



# OCIMF Principal Committees – Terms of Reference

Rev 1.1

## **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.



## Terms of Reference: Principal Committees

### Publications and Advocacy Committee – Tankers, Barges and Terminal Interfaces

#### Purpose

The Publication and Advocacy Committee for tankers, barges and terminal interfaces will provide leadership and oversight in the delivery of best practice publications and regulatory advocacy that are focused on preventing harm to people and the environment caused by transporting by vessel crude oil, oil products, petrochemicals and gas and their interfaces with terminals inshore and onshore. Its primary objectives are:

- To prioritise best practices in critical areas of health, safety, security and the environment (HSSE).
- To promote best practices and regulatory compliance through collaboration with governments and industry.
- To maintain OCIMF's reputation as a foremost and trustworthy source.

#### Responsibilities and accountabilities

The Publication and Advocacy Committee for tankers, barges and terminal interfaces (hereafter referred to as "Committee") will have the following responsibilities and accountabilities:

- Monitor the external environment and respond rapidly to major trends, risks and emerging issues/opportunities in the industry within the scope of OCIMF.
- Approve the OCIMF prioritisation matrix and bow ties for own area and use these to prioritise work, manage workload and allocate resources.
- Through the Expert Groups and Functional Committees, reduce high impact personal and process safety risks identified on the OCIMF bow ties for own area 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 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 Programmes Committee/Expert Groups.
- Establish, resource and oversee the management of Expert Groups, Communities of Practice, working groups and project teams for own area – including approval of their Terms of Reference.
- Review and approve the technical content of questions or guidance notes for programmes following any revision by the Programmes Committee or Expert Groups.

#### Membership criteria

A member shall make a written commitment to actively participate in the work of the Committee and at least two other groups, e.g. Expert Group and/or Functional Committees.

A member shall authorise one voting representative on the Committee who is a senior manager vested with appropriate decision-making authority within the Company. The member representative, at the point of nomination, shall provide evidence of their background or experience in one or more of the following areas in relation to tankers, barges or terminal interfaces:

- Operational leadership in health, safety, security or environment.
- Driving strategic change at organisational level.

The OCIMF Publications and Advocacy 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.

## **Publications and Advocacy Committee – Offshore**

### **Purpose**

The Publication and Advocacy Committee for Offshore will provide leadership and oversight in the delivery of best practices and regulatory advocacy that are focused on preventing harm to people and the environment caused by offshore marine operations, including vessels supporting oil and gas exploration, development and production with a particular emphasis within the facility safety zone. Its primary objectives are:

- To prioritise best practices in critical areas of health, safety, security and the environment (HSSE).
- To promote best practices and regulatory compliance through collaboration with governments and industry.
- To maintain OCIMF's reputation as a foremost and trusted authority on health, safety, security and protection of the environment.

### **Responsibilities and accountabilities**

The Publication and Advocacy Committee for Offshore (hereafter referred to as “Committee”) will have the following responsibilities and accountabilities:

- Monitor the external environment and respond rapidly to major trends, risks and emerging issues/opportunities in the industry within the scope of OCIMF.
- Approve the OCIMF prioritisation matrix and bow ties for own area and use these to prioritise work, manage workload and allocate resources.
- Through the Expert Groups and Functional Committees, reduce high impact personal and process safety risks identified on the OCIMF bow ties for own area by:
  - Developing and maintaining up to date and relevant best practice publications.
  - Effectively advocating for the acceptance of best practices by IMO, governments, industry and other key stakeholders.
  - Effectively advocating for 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 Programmes Committee/Expert Groups.
- Establish, resource and oversee the management of Expert Groups, Communities of Practice, working groups and project teams for own area – including approval of their Terms of Reference.
- Review and approve the technical content of questions or guidance notes for programmes following any revision by the Programmes Committee/Expert Groups.

### **Membership criteria**

A member shall make a written commitment to actively participate in the work of the Committee and at least one working group of the Committee.

A member shall authorise one voting representative on the Committee who is a senior manager vested with appropriate decision-making authority within the Company. The member representative, at the point of nomination, shall provide evidence of their background or experience in one or more of the following areas in relation to management of offshore marine operations:

- Operational leadership in health, safety, security or environment.
- Driving strategic change at organisational level.

The OCIMF Publications and Advocacy 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.

## Programmes Committee

### Purpose

The Programmes Committee will provide leadership and oversight in the development, operation and maintenance of inspection and management self-assessment programmes for promoting best practices and regulatory compliance. The Programmes Committee will also oversee the provision of expertise in IT and cyber risk management to the Forum. Its primary objectives are:

- To effectively deliver and manage an integrated inspection programme.
- To effectively deliver and manage an integrated management self-assessment programme.
- Provide oversight and direction as needed to the ISO9001 certification process
- To manage all expert groups within Programmes
- To maintain OCIMF programmes reputation as a trustworthy source.

### Responsibilities and accountabilities

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

- Monitor and respond rapidly to major industry trends and emerging internal/external issues that affect the quality and integrity of the programmes.
- Approve the OCIMF programmes bow tie and use this to prioritise work, manage workload and allocate resources.
- Continuously improve the accuracy, reliability and integrity of input and output from the programmes through:
  - Review and update of programmes questionnaires – incorporating technical content as provided or approved by the relevant Publications and Advocacy Committee.
  - Effective management of Inspector training, accreditation and ongoing development – ensuring Inspectors are of the highest quality, consistency and integrity.
  - Effective management of policies and procedures that govern the programmes – overseeing compliance by all programmes participants including management of appeals and disciplinary matters.
  - Management of programmes databases.
  - Management of data quality and analysis.
- Set high-level programmes quality policy and objectives that are aligned with OCIMF’s strategic direction.
- Identify the needs and requirements of programmes participants and interested parties and ensure those are communicated, met, monitored and reviewed at planned intervals.
- Establish, resource and oversee the management of Expert Groups, Communities of Practice, working groups and project teams for own area – including approval of their Terms of Reference.
- Review performance of the programmes at planned intervals against a set of Key Performance Indicators (KPIs).
- Set and deliver technology and cyber risk management priorities.

### Membership criteria

A member shall make a written commitment to actively participate in the work of the Committee and at least one Expert Group.

A member shall authorise one voting representative on the Committee who is a senior manager vested with appropriate decision-making authority within the Company. The member representative, at the point of nomination, shall provide evidence of their background or experience in one or more of the following areas:

- Inspection or vetting of offshore vessels, tankers or barges.
- Marine terminal assurance.

- Offshore marine assurance.
- Ethics and compliance management.
- Marine assurance IT systems.

The OCIMF Programmes 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.

## **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 HSSE 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.



**Our vision**

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

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