



Oil Companies International Marine Forum

# ***A Guide to Communities of Practice***

Version Date: 18/10/2022

---

***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.

## 1.0 What is a Community of Practice (CoP)

OCIMF is introducing CoP's to increase inclusivity with all members and relevant industry stakeholders so that we may listen to voices who would not normally have an opportunity.

***A community of practice (CoP) is a group of people who share a common concern, a set of problems, or an interest in a topic and who come together to fulfil both individual and group goals. They are a way of engaging all members and benefiting from their collective experience and expertise. They are open to all members and invited stakeholders and have been created so OCIMF's entire membership can learn and provide valuable input on a range of specific risk-related issues to identify lessons learned. They will be facilitated by an Expert Group or Functional Committee for their own area of focus using an online platform.***

The primary CoP tool is an online platform where anyone from member companies and, eventually industry stakeholders, can share knowledge and lessons observed. If a topic is posted which is of interest to the industry, then it may become an agenda item for the relevant functional committee or expert group.

## 2.0 When is a CoP used?

SMEs from member companies as well as from invited parties are invited to use the CoP platform to post and discuss:

- Technical or operational issues
- Application of rules and regulations
- Lessons learned from barrier failures
- Potential best practices or solutions

When a CoP Champion (Ref Section 5.0) or OCIMF Committee or Group Secretary identifies valuable input which may benefit the membership they shall report this to their respective Expert Group or Functional Committee for further discussion. If it is decided that there may be a potential gap or opportunity, then it shall be submitted to the relevant committee for approval.

A Functional Committee or Expert Group may invite members of the CoP to either a scheduled meeting, or an intersessional virtual meeting to discuss issues in more detail and gain a broader understanding.

**NOTE: Announcements will be made of any plans and the status for any action resulting from a CoP topic on the online platform by the OCIMF Committee or Group Secretary.**

This document contains guidance on how to access and use the OCIMF CoP Platform within the following Appendices:

**Appendix 1 - Accessing the CoP online Platform:** contains the guidance necessary to gain access via the OCIMF Members site.

**Appendix 2 - Posting a topic:** contains the guidance necessary to use the CoP to platform to post and reply to topics.

## 4.0 How to post to the OCIMF CoP

When posting a topic or a reply within the CoP it is important to:

- Comply with the rules of the OCIMF CoP and/or within your company.
- Post only details which you have verified to be factual
- Make sure that there is enough detail to accurately describe what it is you would like to post. Use pictures if necessary.
- Only post links or documents from reputable sources.
- Keep the conversation professional.

If there is any doubt on how to post, then reach out to the relevant Champion or OCIMF Committee or Group Secretary for advice and support.

NOTE: Before posting a topic always search to see if a similar thread already exists.

## 5.0 Roles and Responsibilities

Each CoP will have the following positions with associated responsibilities:

**CoP Champion:** This person performs the lead role within the Community. Their role is to act as the human moderator if the built-in moderator tool ails. This position is the connection between the CoP and the Functional Committee / Expert Group within the OCIMF Committee Structure. They will present a summary of the performance of the CoP during every scheduled meeting, as well as proposing agenda items whenever the CoP are discussion an interesting topic.

**Functional Committee/Expert Group members:** These are the members of the respective Committee or Group within the OCIMF Committee structure who are the core members of the Community. Their role is to act as super users and promote the CoP within their member company, as well as to bring to the attention of the Champion any posts which may be interesting or have evaded the Moderator-bot (Ref Section 7.0).

**CoP Members:** These are individuals from member companies or interested Industry individuals who make up most of the CoP membership. This may also include specifically invited stakeholders from the industry. The role of the CoP members is to post within the CoP rules and to actively respond if they have any knowledge to share.

**Secretariat:** These are the members of the OCIMF staff who are the secretaries for Functional Committees or Expert Groups. Their role within the CoP is to support the Champion with Moderation. They will ensure that there is a place of the scheduled agenda for a CoP update and will support the champion preparing a health check.

**Admin and IT Support:** These are the appointed members of the Business and Administrative Support team. Their role will be to delete moderated posts, clean up the CoP's, and work with the software developers to implement improvements as required by the CoP Management Committee in accordance with section 8 of this document.

## 6.0 CoP Rules

There are three types of CoP rules which must be adhered to by all CoP members.

These are OCIMF CoP Guiding Principles, CoP Behaviours and OCIMF Rules. In addition, there are rules for CoP members who are also members of existing OCIMF Committees or Groups.

**CoP Guiding Principles:** The CoP is a safe space, but it is important that we always remain polite and respectful. When registering to use the CoP you must use your real name. When you are posting the names of people, companies or specific vessels/units shall never be mentioned.

**CoP Behaviours:** These are the behaviours which would be expected on any professional CoP or chat forum website. They are intended to keep the CoP site free and fair to all members.

## 10 OCIMF Etiquette Rules for Online Discussion

*Following this etiquette will make sure that the community remains a safe space to discuss technical issues and learnings.*

Before posting to any discussion boards check to see if the question has already been asked.

Respect the opinion of others. If you feel the need to disagree, then do so respectfully.

Stay on topic – Don't post irrelevant links, comments, thoughts or pictures.

Only respond to a thread if you know the answer or your comments will benefit others.

Don't post anything that sounds angry or sarcastic, even as a joke. Peers might not realize you are joking.

Always check the most recent comments before responding.

If many people respond to your thread then post a summary of all answers at the end.

Use the quote button when responding to someone's specific comment.

Be polite. *Please* and *thank you's* when soliciting help from others.

Never break the OCIMF rules. They are here to protect us all and ensure OCIMF can continue to operate as a member forum.

**OCIMF Anti-trust and Competition Rules:** These are the Anti-trust and Competition Laws which apply to all OCIMF meetings. The following is a list of all issues which may or may not be discussed.

<p><b>Anti-Trust/Competition Law Guidance For OCIMF Meetings</b></p>	<p><b>Anti-Trust/Competition Law Guidance For OCIMF Meetings</b></p>
<p><b>DO</b> ✓</p>	<p><b>DO NOT</b> ✗</p>
<p>This checklist is intended to provide guidance to participants in OCIMF meetings. It is not exhaustive.</p>	<p>This checklist is intended to provide guidance to participants in OCIMF meetings. It is not exhaustive.</p>
<p><b>DO ENSURE</b> agendas and minutes of meetings are produced and circulated to all attendees, and accurately reflect the discussions that occur.</p> <p><b>DO SEEK ADVICE</b> from OCIMF General Counsel and OCIMF Legal Committee before participating in the following potentially sensitive activities:</p> <ul style="list-style-type: none"> <li>• Gathering and exchanging statistical information</li> <li>• Benchmarking</li> <li>• Creating industry standards</li> <li>• Self-policing regulations</li> <li>• OCIMF sponsored research</li> </ul> <p><b>DO CONSULT</b> with OCIMF General Counsel and/or OCIMF Legal Committee on all questions which might be related to anti-trust/competition law.</p> <p><b>DO LIMIT</b> meeting discussions to agenda topics. Items for any other business should be discussed with the meeting Chairman beforehand.</p> <p><b>DO OBJECT</b> if an improper or questionable subject is raised and ensure your objection is recorded in the minutes.</p>	<p><b>DO NOT DISCUSS</b> the following topics:</p> <ul style="list-style-type: none"> <li>• Prices/Freight rates</li> <li>• Production</li> <li>• Capacity or inventories</li> <li>• Sales/purchases</li> <li>• Costs</li> <li>• Future business plans</li> <li>• Matters relating to individual customers/suppliers</li> <li>• Employee compensation, benefits, remuneration etc</li> </ul> <p><b>DO NOT MAKE ANY AGREEMENT ON, OR TAKE A DECISION TO</b> conduct the following activities:</p> <ul style="list-style-type: none"> <li>• All of the above</li> <li>• Fix sale or purchase prices</li> <li>• Fix other terms of sale or purchase</li> <li>• Restrict capacity or output</li> <li>• Refrain from supplying a product or service</li> <li>• Limit quality competition or research</li> <li>• Divide markets or customers</li> <li>• Exclude competing companies from a market</li> <li>• Blacklist or boycott customers or suppliers</li> </ul>

**OCIMF Rules for existing Committee or Group Members:** These are the rules for CoP Members who are also members of an existing OCIMF Committee or Group:

- You must not discuss or share ongoing specific OCIMF work. You can refer topics to existing published material or provide a general update on the status of existing work.
- Any reply you post is your individual opinion, you are not representing an OCIMF position.
- Anything you post must follow your internal member company policy for information sharing.

**NOTE:** Where gaps or opportunities are identified within topics OCIMF can officially address these by the release or amendment of a publication, Information Paper or a formal OCIMF Position after appropriate due diligence.

## 7.0 Moderation

The CoP sites are subject to automated and manual moderation. The automated moderation, or Moderator-bot, has been programmed with a list of words, such as Price, Freight Rate or Costs, etc. as well as rules which are a mixture of social or OCIMF specific. If the Moderator-bot detects any of these words, the message will not be accepted, and the poster notified.

Although violation is expected to be infrequent, and this automated method of moderation is expected to be effective, we have appointed Functional Committee/Expert Group members as CoP core members and a COP Champion to manually detect any violations which pass through the Moderator-bot. The CoP Champion will assess the post and, if it is deemed a violation, will instruct the Administrator to delete the post. They will notify the poster of the reason for the deletion and if necessary, provide coaching as to how they may be able to successfully post.

Methods of Moderation:

1. **Suspend the member** – for frequent rule violation
2. **Delete the post** – If it contains obvious rule violations
3. **Mentor the member** – if the rule violations appear to be unintentional the Champion should coach the member to avoid repetition.

## 8.0 Administration

The CoP sites are administered from within the OCIMF Secretariat. The following administrators are appointed to maintain the CoP site:

**CoP Admin Committee:** This will be made up of Advisers and members of the Business Support Team. They will be the decision board for approving CoP improvement suggestions. They will meet Quarterly and will discuss suggestions and feedback from CoP Champions or OCIMF Advisers.

**General Administration** – This will be performed by OCIMF Business Support Staff. They will be able to delete or archive messages upon instruction from the relevant Functional Committee or Expert Group adviser.

**Technical Administration** – This will be performed by the OCIMF IT Manager who will work with the platform developer to resolve defects or to affect improvements as agreed by the CoP Admin Committee.

**Training and Familiarisation** – The guidance contained within Appendix 1 and 2 of this document shall be used as training material and is accessible from the members CoP site. The Secretary for the respective Functional Committee or Expert Group shall be responsible for training new members.

**IT Support** – The OCIMF IT Manager will be the POC for the platform developers and will oversee the implementation of platform improvement suggestions.

## Appendix 1 – Accessing the CoP Platform

The CoP platform is accessed via the Member site within the OCIMF Website. The following steps shall be followed to register for access:

- 1 – Access the OCIMF Website [www.ocimf.org](http://www.ocimf.org)
- 2 – Click on the Members Area tab on the top right of the home page (See fig.1)

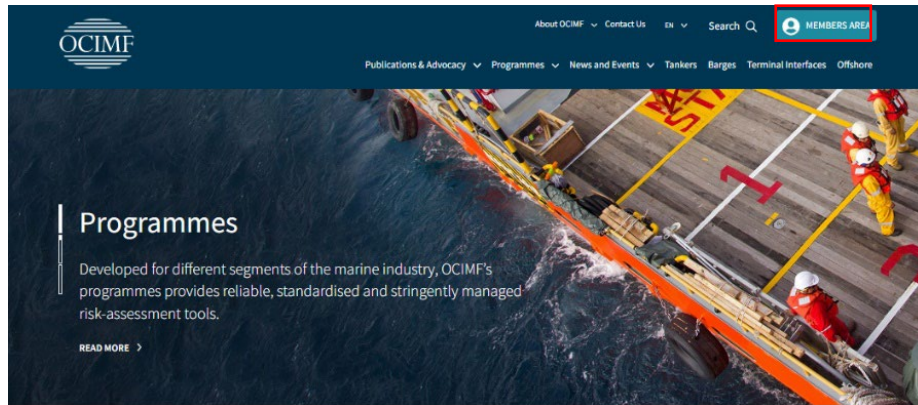


Fig. 1

- 3 – Click Register and complete the OCIMF Member Registration form and then click Register (See Fig. 2)

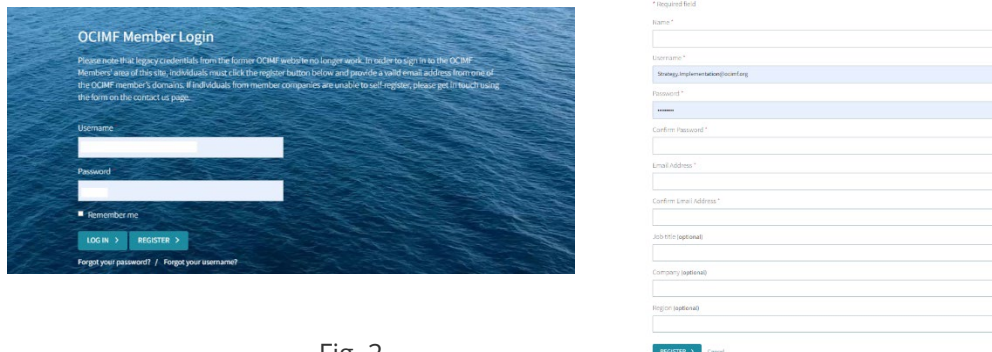


Fig. 2

NOTE: You must use your real name when registering.

- 4 – Click on the Communities of Practice button (See fig.3)

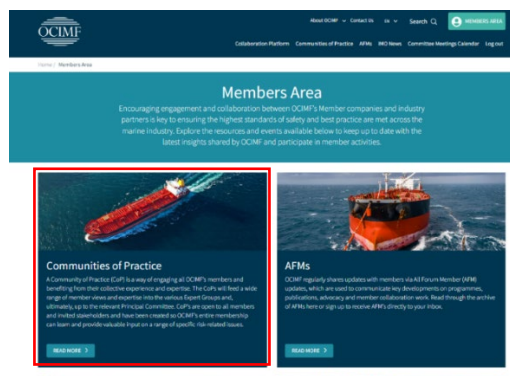


Fig. 3

5 – Review the various CoP sites and determine which of them will be applicable to your expertise (See Fig. 4).

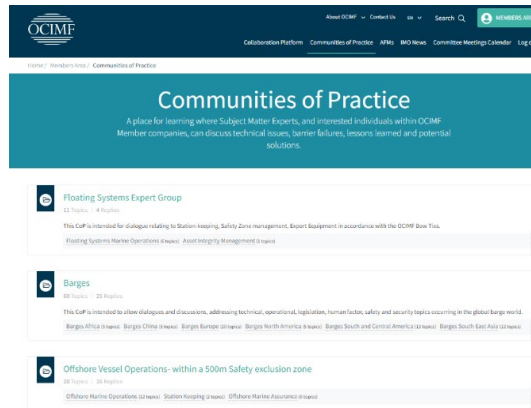


Fig. 4

6 – Access each of these applicable sites and switch on the notification function (See Fig. 5). If these sites have sub-communities, then you will also have to switch on their notifications.

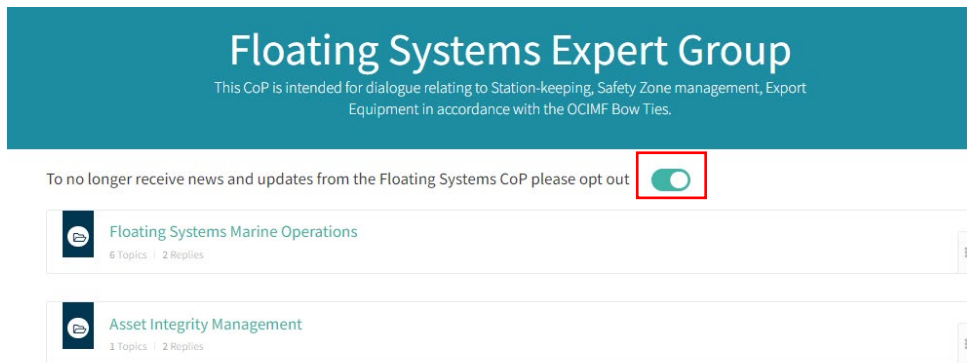


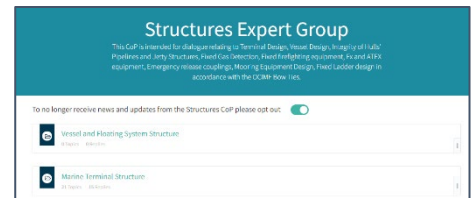
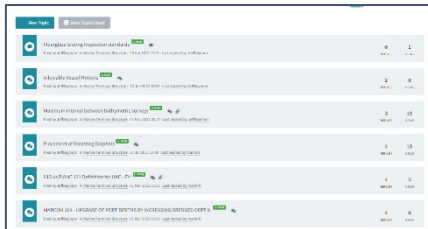
Fig. 5

You will then receive notifications via email whenever a new topic is posted, and if you click on the link on the email, it will take you directly to the topic within the CoP site.

## Appendix 2 – Posting and searching a topic

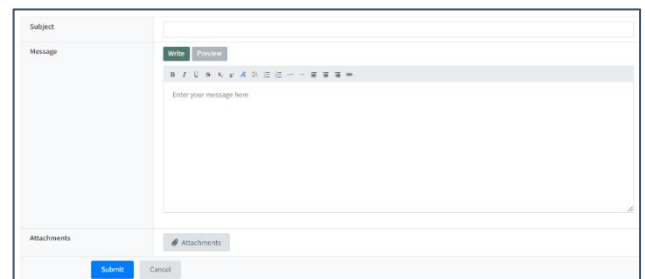
1. Select the CoP or Sub-CoP which is most applicable to the thing you would like to post. To assist with the selection each CoP has a brief description of its expected content.

**NOTE: Before posting a new topic perform a search of existing topics to ascertain if a similar post already exists.**



2. Click on the new topic button at the top left of the CoP page.

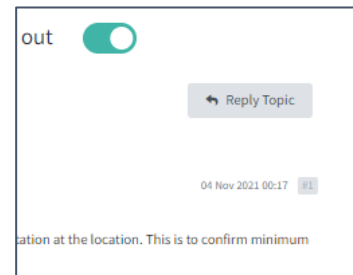
3. Provide a title for the topic in the Subject field and then type in a description of your post in the message box. If you have an image or a document you would like to post (in accordance with the rules of the CoP), they can be added as attachments. Then hit Submit.



### Replying to a topic or message

If you identify a topic you would like to reply to then there are several ways to do this. You can either reply to the topic, reply to the message, or quote the message.

**1. Replying to a topic** – This button is either at the top right or bottom right of the page. It will post your reply at the end of the chain of messages.



**2. Replying to a message** – This button is directly under each message posted. If you click this button you will reply to this message. Your message will appear directly underneath the message you replied to.

**3. Quoting a message** – This is like replying to a message; however your reply will include the message you were replying to in quotations. This method can allow you to provide further context.

**NOTE: Topics and replies posted within any OCIMF CoP site are the opinion of the individual making the post. They do not reflect an official OCIMF position and as such must be interpreted accordingly.**

## Appendix 3 – Housekeeping best practice

TBD