

OPERATIONS COMMITTEE

TERMS OF REFERENCE



JIG INTERNAL POLICY

VERSION 2.0

03/02/2021

Role of the Committee

The Committee works within its area of expertise to support JIG's long term aims and Strategy as defined by JIG Council. JIG aspires to be the leading worldwide Standard, the Centre of Excellence and expertise and a key player for all Stakeholders in our Industry. These aims are achieved through closer co-operation with key stakeholders, Member recruitment and engagement. This committee's role is to be a centre of excellence for operations safety and a key engagement factor for Members through the Operations Bulletins, Publications and Documents it issues.

The Committee's publications and activities are expected to reflect JIG's Core Values and Behaviours; Excellence, Inclusivity, Receptiveness, Sustainability. In particular, the Committee endeavours to facilitate contributions from all its representatives, and to include the needs and interests of the entire membership when considering topics for discussion and/or publication.

In order to promote continued alignment with these aims, working with the JIG General Manager (GM) and other designated JIG Personnel, the Chair or designated alternate shall present a report to the Council during at least one Council Meeting per year outlining the current activities and future plans of the Operations Committee. This report shall be reviewed and approved by the Operations Committee in advance and shall include an update of the activities and future plans of the Committee

Responsibilities, Powers and Duties

- i. To elect a Chair for a two-year term of office whose responsibilities include the chairing of Operations Committee Meetings. Elections will be held in Q1 2021 and every 2 years thereafter.
- ii. To review and approve changes to the Standards for Aviation Fuel Quality Control and Operating Procedures as recommended by the Standards Working Group.
- iii. To ensure that all suggested changes to the Standards for Aviation Fuel Quality Control and Operating Procedures are referred to the Members Technical Forum for analysis and debate.
- iv. To ensure that the Standards for Aviation Fuel Quality Control and Operating Procedures are reviewed, amended, approved by the JIG Council and re-issued at least once every five years.
- v. To draft and publish JIG Bulletins, Technical Updates and Technical Information Documents, as required, to inform of changes to the Standards for Aviation Fuel Quality and other items of relevance to the JIG Member Companies.
- vi. To review and approve changes to the JIG training material, as recommended by the JIG Team and/or committee Working Group.
- vii. To ensure that the JIG inspection programme is monitored by the JIG Team to ensure that inspections are performed on time and submitted into JITS in a timely manner.
- viii. To review the output from the JIG Inspection Tracking System including progress against scheduled inspections and to initiate actions to address common findings and technical issues, and to review proposed changes to the system to improve its capability.
- ix. To implement changes to the inspection report format to reflect current standards and to improve the effectiveness of inspections and reporting.
- x. To establish and review the required standards for the initial qualification of new inspectors and the continued professional development of all qualified JIG inspectors, and to support and implement the JIG Inspections Policy.

JOINT INSPECTION GROUP

- xi. To participate in peer reviews of anonymised inspection reports from accompanied inspections of new JIG inspectors, against the criteria in the JIG Inspections Policy, when requested by the JIG Technical Manager.
- xii. To promote training and the exchange of ideas related to safe and effective best practices for aviation fuel quality control and operating procedures.
- xiii. To establish and amend as necessary (under the delegated authority from the Council) the Terms of Reference for the working groups reporting to the Operations Committee and to decide on the member companies that may participate in these Committees and/or recommend appointments to these Committees in accordance with their Terms of Reference as further detailed below..
- xiv. To review the activities of the working groups reporting to the Operations Committee and provide guidance as appropriate to ensure that their output and progress is consistent with their aims and objectives.
- xv. To review the activities of the EI and JIG Filtration Working Group and provide guidance as appropriate to ensure that their output and progress are consistent with the established aims and objectives.
- xvi. To recommend topics for discussion at JIG events, view and approve associated presentation materials, develop an update of the committee's work for the JIG Members Technical Forum and any other relevant JIG Workshop or industry event, subject to Committee member availability.
- xvii. To ensure that all work completed by the Committee complies with the Duty of Care that JIG has to provide to its members and users. To ensure that such work is correctly recorded and documented, including the creation of complete written reports where appropriate.
- xviii. To perform other activities as required by the Council.

Committee Representatives

The Operations Committee shall consist of appropriate and suitably qualified persons nominated by the Guarantor Members, the JIG Council or appointed by JIG Member ballot. Each Guarantor Member has the right to nominate one Committee Member. Three or more additional representatives of the JIG Member Companies are appointed by ballot of the Members according to the latest "JIG Committee Rules" internal policy,

All members shall be chosen by their employer or elected by the membership for their involvement and interest in the work undertaken by the Committee. They must be employed or permanently engaged by a JIG member company. They will have knowledge or expertise in the areas that are being discussed.

One person represents the Energy Institute (which is a Member of JIG), and one person represents IATA (which is a Member of JIG). The Energy Institute and IATA representatives are nominated by the Energy Institute Technical Director and the IATA TFG Steering Group, respectively. The JIG Council may extend positions to more organisations if in line with JIG's needs and Strategy.

One or more members of JIG Personnel – as nominated - will support the Committee and attend meetings to contribute their own expertise and guidance. The JIG GM will also regularly participate in meetings. The JIG Personnel and/or GM are responsible for keeping the Committees up to date on relevant discussions and decisions of the Council and other Committees to ensure the objectives of JIG Council and its Committees are consistent with JIG's Strategy and scope of activities and delivered as efficiently and effectively as possible.

Additional representatives of the Members or other external parties may attend meetings, if invited by the Chair and validated by the GM, to add expertise to a specific topic or Working Group. and are required to adhere to the relevant sections of this document and to the policy rules governing JIG Committee meetings. Invited representatives have no voting rights.

If a representative is unable to attend a meeting, the representative's employer may nominate an "alternative attendee". Notwithstanding, committee representatives are expected to attend at least 2/3 of all meetings.

The committee should meet 3 to 4 times per year and, to promote efficiency and sustainability, the Committee 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.

Council has the right to review the composition of the Operations Committee to ensure that it is appropriate and representative of all Member interests. Committee Members as at 1st January 2021 are:

Nominating Company	Operations Committee Member
JIG Personnel	
JIG Global Projects Manager	K Ramirez
JIG Industry Liaison Manager	L Taylor
Guarantor Member Company	
Air BP	B Harries
Chevron	Y Nan
ENI	G Allegretta
ExxonMobil	R Williams
KPIAC	N Mason
Shell	M Loree
Total	G Gauthier
JIG Council Nominee Organisations	
EI	M Hunnybun
IATA	M Vaughan
JIG Member Company	
Vitol	A Kitson-Smith
CLH	A Benito
WFS	John Thurston
JIG Administrative Support	A Wixey

Committee Working Practices

The Chair will circulate an Agenda meeting at least 5 working days in advance. All documentation being proposed for review by committee members or working groups must be circulated at the same time to allow members to thoroughly review the contents prior to the meeting and to prepare any decisions that may be required. Only in exceptional circumstances validated by the Chair and JIG GM can any late documentation be submitted.

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 Personnel only, and all recordings shall be deleted as soon as the final version of the minutes has been approved by the Committee 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,

When the Committee is undertaking significant projects and/or reviewing key topics, it may form special

working groups. Working Groups (WG) shall be formed by a transparent volunteering or election process ensuring that it contains the right skill sets and diversity and shall have a WG leader. The WGs may include invited representatives from member companies if specific skills or knowledge are required. Working groups shall each have a TOR. Any work or activity shall be recorded and presented for discussion at each main Committee Meeting. If more than one WG is formed, the expectation is for WG work to be evenly distributed across all members of the main Committee such that everyone may contribute.

The quorum necessary for a valid Operations Committee Meeting is 75% of the Committee Members including nominated “alternative attendees”. The Committee shall seek a consensus when considering issues. If a consensus cannot be reached a resolution may be postponed to the next meeting and the approval by vote of at least 75% of the entire Committee membership shall be required to reach a decision at that meeting or by email ballot. Each Committee Member (including nominated “alternative attendees”) has one vote. JIG has a single collective vote. Invited and nominated Committee Members have no vote.

Where a Committee member has no JIG Council member from his or her own organisation, that member can raise topics, for the JIG Council to discuss, via the JIG General Manager who will endeavour to put the topic on the next Council agenda or seek Council views by e-mail.

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

By their continued participation in the Committee, all Committee 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 Committee.

Validation of Decisions and Actions

It is the responsibility of individual Operations Committee members with Council representation to liaise with their respective JIG Council members, and vice versa, to ensure that they are aware of the issues under discussion of relevance to both groups.

All material produced and actions decided upon are under the ultimate authority of JIG Council. Authorisation or delegated approval is given according to the guidelines of the latest “JIG Delegated Responsibility” document approved by Council. Members of the committee should note in particular that the approval by a JIG Guarantor Member Representative of any publications by the Committee should include approval by that Member’s Council representative.

The committee shall have a process to review and ensure that its work supports JIG’s strategy and remains within the scope of activities approved by Council. Such review should ideally form part of the committee process with the support of the participating JIG Personnel while the topics are being discussed; this review will include the potential need for material to be reviewed by another JIG Committee prior to finalization. In the event that consensus is not reached during the review, the Committee may request the JIG GM to consult with the JIG Council Chair. The confirmation of cross-validation and reviews where appropriate will be noted on the Validation Document (Annex 1 of the JIG Internal Procedure for Works and Document Validation), completed by the GM and the Committee Chair, that will accompany any requests for approval by JIG Council. The decisions taken by the JIG Council and any associated feedback will be communicated back to the Committee by Council via the JIG GM.

The validation process shall be followed prior to publication of any document or initiation of any action or initiative.

Working Groups active within or reporting to the Committee

- Standards Working Group (permanent)
- Filtration Working Group
- Inspector / Inspection Policy Group
- Inspector sign-off review group
- Training Materials Review Group (proposed)
- JITS findings review Group (proposed)
- EI subgroup (proposed)

Related JIG Governance Documents and Policies

- JIG Anti-Bribery and Corruption Policy
- JIG Intellectual Property Policy
- JIG Committee Members Advice Policy
- JIG Committee Rules (latest edition)
- JIG Internal Procedure for Works and Document Validation

VERSION : V2.0

APPROVED BY COUNCIL : 03/02/2021

UPDATED BY: Mark Newstead