

# STANDARDS WORKING GROUP

## TERMS OF REFERENCE



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JIG INTERNAL POLICY

VERSION 2.0

03/02/2021

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### **Role of the Working Group**

The Working Group 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 Working Group's role, reporting to the Operations Committee, is to be the centre of excellence for writing and developing the JIG Standards and reviewing any Bulletins that include changes to the Standards.

The WG's publications and activities are expected to reflect JIG's Core Values and Behaviours; Excellence, Inclusivity, Receptiveness, Sustainability. In particular, the WG 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 inclusion in the Standards.

### **Key Responsibilities**

- i. To review and develop suggested changes to the JIG Standards for Aviation Fuel Quality Control and Operating Procedures as received from the Operations Committee, the Technical Forum and the membership into agreed text for review by the Operations Committee.
- ii. To provide a simple mechanism for Members to submit suggestions for improvements or changes to the Standards.
- iii. To review if requested Bulletins or other documents published by JIG that include or will lead to changes in the Standards.
- iv. To ensure the Standards remain fit for purpose and accessible to the ever-growing number of JIG Members with heterogenous needs and competence levels.

### **Working Group Representatives**

The Standards Working Group shall consist of suitably qualified persons nominated by the Guarantor Members, the JIG Council or appointed by ballot. Each Guarantor Member has the right to nominate one WG Member. Two or more additional representatives of the JIG Member Companies are appointed by a ballot of the Members according to the latest JIG Committee Rules internal Policy.

Two people represent IATA (which is a Member of JIG). The IATA representatives are nominated by the IATA TFG Steering Group. The JIG Council may extend positions to more organisations if in line with JIG's needs and Strategy.

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 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, to

**JOINT INSPECTION GROUP**

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

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 2 to 3 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 Working Group to ensure that it is appropriate and representative of all Member interests. WG Members as at 1st January 2021 are:

<b>Nominating Company</b>	<b>Nominated Standards Working Group Member</b>
<b>JIG Personnel</b>	
Industry Liaison Manager	Lee Taylor
Technical Consultant	T Rowe (Chair)
Project Manager (external)	A Chubb
<b>Guarantor Member Company</b>	
BP	B Harries
Chevron	Y Nan
ExxonMobil	R Williams
Eni	G Allegretta
KPIAC	B Simpson
Shell	S Threadgold
Total	F Raharison-Andoniaina
<b>JIG Member Company</b>	
JIG Member Representative	A Diop (Vivo Energy)
JIG Member Representative	M K Putta (ENOC)
IATA Representative	B de Koning (KLM)
IATA Representative	T Bertrand (B.A.)

**Working Practices**

The WG 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 WG membership represented shall be required to reach a decision either at the meeting or by email ballot.

Each of the members of the Working Group has one vote. JIG may nominate its personnel or representative to be Chair of the Working Group, or request the Working Group to elect one of its members to be Chair.. Invited members do not vote. JIG has a single collective vote.

In the event that one or more Members, having lost a vote on a resolution, wish to present their views to the Operations Committee, they may do so at the first Operations Committee Meeting following the meeting at which they lost the vote.

It is the responsibility of all Working Group Members to make sure that their participation in Working Group 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 Working Group 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 and the JIG IP Policy the JIG Committee Member Advice Policy and any other relevant policy regarding their participation in the Committee.

### 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

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APPROVED BY COUNCIL : 03/02/2021

UPDATED BY: Mark Newstead