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|  IADC SOUTHERN ARABIAN PENINSULA CHAPTER | SAPC Management System | Doc Ref: 01-CMS-05-GN | Originated by: GC |
| | CMS 02 – Chapter Operations | Originated: 27/5/19 | Revised by: GB |
| | SUBJECT: Chapter Work Groups | Revised: 09/03/21 | Authorized by: WB |

Introduction

The Southern Arabian Peninsula Chapter (SAPC) of the International Association of Drilling Contractors (IADC), under its banner **“meet, share and make a difference”** approach to collaborative problem solving for common industry challenges, provides its membership with support to establish and coordinate Chapter Work Groups to address industry issues common across its membership in the SAPC region of operation.

SAPC’s activities are regulated by its Chapter Bylaws, and accordingly activities of all Chapter Work Groups shall comply with the applicable requirements of the Chapter Bylaws.

The IADC, and its Chapters other than SAPC, also lead efforts to address common industry issues and therefore SAPC Chapter Work Groups shall coordinate with the IADC and other IADC Chapters to ensure effective information sharing and efficient use of resources.

Purpose

Further to the requirements set out in the SAPC Chapter Bylaws the purpose of this document is to provide an additional level of guidance on the establishment and operation of SAPC Chapter Work Groups.

Scope

The information provided in this Guidance Note applies to all SAPC Chapter Work Groups. A Chapter Work Group is a Chapter forum for addressing Chapter members’ common industry issues.

This guidance does not apply to Chapter Special Matters such as Chapter charity, sporting or social events.


Guidance

Identification

- Common industry issues are business or operational matters that affect most or all of the Chapter members, for example local content requirements in the supply of services in particular Country in the Chapter region of operation.
- Matters considered as common industry issues in the Chapter operating region are identified by Chapter members.

Establishment


- Any Chapter member can, at any Chapter General Meeting, table a request for the Chapter to consider the establishment of a Chapter Work Group to address any industry issue deemed to present a common challenge amongst Chapter membership.
- Upon acknowledging receipt of the request the Chapter Chairman shall put to a vote of the Chapter General Meeting attendees whether the Chapter should consider the establishment of a Chapter Work Group to address the identified common industry issue.
 - A majority, by show of hands, of attendees is required for the vote to be carried.

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- Subject to a carried vote the Chapter Chairman shall table a request to the Chapter General Meeting attendees for a nomination of a Chapter member representative to lead the Chapter Work Group
 - Only a representative from a Chapter member can be designated a Work Group Leader
- Upon acknowledging the nomination of a Work Group Leader the Chapter Chairman shall put to a vote of the Chapter General Meeting attendees the confirmation of the nomination.
 - A majority, by show of hands, of attendees is required for the vote to be carried.
- Work Group Leaders report to the Chapter Chairman on all establishment and operational activities of their respective Chapter Work Group.
- The Chapter Chairman may appoint a Work Group Coordinator to assist with providing oversight and coordination of Chapter Work Group focus, activity and deliverables consistent with Chapter expectations and Bylaws.
- Nominees for the Work Group Coordinator must be an employee of a Chapter Member organisation, and his/her appointment must carry the unanimous recommendation of all Chapter Officers.
- The Work Group Coordinator shall provide guidance to all Work Group Leaders in the establishment and operation of the respective Work Group consistent with the guidance provided herein, be aware of all Work Group meetings and be able to participate in any Work Group meeting as he/she may deem necessary.
- The Work Group Coordinator shall act as the focal point for reporting on all Chapter Work Group activities during each Chapter General Meeting.
- Work Group Leaders shall prepare an initial brief on the scope and objectives of the Chapter Work Group. The brief shall be presented to the Chapter members at a Chapter General Meeting to solicit feedback from Chapter members.
 - Objectives shall be SMART (specific, measurable, achievable, realistic and time-bound)
- The initial brief, updated as required with relevant Chapter member feedback, shall be circulated to all Chapter members to vote electronically via email on their approval for the Chapter Work Group to proceed on the scope and objectives as presented in the brief.
- Results of the electronic vote shall be presented to the Chapter members at a Chapter General Meeting attendees.
 - A 75% approval vote is required for the vote to be carried.

Operation

- The Work Group Leader is responsible for coordinating all operational activities of the Work Group.
- The Work Group Leader shall schedule a kick-off meeting for the Chapter Work Group and issue an open invitation to all Chapter members for their respective subject matter representatives to attend.
- Attendance at Chapter Work Group meetings is open to:
 - Work Group Leader
 - Interested Chapter member company subject matter representatives

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- Chapter Work Group Coordinator
 - External subject matter specialists invited by the Work Group
 - Interested IADC Headquarter representatives
 - Interested SAPC Chapter Officers
- Any costs, of whatever nature, of an attendee's participation in a Chapter Work Group are the responsibility of the attendee.
 - The Chapter Work Group may avail support from the Chapter for reasonable meeting room costs and any appropriate Work Group project costs, and such support shall be requested using the "Request for Expenditure" form in Attachment 2, and pre-approved by the Chapter Chairman.
 - The first point of order of a Chapter Work Group shall be the formalisation of the Work Group Plan which should include the following sections;
 - Mission Statement
 - Purpose and Objectives
 - Re-affirm SMART objectives
 - Deliverables that 'make a difference'
 - Group Structure
 - Group Responsibilities
 - Reporting
 - Confidentiality
 - Meetings
 - Schedule
 - Minutes
 - Delivery Plan
 - Timeline
 - All Chapter Work Group meetings shall operate on the basis of Chatham House Rules, which all members must strictly adhere to. Any Work Group member found to be in breach of such obligation may be prevented to participate in any further meetings on written notice of the Chapter Work Group Leader.
 - Duties of confidentiality related to the activities of the Chapter Work Group shall extend to all discussions between Chapter members, unless information about such activities is presented in public. When any information related to the Chapter Work Group is presented during Chapter General Meetings, such presentation shall mean that any information issued to be in public domain.
 - Minutes shall be kept for each meeting of the Chapter Work Group. Meeting Minutes shall be standard short form and be circulated to:
 - Work Group participants
 - Work Group Coordinator
 - Chapter Chairman
 - Chapter Secretary (record keeping)
 - Documents produced by the Chapter Work Group shall be copied to the Chapter Chairman, Work Group Coordinator and Chapter Secretary (record keeping) upon each revision.
 - Minutes, documents, updates etc. for the Chapter Work Group shall be posted on the Chapter Website under the related Work Group file by the Work Group Coordinator or Chapter Secretary as appropriate.

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- Chapter Work Group Leaders shall provide a summarised update on Work Group progress to Chapter members at each Chapter General Meeting in person or via the Work Group Coordinator as appropriate.

References


1. Attachment 1; Flowchart 02-05-GN-FC01
2. Attachment 2; Form 02-05-GN-01





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Attachment 1. Work Group Operation Flow Chart




| Task | Task Description | Work Group Coordinator | Work Group Leader | Work Group Members | Chapter Chair / Deputy | Chapter Secretary | Chapter Treasurer | Chapter Co-ordinator | Chapter Membership | Responsible |
|------------------|----------------------------------|------------------------|-------------------|--------------------|------------------------|-------------------|-------------------|----------------------|--------------------|---|
| | | | | | | | | | | Assist |
| Task Information | | | | | | | | | | |
| 1.0 | Generating the Work Group | | | | | | | | | |
| 1.1 | Authorisation | a | i | | r | | | | c | Authorization to generate a Work Group will proceed following a members vote – The initial Work Group Leader shall be the person who raised the motion for the Work Group |
| 1.2 | Creating a Work Group Membership | a | r | M | c | | | | c | The Work Group Leader shall obtain information from the Chapter Chairman regarding the membership who expressed an interest in supporting the Work Group, the Work Group Leader will approach these persons to establish interest in actively supporting the Work Group |
| 1.3 | Membership Requirement | a | r | | i | | | | c | The Work Group Leader, shall ensure that the persons interested in becoming a member of the Work Group are employed by a SAPC member company, and have a valid visa for an SAPC country |
| 1.4 | Formalising the Work Group | a | r | i | i | i | i | i | i | The Work Group Leader shall ensure that the work group members are listed on the SAPC website, and is communicated at the next SAPC meeting |
| 2.0 | Planning a Meeting | | | | | | | | | |
| 2.1 | Schedule | a | r | a | i | | | | | The Work Group Leader shall decide the date of the initial meeting with ongoing meeting requirements decided by the group, dependent upon the need to meet the Work Group deliverables |
| 2.2 | Meeting Location | a | r | a | i | | | | c | The Work Group Leader shall make efforts to utilize meeting rooms from Work Group Members employing companies |
| 2.3 | Paying For A Meeting Location | a | r | | i | | | | a | In the event of no meeting room being sourced via the Work Group Membership, the Chapter, upon the Chapter Chairman's pre approval of a related Request for Expenditure submitted by the Work Group Leader, will finance the rental of a meeting room from a local hotel. |




















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| 2.4 | Meeting Expenses |  |  |  |  | <p>The Chapter shall support reasonable expenses for a Work Group meeting, such as tea/coffee/snacks, and basic stationary requirements.</p> <p>Any expenses must be supported by receipts and submitted to the Chapter Treasurer or designate</p> |
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| Task | Task Description | Work Group Coordinator | Work Group Leader | Work Group Members | Chapter Chair / Deputy | Chapter Secretary | Chapter Treasurer | Chapter Co-ordinator | Chapter Membership | Responsible |
|------------------|---------------------------|------------------------|-------------------|--------------------|------------------------|-------------------|-------------------|----------------------|--------------------|---|
| | | | | | | | | | | Assist |
| Task Information | | | | | | | | | | |
| 3.0 | Deliverables | | | | | | | | | |
| 3.1 | Creating the Deliverables | a | r | M a | i | c | c | c | c | <p>The Work Group leader will create with the work group members the deliverables for the group; these should be realistic enough to have a target that can be met in a reasonable time frame (12 months or less).</p> <p>Longer deliverables should be broken into milestones to fit in with the above timeline</p> <p>Deliverable content should come from the following</p> <ol style="list-style-type: none"> 1. Initial motion that was presented to the SAPC Membership 2. Guidance from the SAPC Board 3. Initial Work Group meeting 4. Legislative, or industry drivers |
| 3.2 | Deliverable Approval | a | r | i | r | c | c | c | c | <p>The SAPC Board will receive the proposed deliverables from the Work Group Leader and discuss with the SAPC board</p> <p>In the event of the deliverables being approved, the Work Group Leader will then proceed to work against these upon agreed timelines with the Work Group</p> |
| 3.3 | Deliverable Rejection | a | r | i | r | c | c | c | c | <p>In the event of the deliverables being rejected, the Work Group Leader, shall revisit and adapt the deliverables based upon the guidance received from the SAPC Board and re-submit for approval</p> |

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|-------------------------|--------------------------------|---|---|---|---|---|---|--|---|---|---|
| | | | | | | | | | | Assist |  |
| | | | | | | | | | | Consult |  |
| | | | | | | | | | | Inform |  |
| | | | | | | | | | | Meet With |  |
| | | | | | | | | | | Process Ends |  |
| Task Information | | | | | | | | | | | |
| 4.0 | Recording and Reporting | | | | | | | | | | |
| 3.1 | Minutes |  |  |  |  |  |  |  |  |  | <p>The Work Group Leader shall be responsible for ensuring that all meetings that are held are supported by minutes</p> <p>The minutes should contain enough detail to ensure that tasks are identified, persons are accountable and timelines are identified</p> <p>Minutes should then be made available via the SAPC Website</p> |
| 3.2 | Membership Communication |  |  | | | | | | |  | <p>The Work Group Leader shall be required to communicate the progress against the agreed deliverables at certain SAPC membership meetings as requested by the SAPC Board</p> |
| 5.0 | End | | | | | | | | | |  |

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Attachment 2: Work Group Request for Expenditure

IADC-SAPC Work Group Request for Expenditure

- **Work Group Name**

- **Work Group Project Proposal Title**

- **Work Group Project Proposal Contact**

| |
|---------------------------------------|
| Name: Company: Phone: Email: |
|---------------------------------------|

- **Work Group Project Funds Requested (AED)**

- **Project Funds Description**

(including the purpose and beneficiary of the project proposal, limit to 250 words or less.)

- **Work Group Project Value Proposition**

(Benefit to IADC SAPC member companies, limit to 250 words or less.)

IADC-SAPC Committee Use only

| | | | |
|--------------------------------|----------|-------|--|
| Approval: | YES / NO | Date: | |
| Justification: | | | |
| IADC SAPC Chairman (signature) | | | |