

## Terms of Reference

<b>Group Name</b>	Decommissioning Benchmarking Task Finish Group
Group type (Forum/ Technical, Special/ Network/)	TFG
<b>Chair and Vice Chair</b> (if applicable) (Rotation, if applicable)	Chair: Joe Leask Vice Chair: Richard Heard
Issue Date	23/05/2019

### Rationale/Objectives

The Operators Decommissioning Technical Group (ODTG) has identified the value to the operator community of a set of cost benchmarks to assist in developing performance metrics for decommissioning across the WBS. This TFG has been formed to develop a mechanism for compiling such cost benchmarks within Oil & Gas UK.

Reporting to the DOTG, the Decommissioning Benchmarking Task finish group's objectives are as follows:

- Develop a business case and methodology for developing a benchmarking process under the ODTG.
- Once the business case is accepted by the ODTG, it is anticipated that OGUK on behalf of the TFG will conduct the following:
  - Gather data from Operators for benchmarking – starting with wells data
  - Initially develop benchmarking and reporting approach for wells data
  - Share outputs with ODTG
- Develop and agree a basis under which the outcomes from the TFG will be shared with industry
- Determine steps to develop benchmarks for other WBS elements (e.g. removals, subsea, post CoP OPEX etc...)

### Membership

Members of the group are as follows:

- Richard Heard (OGUK)
- Joe Leask (OGUK)
- Stuart Haywood (Spirit)
- Win Thornton (BP)
- John Wiseman (Fairfield)
- David Wilson (Marathon)

Members of the group volunteered during a regular meeting of the ODTG in February 2019.

### Roles and Responsibilities

The nominated Oil & Gas UK representative shall chair or ensure that a suitable alternative Chair is assigned to the TFG.

The Chair[s] 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

The members of the TFG shall:

- Attend the TFG as representatives of the ODTG
- Nominate an appropriate representative should the member not be able to attend a meeting of the TFG
- Support the activities of the TFG by undertaking activities outside of meetings to support the objectives of the group

OGUK acknowledges the valuable input of TFG members and recognizes that the objectives of the Group could not be achieved without in-kind contributions from Operator members.

### Meeting Frequency

Once every quarter

### Work Programme

ACTIVITY	APRIL		MAY		JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER		NOVEMBER															
	15-Apr	22-Apr	29-Apr	06-May	13-May	20-May	27-May	03-Jun	10-Jun	17-Jun	24-Jun	01-Jul	08-Jul	15-Jul	22-Jul	29-Jul	05-Aug	12-Aug	19-Aug	26-Aug	02-Sep	09-Sep	16-Sep	23-Sep	30-Sep	07-Oct	14-Oct	21-Oct	28-Oct	04-Nov	11-Nov	18-Nov	25-Nov	
Develop ToR					█																													
Issue ToR					★																													
Operators Technical Group Meeting 2						★																												
Develop Business Case & Methodology						█	█	█	█																									
Task Finish Group meeting	★										★											★												
Well Data Gathering										█	█	█																						
Report Definition														█	█	█	█	█																
Issue First Draft Report for Comment																																		★
Operators Technical Group Meeting 3																																		★
Redefine ToR for benchmarking Group																										█	█							
Decommissioning Insight Report Issue																																		★

### Deliverables 2019

The Deliverables for 2019 are as follows:

- Business case developed and agreed
- Wells data gathered
- Benchmarking reported and agreed for wells data
- Future work programme developed for other WBS elements and ToR updated

### Resourcing Requirements

Resource will be required from the OGUK market intelligence team in the collation of wells data, developing benchmarking methodology and for report development.

### Special Items

**Note:**

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