



# New OCIMF Committee Structure – 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: 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 500m exclusion 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.
- To set and deliver objectives to meet or exceed ISO 9001 requirements.
- To manage the OCIMF Innovation and Technology Expert Group.
- 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.

## 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.

## **Terms of Reference: Expert Groups**

### **Ship-to-Ship Expert Group**

#### **Purpose**

The Ship-to-Ship Expert Group will provide subject matter expertise in Ship-to-Ship (STS) transfer operations to the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces. It will focus primarily on the prevention of harm to people and the environment caused by the transfer of all bulk liquid cargoes, including oil (MARPOL Annex I), chemical (MARPOL Annex II) and liquefied natural gas (LNG).

The STS Expert Group will report to the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces.

The STS Expert Group will facilitate and coordinate an STS Community of Practice.

#### **Responsibilities**

The STS Expert Group (hereafter referred to as "Expert Group") will have the following responsibilities as directed by the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces:

- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bowties and update the critical threats and barriers for own area.
- 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 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 Programmes Committee or Expert Groups.

#### **Membership criteria**

A member shall authorise one voting representative on the Expert Group. The member representative shall provide evidence of the following:

- Experience as a Deck officer onboard oil, gas or chemical tankers with a thorough knowledge and experience of STS transfer operations and management of associated risks.
- Experience in tanker cargo loading and unloading, including knowledge of related STS equipment and resources.
- Experience in tanker mooring and unmooring operations.

A Secretary will be appointed by the OCIMF Secretariat to support the activities of the Expert Group and assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

## Ship-to-Shore Interfaces Expert Group

### Purpose

The Ship-to-Shore Interfaces Expert Group will provide subject matter expertise in the management of ship-to-shore interfaces to the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces. It will focus primarily on the prevention of harm to people and the environment caused by the operation of tankers within port areas and at terminals.

The Ship-to-Shore Interfaces Expert Group will report to the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces.

The Ship-to-Shore Interfaces Expert Group will facilitate and coordinate a Ship-to-Shore Interfaces Community of Practice.

### Responsibilities

The Ship-to-Shore Expert Group (hereafter referred to as “Expert Group”) will have the following responsibilities as directed by the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces:

- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bowties and update the critical threats and barriers for own area.
- 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 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 Programmes Committee or Expert Groups.

### Membership criteria

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

- Experience as a Deck officer onboard oil, gas or chemical tankers with a thorough knowledge and experience of operating tankers within port areas and at terminals.
- Experience in tanker cargo loading and unloading.
- Experience in tanker mooring and unmooring operations.
- Experience in operation and management of terminals at the ship-to-shore interface.

A Secretary will be appointed by the OCIMF Secretariat to support the activities of the Expert Group and assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

## Nautical Expert Group

### Purpose

The Nautical Expert Group will provide nautical expertise to the two Publication and Advocacy Committees. It will focus primarily on the following areas on tankers, offshore vessels\* and barges:

- Navigation and Communications, e.g.:
  - General navigation – including navigation in ice.
  - General communications – including emergency communications.

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\* Offshore vessels: scope of work is limited to offshore vessel activities outside of the 500m exclusion zone of an offshore facility.

- Pilotage.
- Cargo and Ballast management, e.g.:
  - Cargo operations – oil, chemicals, LNG and LPG.
  - Floating Storage and Regassification Unit (FSRU).
  - Emergency Shut Down systems (ESDs).
- Mooring and Anchoring, e.g.:
  - Equipment (design, operations and management).
  - Towing.
- Safety Management Systems which would include but not be limited to:
  - Risk assessments.
  - Enclosed space entry.
  - Working over the side, at heights or in extreme temperatures.
  - Personnel/pilot transfer and small craft operations.
  - Crew management and training.
  - Certification and documentation.

The Nautical Expert Group will report to the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces and will only report to the Publication and Advocacy Committee for Offshore on issues and actions that are unique to offshore vessels.

The Nautical Expert Group will facilitate and coordinate the following Communities of Practice (CoP):

- Navigation and Communication CoP.
- Cargo and Ballast management, Mooring and Anchoring and Safety Management System CoP.

### **Responsibilities**

In order to achieve its objectives, the Nautical Expert Group (hereafter referred to as “Expert Group”) will have the following responsibilities as directed by the Publication and Advocacy Committees:

- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bowties and update the critical threats and barriers for own area.
- 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 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 Programmes Committee or Expert Groups.

### **Membership criteria**

Any OCIMF member may apply to become a member of the Expert Group.

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

- Experience as a Deck officer onboard offshore vessels, oil, gas or chemical tankers.
- Experience with fleet marine superintendence.

The OCIMF Nautical Adviser will act as Secretary to the Expert Group and will assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

## Engineering Expert Group

### Purpose

The Engineering Expert Group will provide subject matter expertise in engineering operation, maintenance and repair of tankers, offshore vessels\* and barges to the Publication and Advocacy Committees. It will focus on key areas such as:

- Machinery and propulsion.
- Bunkering.
- Steering compartment.
- Electricals.
- Marine technology/plant automation.

The Engineering Expert Group will report to the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces and will only report to the Publication and Advocacy Committee for Offshore on issues and actions that are unique to offshore vessels.

The Engineering Expert Group will facilitate and coordinate an Engineering Community of Practice.

### Responsibilities

In order to achieve its objectives, the Engineering Group (hereafter referred to as “Expert Group”) will have the following responsibilities as directed by the Publication and Advocacy Committees:

- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bowties and update the critical threats and barriers for own area.
- 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 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 Programmes Committee or Expert Groups.

### Membership criteria

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

- Experience as an Engineering Officer onboard offshore vessels, oil, gas or chemical tankers.
- Experience in marine power generation.
- Experience with fleet marine engineering or electrical superintendence.
- Experience in marine technology/automation.

The OCIMF Engineering Adviser will act as Secretary to the Expert Group and will assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

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\* Offshore vessels: scope of work is limited to offshore vessel activities outside of the safety exclusion zone of an offshore facility.



## Barges Expert Group

### Purpose

The Barges Expert Group will provide subject matter expertise on inland and coastal barges to the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces. The key focus areas shall be on operations and risks that are unique to inland and coastal barging, as identified in the OCIMF bow ties.

The Barges Expert Group will report to the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces.

The Barges Expert Group will facilitate and coordinate the following Communities of Practice (CoP):

- North America CoP.
- Europe CoP.
- South America CoP.
- China CoP.

### Responsibilities

In order to achieve its objectives, the Barges Expert Group (hereafter referred to as “Expert Group”) will have the following responsibilities as directed by the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces:

- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bowties and update the critical threats and barriers for own area.
- 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 governments, industry and other key stakeholders.
  - Effectively advocating global and consistent implementation and enforcement of regulations by 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 or Expert Groups.

### Membership criteria

A member shall authorise one voting representative on the Expert Group. The member representative shall, at the point of nomination, provide evidence that they meet one or more of the following criteria:

- Technical specialist knowledge of inland and coastal barging operations – including awareness of relevant international and regional legislations affecting inland and coastal barging.
- Experience with inland and coastal barging operations including terminal interfaces, fleet operations or marine assurance.

The OCIMF Barge Adviser will act as Secretary to the Expert Group and will assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.



## Structures Expert Group

### Purpose

The Structures Expert Group will provide subject matter expertise in Naval Architecture and Civil Engineering to the Publication and Advocacy Committees. It will focus on key areas on tankers, offshore vessels and barges which include:

- Design, construction, maintenance and repair of vessel structures.
- Design, construction, maintenance and repair of structures of marine floating systems.
- Structural integrity and coating of hull, superstructure and external weather decks – including ice strengthening.
- Design, construction, maintenance and repair of structures at the marine terminal and offshore interfaces.

The Structures Expert Group will report to the Publication and Advocacy Committee for Tankers, Barges and Terminal Interfaces and will only report to the Publication and Advocacy Committee for Offshore on issues and actions that are unique to offshore vessels.

The Structures Expert Group will facilitate and coordinate the following Communities of Practice (CoP):

- Vessel and Floating System Structure CoP.
- Marine Terminal Structure CoP.

### Responsibilities

In order to achieve its objectives, the Structures Group (hereafter referred to as “Expert Group”) will have the following responsibilities as directed by the Publication and Advocacy Committees:

- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bow ties and update the critical threats and barriers for own area.
- 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 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 Programmes Committee or Expert Groups.

### Membership criteria

A member shall authorise one voting representative on the Expert Group. The member representative shall, at the point of nomination, provide evidence that they meet one or more of the following criteria:

- Experience in the design, construction and operation of in shore and onshore marine terminals.
- Experience in the design and construction of vessels or floating systems.
- Experience in structural assessment of vessels or floating systems.

The OCIMF Engineering Adviser will act as Secretary to the Expert Group and will assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

## **Offshore Vessel Operations Expert Group (within 500m exclusion zone)**

The Offshore Vessel Operations Expert Group will provide subject matter expertise to the Publication and Advocacy Committee for Offshore on the operation and management of offshore vessels when operating within the 500m exclusion zone of an offshore facility. These offshore vessels include:

- Platform Support Vessel (PSV).
- Anchor Handling and Tug (AHT).
- Offshore Support Vessel (OSV).
- Diving Support Vessel (DSV).
- Pipelayer.
- Offshore Construction vessel.
- Ocean Tug.
- Survey vessel.
- Heavy-lift vessel.
- Jack-up.
- Flotel.
- Personnel transfer vessel.
- Drill ship.
- Mobile Offshore Drilling Unit (MODU).
- DP operations of Shuttle Tanker (and Conventional Tanker).

The Offshore Vessel Operations Expert Group will report to the Publication and Advocacy Committee for Offshore.

The Offshore Vessel Operations Expert Group will facilitate and coordinate the following Communities of Practice (CoP):

- Offshore Marine Operations CoP.
- Station Keeping CoP.
- Offshore Marine Assurance CoP.

### **Responsibilities**

The Offshore Vessel Operations Expert Group (hereafter referred to as “Expert Group”) will have the following responsibilities as directed by the Publication and Advocacy Committee for Offshore:

- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bowties and update the critical threats and barriers for own area.
- 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 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 Programmes Committee or Expert Groups.

### **Membership criteria**

A member shall authorise one voting representative on the Expert Group. The member representative shall, at the point of nomination, provide evidence of experience in offshore vessel operations within 500m exclusion zone of an offshore facility.

The OCIMF Offshore Adviser will act as Secretary to the Expert Group and will assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

## **Floating Systems Expert Group**

### **Purpose**

The Floating Systems Expert Group will provide subject matter expertise to the Publication and Advocacy Committee for Offshore on the operation and management of offshore floating marine facilities which include:

- Floating Production, Storage and Offloading (FPSO) unit.
- Floating Storage and Offloading (FSO) unit.
- Floating Production Unit (FPU).
- Tension Leg Platform (TLP).
- Spar.
- Offshore Single Point Mooring (SPM).
- Floating LNG unit.
- Floating System and Regasification Unit.
- Mobile Offshore Drilling Unit (MODU).

The above units may be permanently or non-permanently moored, located in any depth of water and designated to handle any petroleum products including LPG and LNG.

The Floating Systems Expert Group will report to the Publication and Advocacy Committee for Offshore.

The Floating Systems Expert Group will facilitate and coordinate the following Communities of Practice (CoP):

- Floating Systems Marine Operations CoP.
- Floating Systems Asset Integrity Management CoP.

### **Responsibilities**

The Floating Systems Expert Group (hereafter referred to as “Expert Group”) will have the following responsibilities as directed by the Publication and Advocacy Committee for Offshore:

- In collaboration with experts in the Secretariat, review the OCIMF prioritisation matrix and bowties and update the critical threats and barriers for own area.
- 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 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 Programmes Committee or Expert Groups.

### **Membership criteria**

A member shall authorise one voting representative on the Expert Group. The member representative shall, at the point of nomination, provide evidence of experience in floating systems and related activities.

### **Secretary**

The OCIMF Offshore Adviser will act as Secretary to the Expert Group and will assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

## Inspection Processes Expert Group

### Purpose

The Inspection Processes Expert Group will provide subject matter expertise on inspection processes for tankers, offshore vessels and barges to the Programmes Committee. It will focus on key areas such as:

- Inspection questionnaires and tools.
- Inspection programmes databases.
- Management Self-Assessment (MSA) programmes databases.
- Programmes data quality and analysis.

The Inspection Processes Expert Group will report to the Programmes Committee.

### Responsibilities

The Inspection Processes Expert Group (hereafter referred to as “Expert Group”) will have the following responsibilities:

- Continuously improve the accuracy, reliability and integrity of input and output from the programmes through:
  - Review and update of programmes questionnaires and incorporating technical content on best practices and regulations as provided or approved by the relevant Publications and Advocacy Committee.
  - Continuous improvement of processes on inspection request, preparation and execution.
  - Continuous improvement of programmes databases, e.g.:
    - SIRE/BIRE database.
    - OVID database.
    - Tanker MSA, Marine Terminal MSA and Offshore Vessel MSA databases.
    - Vessel Incident Repository (VIR).
    - PSC Report Repository.
    - Tanker Accident Database.
    - Marine Terminal Information System (MTIS) database.
  - Continuous improvement of data quality and analysis.

### Membership criteria

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

- Experience as a Deck or Engineering Officer onboard offshore vessels, tankers or barges.
- Experience in vetting of offshore vessels, tankers or barges.
- Experience as a SIRE (CAT 1 or CAT 3) Inspector.
- Experience as an OVID Inspector.
- Experience in marine terminal assessment.
- Experience in offshore facility assessment.

A Secretary will be appointed by the OCIMF Secretariat to support the activities of the Expert Group and assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

## **Programmes Governance Expert Group**

The Programmes Governance Expert Group will provide subject matter expertise on all programmes policies, procedures and people processes to the Programmes Committee. It will focus on key areas such as:

- Inspector sponsorship.
- Inspector training, assessment, accreditation and ongoing development.
- Programmes appeals and disciplinary matters.
- Programmes audits and assessments.
- Programmes policies, procedures and guidance.
- Programmes Quality Management System.

The Programmes Governance Expert Group will report to the Programmes Committee.

### **Responsibilities**

The Programmes Governance Expert Group (hereafter referred to as “Expert Group”) will have the following responsibilities:

- In collaboration with experts in the Secretariat, review the OCIMF programmes bowtie and update the critical threats and barriers.
- Continuously improve the accuracy, reliability and integrity of input and output from the programmes through:
  - Continuous improvement of Inspector training, accreditation and ongoing development – ensuring Inspectors are of the highest quality, consistency and integrity.
  - Continuous improvement of policies and procedures that assure and control the quality of the programmes.
  - Adjudication of all Inspector appeals and disciplinary matters.

### **Membership criteria**

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

- Experience in vetting of offshore vessels, tankers or barges.
- Experience as a SIRE (CAT 1 or CAT 3) Inspector.
- Experience as an OVID Inspector.
- Significant working experience in the marine industry with qualifications and experience as an Auditor/Lead Auditor in Quality Management Systems.
- Significant working experience in the marine industry with experience in ethics and compliance management.

A Secretary will be appointed by the OCIMF Secretariat to support the activities of the Expert Group and assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

## **Innovation and Technology (IT) Expert Group**

The Innovation and Technology Expert Group will provide subject matter expertise to the forum on technology and management of cyber threats. Its primary objectives are:

- To provide advice and support to the Forum in the prevention and mitigation of cyber threats and risks to tankers, barges and offshore vessels.
- To enable OCIMF to leverage advantaged technology in enhancing the OCIMF programmes IT systems and platforms.
- To provide advice and support to the Forum in areas such as:
  - New and emerging technology.
  - IT Hardware.

- Database functionalities.
- System interfaces (internal and external).
- Data integrity.
- Alternative media output.
- Member collaboration platforms.

The Innovation and Technology Expert Group will act as a multidiscipline group and will report to the Programmes Committee.

### **Responsibilities**

The Innovation and Technology Expert Group (hereafter referred to as “Expert Group”) will have the following responsibilities as directed by the Programmes Committee:

- In collaboration with experts in the Secretariat, review the OCIMF bow ties and update the critical threats and barriers from a cyber perspective.
- Monitor technology developments in the industry and reduce high impact cyber threats and risks 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 Programmes Committee or Expert Groups.
- Provide general support and advice on technological and cyber related issues to the Secretariat, Publication and Advocacy Committees, Programmes Committee, Functional Committees and other Expert Groups.
- Provide expertise and support in the delivery of all OCIMF programmes IT projects to defined specifications, needs and expectations of OCIMF and its members.
- Provide expertise and support in the management of impact of changes to programmes IT infrastructure and applications – to meet the IT requirements of programmes participants.

### **Membership criteria**

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

- Experience in cyber risk management.
- Experience in data security management.
- Knowledge of the IT workings of the OCIMF programmes and interfaces with own company IT systems.
- Experience in software quality management.

A Secretary will be appointed by the OCIMF Secretariat to support the activities of the Expert Group and assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

## **Additional Terms of Reference applicable to ALL Expert Groups**

### **Responsibilities**

- Coordinate the activities of a Community of Practice (CoP), if required and subject to approval by the parent Principal Committee.
- Facilitate membership engagement and participation and diversity of skills to deliver on objectives.
- Effectively share knowledge, information and learning with other Expert Groups and committees.
- Establish and resource working groups or project teams, as approved by the parent Principal Committee – drawing on expertise and resources from the Communities of Practice, where appropriate.
- 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).

### **Membership**

Any OCIMF member may apply to become a member of an Expert Group.

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 Lead or Co-Lead(s).

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

A member shall make a written commitment to actively participate in the work of the Expert Group, including participation in working groups or project teams.

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

Membership of the Expert Group will be reviewed and confirmed by the Lead, Co-Leads and Secretary of the Expert Group at the last meeting in each calendar year. Failure of a member to deliver on the defined membership criteria could lead to the member being asked to change its representative on the Expert Group or the member being removed from the Expert Group.

The Lead, Co-Leads or Secretary of the Expert Group will attend the meetings of their parent Principal Committee as a non-voting member to facilitate alignment and information sharing.

### **Lead and Co-Leads**

Unless otherwise stated, one Lead and two Co-Leads shall be nominated and elected from the membership of the Expert Group, subject to the approval of the parent Principal Committee.

As far as possible, the Lead and Co-Leads shall be based in and represent three different geographical regions which are Europe/Africa, Middle East/AsPac and the Americas.

The Lead will report to the Chair of their parent Principal Committee. The Lead will serve impartially for three years, with a possible extension of up to one year, from the date of final approval by the parent Principal Committee.

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

In the unlikely event that a Co-Lead is unavailable or unwilling to take over the role of the Lead, the alternative is to find a suitable replacement from within the Expert Group that is capable and

willing. The prospective candidate(s) must have sufficient experience working within the Expert Group and OCIMF.

Whilst selection of a Lead is the role of the Expert Group, the appointment is subject to support and agreement of the parent Committee. Consideration should be given to prospective Leads ability to commit sufficient time and be able to travel as required by the TOR.

Conflicts of interest should be avoided when selecting a Lead.

The Lead shall:

- Attend the meetings of the Committee. In exceptional circumstances where attendance is not possible, the Lead shall make arrangements for a Co-Lead 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 lead 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. Lead 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 a 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 Expert Group, 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 parent Committee.
- Shall provide a report of activity to the parent Committee.
- Will not advocate OCIMF positions externally without prior authority from the Secretariat.

The Co-Lead shall:

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

### **Working Groups and Project Teams**

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

### **Meetings**

#### **Frequency and Duration**

The meeting of the Expert Group shall normally be held at least once a quarter in every calendar year. The meetings shall be held for up to three hours allowing for differences in time zones.



### **Location and Style**

The meeting of the Expert Group shall be held using appropriate virtual communication facility.

The Expert Group (or its working group) may hold a physical meeting to deliver on a task or project, if deemed essential. Such meeting shall be approved in advance by the OCIMF Managing Director and Chair of the parent Principal Committee. The physical meeting shall be held at a time and place deemed to be most appropriate by the Expert Group in one of the three geographical regions (i) Europe/Africa (ii) Middle East/AsPac (iii) Americas. Members of the Expert Group who are unable to attend the meeting in person may participate by means of an appropriate virtual communication facility and such participation shall be deemed as equivalent to attending the meeting in person.

### **Quorum**

Unless the Expert Group decides otherwise (by a majority vote) its quorum shall be 50 percent of its membership. The percentage quorum will apply to the Expert Group 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 Expert Group by a majority vote.

Votes shall be called for on all proposals considered by the Expert Group. 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 Expert Group at the meeting may send the matter to the parent Principal Committee for resolution with the vote count noted.

## **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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