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| **Group Name**  | Tier 1 Contactors’ Forum (T1CF) |
| **Group Type**  | Special Interest Group  |
| **Chair**  | Supply Chain Director  |
| **Issue Date** | January 2020  |



**T1CF - Rationale / Objectives**

The overarching objective of the T1CF Special Interest Group is to provide its members a forum and a mechanism to discuss the challenges that major contracting companies and the wider supply chain in the UK’s Oil and Gas industry are facing in relation to operating in the UK Continental Shelf (UKCS). Under the auspices of OGUK, it is possible that structured and compliant information exchange may take place via a third party, in order to work towards industry-wide best practices and / or benchmarking tools.

To this effect, OGUK will host regular T1CF meetings to discuss the current issues and explore improvements and efficiencies each individual member may want to adopt. The meetings will initially be hosted every quarter and ideally will follow a theme or set of themes nominated by members. Where appropriate, guest speakers will be invited to present expert information on specific topics. Where issues arise that require research or industry action, the group will have the ability to propose work to OGUK for action via OGUK teams or Task / Finish groups.

All members acknowledge and agree that the purpose of T1CF Special Interest Group is not to be used by its members as a tool to identify and signal any individual commercial strategies to each other or reach an anti-competitive agreement. Each member recognises that individual commercially sensitive information is not to be shared directly with the members of the group.

**T1CF - Membership**

T1CF membership is available on a non-discriminatory basis to any organisation which:

* Is operating or intends to operate in the UKCS as a contractor and has or will have a direct commercial relationship with a client.
* Will be represented by person(s) who have appropriate expertise and a key decision-making role within the organisation dealing with the subject matter.
* Agrees to abide by the Terms of Reference set out herein.

The following organisations currently participate in the T1CF:

* Aker Offshore Partner Ltd.
* Amec Foster Wheeler.
* Bibby Offshore.
* KCA Deutag.
* Petrofac.
* Proserv
* Subsea 7.
* Technip; and
* Wood Group.

It is anticipated that further organisations in the same Tier 1 Contractor category may join the T1CF in future.

The Oil and Gas Authority may participate in the T1CF as observer members, as appropriate, upon invitation from the Special Interest Group.

Membership is subject to approval and meeting the above conditions. If a member does not abide by the Terms of reference, its membership may be suspended or terminated.

It should be noted that the collection and/or sharing of any information amongst its members as well as all correspondence and dealings relating to the Communications Network shall be subject to OGUK’s Competition Law Compliance Policy - see <http://oilandgasuk.co.uk/legalservices.cfm>

**Roles and Responsibilities**

The OGUK Supply Chain Director shall chair or ensure that a suitable industry Chair is assigned to each meeting of the T1CF Special Interest Group and any Workgroups arising directly from it.

The Chair shall ensure that:

* an up to date Terms of Reference is in place for the Special Interest Group
* in conjunction with the members, identify a series of key annual objectives and deliverables for the Special Interest group
* where applicable, the Special Interest Group 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 documented and addressed
* the Special Interest Group is made up of a cross section of industry and has a sufficient level of experience
* any product delivered by the Special Interest Group represents a balanced industry viewpoint

An Oil & Gas UK representative must attend all Special Interest Group 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 as soon as practicable after the meeting.
* Storing and managing all data and documents associated with the work

In the event any member is concerned about any competition law, compliance with these Terms of Reference and / or any other issue, such matter shall be raised during the meeting or immediately after and shall be recorded in the minutes.

These rules apply to all, official and ad-hoc meetings under the auspices of the group.

**Meeting Frequency**

The T1CF Special Interest Group shall convene quarterly.

**Note:**

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