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To: Potential project participants
Subject: IM-LCF (Information Management in Large Capital Facilities)

Please be invited to join the first workshop series of the IM-LCF project. This letter answers the key questions you may have about the project. Also, several practical documents have been included in the invitation package:

- Terms of reference of the IM-LCF project
- Subscription form
- Instructions for members of the IM-LCF project

The IM-LCF project what is it?

The IM-LCF project consists of four workshop series addressing key priorities as confirmed in a survey done amongst companies interested in lessons learnt from doing IM in large capital facility projects. These workshop series are:

- Workshop series 1, Workshop series ISO 15926-11 and CDE (7 workshops)
- Workshop series 2, Data cleansing (equipment suppliers)
- Workshop series 3, Tooling specification
- Workshop series 4, Maturity assessment

The first workshop series will address how to practically achieve integration of plant life cycle data by using ISO 15926-11 and a Common Data Environment.

- This workshop series will consist of seven sessions. Possibly, we may need eight workshops in practice depending on the number of participants bringing in their cases. It is important to realize participants will need to share their practice and knowledge of the subjects addressed in the series. The workshop series 1 will be held on 10 Sep 2024, from 12.30 - 14.30 hrs. UTC

The second workshop series will address how to practically clean equipment supplier data received in many formats and information models and integrate in the Common Data Environment (CDE)

- The number of sessions will depend on the selection of the priorities, formats and models to be tackled.

The third workshop series will address a common industry specification for tooling software required to process project engineering data and documents in an integrated project environment.

- The number of sessions will depend on the scope of software tooling agreed by the project participants.

The fourth workshop series will address the IM maturity of companies required to achieve project data and documents that meet: referential integrity, classification of all individuals, unambiguous, human-readable content, traceability of changes, deprecations and additions.

- The number of sessions will depend on the choice to be made on the maturity model to be used (ORCHID, ISO 8000, Digital twin creation from IOGP, others) to meet the agreed key priority subjects listed in the ToR.

Figure 1 illustrates the structure of the project

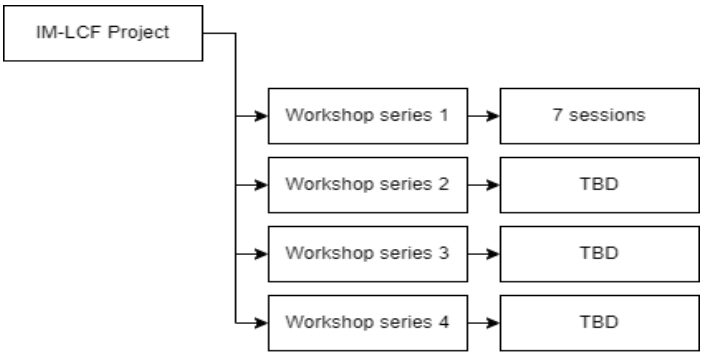


Fig 1: project structure

Why join?

The IM-LCF project originated from the Safari held with about 90 participants from about 10 countries who appreciated the Lessons Learnt presented very much and fully supported It was agreed to organize follow up workshops allowing a deep dive in the key subjects presented.
We believe therefore, your company will benefit from participating in the proposed IM-LCF project which will assist you with improving the quality of data in your projects, enhance your knowledge about adoption of international standards and their role in integration of data across the life cycle of plant installations in the process industry.

In the workshop series the participants bring in their knowledge of handling project data in their companies. This ensures that the results will be practical for many stakeholders in the process industry. An analysis of the IM-LCF project's benefits by stakeholder is proved in terms of reference.

How can you participate?

You can join the IM-LCF project by filling out the **subscription form** and sending it to us by e-mail. The key conditions of joining workshop series 1 of the IM-LCF project are:

- IM-LCF workshop series 1 consists of 7 or 8 workshops of 2.0 hours, held monthly. It will run from Sep 2024 u/I Mar 2025. Communication is done through teleconferences.

- Experts and managers of participating companies commit to be available for joining the workshop series 1. In case of unavailability for a particular workshop session, they will make available a replacement expert.

- The company participants to the workshop series will have support from their management to share the knowledge of their company of handling IM in large capital projects with the other participants. In case company management wishes to exclude some elements of that knowledge, it is possible to agree a Non-Disclosure Document.

- The intent is to run a Face-to-Face (FTF) workshop at the end of the full IM-LCF project, at the end of workshop series 4. This will be announced in time so that participants can plan for it.

- The fee for IM-LCF workshop series 1 is €1700. for all companies, except for small companies with less than 10 employees which will pay a fee of € 500 for workshop series 1.

If a company subscribes to IM-LCF project during a workshop series, a reasonable fee for the remaining sessions will be agreed.

- USPI members will enjoy a reduction of 15% of the fee of workshop type projects such as IM-LCF
- This application form is for joining workshop series 1. For each next workshop series, the subscription is renewed unless you decide to end your subscription.

USPI membership

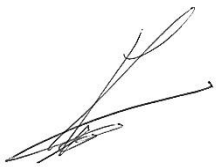
For a company to join the IM-LCF project of workshop series, membership to USPI is not mandatory. We recommend however to consider joining USPI as a member. USPI has several activities in the domain of IM that may be of interest to your company. Apart from joining in project activities there also is a need for an independent neutral platform where process industry experts meet and share their knowledge on plant life cycle data and development of international standards. As an example, the CFIHOS standard was successfully initiated by several USPI member companies.

Terms of Reference

The TOR (Terms of Reference) will provide purpose, scope, organization, approach, costs and funding of the IM-LCF project.

Please feel free to pass this invitation letter to your colleagues and contacts who may be interested in joining the project.

On behalf of the IM-LCF project team:



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