

February 2019

Elections for: JIG Member Representation on all Committees

To nominate a Member
Representative, please contact:

andrea.wixey@jigonline.com

by 15th March 2019

As part of the continuing initiative to encourage Member participation in JIG's activities, we are again seeking nominations from Members who wish to be represented in JIG Committees. From April 2019 there will be vacancies in the following Committees:

- Operations Committee - 3 places
- HSSE Committee - 3 places
- Product Quality Committee - 2 places
- Common Processes Committee - 3 places

Successful nominees will be given a 1 or 2 year mandate so that every year there will be at least one vacancy on each Committee, thereby giving Members more frequent opportunities to contribute to JIG's work.

All Members of JIG (excluding Guarantor Members) can nominate a suitable person from within, or long term contracted to, their organisation. In order to ensure that a nominee is suitable, we would ask that the Member provide a short biography of the candidate which may be used in the event of a ballot being required. The biography should include the knowledge and skill set the candidate will bring to the Committee concerned. Individuals may be nominated to a maximum of two Committees. Existing Member representatives may be nominated again. If selected, Member Representatives are also eligible to be elected Chair of the Committee they serve on.

On receipt of all nominations, the JIG Management and the Chair of each committee will review the nominated candidate(s) to validate their experience and compatibility with the criteria, and in the event of there being more than two nominees, the JIG Administration Coordinator will distribute a ballot to all JIG Members to vote for their preferred candidate. Each Member will have one vote per committee and will be requested to indicate their preferred candidate. Current Committee members will also vote in the selection process of their Committee. In the event that a successful candidate is not identified by the result of the vote, a further ballot will be held.

As a reminder, there are no Standards Working Group elections, as those representatives' mandates continue for the duration of Issue 12 of the Standards.

Nominated candidates shall fulfil the following criteria:

- Be available to attend in person up to 3 meetings per year, normally at the Lensbury or a European capital.
- Have time available to commit to some of the off-line work done by the Committee in between meetings.
- Have a recognised competence and at least 3 years' experience in aviation fuel operations, management of Standards, or clear knowledge and background that would enhance the work of the Committee they are nominated to.
- As appropriate to the Committee they are nominated to, familiarity with all JIG Standards, manufacturing and testing of fuels and the latest trends in HSSE management.
- Remain in the role for a minimum of 2 years, unless advised of a 1-year mandate after elections.
- Have a good command of the English language, both oral and written.

Preferred criteria:

- Be involved in the day to day operations of a site, or the management of those operations.
- Be experienced in the implementation of, or use of the JIG Standards.
- Have direct and specific expertise in the Committee's area of activity.

Nominated candidates must not:

- Use the position for the development of their own company's activities or pursue a personal agenda.
The Working Group can remove a member representative and seek an alternative candidate.
- Engage in topics where there is any conflict of interest without making that declaration to the Committee Chair or JIG staff.

JIG agree to:

- Ensuring a direct line to JIG is available to the nominated representative
- Pay all meeting and accommodation costs (excluding associated travel costs)

Date for nominations:

Nominations are sought by the **15th March** by submission to andrea.wixey@jigonline.com

Selection process:

The nominations will be forwarded to the JIG Management and Committee Chairs for review. The membership will then be notified by the **27th March 2019**, and ballot papers will be included in that notification, if required. We would expect that any voting should be completed by **5th April**.

JIG Management will announce the name of the successful candidates at the Members' Technical Forum (Rome, **9-10th April**) and through a JIG communications shortly thereafter.

We would like to take this opportunity to thank the current member representatives for their valuable contributions to JIG's work.