



JOINT INSPECTION GROUP

JIG COMMITTEE REPRESENTATION - NOMINATIONS

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28 May 2021

In order to maintain the valuable Member participation in JIG's activities, we are again seeking nominations from Members who wish to be represented on JIG Committees.

From June 2021 there will be vacancies on the following Committees:

- Operations Committee, 2 places.
- HSE Committee, 1 place.
- Product Quality Committee, 1 place.
- Common Processes Committee, 1 place.

Successful nominees will be given a 2-year mandate. Members should note that 50% of Committee places are free for election every year, 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 their organisation. To ensure that a nominee is suitable, we 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 skillset 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, JIG Management and the Chair of each Committee will review the nominated candidate(s) to validate their experience and fit with the criteria, and, in the event of there being more than two nominees, JIG 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. If a successful candidate is not identified by the result of the vote, a further ballot will be held.

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



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Nominated candidates shall fulfil the following criteria:

- Be available to attend up to 4 meetings per year, including at least one physical meeting per year⁽¹⁾ (usually London).
- Have time available to commit to some of the off-line work done by the Committee in-between meetings.
- Be employed by a JIG Member company.
- Have a recognised competence and at least 3 years' experience in aviation fuel operations, management or Standards, or clear knowledge and a 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.
- Have a good command of the English language, both oral and written.

⁽¹⁾ *Physical meetings are temporarily replaced by more frequent but shorter video meetings.*

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 the pursuit of a personal agenda.
JIG 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:

- Ensure 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 June**, by submission to andrea.wixey@jig.org

Selection Process:

The nominations will be forwarded to the JIG Management and Committee Chairs for review. JIG Members will then be notified on 21st June, and ballot papers will be included in that notification, if required. We would expect that any voting should be completed by 5th July.

The JIG Management will announce the name of the successful candidates mid-July. Any questions should be directed to andrea.wixey@jig.org.