

## Terms of Reference

<b>Group Name</b>	Well Decommissioning Network (WDN)
Group type (Forum/Technical/Special/Network/Task-Finish Group)	Network
<b>Chair and Vice Chair</b> (if applicable) (Rotation, if applicable)	TBC
Issue Date	18/02/2019

### Rationale/Objectives

The objective of the network is to provide a formal body through which members' representatives can share best practices, review decommissioning cross-industry issues, create and resource task finish groups ("TFGs") for any specific tasks, interact with other industry stakeholders, Oil & Gas UK Forums and regulators, and to prepare recommendations/guidelines for consideration of the Wells Forum members.

Activities include, but are not limited to:

- Identifying industry best practices and guidelines applicable well decommissioning which can be implemented and maintained throughout the industry
- Unlocking efficiencies that help to achieve industry's goal of 35% cost reduction in Decommissioning
- Providing regulators and stakeholders with a way to discuss cross-industry issues relevant to improving health, safety and environmental excellence.

### Membership

Membership is open to any operator with an interest in well decommissioning; we asked Wells Managers to nominate their representative to attend the Well Decommissioning Operators network. Representatives should be of senior management level, having responsibility for well decommissioning operations.

Attendance at meetings shall be on the condition of constructive and active participation and useful contribution to the group. 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 Network (or any of its work groups) from time to time, and this may be during working hours. Oil & Gas UK is grateful for this resource and would not be able to accomplish its aims without it.

Non-members may be invited by the chair to attend for particular topics where those organisations have a relevant contribution or expertise, and this may include government regulators.

### Roles and Responsibilities

Member companies will select a chair and co-chair, who will serve for one year. It is anticipated that the co-chair will become chair if they put themselves forward the subsequent year. A chairperson can put themselves forward for selection again after having stood down for three years. The chair is responsible for conducting meetings and agreeing an agenda with the Oil & Gas UK Operations Optimisation Manager. The Well Decommissioning Network (WDN) will be accountable to the Oil & Gas UK Wells Forum.

The chair and the Oil & Gas UK Wells Forum Steering Committee will approve formation of Task Finish Groups (TFGs) with appropriate Terms of Reference and a resource plan. Any such work groups will also adhere to the principles of this document.

## Terms of Reference

The WDN will refer to Oil & Gas UK's Upstream Operations Optimisation Manager for support, linkage within Oil & Gas UK, and assessing all aspects of the organisation's government and public relations and media services.

The Chair[s] shall ensure that:

- an up to date Terms of Reference is in place for the Forum/active task-finish groups (TFGs)

An Oil & Gas UK representative must attend all 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 Network will meet quarterly

### Work Programme

TBC

### Deliverables 2019

Any TFG work product shall be copyright Oil & Gas UK and shall be submitted to the relevant Oil & Gas UK representative.

### Special Items

#### **Connectivity in the Well Decommissioning Space**

This group has good links to the Oil & Gas Technology Centre and National Decommissioning Centre to ensure connectivity and avoid duplication.

#### **Voting Procedure**

The forum will normally proceed by consensus, but where voting is required a two-thirds decision of those present (including by conference call) constitutes a majority. Decisions must be clearly written and articulated, and adequate notice of a vote is required.

#### **Note:**

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