PRODUCT QUALITY COMMITTEE
TERMS OF REFERENCE

JIG INTERNAL POLICY	VERSION 2.1	18/08/2021

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 PQ Publications 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 if relevant to JIG standards work.

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 PQ Committee. This report shall be reviewed and approved by the PQ Committee in advance and shall include an update of the activities and plans for training, workshops and publications.

1. Key Responsibilities, Powers and Duties

i. To elect a Chair for a two-year term of office, whose responsibilities include the chairing of Product Quality Committee Meetings. Elections will be held in Q3 2020 and every 2 years thereafter.

ii. To ensure that the AFQRJOS is updated in a timely fashion to reflect the most stringent requirements of the latest issues of DEF STAN 91-091 and ASTM D1655 and to circulate final draft updates to the Council prior to release.

iii. To have primary responsibility for dealing with and addressing any issues, procedures or communication that principally relate to Product Quality and to liaise with the Operations Committee on any other product quality related issues to ensure that these are consistent with JIG Standard procedures and JIG's strategic scope.

iv. To monitor fuel quality developments and take the appropriate action. Subject to Council approval, this may include the introduction of new procedures into JIG Standards or communicating guidance and information to JIG Members and other key stakeholders (e.g. IATA) via JIG PQ Bulletins or Technical Information Documents.

v. To review for accuracy any product-related elements of works or publications produced

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by other JIG Committees as requested by JIG personnel.

vi. To recommend topics for discussion at JIG Events and to provide 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.

vii. To perform other activities from time to time as required by the Council.

2. Committee Representatives

The PQ 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 PQ Committee Member. Two 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.

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 may attend meetings, if invited by the Chair and validated by the JIG GM, to add expertise to a specific topic or Working Group. Invited representatives have no voting rights and 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.

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

Nominating Company	Committee Member
JIG Personnel	
JIG Global Projects Manager	Katy Ramirez
Guarantor Member Company	**Committee Member**
Air BP	Kevin Bower (Chair)
Chevron	Monique Vermeire/Alyssa Roche
ENI	Cinzia Passerini
ExxonMobil	Lanre Akinyegun
KPIAC	Nic Mason
Shell	Rob Midgley
Total	Clarisse Doucet
JIG Member Company	
Vitol	Anthony Kitson-Smith
Skytanking	Luc Maes
JIG Administrative Support	Sam Neal

3. 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 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 a special sub-committee or working groups. Working Groups shall be formed by a transparent volunteering or election process ensuring that it contains the right skill sets and diversity and shall have a project leader. The working groups 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 working group is formed, the expectation is for working group work to be evenly distributed across all members of the main Committee such that everyone may contribute.

The quorum necessary for a valid 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

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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 email.

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 and the JIG IP Policy and any other relevant policy regarding their participation in the Committee.

The subject matter treated by this Committee requires particular attention to the JIG Committee Member Advice Policy and members are reminded that while it is proper for the committee to comment on the interpretation of the JIG Standards, JIG Product Quality Committee and its members shall not give specific product quality advice to any third party, including other JIG member companies, under the authority of this body.

4. Validation of Decisions and Actions

It is the responsibility of individual 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 or actions decided upon 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 finalisation. 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 JIG 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.

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Current PQ Com Working Groups

NONE

Related JIG Governance Documents and Policies

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

VERSION : V2.1

APPROVED BY COUNCIL : 03/02/2021

EDITED ON: 18/08/2021

UPDATED BY: Mark Newstead

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