



Special Terms

for use of the CoOper8 Digital Service
Schedule Exchange



SPECIAL TERMS FOR USE OF THE CoOper8 DIGITAL SERVICE SCHEDULE EXCHANGE

These Special Terms form part of the Agreement between CoOper8 AS ("**CoOper8**") and the **Customer** and set out the service-specific terms and conditions applicable to the Customer's subscription to the CoOper8 Digital Service Schedule Exchange. They supplement and must be read together with:

- (a) the Customer Agreement.
- (b) the General Terms for use of CoOper8 Digital Services.
- (c) the Privacy Policy; and
- (d) the Service Level Agreement.

Capitalised terms used but not defined in these Special Terms shall have the meanings given to them in the General Terms, found at www.cooper8.no. In the event of any conflict between these Special Terms and the General Terms, these Special Terms shall prevail in respect of the Digital Service.

1. Definitions and Abbreviations

In addition to definitions and abbreviations in the General Terms Section 1 (Definitions and Abbreviations), the following shall apply to the Agreement with regards to the Digital Service covered by these Special Terms:

Term	Definition
Company Super User	A person from a given Customer with extended privileges and duties within the Digital Service. For details refer to section 12.
Contractor	A company providing one or more services related to Engineering, Production, Construction and Installation.
Supplier	Similar to Contractor but typically limited to service and equipment deliverables towards a Contractor or toward an Operator directly.
SchedEx Agreement	A SchedEx agreement (SEA) is an agreement established by the Customer that enables the scheduled transfer of planning data between actors and across different scheduling systems. In essence, the SEA defines (a) the scheduling of the transfers, (b) the parties involved in the transfers and (c) what data to transfer. In combination with configurations in the background, this allows for seamless exchange of interoperable planning data.



2. Digital Service Description

The Digital Service CoOper8 Schedule Exchange (formerly "ILAP Exchange") provides Customers with a secure and efficient tool for transferring and integrating validated schedule data both within and between organisations using the Digital Service.

This Digital Service enables scheduled data exchanges across different planning tools and actors, promoting interoperability of scheduling data.

The Digital Service is hosted in CoOper8's Azure Cloud. All components to be installed within the Customers own infrastructure will be provided for download via relevant distribution channels that will be provided for as part of the sign-up process.

The Digital Service is intended for Operators, Contractors, and Suppliers in the Energy Industry.

Key functionalities of the Digital Service are:

- a) Translates the schedules from commercial planning tools to standard format, readable to other planning tools, using a global and publicly available ISO standard.
- b) Facilitates secure distribution of schedules through a shared cloud infrastructure.

More information about the Digital Service is available at [Schedule Exchange – CoOper8](#).

3. Access Management

Terms as stated in the General Terms Section 4 (Access to Digital Services) apply with following additions:

- a) The Customer will be established as a tenant (granted by CoOper8 Service Area Manager).
- b) User administration and access provisioning is managed by the Company Super User.
- c) Access to the Digital Service will be given based on individual and company roles based on approval from Customer.

4. Support

Support contact information is available at [Schedule Exchange – CoOper8](#).

5. Service Level

The Service Level Agreement found at www.cooper8.no applies to the Digital Service.

6. Data Management

Data governance. CoOper8 will facilitate overall data governance of all data in the Digital Service. This includes but is not limited to ensuring that the overall data quality in the Digital Service is aligned with recognized and relevant standards.



Data sources. Manufacturers, Vendors, Suppliers and Contractors provide project specific information into the Digital Service. The Digital Service also uses various sources for enrichment of information, including but not limited to:

- a) POSC Caesar – Reference data library including but not limited to hosting Global Terms and other applicable standards.
- b) ISO: Industrial data ontology (IDO) / Schedule data ontology (SDO)

Data sharing principles. As a basic principle, all information populated into the Digital Service, is regulated through the SchedEx Agreement and the respective parties included in the SchedEx Agreement.

Data Ownership. All data uploaded to the Digital Service are owned by the Customer, regardless of which Authorised User has entered or uploaded it.

Data Management. Only basic data such as sender, receiver, name of project etc. is stored in the Digital Service, and no data within plans or similar is stored in the Digital Service as such data is only transmitted through the Digital Service.

7. Processing of Personal Data

The provisions of Sections 9 (Processing of Personal Data) and 10 (Data Processing Agreement) of the General Terms applies to the Digital Service.

The Privacy Policy, setting out further detail on how personal data is processed in connection with the Digital Service, is available at www.cooper8.no.

8. Security

The provisions of Section 11 (Security) of the General Terms apply to the Digital Service.

9. Termination

The provisions of Section 13 (Termination) of the General Terms apply to the Digital Service.

10. CoOper8's Additional Obligations

Terms in the General Terms Section 7 (CoOper8's General Obligations) applies with no additions.

11. Customer's Additional Obligations

Terms in the General Terms section 8 (Customer's General Obligations) applies with following additions:

- a) Each Customer shall appoint at least one Company Super User responsible for own company's use of the Digital Service that provides first-line support to end users in own organisation and is allowed to contact second-line support.
- b) Customer is responsible for deploying updated versions of the Digital Service components in own internal infrastructure when required according to recommendations/instructions from CoOper8.



12. Additional Provisions

Beyond the terms and conditions set out in these Special Terms and the General Terms, no additional provisions apply specifically to the Digital Service.