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| **Group Name** | SME Forum |
| **Group type** | Forum |
| **Chair and Vice Chair (if applicable)**  **(Rotation, if applicable)** | Chair – Catriona Stevenson (Ecosse IP)  Vice-chair – N/A  Support – OGUK Continuous Improvement Manager |
| **Issue Date** | July 2020 |

**Rationale/Objectives**

**AIM** : To offer a platform for the SME\* membership within OGUK to collaborate, share challenges and learn from each other.   
This will be achieved through;

* Regular engagements with the SME community in the energy industry to inform, share and learn on key industry topics
* Providing a platform for a collective SME voice across industry
* Increased awareness of SME community to industry priorities, emerging themes and upcoming challenges
* Every forum meeting will have a presence from an operator to gain insight into their activity
* Forum meetings shall incorporate OGUK specific focus areas to maximise benefit of membership to SMEs
* Commission task-finish groups where necessary to pursue specific issues identified in the forum or which support the forums aims.

\*SME is defined as a small to medium enterprise with up to 250 employees

**Membership**

**Open to all members** [for forums]

We define SME as an organisation with up to 250 employees. Larger organisations may be invited along to spectate or present as appropriate.

Each member may nominate one primary and one alternate representative. It is expected that representatives have influence for operational and supply chain issues within their organisation.

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. 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

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**

The SME forum will meet bi-monthly with one longer planning meeting scheduled for Q3.

**Work Programme**

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| **Activity and mechanism** | **Time frame** |
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**Deliverables 2020**

1. Host Inaugural meeting in August 2020
2. Host a total of 3 meetings in 2020
3. Plan 2021 schedule

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>