



Aberdeen Section

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Guide to Board Operations (August 2017)

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This document was written as a guide to new and existing Board members to help them understand what the SPE Aberdeen Section Board does and how it works.

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1. Introduction to the SPE Aberdeen Section

The Society of Petroleum Engineers (SPE) Aberdeen Section is a local section of the international professional society (SPE International) serving professionals in the oil and gas industry.

The Section works in Scotland to deliver the Mission of the SPE, which is “To collect, disseminate and exchange technical knowledge concerning the exploration, development and production of oil and gas resources, and related technologies for the public benefit; and to provide opportunities for professionals to enhance their technical and professional competence.”

Legally the SPE Aberdeen Section is

- A semi-autonomous section within the Society of Petroleum Engineers Europe Limited, a company registered in England and Wales (number 2778741) and with its registered office at 1st Floor, Threeways House, 40/44 Clipstone Street, London W1W 5DW, UK. (“SPE Europe”). SPE Europe is a registered charity in the United Kingdom, registered number 1017482.
- SPE Europe is in turn a part of the Society of Petroleum Engineers (SPE) Stichting based in The Netherlands. A “Stitching” is a form of trust which a group of organisations agree to cooperate and collaborate with (“SPE International”).

To aid understanding, the International Red Cross and Greepeace are also Stichtings. The main advantage of this legal structure is that the collaborating member organisations remain legally independent of one-another.

SPE members pay a membership fee each year to be a member of SPE International. Each member is then associated with a local section. As of November 2016 the SPE Aberdeen Section had a total of 2,877 paid members associated with it, comprising

- 1963 full members
- 843 student members
- 71 affiliate members
- A further 820 members who are still on the e-mail circulation list but have “lapsed” (i.e. not renewed their SPE International membership in 2016)
- If the “lapsed” members are included, the section serves a total of 3,720 members.

The activities of the Section are created and managed by a Board, consisting mainly of volunteer members based in the north east of Scotland. A small number of Board members are based in Edinburgh and Glasgow.

2. Board Organisation

2.1 Overview

The SPE Aberdeen Section is managed by a Board that is elected annually, and serves from 1 July in one year to 30th June the following year.

The Board arranges activities for the benefit of approximately 2850 SPE members' resident in Scotland, and mainly in the Aberdeen / Aberdeenshire area (out of worldwide SPE membership of approx. 160,000).

The Board consists of some 170 volunteers. Under SPE by-laws, the Board has two types of members:

- An "Executive Committee" made up of approximately 12 individuals who are registered with SPE International as Section Officers. These include the Chair, Vice-Chair, Past-Chair, Secretary, Treasurer, and the Chairs of the main Board operating Committees (Continuing Education, Programme, Student Development, Schools and Career Guidance, Young Professionals, Marketing, Membership & Communications)
- Some 150 volunteers ("Directors") who contribute by working on the individual operating Committees.

Experience shows that 5-10% of members leave the Board each year due to relocation, inability to devote time to SPE activity and personal reasons. SPE Aberdeen Section custom and practice is for

- Existing Board members to remain on the Board until they chose to leave or are asked to leave (usually for inactivity).
- Nominations for new members invited in April each year
- If necessary, elections are held in May each year.

There is no particular limit of the size of the Board. Over the last 5 years the Aberdeen Section Board has grown from approximately 50 members to the current level of approximately 150-170 members. This has been a deliberate policy to ensure that there is enough volunteer time available to carry out the work of the Board (against a backdrop of an industry where people are expected to do more and more in their normal working time, making time for volunteer effort more scarce).

The SPE Aberdeen Section Board also utilises the services of paid consultants who carry out specific tasks. In addition the Board occasionally co-opts members to the Board.

2.2 Board Meetings

Board Meetings are held at 4 p.m. immediately before a regular Monthly Meeting (i.e. 8 per year – held on the fourth Wednesday of each month September-to-November and January-to-May each year).

In an effort to reduce the time commitment associated with membership of the SPE Board, the SPE Aberdeen Section Board holds

- A Board meeting of the Executive Committee each month (except December, June and July)

- A full Board meeting every quarter (September / January / April meetings)
- An annual planning meeting held in August each year.

It should be noted that all Directors are entitled to attend all Board meetings should they so wish.

2.3 Decision Making

Decision-making authorities are defined in two Board policy documents called:

- “SPE Aberdeen Section Financial Approvals Policy
- ” (see Attachment 2)
- “SPE Aberdeen Section Financial Management Policy” (see Attachment 3).

The key points are summarised below :-

- The purpose of these Policies is to set out the financial roles and responsibilities of Committees of the Board, the Executive Committee of the Board, and the full Board.
- Normal operations are budgeted in a Budget approved in August each year.

Expenditure within an approved Budget and under £1000 may be approved by any individual Committee Chair.

Budgeted expenditure over £1000 must be confirmed by the Executive Committee before committing to the expenditure.

- A recommendation for any un-budgeted expenditure may be made by any individual Officer or Director, and by any committee of the Board.

All recommendations for expenditure by a committee must be submitted to the Executive Committee for approval. The recommendation must include a statement of the results of a vote on the recommendation by the committee members, in which at least 75% of the committee members voted.

Recommendations are approved by a majority vote of the Executive Committee.

2.4 Committees of the Board

The bulk of the detailed work of the Board is conducted by a series of Committees, each chaired by a Board Officer. These are:

2.4.1 The Programme Committee

The Programme Committee organises a series of evening technical meetings.

The format for these meetings has evolved over time. Meetings are held on the fourth Wednesday of the month, and are currently structured as follows

- 1800-1830 registration and social / networking time with bar service.
- 1830-1930 technical speaker followed by Q&A
- 1930-2030 buffet and networking.

The meetings are held at the Douglas Hotel, Market Street, Aberdeen.

The meetings have previously been held at other venues, which were abandoned for various reasons

- The Aberdeen Exhibition and Conference Centre – dropped as attendance was poor due to location and ambience.
- The Treetops Hotel – liked for the convenience of its central location but dropped as the hotel sharply increased charges.

The Programme Committee is responsible for all aspects of the monthly meeting programme including:

- Defining the dates of eight monthly meetings each Board year (usually the fourth Wednesday in each of the months September to November and January to May each year).
- Securing speakers for the monthly meetings, including identifying topics and approaching and confirming speakers.
- All arrangements associated with the venue, including room and meal booking, administration and ensuring that the appropriate audio-visual equipment is available.
- All aspects of publicity (mainly ensuring information is on the website, is featured in social media and in the periodic e-mail broadcasts).
- Obtaining Sponsorship for the event.

Monthly meetings aim for financial break-even.

Over the years the Section has trialled other short technical events and study groups (none of which are currently active). The Programme Committee would also be responsible for initiating and managing any such regular short technical events (under 3 hours) should the Board decide to progress such an idea in the future.

2.4.2 Continuing Education Committee

The Continuing Education Committee organise a series of technical knowledge exchange events each year (typically 3-5).

These events are usually 1-2 day focussed technical conferences, sometimes with a small exhibition.

The Continuing Education Committee is responsible for all aspects of these events which compete directly with commercial conference organisers. Their specific duties involve:

- Defining the topics and designing the programme for each Continuing Education seminar.
- All aspects of approaching and confirming speakers.
- Defining the dates of the events and handling all arrangements with the venue, including room and meal booking, administration and ensuring that the appropriate audio-visual equipment is available.
- All aspects of publicity and promotional activity (including the sale of advertising).
- Obtaining exhibitors where appropriate.

Due to the magnitude of this task, the committee has paid professional help from an event management contractor, who also handles most of the administrative and promotional aspects of the meetings.

Continuing Education events are usually held at the Aberdeen Exhibition and Conference Centre due to the flexible nature of the space available – different rooms can accommodate events ranging from a small 40-person seminar to a 300+-person conference with exhibition.

Some events are run in conjunction with others, and may be managed by a different events management contractor. As examples :-

- The ICOTA conference is also managed under the Continuing Education committee and the chair attends the ICOTA committee meetings and co-ordinates the conference in alternate years.
- The DEVEX conference is also managed under the Continuing Education committee and the chair attends the DEVEX committee meetings and co-ordinates the conference every third year.

Continuing Education events are the Boards main source of surplus funds and enables the section to financially support and sponsor a variety of school programmes, student scholarships and public outreach activity.

2.4.3 Student Development Committee

The Student Development Committee supports students studying oil and gas related degree programmes at universities in Scotland.

There are SPE Student Chapters at

- University of Aberdeen (related to the postgraduate and undergraduate petroleum, process, subsea and drilling engineering courses taught at the university)
- The Robert Gordon University in Aberdeen (related to the postgraduate subsea and drilling engineering courses taught at the university)
- Heriot Watt University (related to the postgraduate petroleum engineering taught at the university)
- University of Dundee (related to the postgraduate petroleum economics and law programmes taught at the university)
- University of Strathclyde (related to the undergraduate process and petroleum engineering taught at the university).

These student Chapters operate semi-autonomously from the SPE Aberdeen Section Board. They elect their own Student Chapter Officers (e.g. President, Vice-President, Treasurer etc.) with the help of their dedicated Faculty Sponsors and organise their own technical and social activities.

The Board provides practical support to students by, for example, offering reduced price entry to events, and by funding travel to Aberdeen for the more distant student sections to attend Section events.

The Board also runs a scholarship programme to support students at these universities. In the fourth quarter of each year applications are invited for awards, which range from £2500 down to £500 – generally regarded as hardship payments to help students who might otherwise have to drop out of their course.

2.4.4 Schools and Career Guidance Committee

The Schools and Career Guidance Committee supports a wide range of initiatives designed to spread the word about the oil and gas industry to schools and universities. These include supporting “Maths in the Pipeline”, TechFest and various “one off” initiatives.

The largest component of this activity has been the ongoing deployment of the SPE International “energy4me” programme. SPE Aberdeen support includes training teachers to deploy the energy4me materials in the Scottish National Curriculum.

This committee is also behind the new and very successful NASA in Aberdeen initiative.

2.4.5 Young Professionals Committee

The SPE Aberdeen Board Young Professionals Committee organise a range of activities by and for members under the age of 35.

These include technical talks (the “Simplified Series”), personal business skill development events (the “Unplugged 360” series) and a variety of social events.

2.4.6 Membership, Marketing & Communications Committee

The SPE Aberdeen Board Membership, Marketing and Communications Committee (MMC) organises all aspects of our publicity and communications with members.

Under their direction we run a website (www.spe-aberdeen.org), distribute monthly e-newsletter and e-mail communications to members, operate social media channels and issue press releases.

This committee combines the functions of the “Membership Committee” and the “Communications Committee” defined in the SPE International Operations Manual.

2.4.7 Other Committees

Other committees of the Board are formed and dissolved as the need arises. All that is required is a proposal to the Board, approval by the Board, and Board members willing to sit on the committee.

3. Board Composition, Roles and Responsibilities

3.1 Board Officers and their duties

The responsibilities of all Board Officers are defined fully in the SPE Operations Manual published each year by the SPE International in Richardson, Dallas. The following is intended as an overview.

3.1.1 Chair

Leads the Board, organises the Monthly Board Meetings, and ensures that Board Committees are working effectively.

3.1.2 Vice-Chair and Chair-elect

Over the last few years it has become SPE Aberdeen Section practice to appoint a Vice-Chair who is also the Chair-elect to ensure a smooth handover of the role. Practically the Chair-elect also has some other role on the Board, and deputises for the Chair if he / she is absent.

3.1.3 Programme Chair

Responsible for the Programme Committee, which manages the Monthly Meetings.

The Programme Chair is also responsible for preparing and submitting the Programme Committee budget in May each year and reporting Programme Committees activities and forward plans to each Board Meeting.

3.1.4 Continuing Education Chair

Responsible for the Continuing Education Committee, which manages the periodic Continuing Education Seminars.

The Continuing Education Chair is also responsible for preparing and submitting the Continuing Education Committee budget in May each year and reporting Continuing Education Committees activities and forward plans to each Board Meeting.

3.1.5 Student Development Chair

Responsible for the Student Development Committee, which manages scholarship activity and all other student support activity of the Board.

The Chair is also responsible for preparing and submitting the Student Development Committee budget in May each year and reporting of the Career Development and Student Development Committees activities and forward plans to each Board Meeting.

3.1.6 Student Chapter President

Each Student Chapter President is a non-voting member of the Board.

The Student Chapter President is responsible for preparing and submitting the Student Chapter budget request to the Student Development Committee chair in May each year and reporting on the activities of their Student Chapter at each Board Meeting.

3.1.7 Schools and Career Guidance Chair

Responsible for the Schools and Career Guidance Committee, which manages schools and education-related activity of the Board.

The Chair is also responsible for preparing and submitting the Schools and Career Guidance Committee budget in May each year and reporting of the Schools and Career Guidance Committee activities and forward plans to each Board Meeting.

3.1.8 Membership, Marketing and Communications Chair

Responsible for the Membership, Marketing and Communications Committee, which manages the membership, communications and marketing activity of the Board.

The Membership, Marketing and Communications Chair is responsible for preparing and submitting the Membership, Marketing and Communications Committee budget in May each year, maintaining and encouraging membership of SPE and SPE Aberdeen Section, and all aspects of the Boards communications with its members and the general public.

3.1.9 Secretary

The role of Board Secretary is filled by Diane Wood, who is paid as the Section Manager and Louise Thomas, who is paid as the Section Administrator (see Section 3.3 Paid Support)

3.1.10 Treasurer

The Treasurer is responsible for maintaining the SPE Aberdeen Section bank account, receiving all credits, paying all invoices, and reporting for VAT and Corporation Tax.

The Treasurer is also responsible for preparing a report of the Sections financial position for each Board Meeting.

The Treasurer is responsible for organising an annual audit of the accounts by an independent, qualified individual to be approved by the Board.

The Treasurer is also responsible for preparing an Annual Financial Report of the Sections financial position for the SPE Headquarters in Richardson. This is the only legally required report prepared by the section, and is required to enable the SPE to maintain its charitable status.

The Treasurer is also responsible for preparing an annual budget for the Section and advising the Board when planned expenditure is likely to exceed the budget for an individual committee.

The Treasurer is supported by a paid Section Accountant (see Section 3.3 Paid Support)

3.2 Other Board Members and their duties

3.2.1 Directors

All other voting Board members are referred to as Directors.

They are members of one or more Board Committees and provide their time and energy to devise and implement the Boards programmes and initiatives.

3.2.2 Co-opted members

Any other person invited to join a Board Committee who is not a Director.

3.3 Paid Support

3.3.1 Section Manager

Due to pressure on volunteer's time, the Aberdeen Section employs a part-time Section Manager who manages much of the sections day-to-day activities in conjunction with the Chair.

The Section Manager is currently Diane Wood (e-mail aberdeen.manager@spe-uk.org)

3.3.2 Section Administrator

Due to pressure on volunteer's time, the Aberdeen Section also employs a part-time Section Administrator who supports the Section Manager by handling much of the sections day-to-day administration.

The Section Administrator is currently Louise Thomas (e-mail aberdeen.admin@spe-uk.org).

3.3.3 Section Accountant

Due to the volume of financial transactions, the Aberdeen Section employs a part-time Section Accountant who supports the Section Treasurer by maintaining the Section accounts and paying individual bills.

The Section Accountant is Lorraine Mutch (e-mail aberdeen.accountant@spe-uk.org)

3.3.4 Event Managers

To assist in organising and promoting Continuing Education events, the Board employs an event management company for each event.

At present

- Mearns & Gill act as event managers for most Continuing Education events and the Offshore Achievement Awards. Primary contact is Suzanne Robertson) suzanne.robertson@mearns-gill.com

- Occasionally different event management contractors are employed to manage an event run in partnership with another organisation where that organisation has a pre-existing relationship with another contractor. An example is the SPE / Sand Management Network event run every two years. This event is managed by Dunbar Events as the Sand Management Network employ that company in a support role.

3.3.5 Section Website

To further communicate with its members, SPE Aberdeen Section owns and maintains a website.

The website is

- Hosted on the Neil Weightman Digital Media Solutions server.
- Built using the industry standard “WordPress” content management system
- Maintained by the Section Manager with support from a web contractor Neil Weightman.

3.3.6 Public Relations Advisors

SPE Aberdeen Section currently contracts public relations advice from a public relations consultancy called thinkPR.

The contract with thinkPR anticipates

- 3-4 significant public relations projects each year, where the topic is some aspect of SPE activity, and the deliverable is significant media reporting of the activity. Recent examples include a focus on SPE Aberdeen Section schools and student support, and a focus on the Distinguished Lecturer programme.
- Advice on and distribution of occasional other press releases.
- Attendance at Membership, Marketing and Communications Committee meetings and occasional Board meetings.

Attachment 1

SPE International 2016 Fact Sheet

The embedded PDF file and image below contains a one page fact sheet produced by SPE International to describe the key features of the SPE.



2016 SPE Fact Sheet.pdf



Society of Petroleum Engineers

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2016 SPE President	D. Nathan Meehan, Baker Hughes
2017 SPE President	Janeen Judah, Chevron
2015 SPE President	Helge Hove Haldorsen, Statoil
History	Officially founded in 1957, SPE's predecessor organizations date from the birth of the oil industry in the late 1880s.
Background	SPE is a not-for-profit professional association whose members are engaged in energy resources development and production. SPE is a key resource for technical knowledge related to the oil and gas exploration and production industry, and provides services through publications, events, training courses and online resources at www.spe.org . Income from SPE events and services are invested back into SPE to support many other society programs.
Mission	To collect, disseminate and exchange technical knowledge concerning the exploration, development and production of oil and gas resources, and related technologies for the public benefit; and to provide opportunities for professionals to enhance their technical and professional competence.
Major Technical Disciplines	Upstream oil and gas operations, including Drilling and Completions; Health, Safety, Security, Environment and Social Responsibility; Management and Information; Production and Operations; Projects, Facilities and Construction; and Reservoir Description and Dynamics.
Membership	More than 168,000 members in 144 countries participate in 207 sections and 368 student chapters. SPE's membership includes more than 68,000 student members.
Resources	<p>SPE.org: view the global events calendar and register for upcoming SPE conferences, workshops, and forums; search SPE technical papers; find industry reference information; read SPE publications and journals; and purchase technical books and merchandise. Members can manage their membership account, find local SPE meetings, collaborate with colleagues through online communities, submit technical papers for conference presentation or publication, nominate colleagues for awards, or enroll in training courses.</p> <p>SPE Periodicals: <i>Journal of Petroleum Technology</i>, <i>SPE Drilling & Completion</i>, <i>SPE Economics & Management</i>, <i>SPE Journal</i>, <i>SPE Production & Operations</i>, <i>SPE Reservoir Evaluation & Engineering</i>, <i>The Way Ahead</i>, and <i>Oil & Gas Facilities</i>.</p> <p>SPE Technical Resources: Monograph Series, <i>Petroleum Engineering Handbook</i>, reports, Reprint Series, training courses, SPE technical papers in www.onepetro.org, standards, surveys, Textbook Series and video courses.</p> <p>Energy4me.org: SPE's energy education website provides resources for speakers, teachers and students on all energy sources and energy careers.</p>
Conferences and Exhibitions	SPE sponsors more than 140 conferences, exhibitions, forums and workshops each year. The technical programs are presented and created entirely by SPE members and industry professionals. For a complete listing of SPE events and dates, visit www.spe.org/events .
Governing Body	<p>Board of Directors: Four Officers, One Director for Academia, Two At-Large Directors, 16 Regional Directors, Six Technical Directors. For a complete listing, visit www.spe.org.</p> <p>Board Committees: Audit, Communications and Knowledge Sharing, Finance and Strategy, Member Programs and Training, Programs and Meetings.</p>

Attachment 2

Financial Approvals Policy

1. Introduction

The purpose of this policy is to provide a set of rules under which all expenditure by the SPE Aberdeen Section is considered and approved.

Its sets out the financial roles and responsibilities of the Committees of the Board, the Executive Committee of the Board, and the full Board Membership.

2. Financial Approval Policy

2.1 Annual Budget

At the start of each Board Year (i.e. in August each year) the Board will consider and approve a budget for the operating year (August to July).

2.2 Budgeted Expenditure

Expenditure by a Committee that is below £1000 and that has been approved in the Annual Budget may be committed to by the individual Committee Chairs.

Expenditure above £1000 that has been budgeted in the Annual Budget must be presented by the individual Committee Chair to the Executive Committee for confirmation and approval prior to commitment.

2.3 Expenditure not budgeted

A recommendation for any un-budgeted expenditure may be made by any individual Executive Committee member or Board Member, and by any sub-committee of the Board.

All such recommendations for un-budgeted expenditure must be submitted to the monthly Executive Committee Meeting for approval.

Normally the recommendation must include a statement of the results of a vote on the recommendation by the proposing committee, in which at least 75% of the committee members voted.

Any proposal approved by a vote of the Executive Committee becomes a new approved item in the Sections Annual Budget.

3. Relevant Information

The following information is provided for clarity, and does not form part of the preceding statement of Policy

The Board has previously approved the following ongoing financial commitments :

- A Letter Agreement with Diane Wood for the provision of Section Management support to the Board. This agreement results in payments relating directly to the time she spends on Board business (plus expenses).

- A Letter Agreement with Louise Thomas for the provision of Section Administrator support to the Board. This agreement results in payments relating directly to the time she spends on Board business (plus expenses).
- A Letter Agreement with First Class Book-keeping Ltd for the provision of Section Accountant support to the Board (delivered by Lorraine Mutch). This agreement results in payments relating directly to the time she spends on Board business (plus expenses).
- A series of event-specific Letter Agreements with Mearns & Gill Advertising Ltd to provide event management services. These generally include a fixed fee plus 20-50% profit share. Mearns and Gill currently have separate contracts for:
 - a) Delivery of event-management services. This include a monthly fee, an event specific fee plus a 20% profit share as an incentive.
 - b) Management and delivery of the Offshore Achievement Awards. This include an event management fee plus a 30% profit share as an inventive.
 - c) Separate agreements for a number of events that are run jointly with other professional societies (e.g. the SPE-ICoTA Well Intervention Conference)
- A Letter Agreement with Neil Weightman Digital Media Solutions for the preparation and maintenance of the SPE UK web site.

The Section has also entered into separate contracts for the delivery of specific projects (e.g. the rebuild of the Section website in Q1 2017)
- A Letter Agreement with think Ltd for the delivery of PR services.

Attachment 3

SPE Aberdeen Section Financial Management Policy

1. Financial Considerations.

1.1. The overall financial objective of the Aberdeen Section of SPE will be to hold a bank balance at the end of each Board year that is capable of

- Sustaining one full year of the scholarship support programme
- Meeting our financial commitments to contractors for six months.

This minimum balance is currently set at £50,000.

This financial objective allows the Board sufficient time to identify any financial problems and to adjust its financial commitments if section income should fall significantly.

1.2. All expenditure over £1000 and other disbursements will only be made if surplus funds over and above this £50,000 target are available in the Section bank account.

2. Income

The SPE Aberdeen Section derives most of its surplus from

- Regular Continuing Education Seminars.
- The Offshore Achievement Awards

A typical annual surplus is in the range of £10,000 - £50,000.

3. Disbursement of surplus funds

As a charity SPE is not permitted (by UK charity law) to donate cash to other charities.

3.1. Scholarship Support Policy

The majority of the sections surplus funds have for many years been used to fund scholarships for students studying for oil and gas related undergraduate and master's degree programmes at :-

- The Heriot Watt University (Institute of Petroleum Engineering)
- The Robert Gordon University (School of Mechanical and Offshore Engineering)
- The University of Aberdeen (Departments of Petroleum Engineering and Petroleum Geology)
- The University of Dundee (Centre for Energy, Petroleum and Mineral Law (CEPMLP))
 - University of Strathclyde (School of Engineering)
 - Each year the Student Development committee will determine priorities and invite applications for one or more scholarships.

Recent practice has been to disburse two £2500 scholarships and 10-20 £500 scholarships.

Students submit a written application, and may be invited to attend for an interview prior to awards being made.

In line with the Board Financial Approvals Policy, payments are subject to ratification by the Board in light of the Section's financial resources at that time.

3.2. Non-Scholarship Disbursements.

Other ad hoc sums of money have also been distributed through each Board year. Generally, the process has been:

- A Board member has received a request for support from an organisation.
- The Board member has made a proposal to the Board (usually in the form of a written proposal included in the pre-read for the next Board meeting)
- The proposal has been discussed at the following Board meeting and either approved or rejected.

The Board has generally only supported projects which

- improve science and earth science education for school children under the age of 18.
- enhance the image of the oil industry in the eyes of the general public.
- provide a professional service or benefit to the SPE Aberdeen Section members.

The Board has generally not approved requests for support which

- benefit only a small numbers of people.
- are not oil industry relevant.
- Have no perceived connection between the beneficiary and SPE's goals.

The majority of events and activities supported have been educational and "STEM" oriented. Examples include:

- The annual Maths in the Pipeline competition for Scottish schools.
- Aberdeen Science Centre (formerly Satrosphere) in Aberdeen.
- Techfest Science Festival.
- The SPE "energy4me" programme

Attachment 4

SPE Aberdeen Section Collaboration Policy

1. Collaboration with others.

SPE Aberdeen Section will collaborate with others where there is clear mutual benefit and the collaboration furthers the aims of the Section.

Generally such collaboration will be with

- Other parts of the global SPE organisation, including other sections and SPE International.
- Other professional societies in the oil and gas sector
- Other not-for-profit organisations in the oil and gas sector

Generally the Section will not collaborate with

- Commercial organisations. The SPE is commercially neutral and seeks to avoid any situation where SPE could be seen to be endorsing or supporting any particular commercial organisation.

For clarity, a relationship in which a commercial organisation is sponsoring an SPE activity, or is being paid to deliver a product or service to SPE are acceptable.

- Organisations with no clear linkage to the oil and gas sector

2. Collaboration agreements in place

SPE Aberdeen Section has formal collaboration agreements (referred to as Memorandum of Understandings) with

- The Energy Institute, a UK professional society with an active Aberdeen branch.
- AXIS, an Aberdeen-based professional women's network. Under this MOU SPE Aberdeen Section provides some administrative support, including managing AXIS finances and providing event marketing / booking / payment services.