Terms of Reference

Nautical Sub-Committee

The parent committee is ISTEC. There will be a close collaboration with other committees such as HEiSC, Vetting, Offshore Tanker Committee, Documentary and Environmental Committees. Issues would normally be raised at these committees and discussed at the Sub Committee and reported back. However, should an issue be raised in the Sub Committee, then it can be discussed, but shall always be reported to ISTEC.

**Aims:**

* Promote safe navigation and enhance navigational standard, Safe loading/discharging operation and INTERTANKO’s viewpoint on ports and terminals through communication and experience sharing.
* Support the INTERTANKO representation in IMO and other industry fora so as to ensure proper representation.
* Advise and develop Industry best practice in the areas for the Sub-Committee in order to promote efficient and professional operation in these areas and to keep INTERTANKO as a leader in the industry.
* Take active part in developing resource materials, BMP, Guides etc. for the wider membership.
* Foster co-operation with bodies such as OCIMF, Nautical Institute, IHO, IAPH, ESPO, IHMA, IMPA, FETSA and other recognised bodies involved with tanker navigation, loading/discharging and ports & terminals.
* Support and exchange knowledge with academy and research activities in the areas concerned for the Sub-Committee. Enabling INTERTANKO to take lead in developing best practices.

**The Sub-Committee to work in the below areas:**

* Navigation
  + The use performance and reliability of Bridge equipment such as Radars, Communication, Electronic Chart and Display Information Systems (ECDIS) etc.
  + E-Navigation
  + The work on the bridge. Such as team work, passage planning Communications etc.
  + Under Keel Clearance
  + Anchoring
  + Weather Routing
  + Navigational competence of Bridge Officers
* Operation in Ports and Terminals
  + Mooring; equipment standards, Compatibility and operation
  + Shore / ship interface
  + Port policies and bye laws
  + Pilotage and the use of tugs
  + VTS (Vessel Traffic Services)
  + Port management (harbour regulation and port bye laws, standard of terminals, training of terminal staff etc.)
  + Fees
  + Agents
  + INTERTANKO’s Port database and its management and use
* Loading and discharging of oil tankers (excluding Chemical tankers and Gas carriers that has their own committees)
  + Tank washing
  + Loading operation
  + Discharging operation
  + STS operation, when not overlapping with INTERTANKO Offshore Tanker Committee. Close collaboration with Offshore Tanker Committee in all issues raised here.
  + Cargo handling competence of Deck Officers
* Safety
  + Accidents and incidents related to the above

**Membership**

Membership of the Sub-Committee shall be open to Members of the Association and by invitation to others who are able to contribute usefully to the work of the Sub-Committee.

The Sub-Committee will comprise a maximum of 25 members.

Each Sub-Committee Member is expected to be actively involved in the activities of the Sub-Committee.

The Sub-Committee members’ term is two years which can be extended for another two years, unless other reasons apply and are approved by ISTEC. Examples of when other reasons apply could include when it is difficult to get new members to join a Sub-Committee or the member has specific expertise that would be valuable in the resolution of an important issue under discussion by the Sub-Committee. The Sub-Committee’s composition will be periodically reviewed by its Chairman and the Secretariat so as to continue to reflect the balance of expertise and representation required, which will contribute to the aims and objectives of the Sub-Committee and its work program items. The make-up of the Sub-Committee should generally reflect the geographical representation of the wider Membership.

Membership on the Sub-Committee is based on the appropriate expertise/qualifications of the individual; therefore, Membership on a Sub-Committee rests with the individual, not the company that the individual works for. There should normally not be more than one individual from a single company.

Background of members of the Sub Committee:

* Captains, fleet managers, superintendents and managers with hands on experience that actively have been or are working with some or all of the above issues.
* Professionals working with ports and terminals and exposed to issues as set out above.
* Academia professionals in the fields of the work group
* Associate members representing the above issues
* Experts in one of the above fields

**Chairman**

The Chairman’s term of office is two-years which can be extended for another two years, unless other reasons apply which are approved by ISTEC.

The Sub-Committee will nominate at least one Vice Chairman from its membership for election by ISTEC. The Vice Chairman’s term of office should not exceed two years unless by invitation.

**Meetings**

The Sub-Committee will typically meet at least twice a year. Meetings to be held intersessional to ISTEC. Meetings should, where practical, allow members to join the meeting via video link.

Members should attend Sub-Committee meetings and actively participate in the Sub-Committee discussions. Two consecutive non-attendances will result in the Chairman reminding the member of their duty to attend. Further consecutive non-attendance may result in removal from the Sub-Committee. A Sub-Committee member may, on occasion, be represented by an alternate from his company.

INTERTANKO’s Chairman and Managing Director may attend the meetings.

The Chairman may invite observers to the meetings.

**Travel Expenses**

The travel expenses of the Sub-Committee’s membership shall be paid for by the member company.

**Terms of Reference**

The Terms of Reference of the Sub-Committee and any amendments thereto shall be approved by ISTEC.

**Secretarial**

The INTERTANKO Secretariat shall undertake the secretarial and administrative tasks for the Sub-Committee.

**Reporting**

The Sub-Committee will report to ISTEC.