

**Behind Every Great JV Rep,  
Is an Even Greater Administrator**

**Presented by  
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# Agenda

- JV Administration
- Great Administrators vs Average Administrators
- Agreement Compliance vs Industry Standards
- Best Practices
- Connecting the Dots
- Q & A Period

# **What is JV Administration?**

- Provide customized, timely services and information to support decision making.
- Ensure agreement maintenance is complete and accurate
- Seeks ways to streamline and effectively reduce duplication and/or redundancy in administration work practices.
- Mentor and train new staff to the JV world

# The JV Administrator

- Keeps the flow of paper moving
- First point of contact
- Identifies cumulative issues
- Typically knows who to contact or where to go for information.
- Is the glue that keeps the team together
- Works behind the scenes
- Is the JV Team's right hand man

# What Makes a Great Administrator?

- Passionate about their work
- Willingness
- Discernment
- Creates sustainable solutions
- An agent for change
- Assertive
- Positive outlook
- Shares knowledge and mentors appropriately
- Knows how their work impacts others
- Authentic

# **How Would You Rate These Administrators**

# **Administrator Number 1**

- Does what they are told to do
- Minimum amount of work to get the job done
- Natters about having to do more work
- Has NMJS – “Not My Job Syndrome”
- Paper pusher - Never asks why/what am I doing
- What’s in it for me?
- Change? – change is not good
- This is the way its always been done
- I don’t know any other way
- Shows up to collect a paycheck
- Gossips about others

# Rate Administrator Number 1

C-





# **Administrator Number 2**

- Questions everything they are asked to do
- Knows everything there is to know
- My way or the highway attitude
- With-holds information (false sense of power)
- Has IAIS – “I Am Indispensable Syndrome”
- Will go over and above, but attaches strings
- Change? – Why?
- Makes changes based on personal preference
- Creates short term solutions (not sustainable)
- Keeps a scorecard

# Rate

## Administrator Number 2

C



# **Administrator Number 3**

- Asks questions when required
- Shares knowledge when confident
- Listens to ideas
- No apparent Syndromes – “I am here to learn”
- Willingness to do a variety of work
- Enjoys learning
- Does not fear change
- Follows written processes
- Creates efficiencies for self
- Works well with others
- Aspires to become the better
- Realizes limitations

# **Rate**

## **Administrator Number 3**

**B**

# Administrator Number 4

- Researches, then asks questions
- Shares knowledge base willingly
- Listens to ideas and assesses viability
- No apparent Syndromes – “I am at your service”
- Goes Over and Above – Just because
- Passion for work/learning
- Agent for change
- Reviews and streamlines processes
- Creates long term sustainable efficiencies
- Works to contribute to the business
- Exceeds limitations
- Is real – Not phony

# **Rate**

## **Administrator Number 4**

**A+**

# What Makes a Great Administrator?

Many of the points made today are about

- Behaviour
- Judgement
- Creativity
- Managing change
- Outlook or attitude
- Confidence
- Sharing
- Vision
- Knowing who you are

# **Agreement Compliance vs Industry Standards**

- **Agreement Compliance**
  - Certain tasks are written into the Agreement
  - All companies follow same practice
  - Owners know what to expect from Operator
  - Operator is responsible
- **Industry Standards**
  - Not formally written in Agreement
  - Practice may vary slightly within industry
  - Is practical in its usage
  - Allows for creative licence



# **PJVA Best Practices**

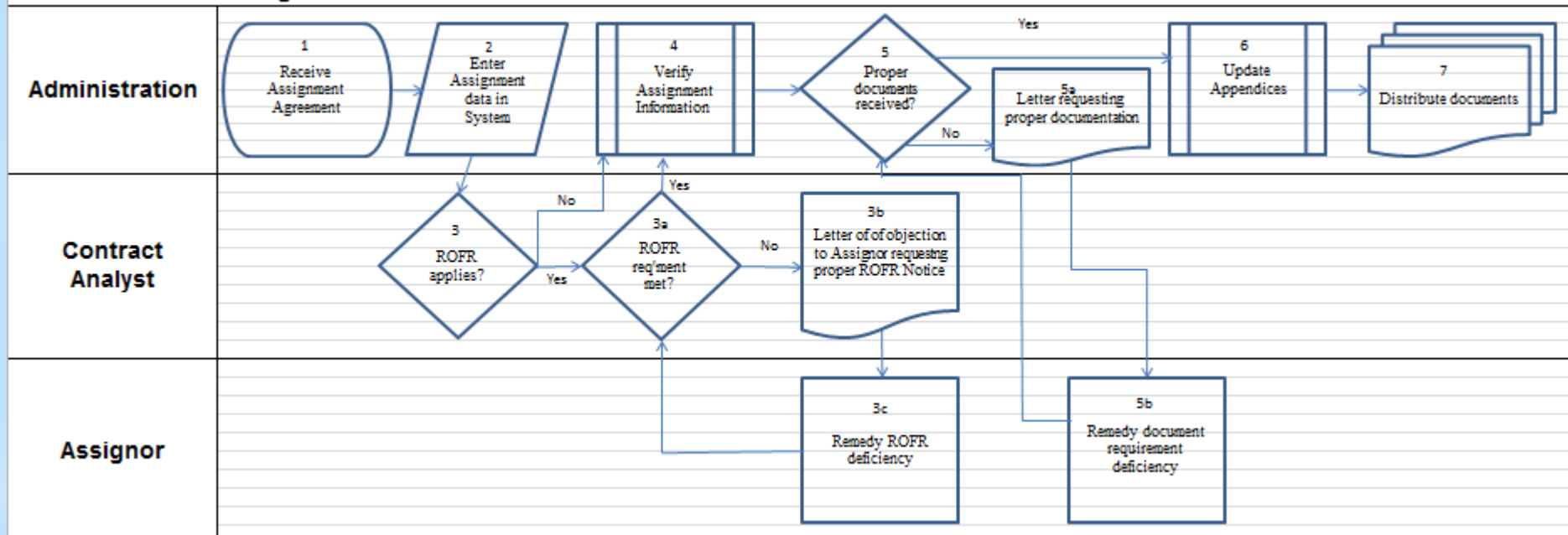
- **Administration**
  - Standard Cover Letters
  - Guidelines for Contract Maintenance Tasks
  - Life Cycle of an Agreement
- **Why?**
  - Established and written practices
  - Current Business Guidelines
  - Written by peers who perform the tasks
  - For personnel where JV is not their first discipline
  - Practical use

# PJVA Best Practices

- **What to Expect**
  - Flow Chart of high level tasks
  - Written instruction
  - At some point, video snippets

# PJVA Best Practices

PROCESS NAME: Assignment of Interest in a CO&O



# PJVA Best Practices

## 1. Assignment of Interest in an Operated CO&O

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1. Receive Assignment Agreement
  - a. Date stamp Assignment and initial
2. Enter data in System. (**SUBPROCESS 1.2.1**)
  - a. Enter the Assignment information in accordance with the data entry procedures.
3. Does a ROFR apply?
  - No – Proceed to step 4; Yes - Proceed to step 3a.
    - a. Send letter of objection to Assignor requesting proper ROFR Notice.
    - b. Assignor remedies ROFR deficiency
4. Verify Assignment Information (**SUBPROCESS 1.4.1**)
  - a. Assignor is the current party to the agreement.
  - b. Assignment Checklist:
    - i. Assignment Date / Transfer Date (may or may not be the same)
    - ii. The Assignor assigns the property to the Assignee and the Assignee accepts the property.
    - iii. The Assignor is responsible for the property until the time of transfer or, the Assignee is acting as agent on behalf of the Assignor until the closing date/transfer date.
    - iv. Proper legal company names used throughout the document.
    - v. The Assignment agreement must be executed by both the Assignor and Assignee
    - vi. Schedule "A" has identified the proper Agreement and Facility Interest.
    - vii. Review the disposition clause (1201 of the Unit Agreement) and ensure the Assignor and Assignee have provided

# Connecting the Dots

- Know how the task fits into the big picture
- Know how your paper impacts the different groups in your company
- Know your Agreements
- Understand the area and relevant agreements
- Understand a well from cradle to grave
- Learn what your Accountants do
- Learn how Mineral and Surface contracts relate to JV Agreements

# In Closing

- Being a JV Administrator is not a cakewalk
- Jack of all Trades
- Look after the finer details
- Organized
- Service oriented
- Resolve issues within our means
- Passionate about our work!

# **Q & A Period**

- **Questions on Administrative tasks?**
- **Agreements**
- **Agreement relationships?**