments on assumptions >	
< Discoveries / prospects>	< Comments on assumptions >	
...	.....	

## 8 Abandonment

*Guideline: Describe any plans for abandonment of the facilities in the next few years. List expected lifetime for facilities, if there are differences in production shut down forecasts.*

< Abandonment >

## 9 Turbin list

The NPD want a list of all turbines, motors and heat recovery units installed on the Norwegian continental shelf. The list is based on a number of dynamic data that over time will change.

Please submit to the NPD the following data for all the turbines the company operates on the NCS (including steam turbines).

- Operating time (average in a typical year)
- Load ratio (average in a typical year)
- Efficiency
- Installed heat recovery capacity
- Consumption of energy from heat recovery units
- Whether the turbines are low NO<sub>x</sub> turbines or are designed for low NO<sub>x</sub>.
- Typical maintenance costs
- Anticipated future changes in the reported data.

See separate attachment (excel format): <http://npd.no/Regelverk/Veiledninger/>