

Terms of Reference



Group Name	Heads of Digital (HoD)
Group type:	OEUK Special Interest Group
Chair:	Alan Bibb (Neptune)
Vice Chair:	Gavin Miller (TAQA)
Issue Date	8 th July 2022

Rationale & Objectives

The purpose of this Special Interest Group (SIG) is to provide an active body through which representatives from UK energy sector licensees can:

- Provide a supportive environment and network for those leading their organisation's digital initiatives to share challenges, pain points, what worked, what didn't work, and associated insights and learning experiences
- Share experiences of business change management tactics, tools, and approaches likely to advance the adoption of more digital working practices

Over time, and subject to its development, the Group will aim to:

- Facilitate collaborative projects, with the aim of avoiding duplication of work across companies; and enable pooling of resources to progress shared opportunities collectively, where practical
- Develop an industry competence in change management and the soft skills and other non-technology success factors of digital initiatives
- Develop and promote a culture of digital literacy and innovation within the industry
- Promote digital skills development in the industry
- Promote the involvement of, and the value added by their digital teams within the industry
- Act as owners of specific industry-led digital work groups as arising

The standing agenda for Heads of Digital meetings will develop over time to meet the needs of the Group. Meetings are expected to allocate time to structured presentation by members of their company's digital journey to date (including what didn't work, as well as what did), current challenges being faced, and their future digital ambitions. Time will also be allocated to less structured processes such as roundtable sharing of recent progress, lessons learned, and experience gained or requested. Meetings will also enable progress reports to be made by any Task Finish Groups, as / when established.

Information shared within the Heads of Digital Forum shall be under the Chatham House rule (must not be attributed to a particular person / company), except where otherwise expressly agreed, and will at all times comply with OEUK's Competition Law Compliance Policy¹.

¹ OEUK's Competition Law Compliance Policy can be found at: https://oeuk.org.uk/legalservices_regulatory_competitionlaw/

Membership

Membership of the SIG is focussed on the Head of Digital, Chief Digital Officer, or equivalent digital leader from UK energy sector licensees. However, the Group is aware that it relies on a complex supply chain involving many companies, all of which are important to the success of industry digital initiatives. Consideration shall be given to how oil and gas supply chain partners might most effectively be involved once the group is well established.

One representative for each member should try to attend each meeting. Multiple representation should be avoided unless there is a specific topic of relevance on the agenda. Member time involved in the meetings and activities of the HoD SIG, including any of its work groups, is expected to be during normal working hours.

While membership of the SIG excludes organisations whose business focusses on the supply of information technology and digital systems, non-members may be invited to attend parts of meetings 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 group.

Roles and Responsibilities – Steering Group

The chair of the Heads of Digital Forum will lead activities to set the direction and work plan of the group, but always by consensus and in a democratic manner.

The Chair and Vice Chair shall seek to ensure that:

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

The Heads of Digital forum will refer to OEUK's Data & Digital Lead for support, linkage within OEUK, and assessing all aspects of the organisation's government and public relations and media services.

Task Finish Groups

The Heads of Digital 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 group, operate within a specific Terms of Reference agreed at a full meeting of the Forum, and be resourced by the broader Heads of Digital 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 Digital Forum will likely be needed, and will provide regular updates for endorsement at Forum meetings.

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Ownership of the deliverables of the Task Finish Groups, including any intellectual property arising therefrom will rest with OEUK, unless explicitly stated otherwise in the Task Finish Group Terms of Reference.

Meeting Frequency

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

- Every month, via Microsoft Teams
- Every quarter, face to face (but including a Teams option, where physical attendance is not possible or practical)
- As required, to address specific challenges facing the whole Forum, or for workshops on specific topics

Meetings will have an agenda circulated in advance, and meeting minutes will be taken (noting the confidentiality and non-attribution requirements mentioned earlier) 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.

An OEUK member of staff will attend to facilitate meetings of the group, and to ensure that:

1. OEUK's Competition Law policy is implemented, and that all meetings comply;
2. All meetings are minuted, actions tracked, and communication between members of this group and other relevant forums and groups is effective;
3. All documents arising from meetings are appropriately managed and shared using the relevant OEUK Teams site.

Ownership of any deliverables arising from the work of the Forum, including any intellectual property arising therefrom will rest with OEUK, unless explicitly agreed otherwise.

External Linkages & Reporting

The Heads of Digital Forum is led by industry. It will coordinate through its membership and through OEUK with the following other groups:

1. OEUK Heads of IT SIG;
2. OEUK Information Management Forum;
3. Oil & Gas Industry Security Forum;
4. Oil & Gas Service Organisation Cyber Security Forum; and
5. The NSTA's Digital Energy Platform Advisory Committee.