



INTERNATIONAL REGULATORS FORUM

CHARTER

Chapter 1: Presentation of the organisation

Article I. Name

The name of the organization shall be the “International Regulators’ Forum hereinafter referred to as the “IRF”.

Article II. Purpose and Policy

1. Definition

- (a) The IRF is the international forum of offshore petroleum health & safety regulators whose members are dedicated to the common cause of raising offshore health and safety standards. The scope of this interest extends beyond the normal operations on-board offshore installations and associated facilities to include the response by installation crews to non-routine / emergency situations in order to protect people and the environment.
- (b) The work of the IRF is intended to compliment and not duplicate the work of other international bodies in the same field.

2. Objectives

The objectives of the IRF are:

- (a) To promote best sustainable safety performance globally.
- (b) To enable an exchange of information among regulators on:
 - (i) Offshore health and safety trends;
 - (ii) Industry health and safety performance;
 - (iii) Lessons from incidents;
 - (iv) Industry practices;
 - (v) Regulatory practice; and
 - (vi) Measuring the effectiveness of regulatory activities.
- (c) To provide a network of offshore petroleum health and safety regulators for mutual support and advise when required.



Chapter 2: Composition of the organization

Article III. IRF Membership

1. Eligibility

- (a) An offshore petroleum regulator who:
- (i) is established under national legislation;
 - (ii) is capable of independent decision-making, separate from the operations that they regulate and from royalty collection; and
 - (iii) is committed to work on IRF projects or workgroups on an ongoing basis
- is eligible to be a Member of the IRF.

2. Application for Membership

An application for IRF membership must be in writing, sent to the Chairperson of the IRF Management Committee, and include:

- (a) A signed statement addressing the eligibility criteria in Article III 1 (a);
- (b) A statement agreeing to be bound by the charter of IRF.

3. Election to Membership

- (a) An application for Membership must be formally approved by the IRF Management Committee. In considering such an application, the IRF Management Committee shall seek and duly consider input from all IRF members.
- (b) An application shall be rejected if the applicant has not met the requirements of Article III 1. or 2. above.
- (c) Should there be more than one offshore petroleum regulator from within any given country approved as a member, it should be on the basis that the regulators from that country would arrange their affairs such that they act as a unified member in terms of participation and in terms of voting.

4. Termination of Membership

- (a) A member of IRF may terminate its membership through written notification to the Chairperson of the IRF Management Committee.
- (b) An IRF membership may be terminated through a Management Committee decision, should the member in question, in the Management Committee's reasoned opinion, fail to meet member obligations and responsibilities. In considering such a termination, the IRF Management Committee shall seek and duly consider input from all IRF members. Before termination, the member shall be offered an opportunity to comment on the action contemplated by the Management Committee.

5. Listing of Members

- (a) The IRF Management Committee shall maintain and publicize a list of current IRF members on <http://www.irfoffshoresafety.com/>.



6. Obligations and responsibilities of IRF Members

- (a) Each member shall promote the IRF initiatives.
- (b) Each member is responsible for making a contribution to the working of the IRF by actively participating in IRF meetings and programme working groups, in hosting IRF annual meetings on a rotational basis, in addressing IRF matters that may arise between meetings in a timely manner, in assisting the hosts in arranging the biannual IRF conferences, and in contributing to keeping the IRF website alive and current.
- (c) Membership of IRF does not create legal obligations between the members. It is intended to be binding in honour only.

Chapter 3: Organization and Performance

Article IV. IRF Management Committee

1. Roles and Responsibilities

The Management Committee:

- (a) is the governing authority of IRF;
- (b) may appoint sub-committees which shall report to the Management Committee;
- (c) shall approve all applications for, and terminations of, IRF membership;
- (d) shall bring forward at the IRF annual meeting proposed amendments and/or revision of the IRF charter;
- (e) has the capacity to commit the IRF to a broader range of agreed topics; and
- (f) shall actively monitor the progress of sub-committees, working group projects, and work programmes tasked to external organizations.

2. Composition

- (a) The Management Committee shall consist of the following officers: a Chairperson, and two or three regular officers.
- (b) The Chairperson shall be the senior representative of the member regulator with whom he/she is employed, and who has authority to commit resources to IRF tasks within that member regulator organization.
- (c) The Chairperson and the first and second regular officers shall be elected such that one is from a member regulator based in the America's, one is from a member regulator based in Europe, and one from a member regulator based in Australasia. A third regular officer may be appointed, at the discretion of the full IRF membership, from the IRF member regulator that will be hosting the next upcoming IRF conference.
- (d) Terms of office shall typically be:

I. Chair	3 years
II. First and Second regular officer	2 years
III. Third regular officer	1 - 2 years
- (e) Vacancies in the Chairperson and regular officer positions shall be elected by a majority vote of the full IRF membership.
- (f) Should the individual filling a role on the Management Committee change employment status causing them to resign from the Management Committee during their elected term, the new



individual assuming their position within their member regulator organization shall also assume their role on the Management Committee for the remainder of the elected term. Should this not be possible, then the vacancy shall be filled pursuant to (e) above.

3. Convening, Decision Making, and Voting

- (a) The Management Committee shall convene (in person or by telephone conference) on an “as required basis” but at least four times per year.
- (b) To have a quorum, at least two thirds of Management Committee shall participate or make provisions for vote by proxy;
- (c) The Management Committee shall obtain consensus from the IRF members in bringing forward at the IRF meeting proposed amendments and/or revision to the IRF charter;
- (d) Issues on election to or termination of membership shall be determined by a full consensus of the Management Committee, after consultation with IRF members;
- (e) In all other cases and where consensus cannot be reached, the Management Committee may communicate its position to IRF members as both the majority and minority positions without attribution.

4. Role of the Chairperson

The Chairperson

- (a) has the authority to commit the IRF to in-principle agreement to action in agreed topic areas;
- (b) may request participation of members in working groups or to assist other members;
- (c) may canvass member views and to call for out-of-session meetings; and
- (d) shall generally preside at IRF meetings and events and be the primary spokesperson for IRF.

Article V. IRF Secretariat Function

1. Provision of Services

- (a) The member organization from which the Chairperson of the IRF Management Committee has been elected shall provide the IRF Secretariat Function.

2. Roles and Responsibilities

The IRF Secretariat shall:

- (a) support the IRF program of events;
- (b) develop protocols, communication and promotion; and
- (c) coordinate with sub-committees, working groups and member regulator representatives that interface with external organizations tasked by the IRF to carry out certain work programmes to ensure timely reporting.

Duties include, but are not limited to:

- (a) serving as focal point for the administration and technical aspects of all IRF activities;
- (b) giving of notice of all meetings to members;
- (c) taking minutes of meetings and actions, and tracking status of such actions;
- (d) keeping records of all IRF documentation; and
- (e) providing direction to website host on posting of information.



Article VI. IRF Meetings

1. Purpose

- (a) There shall be an IRF annual meeting with the location to rotate, providing for:
 - (i) discussion and for the evaluation of challenges and opportunities to advance the purpose of the IRF;
 - (ii) agreement of the topics and project plan for working groups.
- (b) Special IRF meetings may also be held at locations to be determined by the Management Committee.
- (c) Potential revisions to the IRF Charter shall be presented, discussed, and/or voted upon as needed at the IRF annual meeting at the direction of the IRF Management Committee. Approval of these revisions will be based on at least a 2/3 vote of those IRF members present in person or voting by proxy.
- (d) Meetings are to be conducted with openness and honesty, and participants are expected respect the confidentiality of information shared with them.

2. Agenda

- (a) The IRF Secretariat, in conjunction with the member regulator hosting the IRF annual meeting, shall develop in advance of the meeting a proposed agenda that shall be circulated to all member regulators for comment and input.
- (b) Standing agenda items for the IRF annual meeting shall include:
 - (i) country updates;
 - (ii) Individual IRF member regulator outreach initiatives
 - (iii) project updates from working groups, and from external organizations tasked by the IRF with carrying out work programmes; and
 - (iv) consideration of additional working group projects, or additional work programmes to be tasked to external organizations.

3. Attendance

- (a) IRF members are expected to attend the IRF annual meeting with delegations of no more than 2 persons (with the exception of the host member who is not restricted in terms of the number of delegates who may attend). Should special circumstances dictate, and in the case where a single country has more than one-member regulator, delegations may include additional observers. IRF members are also encouraged to attend IRF special meetings with similar restrictions on delegation size.
- (b) Participants in the meetings shall be authoritative decision makers, competent to speak about key operational, technical and policy issues, and shall have access to sufficiently reliable data to enable meaningful discussion.
- (c) Each attending delegation shall appoint a senior spokesperson to represent their interests in topics of debate (typically this will be the head of the member agency).
- (d) Other regulators and stakeholders shall be invited to attend as considered appropriate and determined by the Management Committee with input from the membership.



4. Meeting Minutes

- (a) The IRF Secretariat shall prepare a record of minutes and agreed actions, and once circulated and finalized, provide a final copy to the website host for posting.

Article VII. IRF Conference

1. Purpose

The IRF is committed to holding conferences (normally biannually) that provide for the sharing and discussion including but not limited to:

- (a) health and safety issues likely to be of common interest to regulators and other industry participants;
- (b) technical sessions addressing matters such as lessons from significant incidents;
- (c) research findings; and
- (d) regulatory initiatives.

Article VIII. IRF Working Groups

1. Roles and Responsibilities

The IRF working groups shall:

- (a) prepare terms of reference governing the program of work as agreed by the members;
- (b) be responsible for progressing such programs of work;
- (c) provide six monthly progress reports for consideration by the Management Committee, and annual reports for consideration at the IRF annual meeting; and
- (d) have a lead member regulator for a project that acts as Chair of the Working Group for the project

2. Composition

- (a) Working groups shall be composed of staff drawn from IRF members willing to provide resources to participate in the project.

3. Programs of work

- (a) Programs of work shall be those proposals raised during IRF meetings that the members agree should be progressed.

4. Assignment of work

- (a) Work shall be assigned by agreement at the annual IRF meetings.
- (b) Work can be reviewed and re-assigned by mutual agreement of the parties to the particular project. IRF members not participating in the particular project, and the Chairperson of the IRF Management Committee will be notified by the incoming Working Group Chair.

Article IX. Tasking External Organizations

1. Requests to Carry out Work

- (a) By agreement at the annual IRF meetings, external organizations (e.g. industry trade associations, standards organizations, etc.) may be requested to undertake certain programs of



work of importance to the IRF, and to report back to the IRF on a regular basis on progress and outcomes.

- (b) In such instances, member regulator(s) shall be nominated to make the initial request, to communicate the desired outcomes, and to interface with the external organization(s) at appropriate times in an effort to best ensure desired outcomes from an IRF perspective.
- (c) Six monthly progress reports for consideration by the Management Committee, and annual reports for consideration at the IRF annual meeting shall be obtained from the external organization by the nominated member regulator(s).

Chapter 4: Practical details

Article X. Communication on behalf of the IRF

- (a) All correspondence, positions and other documents to or with other associations or international organisations and authorities for and on behalf of IRF must be signed by the Chairperson of the IRF Management Committee.
- (b) When communicating to parties external to the IRF, the Chairperson of the IRF Management Committee shall firstly clear messaging through other IRF members.

Article XI. Official Language

- (a) The language to be used by and within IRF, with respect to all meetings and programs, is English.