



INTERTANKO

Terms of Reference

INTERTANKO Safety, Technical And Environmental Committee (ISTEC)

1. Aims And Objectives

To promote and protect the interests of the INTERTANKO membership in relation to international, national and local legislation and regulation as it affects ship design, safe tanker operation and the protection of the environment. To this end the Committee will:

- 1.1. Promote safety at sea and protection of the Environment through communication and experience sharing.
- 1.2. Foster co-operation with the International Maritime Organisation, the International Association of Classification Societies, the Oil Companies International Marine Forum, the International Chamber of Shipping and other recognised bodies involved with tanker safety and the protection of the environment.
- 1.3. Represent INTERTANKO at IMO and other industry fora so as to ensure proper representation on appropriate committees and groups developing safety and environmental legislation and regulation.
- 1.4. Advise on aspects of safety, environmental protection, operation of tankers and training to promote efficient and professional ship operation.

2. Membership

- 2.1 The INTERTANKO Safety, Technical and Environmental Committee, ISTEC, will comprise a maximum of twenty-five members.
- 2.2 Election to the Committee will be by the Council upon nomination by the Committee. The Committee members' term of office is two-years which can be extended for another two years, unless other reasons apply which are recommended by the Committee and approved by the Executive Committee. However, if there are members waiting to join the Committee, a member must step down from the Committee after eight consecutive years on the Committee for at least a one year period. A Committee member has the right to be represented by an alternator from his/her company. Each Committee Member is expected to be actively involved in at least one of the activities of the Committee Sub-Committee/Working groups.
- 2.3. The Committee's composition will be periodically reviewed by the ISTEC Chairman and the Secretariat so as to continue to reflect the balance of expertise and representation required.
- 2.4 The Committee membership should be comprised of members with a good geographical spread to the extent possible.
- 2.5 To the extent possible, there should be no more than one representative from a member company on the Committee.

3. Chairman And Vice Chairman

- 3.1. In consultation with the Executive Committee, the Committee will nominate its own Chairman for election by the Council. The Chairman's term of office is two-years which can be extended for another two years, unless other reasons apply which are recommended by the Committee and approved by the Executive Committee.
- 3.2 The Committee will nominate at least one Vice Chairman from its membership for election by the Council. The Vice Chairman's term of office should not exceed two years unless by invitation.

4. Meetings

- 4.1. ISTEK is to meet as necessary, but not less than twice a year at venues to be decided by the Chairman and the INTERTANKO office.
- 4.2. Committee members shall endeavour to attend a minimum of one meeting per year. Should a committee member not be able to attend the member will be encouraged to submit written comments.
- 4.3. INTERTANKO's Chairman and Managing Director may participate in the meetings.

5. Travel Expenses

The travel expenses of the Committee's membership should be paid for by the member company.

6. Terms of Reference

The Terms of Reference shall be approved by INTERTANKO's Council.

7. Secretarial

The INTERTANKO Secretariat undertakes the secretarial and administrative tasks for the Committee.

8. Reporting

The Committee will report to INTERTANKO's Council.

9. Duties and Responsibilities

- 9.1. The Committee through its Chairman and, when appropriate in consultation with the Executive Committee, will identify important issues arising within the industry and set up Working Groups as deemed appropriate.
- 9.2. The Chairman of Working Groups (WG) should be responsible for the discussion and preparation of documents required by that WG and they should report periodically to the Committee/INTERTANKO office on any progress.
- 9.3. ISTEK should endeavour to obtain the best possible benefits from INTERTANKO's observer status at IMO.
- 9.4. Ensure that it is represented on working groups at IMO concerned with aspects of safety, environmental protection, operation of tankers and training.
- 9.5. Serve as forum for the exchange of information and experience pertaining to safety, operation of tankers and training for INTERTANKO membership and/or relation with other industry bodies.
- 9.6. Serve as a forum to examine and review international, national and local legislative proposals and activities affecting the membership.
- 9.7. Initiate studies and research relating to the safe marine transportation of hydrocarbon and chemical substances.
- 9.8. Prepare accurate and balanced documents and publications covering aspects of the Committee work for dissemination to the membership, industry and public with the consent of the Executive Committee.

ANNEX

GUIDANCE NOTE TO THE NEW "TERMS OF REFERENCE"

To avoid disruption of the Committee activities with the application of the new "Terms of Reference", current Committee members continue their membership for a new "term in office" in accordance with the revised Terms of Reference.

However, in order to still keep ISTEK membership open for new members, the first "term of office" under the current membership be considered as a transition period with the following procedure:

- in case the Committee membership reaches its maximum of 25 members and,
- in case new candidates solicit membership of the Committee (and the Committee and Council approve their membership),
- then, in the absence of any other member volunteering to step down, the current member(s) with the longest "term of office" counted from time of first election will step down and allow new nominees to join the Committee
- under this transition period, a member who has stepped down may not be considered as a "new candidate" if the Committee has already its maximum membership.