

FILTRATION WORKING GROUP

TERMS OF REFERENCE



JIG INTERNAL POLICY

VERSION 2.0

03/02/2021

Role of the Working Group

The Working Group is established under the guidance of the Operations Committee to provide guidance and advice to the JIG Organisation on the subject of into-plane Filtration. It is expected in particular to provide support for JIG's contributions to the Joint Industry Field Trials for Filtration.

Key Responsibilities

- i. Elect a Chair to lead meetings and help the JIG personnel to prepare documentation and decisions.
- ii. Co-ordinate the JIG input into the combined industry action required to replace filter monitors
- iii. Work with the Filtration project manager(s) appointed by JIG to scope out and develop methodologies for field trials (Field Trial Protocol) and appropriate list of test locations.
- iv. Review / evaluate Field Trial data with support by the Filtration project manager(s) appointed by JIG
- v. Participate if required in discussions with Industry Partners and Stakeholders regarding the Field Trials and results.
- vi. Prepare recommendations for the existing JIG Committee structure and endorsement by JIG Council,
- vii. Develop Bulletins and data required to inform JIG members of the industry progress towards replacing filter monitors for approval by the JIG Operations Committee and PQ Committee and review any Joint Industry communications concerning the Field Trials
- viii. Provide recommendations to the Standards Working Group for new aviation filtration technologies that can be included in the mandatory filtration requirements in JIG Standards

Working Group Representatives

The Filtration Working Group shall consist of suitably qualified persons who volunteered from the JIG membership, validated by the JIG Management and approved by the JIG Council.

One or more members of JIG personnel – as nominated - will support the WG and attend meetings to contribute their own expertise and guidance.

Additional representatives of the members or other external parties appointed by JIG Management may attend meetings, if invited by the Chair, to add expertise to a specific topic but have no voting rights. They are required to adhere to the relevant sections of this document and to the policy rules governing JIG Committee meetings

WG Members as at 1st January 2021 are:

Nominating Company	Nominated Standards Working Group Member
JIG Personnel	
JIG Global Projects Manager	K Ramirez (Chair)
Technical Consultant	G O'Donnell
JIG General Manager	M Newstead
Guarantor Member Company	
BP	B Harries
ExxonMobil	P Wells
KPIAC	N Mason
Shell	R Midgley
Total	G Gauthier
JIG Member Company	
JIG Member Representative	M di Mario (Skytanking)

JOINT INSPECTION GROUP

Proceedings at Meetings

The Working Group (WG) shall meet in person at least twice per year and participate in conference calls on regular basis (monthly or less frequently). the WG is required to review how much of its activity can be conducted remotely and/or online without losing effectiveness. There is nevertheless an expectation of at least one physical meeting per year to promote cohesiveness and interaction between the members.

A Draft Meeting Agenda should be distributed to the representatives by the Chair at least 5 days in advance of WG Meetings. The Agenda shall be finalised before the start of the meeting.

Minutes shall be taken and circulated after every meeting. Meetings held remotely and/or online may be recorded – if agreed by all participants – to facilitate the production of minutes. The recordings may be kept by the JIG Team only, and all recordings shall be deleted as soon as the final version of the minutes has been approved by the WG during the subsequent meeting.

All meetings shall commence with a Safety Briefing as appropriate and a reminder of the Competition Law core principles under which the meeting will be conducted. Any Committee Members who have a conflict of interest (for example, contractual or financial) with respect to any of the Agenda items shall declare so at the beginning of the meeting and shall withdraw from the meeting while the agenda item is being discussed and decided upon.

Given the nature of the subject matter, participants should declare any material company or competitive position that their organisation holds, ideally before the start of a meeting but, in any case, before the end of the meeting, to be noted in the minutes

The quorum necessary for a valid WG meeting is 75% of the total WG membership including nominated “alternative attendees”.

The WG shall seek a consensus when considering issues. If a consensus cannot be reached a resolution may be postponed to the next meeting – provided such postponement does not delay any field trials - and the approval by vote of at least 75% of the entire WG membership shall be required to reach a decision either at the subsequent meeting or by email ballot. Any decision reached by a quorate WG meeting shall be recognised by the JIG Operations Committee as the recommendation of the WG. Each of the members of the Working Group has one vote, JIG has a single collective vote.

It is the responsibility of all WG Members to make sure that their participation in WG Meetings will not give rise to breaches of competition law. Each participant has a responsibility to comply with his or her own company's competition policy requirements. At least once per year, the WG Chair shall include Competition Law Compliance as a standard agenda item with an appropriate record in the minutes.

By their continued participation, all WG members confirm that they have read and understood, agree to and shall comply with the JIG Anti Bribery and Corruption Policy, the JIG IP Policy, the JIG Committee Member Advice Policy and any other relevant policy regarding their participation in the WG.

Validation of Decisions and Actions

The WG operates under the direction of the JIG Operations Committee. Its work and recommendations are to be presented to the OC, and any publications or works produced by the WG to be published by JIG will follow the OC procedure for validation by JIG Council.

Due to the specialised nature of the WG's output, documents should be submitted for review by OpsCom at least 10 working days in advance.

By their continued participation in the WG, all members confirm that they have read and understood, agree to and shall comply with the JIG Anti Bribery and Corruption Policy and the JIG IP Policy, the JIG Committee Member Advice Policy and any other relevant policy regarding their participation in the Filtration Working Group.

VERSION : V2.0

APPROVED BY COUNCIL : 03/02/2021

UPDATED BY: Mark Newstead