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| **Group Name** | Efficiency Task Force (ETF) |
| **Group type** | Task Force |
| **Chair and Vice Chair (if applicable)**  **(Rotation, if applicable)** | Chair – Phil Simons (Subsea 7)  Vice-chair – N/A  Support – OGUK Continuous Improvement Manager |
| **Issue Date** | Jan 2020 |

**Rationale/Objectives**

The Efficiency Task Force was established in response to the sharp increases in cost, decreases in efficiency and a fall in production volumes that left the UK Continental Shelf (UKCS) exposed to the decline in oil price in 2014.  
The ETF aims to seek out, promote and provide access to efficient practice across the oil and gas industry while maintaining safe operations.  
The ETF is led by a steering group of industry leaders who are committed to driving sustainable change.

**AIM** : Champions of an efficient and sustainable industry.

The role of the ETF is to provide support and guidance to projects, workgroups and OGUK on matters relating to industry efficiency, with a focus on strategic issues. The group will report to the OGUK Board and provide updates for the MER Forum.

The ETF has three key objectives;

* Maximise the impact of existing good practice in operational efficiency and efficiencies with energy transition
* Promote a culture of collaboration and knowledge sharing
* Facilitate alignment of industry efficiency initiatives to maximise impact and penetration

This can be summarised as;

* Share best practice
* Promote a positive & progressive culture
* Champion collaboration

The ETF will be fed content from the Continuous Improvement Network. The online Efficiency Hub will be the platform to share case studies, highlight improvement opportunities and access best practice materials. The annual Collaboration report (run in conjunction with Deloitte) will identify key themes and priority areas for the ETF to lead on behalf of industry.

**Membership**

**The ETF is by invitation only.** The group composition is intended to be representative of industry at a senior level – members should be, or have direct access to, key decision makers in their organisation.

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| **Name** | **Company** | **Role** |
| Phil Simons | Subsea 7 | Senior Vice President |
| Steve Cox | Chrysaor | Integration Director |
| Kirk Miller | Shell | Operations Manager HOA |
| Colin Black | Carjon | Managing Director |
| Nicky Mason | Worley | Operations Director |
| Terry Savage | GE | Corporate Relationship Director |
| Romain Chambault | Baker | Director Europe |
| Edward Hughes | INEOS | Contracts and Procurement |
| Susan Smart | ECITB | Head of Skills strategy - Scotland |
| Brenda Wyllie | OGA | Northern North Sea and West of Shetland Area Manager |
| Eric Marston | Ancala Midstream | Chief Operating Officer |
| Matt Abraham | OGUK | Supply Chain Director |
| Emily Taylor | OGUK | Continuous Improvement Manager |

Attendance at meetings shall be on the condition of constructive and active participation and useful contribution to the group. At least one representative for each member should try to attend each meeting and multiple representations should be avoided unless there is a specific topic of relevance on the agenda. Members may be asked to dedicate time to the work of the Committee (or any of its work groups) from time to time, and this may be during working hours. Active meeting **participants** rather than **observers** and meeting will focus on measuring impact/effectiveness of ETF pinpoint areas where intervention is required. OGUK is grateful for this resource and would not be able to accomplish its aims without it.

Non-members may be invited to attend for particular topics where those organisations have a relevant contribution or expertise, and this may include government regulators.

**Roles and Responsibilities**

The associated OGUK representative shall chair or ensure that a suitable industry Chair is assigned to each Forum.

The Chair shall ensure that:

* an up to date Terms of Reference is in place for the Forum/workgroup
* where applicable, the workgroup/Forum accomplishes its objectives, by planning workgroup activities; evaluating implementation and progress of work, and ensuring that tasks are assigned appropriately across the group
* any concerns, support requirements, etc. with project delivery are raised with the relevant Oil & Gas UK representative
* the workgroup/Forum is made up of a cross section of industry and has a sufficient level of experience
* any product delivered by the workgroup/Forum represents a balanced industry viewpoint

Steering group members will be expected to:

* Provide steer and guidance as required;
* Act as **efficiency champions** and key contacts for liaison and communication with industry (particularly OGUK Council Representatives) and other bodies and stakeholders;
* Play an active role in supporting the delivery of ETF Roadshows and driving the energy transition;
* Act on behalf of industry.

An OGUK representative must attend all workgroup/Forum meetings and is responsible for:

* Convening and organising meetings, issuing agenda and pre-read materials.
* Minuting meetings, capturing and tracking agreed actions, and communicating to the Chair(s) as soon as practicable after the meeting.
* Storing and managing all data and documents associated with the work

**Meeting Frequency**

ETF steering group meetingswill be timed in advance of council meetings to identify areas for requested support and or advice and/or progress updates to be reported as a regular council meeting agenda item. To ensure these meetings are value-adding, they will focus on brainstorming solutions to ETF progress blockers rather than to report progress.

The ETF will meet eight times annually – four in person and four via teleconference. The meetings will generally be 90 minutes in duration.

A focused half-day planning workshop will take place annually to ensure relevance of workscopes and agreed priority areas.

**Deliverables 2020**

1. Host four Efficiency Roadshows with existing trade bodies to showcase good practice relating to project management, control of work, digitalisation and collaboration
2. Create ‘problem solving network’ for industry to pose, discuss and solve key problems for continuous improvement and collaboration opportunities
3. Update the efficiency hub, rebrand the ETF and re-align the strategy with energy transition and Roadmap 2035 to allow the ETF to be the home for best practice in operational efficiencies.
4. Embed the industry supply chain principles to promote a healthy collaborative contracting culture

The forum will aim for around 20 organisations represented at each meeting. Competition law will be reiterated at the start of every meeting.

Due to ongoing COVID-19 Government requirements, forum meetings will be held virtually.

Any workgroup work product shall be copyright OGUK and shall be submitted to the relevant OGUK representative.

**Resourcing Requirements**

Support from an OGUK market analyst may be required, as well as usual meeting sustenance.

**Note:**

All meetings are subject to our Competition Law Compliance Policy - see <http://oilandgasuk.co.uk/legalservices.cfm>