

Upstream, Midstream, & Mining Sector *Committee Charter*

(Revised 1/31/17)

1. Purpose

The purpose of the Upstream/Midstream/Mining (UMM) Sector Committee is to facilitate collaboration between owners, service providers, and academia within the UMM sector through selective research designed to produce innovative solutions that tangibly improve safety and capital effectiveness.

The UMM Sector Committee is sponsored by CII's Sector Leadership Committee (SLC) from whom it receives guidance and oversight on compliance with this charter.

2. Scope

The UMM Sector Committee will:

- Identify objectives that embody the expectations of the sector.
- Develop best practices, tools, innovations, and other deliverables that create value for the UMM sector.
- Facilitate application and utilization of the CII Knowledge Base.
- Ensure the quality of UMM research through appropriate planning and review processes.
- Provide information and feedback to standing committees to support UMM objectives.
- Promote CII to increase UMM sector membership.

3. Subcommittee Deliverables

- Knowledge Management:
 - Perform periodic reviews of CII's Knowledge Base to determine relevance and adequacy for the sector.
- Research:
 - Develop and keep a list of relevant research topics that will bring value to UMM members.
 - Develop a research reporting/evaluation process to keep the research activities focused and aligned with UMM objectives.
 - Periodically submit UMM research topic nominations to the Sector Leadership Committee.
- Performance Assessment:
 - Report on any metrics gaps in the performance assessment data collection effort.
- Membership:
 - Prepare and periodically update a UMM member recruitment plan.

4. Current Stakeholder Priorities

- Capital effectiveness
- Performance predictability
- Performance agility

5. Critical Success Factors

- Active owner and contractor participation and knowledge sharing within UMM activities.
- Growth of UMM membership.
- Timely creation of relevant deliverables that contribute to UMM project success.
- Alignment with the Sector Leadership Committee.

6. Membership

Participation in the UMM Sector Committee is limited to the following:

- CII members, and
- Academics with a research interest in the sector.

As a condition of membership, the following responsibilities apply:

- Obtain a UT Electronic Identification (EID) logon for access to Sharepoint
- Participate on a regular basis, attending at least 75% of committee meetings
- Participate in at least one UMM sub-committee (e.g. research, membership, knowledge management, performance assessment, etc.) and
- Conform to CII Meeting Guidelines.

7. Key Roles and Responsibilities

The UMM Chair with the support of the Vice Chair and the Academic Advisor will engage the UMM committee into formulating its objectives and creating the outcomes stated in those objectives. Specific responsibilities of the leadership positions are as follows:

- UMM Sector Committee Chair – The UMM Chair is initially appointed by CII, and shall develop the agenda and preside over meetings and conference calls. The term of the Chair shall be a minimum of one year. Following this term, the Chair will join the Sector Leadership Committee for another one-year term, and the Vice Chair will become the UMM Chair. The Chair and Vice Chair will report periodically to the Sector Leadership Committee on UMM progress and activities.
- UMM Sector Committee Vice Chair – The UMM Vice Chair shall assist the Chair in the development of the agenda for meetings and conference calls, assume leadership duties in the absence of the Chair, and will become the next Chair. The Vice Chair is selected from the UMM members. If the Chair is an owner member representative, the Vice Chair shall be a service provider member representative, and vice versa.

- UMM Sector Committee Academic Advisor – The UMM Academic Advisor is appointed by CII and is responsible for:
 - Advising and facilitating the sector on the research process and developing research topics.
 - Acting as a liaison to the Funded Studies Committee.
 - Maintaining the UMM SharePoint site to allow ease of access to collected documents, including:
 - Determining the quality and appropriateness of documents to be posted on the site.
 - Obtaining permission from authors whose copyrighted documents or intellectual property are posted on the site.
 - Developing and posting UMM meeting notes.
 - Onboarding new UMM members and maintaining the roster.
- Liaisons – UMM Liaisons may be assigned as needed to interact with other standing committees.
- UMM Sector Subcommittees – Subcommittees will be established for Knowledge Management, Performance Assessment, and Membership. Subcommittees will prepare a plan of activities and deliverables.

8. Communications

- Periodic face-to-face meetings will normally be held alongside other major CII events. Initially, this will include Board of Advisor meetings, the Annual Conference, and the leadership meeting.
- Key interfaces include Sector Leadership Committee, other CII standing committees, research teams from other sectors, and CII staff members.
- Conference calls and web meetings will be sponsored by a UMM member or by CII and held in-between face-to-face meetings as needed to conduct UMM business.
- Meeting notes, presentations, and any other UMM deliverables will be summarized and posted on the SharePoint site.