



OCIMF Functional Committees – 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: Functional Committees

Legal Committee

Purpose

The Legal Committee will provide subject matter expertise and advice on legal matters within the scope of OCIMF. It will focus primarily on the prevention and mitigation of legal and compliance risks to the Forum in areas including but not limited to:

- Anti-Trust/Competition Laws.
- Liabilities and commitments.
- Business regulations/legislations.
- Brand and reputation.
- Suppliers and contractors.

The Legal Committee will report to the OCIMF Managing Director and will only report to the relevant Principal Committee on issues or actions that are connected with developing or improving publications, programmes or advocacy.

Responsibilities

The Legal Committee (hereafter referred to as “Committee”) will have the following responsibilities:

- Provide general legal advice and support to the Executive Committee, Managing Director, other Committees and Expert Groups.
- Identify future opportunities and implement actions to prevent or mitigate legal and compliance risks to the Forum.
- Provide support to the Secretariat, Committees and Expert Group in the review of the OCIMF prioritisation matrix and bow ties and update of the critical threats and barriers from a legal and compliance perspective.
- Provide advice and support to the Executive Committee, Managing Director, other Committees and Expert Groups on legal and compliance issues related to the development and implementation of publications, advocacy and programmes.
- Review technical content of the programmes and provide legal advice, as required by the Principal Committees, Expert Groups or other Functional Committees.
- Establish and coordinate activities of a Community of Practice (CoP), where deemed necessary.

Membership criteria

A member shall authorise one voting representative on the Committee. The member representative, at the point of nomination, shall provide evidence of one or more of the following:

- Legal knowledge and expertise.
- Experience of working as a shipping lawyer.
- Experience of advising on legal issues associated with marine legislation and regulations.
- Experience of advising on anti-trust and competition law.

The OCIMF General Counsel and Business Support Director will act as Secretary to the Committee and will assist the Chair with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

Maritime Security Committee

Purpose

The Maritime Security Committee will provide subject matter expertise in maritime security to the Forum. It will focus primarily on preventing harm to people and the environment by developing and implementing the “OCIMF Maritime Security Plan”.

The Maritime Security Committee will report to the OCIMF Managing Director and will only report to the relevant Principal Committee on issues or actions that are connected with developing or improving publications, programmes or advocacy.

Responsibilities

The Maritime Security Committee (hereafter referred to as “Committee”) will have the following responsibilities:

- Identify future opportunities and develop/implement actions to deliver on OCIMF’s Maritime Security Plan.
- Provide maritime security advice and support to the Executive Committee, Managing Director, other Committees and Expert Groups.
- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and maritime security bow tie and update the critical threats and barriers.
- Reduce high impact maritime security risks identified on the OCIMF bow ties by:
 - Developing and maintaining up to date and relevant best practice publications.
 - Effectively advocating for the acceptance of best practices by IMO, governments and industry.
 - Effectively advocating for the global and consistent implementation and enforcement of regulations by IMO, governments, industry and other key stakeholders.
 - Providing technical content for the programmes, in line with the barriers on the bow ties, by delivering written technical outlines of the intended/revised questions and guidance notes to the Publication and Advocacy Committees/Expert Groups.
- Establish and coordinate activities of a Community of Practice (CoP), when deemed necessary.
- Establish and resource working groups, as required by a Publication and Advocacy Committee or the OCIMF Managing Director.

Membership criteria

A member shall authorise one voting representative on the Committee. The member representative shall, at the point of nomination, provide evidence of their experience in one or more of the following:

- Maritime security risk management.
- Experience in security incident and crisis management.

The OCIMF Security Adviser will act as Secretary to the Committee and will assist the Chair with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

Human Factors Committee

Purpose

The Human Factors Committee will provide subject matter expertise in human factors to the Forum. It will focus primarily on preventing harm to people and the environment by developing and implementing the “OCIMF Human Factors Approach”.

The Human Factors Committee will report to the OCIMF Managing Director and will only report to the relevant Principal Committee on issues or actions that are connected with developing or improving publications, programmes or advocacy.

Responsibilities

The Human Factors Committee (hereafter referred to as “Committee”) will have the following responsibilities:

- Identify future opportunities and develop/implement work plans to deliver on the OCIMF Human Factors Approach.
- Provide human factors advice and support to the Executive Committee, Managing Director, other Committees and Expert Groups.
- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bow ties and update the critical threats and barriers from a human factor perspective.
- Reduce high impact personal and process safety risks identified on the OCIMF bow ties by:
 - Developing and maintaining up to date and relevant best practice publications.
 - Effectively advocating for the acceptance of best practices by IMO, governments and industry.
 - Effectively advocating for the global and consistent implementation and enforcement of regulations by IMO, governments, industry and other key stakeholders.
 - Providing technical content for the programmes, in line with the barriers on the bow ties, by delivering written technical outlines of the intended/revised questions and guidance notes to the Publication and Advocacy Committees/Expert Groups.
- Establish and coordinate activities of a Community of Practice (CoP), when deemed necessary.
- Establish and resource working groups, as required by a Publication and Advocacy Committee or the OCIMF Managing Director.

Membership criteria

A member shall authorise one voting representative on the Committee. The member representative shall provide evidence of practical experience in one or more of the following:

- Human factors/human performance.
- Building marine non-technical skills.
- Marine investigations.

A Secretary will be appointed by the OCIMF Secretariat to support the activities of the Committee and assist the Chair and Vice Chair with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

Environment Committee

Purpose

The Environment Committee will provide subject matter expertise in environment to the Forum. It will focus primarily on preventing harm to people and the environment by developing and implementing the “OCIMF plan on environment”.

The Environment Committee will report to the OCIMF Managing Director and will only report to the relevant Principal Committee on issues or actions that are connected with developing or improving publications, programmes or advocacy.

Responsibilities

The Environment Committee (hereafter referred to as “Committee”) will have the following responsibilities:

- Identify future opportunities and implement actions to deliver on the OCIMF plan on environment.
- Provide general advice and support on environmental issues to the Executive Committee, Managing Director, other Committees and Expert Groups.
- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bow ties and update the critical threats and barriers from an environmental perspective.
- Reduce high impact environmental risks identified on the OCIMF bow ties by:
 - Developing and maintaining up to date and relevant best practice publications.
 - Effectively advocating for the acceptance of best practices by IMO, governments and industry.
 - Effectively advocating for the global and consistent implementation and enforcement of regulations by IMO, governments, industry and other key stakeholders.
 - Providing technical content for the programmes, in line with the barriers on the bow ties, by delivering written technical outlines of the intended/revised questions and guidance notes to the Publication and Advocacy Committees/Expert Groups.
- Establish and coordinate activities of a Community of Practice (CoP), when deemed necessary.
- Establish and resource working groups, as required by a Publication and Advocacy Committee or the OCIMF Managing Director.

Membership criteria

A member shall authorise one voting representative on the Committee. The member representative shall provide evidence of experience in environmental management preferably in the shipping or oil and gas sector.

A Secretary will be appointed by the OCIMF Secretariat to support the activities of the Committee and assist the Chair and Vice Chair with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

Additional Terms of Reference applicable to ALL Principal and Functional Committees (“Committee”)

Responsibilities and accountabilities

- Effectively share knowledge, information and learning through wider membership engagement and participation.
- Facilitate engagement and collaboration with other Committees on areas of common risks.
- Ensure that human factors, environmental, security and legal impacts are assessed in the delivery of its objectives by consulting with the relevant Functional Committees.
- Deliver on Key Result Areas (KRAs) and Key Performance Indicators (KPIs).
- Raise awareness on the performance of the industry and build confidence and trust among key stakeholders.

Membership

Any OCIMF member may apply to become a member of the Committee.

Membership of each Committee will be reviewed and confirmed by the respective Chair, Vice Chairs and Secretary of the Committee at the last meeting in each calendar year. Failure of a member to deliver on the criteria for membership, as defined, could lead to the member being asked to change its representative on the Committee or the member being removed from the Committee.

Other OCIMF member company representative(s) may attend meetings as an observer or non-voting member representative with the prior consultation of the Secretary and agreement of the Chair or Vice-Chair(s).

An industry association or non-OCIMF member organisation may become a member of the Committee only by invitation and agreement by the Committee.

The Chairs, Vice Chairs or Secretary of the Functional Committees will attend the meetings of the Principal Committees when possible as non-voting members to facilitate alignment and information sharing.

Chair and Vice Chairs

Unless otherwise stated, one Chair and two Vice Chairs shall be nominated and elected from the membership of the Committee.

As far as possible, the Chair and Vice Chairs shall be based across and represent, three different geographical regions which are Europe/Africa, Middle East/AsPac and the Americas.

The Chair will report to the OCIMF Managing Director and will serve impartially for three years, with a possible extension of up to one year, from the date of final approval by the OCIMF Managing Director.

The Chair and Vice Chairs shall always be a representative from an OCIMF member company. Any exceptions must be approved by the OCIMF Managing Director. The expectation is the succession of the Chair is achieved by the Vice Chair(s) of the Committee succeeding a retiring Chair. This provides the Vice Chair(s) with the opportunity to gain experience in the running of a Committee in advance. In the event of both Vice Chairs expressing interest in the role of the Chair, the decision will be taken by a blind ballot of the Committee members.

In the unlikely event that a Vice Chair is unavailable or unwilling to take over the role of the Chair, the alternative is to find a suitable replacement from within the Committee capable and willing to act as Chair. The prospective candidate(s) must have sufficient experience working within the Committee and OCIMF.

Whilst selection of a Chair is the role of the Committee, the appointment is subject to support and agreement of the OCIMF Managing Director. Consideration should be given to prospective Chairs ability to commit sufficient time and be able to travel as required by the Committee TOR's.

Conflicts of interest should be avoided when selecting a Chair.

The Chair shall:

- Attend the meetings of the Committee. In exceptional circumstances where attendance is not possible, the Chair shall make arrangements for the Vice Chair to attend and conduct the meeting.
- Prior to holding a Committee meeting, work closely with the Secretariat to agree the agenda, provide appropriate supporting documents and produce a slide pack supporting the agenda.
- At all times, be mindful of anti-trust and competition laws, ensure the pre-agreed agenda is adhered to and not tolerate inappropriate discussion items.
- Remind members of their responsibility to excuse themselves should a conflict of interest arise or when they are affected by sanctions.
- Will chair and conduct the meeting strictly in-line with the terms of reference for the Committee.
- Will effectively lead the meetings and strive for decisions based upon consensus, avoiding deferral wherever possible and appropriate.
- Encourage active participation from all members during the meeting and remind committee members that they are representing their organisations. Chair should be clear when advocating their company position.
- On the closing of each agenda item, recap discussions, summarise the agreed outcome and when appropriate assign action parties and deadlines.
- If meeting actions include the formation of an Expert Group, Working Group or Project Team, shall identify member companies supporting the action who are willing to nominate expert resource.
- Ensure the Secretary records the pertinent points, decisions and actions of the meeting and circulates the minutes in a timely manner.
- Between meetings, maintains regular contact with the Secretariat and the Committee, promoting progress of agreed actions.
- When new work items are generated, work closely with the Secretary (post meeting) to define resource and funding needs to the OCIMF Managing Director.
- Shall provide a report of activity to the OCIMF Managing Director.
- Will not advocate OCIMF positions externally without prior authority from the Secretariat.

The Vice Chair shall:

- Attend Committee meetings whenever possible and will actively understudy the Chair of the Committee, becoming familiar with all aspects of the Chair's role.
- Agree with the expectation that the Vice Chair succeeds the Chair upon retirement.
- When supporting or deputising for the Chair be guided by above expectations of the Chair.

Expert Groups, Working Groups and Project Teams

The expectation is that the Leads and Co-Leads of Expert Groups and temporary Working Groups and Project Teams will follow principles similar to the role of the Committee Chairs and Vice Chairs, and always subject to approval by the OCIMF Managing Director. Where appropriate and with the approval of the OCIMF Managing Director, these may be led by a non-OCIMF member.

Meetings

Frequency and Duration

The meeting of a Principal or Functional Committee shall normally be held twice in every calendar year at intervals of not more than six months and for up to two days at a time.

A Committee shall hold intersessional meetings at intervals and durations deemed necessary by the Committee.

Location and Style

The meeting of a Committee shall be held in person and/or virtually at a time and place deemed appropriate by the Committee but rotated through three regional zones of (i) Europe/Africa, (ii) Middle East/AsPac (iii) Americas. Where a meeting is being held in person and virtually, the

location chosen by the Committee meeting shall meet one or more of the following criteria:

- A hub location where Committee members have the opportunity to combine individual company business with the committee meeting. Examples of hub locations include London, Houston, Singapore and Dubai.
- Proximity to an industry event that is related to the work of the Committee or normally attended by OCIMF members.
- Location presents an opportunity to address a high impact HSE issue related to the work of the Committee.
- Location presents an opportunity to increase accessibility to the meeting for other OCIMF members who are not or less engaged in the work of the Committee.

If a member of a Committee attends a meeting by appropriate virtual communication facility, such participation shall be deemed as equivalent to attending the meeting in person.

Condition of Attendance

A member shall sign the OCIMF Conditions of Attendance on appointment to the Committee and annually thereafter if the Conditions of Attendance are amended.

Quorum

Unless the Committee decides otherwise (by a majority vote) its quorum shall be 50 percent of its membership. The percentage quorum will apply to the Committee meetings either physical or virtual.

Consensus

As a membership organisation, OCIMF seeks to achieve consensus in all but committee procedural matters, which may be taken by the Committee by a majority vote.

Votes shall be called for on all proposals considered by the Committee. Consensus is achieved when there are no dissenting members to a proposal provided the consensus is at a quorate meeting, either physical or virtual.

If consensus cannot be achieved, then subject to the meeting being quorate, a simple majority of the members of the Committee at the meeting may send the matter to the Executive Committee via the Managing Director for resolution with the vote count noted.

Financials and Funding Requests

When financial commitments are involved in undertaking studies or research projects necessary to progress the Committee's objectives, the Committee will be responsible for exercising financial controls and will submit in each case a written request to the OCIMF Managing Director and obtain their approval before proceeding.

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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