



OCIMF Community of Practice – Terms of Reference

The Oil Companies International Marine Forum (OCIMF)

Vision: A global marine industry that causes no harm to people or the environment.

Mission: To lead the global marine industry in the promotion of safe and environmentally responsible transportation of crude oil, oil products, petrochemicals and gas and to drive the same values in the management of related offshore marine operations. We do this by developing best practices in the design, construction and safe operation of tankers, barges and offshore vessels and their interfaces with terminals and considering human factors in everything we do.

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Terms of Reference: Community of Practice

Purpose

A Community of Practice (CoP) is an established platform for sharing, learning and collaboration by OCIMF members and invited stakeholders. Its primary objectives are:

- To share and promote discussion on major trends and risks, including HSSE incidents and lessons learned from within the industry.
- To share best practices with all interested members of the Forum.
- To share information on what is working well and areas for improvement in OCIMF and industry.
- To provide platforms for well balanced and diverse membership participation by region, expertise, trade, etc.

Membership criteria

Any member of OCIMF may become a member of a CoP and be represented by any number of representatives who may be a specialist or interested in the subject. A member representative will be expected to:

- Be endorsed by their Company to join the CoP.
- Actively participate in the activities of the CoP.
- Participate in working groups or project teams if they are interested and meet the criteria for the task or project.

Industry stakeholders may become a member of a CoP only if they are invited by the relevant OCIMF Expert Group.

Champion, Co-Champion and Secretary

A Champion and Co-Champion will be appointed for each CoP. They will be members of the relevant Expert Group.

The Champion and Co-Champion will work with other members of the Expert Group to schedule and facilitate the activities of the CoP.

The Secretary to the Expert Group will assist the Champion and Co-Champion with meeting preparation including producing agendas, minutes and providing continuity with other activities.

Meetings

Frequency and Duration

The meeting of the CoP shall normally be held at least once a quarter for up to three hours at 8am and 3pm GMT.

Location and Style

The meeting of the CoP shall be held virtually via teleconference, video conference or other virtual communication/collaboration facilities or platforms.

Additional Terms of Reference applicable to ALL Principal Committees, Functional Committees and Expert Groups

OCIMF Values

The following core values are applicable to all member representatives:

- Respect; treat everyone with respect and dignity, everyone brings value even if their ideas are different, work for the greater good of the industry.
- Engage; be inclusive, participate fully, breakdown silos – we are one team.
- Efficient; improve processes, increase agility, prioritise effectively.
- Deliver; align with the strategy, perform against KRAs and KPIs.

Anti-Trust/Competition Law

The member representatives will ensure that OCIMF meetings are in compliance with the Anti-Trust/Competition Law Guidance provided by the Secretariat prior the meeting. Consistent with all OCIMF meetings, every meeting of the Committee will include a review and reminder of the OCIMF Anti-Trust/Competition Law Guidelines.



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