

Terms of Reference

Group Name	Heads of IT Forum (HOIT)
Group type:	Special Interest Group
Chair:	Angus Murray (TAQA)
Vice Chair:	James Grant (Spirit Energy)
Issue Date	December 2019

Rationale & Objectives

The purpose of this Special Interest Group (SIG) is to provide an active body through which representatives from the UK upstream offshore oil and gas sector's operators, suppliers and contractors can:

- Provide a leadership role within the industry for a digital agenda
- Promote digital skills development in the industry
- Develop and share best practice across the industry
- Identify opportunities to collaborate to support MER
- Act as SMEs for the industry to advise on and enable digital initiatives
- Review new technology and initiate Joint Industry Projects to develop technology and innovate
- Provide a vehicle for the OGA and Oil and Gas UK to engage directly with the Digital leaders within each organisation working in the UKCS
- Provide support, guidance and an active group to aid the Technology Leadership Board in their agenda in support of MER
- Promote the involvement of, and the value added by their IT teams within the industry
- Act as owners of specific industry-led digital work groups (e.g. cyber security, aging digital infrastructure)

The Heads of IT (HOIT) Forum shall operate in a fully transparent, proportionate and non-discriminatory manner and work towards addressing identified commercial issues within the scope described above. It will at all times operate in accordance with Oil & Gas UK's governance structure and policies. The collection and/or sharing of any information amongst its members as well as all correspondence and dealings shall be subject to Oil & Gas UK's Competition Law Compliance Policy¹.

The Heads of IT Forum shall seek to proceed by consensus. Where there is no consensus the matter will be raised to the Chair and Vice Chair for determination.

Membership

Membership of the SIG is restricted to Heads of IT or the senior Regional IT Manager from UKCS Exploration / Production Licensees, Infrastructure Operators, and Tier 1 oil and gas supply chain partners (typically

¹ Oil & Gas UK's Competition Law Compliance Policy can be found at: <http://oilandgasuk.co.uk/legalservices.cfm>

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contractors with an annual turnover > £100m). Each company is expected to nominate a suitable Manager to participate in the Forum who will engage constructively and step up to support the aims of the group or individual work groups as required.

One representative for each member should try to attend each meeting. 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 Heads of IT Forum (or any of its work groups) from time to time, and this may be during working hours.

While membership of the SIG excludes organisations whose business focusses on the supply of information technology, non-members (including suppliers of IT software, hardware, systems integrators and IT consultancies) may be invited to attend part of a Heads of IT meeting to present or discuss particular topics where those organisations have a relevant contribution or expertise; however they will not have a right to participate in the making of decisions of the Heads of IT forum.

Roles and Responsibilities – Steering Group

The Heads of IT Forum will get direction from the Technology Leadership Board, and steer the direction of the forum, led by the Chair, but by consensus of the group in a democratic manner. The Chair of the Heads of IT forum represents the Forum on the Technology Leadership Board.

The Chair and Vice Chair shall seek to ensure that:

- the Heads of IT Forum accomplishes its objectives by planning workgroup activities and evaluating implementation and progress of work
- the Heads of IT Forum is made up of a cross section of industry and has a sufficient level of experience
- any product delivered by the Heads of IT Forum represents a balanced industry viewpoint

The Heads of IT forum will refer to Oil & Gas UK's Upstream Policy Director for support, linkage within Oil & Gas UK, and assessing all aspects of the organisation's government and public relations and media services.

Digital Work Groups

The Heads of IT Forum provides a platform for Task Finish Groups (Digital Work Groups) to be formed to own and work specific work streams, and for progress to be communicated. Task Finish Groups typically exist for a defined period of time to deliver a specific project.

Each Task Finish Group will generally be led by a member of the Forum & resourced by the broader Heads of IT Forum using the full range of resource available within their respective organisations. Each Task Finish Group will publish an activity plan highlighting where support from the broader Heads of IT Forum will likely be needed, and will provide regular updates for endorsement at Forum meetings.

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As of September 2018, Work Groups and leads are as follows:

- **Cyber Security**

Meeting Frequency

The full Heads of IT Forum will generally meet in the following format:

- | | |
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| - as a combined body Skype Update Call | 1 times per month |
| - face to face meeting | 4 times per year |
| - specific challenge/sharing workshops | as required |

Meetings will have an agenda circulated in advance, and meeting minutes will be taken and circulated. Additional ad-hoc meetings may be convened with the approval of the Chair should there be a specific need to discuss or finalise any particular issue.

A senior Oil & Gas UK Manager will attend to facilitate meetings of the group, and to ensure that:

1. Oil & Gas UK's Competition Law policy is implemented, and that all meetings comply;
2. All meetings are minuted, actions tracked, and communication between members of this Forum and other relevant digital forums and groups is effective;
3. All documents arising from meetings are appropriately managed and shared.

External Linkages & Reporting

The Heads of IT Forum is led by industry. It will provide updates to the Technology Leadership Board as required and will also coordinate through its membership and through Oil & Gas UK with the following other groups:

1. Oil & Gas UK Cyber Working Group;
2. Oil & Gas Industry Security Forum;
3. Oil & Gas Service Organisation Cyber Security Forum.