

1 Q. Please provide a list of the major systems used by Corporate Services (Nalcor and
2 Newfoundland Hydro) including a description of the purpose of each system.

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5 A. Please refer to PUB-Nalcor-191, Attachment 1 for a list and description of the major
6 systems used by Corporate Services¹ (Nalcor and Hydro).

¹ Corporate Services as defined by the Board for the purpose of responding to this question includes: Human Resources and Labour Relations, Safety and Health, Environment, Audit, and Corporate Communications.

Major Systems used within Corporate Services (Nalcor and Newfoundland & Labrador Hydro)

Function	Major System	Internal / External (and/or License)	Scope of Use	Description
Communications	HeyOrca!	External (licensed)	Hydro Communications	Plan and manage customer content and information for use on social media channels.
Communications	WordPress	External	Within functional area (Nalcor and Hydro Communications)	Content management of the Nalcor and Hydro websites.
Environment	Nimonik	External	Across Nalcor	Tracking of legislative updates and changes and provides notification of reporting requirements for permits and any expiring permits. This system includes all lines of business.
Environment	Environmental Management System & Subsystems	Internal (Lotus Notes)	Across Nalcor	System registered to ISO 14001 to ensure all elements of standard are in place to manage environmental aspects and risk. Nalcor EMS and associated subsystems support all lines of business.
Environment	Environmental Aspects Database	Internal (Lotus Notes)	Across Nalcor	EMS subsystem - Tracks and evaluates all aspects.
Environment	Environmental Compliance Directory	Internal (Lotus Notes)	Across Nalcor	EMS subsystem - Indicates all relevant legislation, EA commitments, agreements, authorization and voluntary commitments.
Environment	Environmental Targets Database	Internal (Lotus Notes)	Across Nalcor	EMS subsystem - tracks milestones and targets for Environmental Performance Improvement.
Environment	Power Supply Environmental Management System	Internal (Lotus Notes)	Power Supply	System registered to ISO 14001 to ensure all elements of standard are in place to manage environmental aspects and risk.
Environment	Sustainability Framework	Internal (Lotus Notes)	Across Nalcor	System to manage requirements associated with Canadian Electricity Association Sustainable Energy Designation
Environment	Stakeholder Database	Internal (SharePoint)	Across Nalcor	System to track and manage stakeholder engagement.
Environment	Grid Page	Internal (Intranet)	Across Nalcor	Env Grid site with links to environmental information
Environment	Waste Management Plan	Internal (Lotus Notes)	Hydro	Manages waste streams within NLH
Environment	NLH Environmental Management System	Internal (Lotus Notes)	Hydro	System registered to ISO 14001 to ensure all elements of standard are in place to manage environmental aspects and risk.
Environment	Environmental Emergency Response Plan	Internal (Lotus Notes)	Hydro	Response plan for hydrocarbon release reporting, containment and recovery
Environment	Env Standard Oper. Procedures for NLH	Internal (Lotus Notes)	Hydro	Corporate Documents
Environment	Permits and Approvals for NLH	Internal (Lotus Notes)	Hydro	Corporate Documents
Environment	Env Site Assessment Program for NLH	Internal (Lotus Notes)	Hydro	Corporate Documents
Environment	Env Protection Plan for NLH	Internal (Lotus Notes)	Hydro	Corporate Documents
Environment	Inventory Control for NLH	Internal (Lotus Notes)	Hydro	Corporate Documents
Health & Safety	Safety Management System (SMS)	Internal (Lotus Notes)	Across Nalcor	System for all safety and health information including policies, procedures, processes and operational controls (programs). The SMS framework is based on International Organization of Standardization (ISO) high level structure for ISO 45001. It leverages Nalcor's Intranet (GRID) as the main platform.
Health & Safety	Safe Workplace Observation Program (SWOP)	Internal (Lotus Notes)	Across Nalcor	System is used for the reporting, review, and analysis of substandard Conditions and practices (acts) as well as loss and "near miss" Incidents, including environmental observations.
Health & Safety	Medgate(Cority)	External (licensed)	Within Functional Area including embedded teams (PS, Hydro, CF)	System supports and houses documentation relating to disability case management for occupational and non-occupational injuries or illnesses.

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Health & Safety	Procedures Management Database	Internal (Lotus Notes)	Within Functional Area including embedded teams (PS, Hydro, CF)	System used to house all current safety and health procedures. The system is also used to facilitate the review and approval of procedures periodically.
Health & Safety	Work Methods Database	Internal (Lotus Notes)	Across Nalcor	System used to house and task inventory along with Task Based Risk Assessments and Work Methods (created for high risk tasks).
Health & Safety	Fall Protection Equipment Inspection Database	Internal (Lotus Notes)	Across Nalcor	System used to track the assignment and inspection of all fall protection equipment throughout the company.
Health & Safety	iNet Control	External (free license)	Open Non-customized System	System allows the user to view all gas monitor readings for monitors in use throughout the company.
Health & Safety	TeamStudio	External	Open Non-customized System	This is a forms application that houses operational control assessment forms.
Health & Safety	TurningPoint Technologies	External	Open Non-customized System	This is an application that enables anonymous polling through power point.
Health & Safety	Connect	External	Open Non-customized System	WorkplaceNL owned system used for regulatory reporting.
Health & Safety	CTR	External	Open Non-customized System	WorkplaceNL owned system used to manage regulatory safety training.
Health & Safety	LCP Benefits System	Internal	LCP & Within Functional Area	Owned by Lower Churchill Project. Used by Corporate Health & Safety to retrieve HSE monthly report data.
Health & Safety	3E SDS	External (licensed)	Across Nalcor	A system used to house all current Safety Data Sheets (SDS). I.e MSDS Sheets.
Health & Safety	Work Protection Software ESMII	External (licensed)	Across Nalcor	This electronic application is used to administer work protection throughout the company.
HR/LR Department	JD Edwards EnterpriseOne Human Capital Management (JDE E1, HCM)	Internal (licensed)	Across Nalcor	System contains the central database for all employee human resources and payroll information and is integrated with accounts payable and general ledger for posting, accounting, processing of payroll and related costs as well as regulatory remittances. The system will be integrated with TM1 used for planning, budgeting and forecasting (potential roll out in fall of 2019). The system tracks employee personal information, job and pay information, time and labour information, employee benefits including fringe, group insurance, leave and other employee benefits, accruals, and deductions. This system is integrated with almost all other lotus notes databases for purpose of organizational hierarchy (used where workflow is set up for approvals).
HR/LR Department	Timesheet Database	Internal (Lotus Notes)	Across Nalcor	Employee timesheets are entered, approved, and submitted via a Lotus Notes Timesheet database which is imported to JDE E1 for payroll processing. Timesheets contain data for payroll purposes (premiums, overtime), absence tracking (vacation, sick), equipment tracking, per diems, and inter-company labour recharges.

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HR/LR Department	Leave Management Database	Internal (Lotus Notes)	Across Nalcor	Employee leave requests are entered, approved and submitted via the Lotus Notes Leave Management database. The purpose of this database is for the employee to enter leave requests for advance supervisory approval and to show employee leave balances. Employees are still required to enter leave time into the Lotus Notes Timesheet Database for purposes of payroll processing and updates to JDE E1.
HR/LR Department	Learning Management System (LMS) Database	Internal (Lotus Notes)	Across Nalcor	The LMS is used for the tracking of completion of required training for mandatory safety, environment and corporate courses. It contains job training profiles for all positions and employee training plans. It is the central repository for training records and is used for running training gap analysis reports. In order to download training records for mandatory online courses, LMS interfaces with the third-party system (CoursePark) which houses the online courses. The LMS is one of the sources for ISO audits in Safety and Environment.
HR/LR Department	CoursePark (Bluedrop)	External (licensed)	Across Nalcor	CoursePark is a third-party service provider system which houses Nalcor's private learning network containing mandatory online courses and custom training required for compliance with ISO standards.
HR/LR Department	Developmental Performance Review (DPR) Database	Internal (Lotus Notes)	Across Nalcor	Database used for completing mid-year and annual performance reviews for non-union employees, including documenting employee key responsibility areas and work plans. It is a central repository for performance reviews and overall annual performance ratings for non-union employees. It facilitates work flows for employees, supervisors and peer feedback providers throughout the developmental performance review process.
HR/LR Department	Personnel Requisition Database (Internal)	Internal (Lotus Notes)	Across Nalcor	Database used for submitting and tracking requisitions to fill permanent, term and temporary positions. It facilitates workflows for required approvals to fill a position, including verification of approved budget for the position. It also facilitates workflows for the close out of the hiring process, including triggering required background and medical checks, as well as setting the employee up for onboarding.
HR/LR Department	Explore Nalcor (Onboarding) Database	Internal (Lotus Notes)	Across Nalcor	Database used for setting up a new employee's online orientation plan, tracking completion of mandatory orientation requirements, and assigning other onboarding supports. It also facilitates automated notifications and escalations regarding outstanding requirements for completion.
HR/LR Department	Experienced Based Learning System (Apprenticeship) Database	Internal (Lotus Notes)	Across Nalcor Utility LOBs	Database used to track and manage performance reviews for apprentices. It is also used for tracking their hours and rotations. It facilitates workflows for these processes.
HR/LR Department	Job Application Database	Internal (Lotus Notes)	Across Nalcor	The Job Application System is used to track candidate applications both internal and external for all employee job competitions across Nalcor. It also provides a tool that supports initial screening across the assigned interview panel. This system is linked to Nalcor's Career sites (internal and external).

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HR/LR Department	Succession Planning	Internal (Lotus Notes)	Across Nalcor	Database used for documenting succession plans for key and critical positions.
HR/LR Department	Corporate Policies & Procedures	Internal (Lotus Notes)	Across Nalcor	Database used to manage Company-wide policies. It also facilitates workflow for updates and approvals.
HR/LR Department	Medavie Blue Cross	External	Across Nalcor	Benefit providers system used by Nalcor to enter new and update existing enrollee benefit elections. This is used for active employees in the benefit plans, retirees, and plan members (family/dependents).