Terms of Reference

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OGA NDR User Group

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The NDR User Group

Background

The UK National Data Repository (NDR) for offshore petroleum related information and samples was first launched early in 2019, as a component of the OGA's wider Digital Energy Platform.

Supporting a wide and diverse global userbase, the NDR, and the information it holds, enables many workflows and processes in industry, academia, government and other settings.

The Digital Energy Platform Advisory Committee (DEPAC) has initiated the NDR User Group to encourage the user community to share their experiences of using the service, to highlight areas that may require modification and to propose developments for the future service.

The service is now transitioning to a new technology platform. The NDR will continue to enable reporting and disclosure of "petroleum related information", and collaboration between licence groups. In addition, following the laying of the OGA Strategy integrating net zero in MER UK, the NDR service will evolve.

The NDR User Group reports its findings and recommendations to the DEPAC.

Scope

All aspects of NDR functionality, including but not limited to:

- Establishment of an enduring national archive of offshore petroleum related information
- Fulfilment of industry obligations to report information to the OGA
- The process of information disclosure of information
- Data quality improvements and conditioning of data for reuse

Matters considered to be out of scope include, but are not limited to:

- OGA policy in relation to information and samples
- Other OGA policy or regulatory matters
- Matters that are internal to OGA systems or any other systems that inform, or are informed by, the NDR, except where the proper functioning of the NDR is impacted or is not functioning as intended by the OGA
- Budget or business case approvals
- The User group holds no decision-making authority

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Objectives

- To create opportunities for users to collaborate on development and testing of services
- To identify and propose solutions to resolve issues with functionality
- To identify and propose solutions to issues with system usability and user awareness
- To identify and characterise potential developments to existing functionality
- To identify and characterise potential new functionality

Deliverables

- Information packs and communications to be shared with the NDR user community
- Periodic reports to the DEPAC, outlining the progress of User Group matters
- Recommendations to the DEPAC for the initiation of Task Finish Groups, where the task(s) focus on matters relating to, and within the scope of, the NDR User Group.

Membership and Representation

Membership of the NDR User Group will be open to all registered users of the NDR, whether they represent a licensee, academia, other government and industry representatives or members of the wider public.

While all users will be welcome to participate in the activities of the group, for practical reasons meetings, events and associated task-finish groups may be limited to a maximum size, at the discretion of the OGA.

Membership of Task Finish Groups that arise from this User Group will be open to any user whose NDR user roles and business activities are relevant to the topic.

Each task finish group will report back to the NDR User Group with any outcomes.

Meeting Arrangements and Frequency

The NDR User Group will convene up to four times each year, at a time to be arranged by the OGA. Meetings may be in person, online, or a combination of both.

NDR Users will be invited to register their interest in attending a User Group meeting. Circumstances may determine how and where meetings will be run. In view of this, attendance will be confirmed with registered individuals prior to the event. Where registered interest exceeds capacity the OGA will endeavour to ensure that those unable to attend have access to any presentations, minutes and other materials of relevance to each meeting.

The OGA will provide a secretariat function to the NDR User Group, 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 NDR User Group.

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