



Aberdeen Section

www.spe-uk.org

Guide to Board Operations
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Prepared By:

Ian C. Phillips (Chair – SPE Aberdeen Section – 2015-2019)

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 SPE International, the international professional society 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 Greenpeace are also Stichtings. The main advantage of this legal structure is that the collaborating member organisations remain legally independent of one-another.

Individual SPE members pay a membership fee each year to be a member of SPE International. Each member is then associated with a local section. At year end 2018 the SPE Aberdeen Section had a total of 1,970 paid members associated with it, comprising

- 1389 full members
- 533 student members
- 48 affiliate members
- A further 553 members who are still on the e-mail circulation list but have “lapsed” (i.e. not renewed their SPE International membership in 2018)
- If the “lapsed” members are included, the section serves a total of 2523 members.

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 the SPE members' resident in Scotland, and mainly in the Aberdeen / Aberdeenshire area.

The Board consists of some 170 volunteers. The Board has two types of members:

- An "Executive Committee" made up of approximately 15 individuals who are registered with SPE International as Section Officers. These include the Chair, Vice-Chair, Past-Chair, Secretary, Treasurer, and the Chairs and Vice-Chairs of the main Board operating Committees (Continuing Education, Membership, Marketing, & Communications, Offshore Achievement Awards, Programme, Schools and Career Guidance, Student Development and Young Professionals)
- 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 4:30 p.m. immediately before a regular Monthly Meeting (i.e. 8 per year – usually 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 Continuing Education Committee

The Continuing Education Committee organise a series of technical knowledge exchange events each year (typically 6-8).

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 (Mearns & Gill), who also handle most of the administrative and promotional aspects of the meetings.

Continuing Education events are usually held at the new “P&J Live” 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.

2.4.2 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.

2.4.3 Offshore Achievement Awards Committee

In 2012 the SPE Aberdeen Section took over an existing awards programme called the “Scottish Offshore Achievement Awards” (SOAA’s), which had been run by Scottish Enterprise for over 20 years. The SOAA’s consistently lost money and eventually Scottish Enterprise became unwilling to subsidise them.

Since the SPE Aberdeen Section took them over the renamed “Offshore Achievement Awards” (OAA’s) have usually returned a surplus to the section.

The programme typically involves

- 10-12 awards – which evolve gradually as the marketplace changes
- A call for nominations launched in September / October each year, with nominations closing in December
- A period of judging by committee members and sponsor representatives in December.
- A judges meeting in January where a shortlist of 3 or 4 companies and a winner are selected
- A final's dinner in March at which the winners are announced.

In addition the SPE Aberdeen Section runs an award design contest with the Grays School of Art at the Robert Gordon University – the winning design becomes the award handed out in March.

Due to the magnitude of this task, the committee has paid professional help from an event management contractor (Mearns & Gill), who also handle most of the administrative and promotional aspects of the event, and the design and delivery of the high profile finals dinner.

2.4.4 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 Sandman Signature Hotel, St Andrews 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 (lack of) ambience.
- The Treetops Hotel – liked for the convenience of its central location but dropped as the hotel sharply increased charges.
- Douglas Hotel – moved due to the response from members for a change to a more modern and attractive venue.
- Jurys Inn – the team trialled this venue for two months in 2019 and decided that due to room size restrictions, staffing and catering issues the contract would be terminated.

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 programme.

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.

2.4.5 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, which brings a NASA astronaut and space scientist to Aberdeen to excite P7 / S1 school students about technology in general at a time in their schooling where they are about to drop some subjects (our goal is to encourage them not to drop science and technology subjects).

2.4.6 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 (mainly related to the postgraduate and undergraduate petroleum, process, subsea and drilling engineering courses taught at the university)
- The Robert Gordon University in Aberdeen (mainly 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, providing an annual grant, by 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 an annual scholarship programme to support students at these universities. In the fourth quarter of each year applications are invited for awards, which range from £3000 down to £500 – generally regarded as hardship payments to help students who might otherwise have to drop out of their course.

2.4.7 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.

2.4.8 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 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.

3.1.4 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.

3.1.5 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.

3.1.6 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.

3.1.7 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 Board election and tenure

SPE Aberdeen Section recognises that for a variety of reasons Board Committee Chairs and Officers will start their tenure at varying times in the Board year.

All Board officers have a period of tenure of up to a maximum of 2 years. Their period of tenure automatically comes to an end at the end of the Board year prior to the second anniversary of their appointment.

When a Board Officer's tenure comes to an end the relevant committee or the Board will invite nominations for the role. The incumbent is eligible to nominate themselves for re-appointment.

- If there is more than one candidate for a position the Section Manager will administer an election amongst members of the committee or the Board.
- If there is only one candidate that individual shall be nominated to the position.

All appointments are subject to formal ratification by the Board.
(Paid Support)

3.1.8 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.

3.1.9 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.

3.1.10 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.

Due to the magnitude of this task the Board pays a Section Accountant – Lorraine Mutch - (see Section 3.3 Board election and tenure

SPE Aberdeen Section recognises that for a variety of reasons Board Committee Chairs and Officers will start their tenure at varying times in the Board year.

All Board officers have a period of tenure of up to a maximum of 2 years. Their period of tenure automatically comes to an end at the end of the Board year prior to the second anniversary of their appointment.

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- If there is only one candidate that individual shall be nominated to the position.

All appointments are subject to formal ratification by the Board.

(Paid Support) who is also an SPE member and has been appointed as the Treasurer.

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 Board election and tenure

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- If there is more than one candidate for a position the Section Manager will administer an election amongst members of the committee or the Board.
- If there is only one candidate that individual shall be nominated to the position.

All appointments are subject to formal ratification by the Board.

3.4 Paid Support

3.4.1 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)

3.4.2 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).

3.4.3 Section Accountant

Due to the volume of financial transactions, the Aberdeen Section employs a part-time Section Accountant (who is also an SPE member and is the Section Treasurer) whose duties include maintaining the Section accounts and paying individual bills.

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

3.4.4 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 currently managed by Dunbar Events as the Sand Management Network employ that company in a support role.

3.4.5 Section Website

To communicate with its members, SPE Aberdeen Section owns and maintains a website www.spe-aberdeen.org .

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 and Section Administrator with support from a web contractor Neil Weightman and his business partner David Lewis.

3.4.6 Public Relations Advisors

SPE Aberdeen Section has for some years contracted public relations advice from a public relations consultancy called thinkPR.

The contract with thinkPR anticipated

- 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.

With the continued move to digital media activity which is managed by the Section Manager and Section Administrator the contract with thinkPR has been ended effective October 2019.

4. Legal Compliance

This section sets out the legal obligations of the SPE Aberdeen Section

4.1 Annual Financial Report

SPE Aberdeen Section is legally a part of the Society of Petroleum Engineers Europe Limited we are required to provide a financial statement to SPE International each year.

The preparation and submission of this statement is the responsibility of the Treasurer and of the Section Chair.

4.2 VAT Registration

As the SPE Aberdeen Section annual turnover exceeds the VAT registration threshold (£85,000 in 2018), the section is registered for VAT, and is required to submit a quarterly VAT return, and to pay the VAT collected to the UK tax authorities.

The preparation of the quarterly VAT return, and for the associated payment, is the responsibility of the Treasurer.

4.3 Corporation Tax

As the SPE Aberdeen Section usually makes a “profit” in the eyes of the tax authorities, we are required to submit an annual corporation tax return, and to pay the corporation tax to the UK tax authorities.

The preparation of the annual corporation tax return, and for the associated payment, is the responsibility of the Treasurer.

4.4 General Data Protection Regulations (GDPR)

As the SPE Aberdeen Section collects, stores and uses personal data about event attendees, Board and committee members and sponsors, we are required to demonstrate compliance with the General Data Protection Regulations (GDPR).

Four documents are published on our website to demonstrate that we have considered our requirements to store personal data and have taken reasonable steps to protect individuals data. These documents are

- The “Section GPDR Compliance Document”
- The “Data Audit Form Asset Detail”
- The SPEI Privacy Statement (dated 2013)
- An “Adult and Children Photo video consent form”

These documents are reproduced as attachments

Attachment 1

SPE International 2019 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.

https://www.spe.org/about/docs/2019_SPE_FactSheet.pdf



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2018 SPE President Darcy Spady, Broadview Energy
2019 SPE President Sami Al-Nuaim, Saudi Aramco
2017 SPE President Janeen Judah, Chevron

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; Completions; Health, Safety, and Environment; Management and Information; Production and Operations; Projects, Facilities and Construction; and Reservoir.

Membership More than 158,000 members in 143 countries participate in 203 sections and 382 student chapters. SPE's membership includes more than 73,000 student members.

Resources 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 webinars or training courses.

SPE Publications: *Journal of Petroleum Technology*, *SPE Drilling & Completion*, *SPE Journal*, *SPE Production & Operations*, *SPE Reservoir Evaluation & Engineering*, *The Way Ahead*, *HSE Now*, and *Oil & Gas Facilities*.

SPE Technical Resources: Monograph Series, *Petroleum Engineering Handbook*, reports, Reprint Series, training courses, PetroWiki, SPE technical papers in www.onepetro.org, standards, surveys, Textbook Series and video courses.

Energy4me.org: SPE's energy education website provides resources for speakers, teachers, and students on all energy sources and energy careers.

Conferences and Exhibitions SPE sponsors more than 100 conferences, exhibitions, forums and workshops each year. The technical programs are presented and created by SPE members and industry professionals. For a complete listing of SPE events and dates, visit www.spe.org/events.

Governing Body Board of Directors: four officers, one director for academia, two at-large directors, 15 regional directors, and six technical directors. Visit www.spe.org for complete details.

Board Committees: audit; communications and knowledge sharing; finance and strategy; member programs; and training, programs and meetings.

Americas Office
Office hours: 0730 to 1700 CST (GMT-5)
Monday through Friday
222 Fellersley Creek Dr.
Richardson, TX 75080-2040 USA
Tel. +1.972.952.9393
Tel. 1.800.458.6863
(toll-free in the US and Canada)
Fax +1.972.952.9435
Email: spedal@spe.org

Asia Pacific Office
Office hours: 0830 to 1730 (GMT+8)
Monday through Friday
Suite 12.01, Level 12, Menara IGB
Mid Valley City, Lingkaran Syed Putra
59200 Kuala Lumpur, Malaysia
Tel. +60.3.2182.3000
Fax +60.3.2182.3030
Email: speki@spe.org

Canada Office
Office hours: 0830 to 1630 MST (GMT-7)
Monday through Friday
1410, 715 5th Ave SW
Calgary, AB T2P 2X6 Canada
Tel. +1.403.930.5454
Fax +1.403.930.5470
Email: special@spe.org

Europe and Sub-Saharan Africa Office
Office hours: 0900 to 1700 (GMT+1)
Monday through Friday
First Floor, Threeways House
40/44 Clipstone Street, London W1W 5DW
UK
Tel. +44.20.7299.3300
Fax +44.20.7299.3309
Email: spefon@spe.org

Houston Office
Office hours: 0830 to 1700 CST (GMT-5)
Monday through Friday
10777 Westheimer Rd., Suite 1075
Houston, TX 77042-3455 USA
Tel. +1.713.779.9595
Fax +1.713.779.4216
Email: spehou@spe.org

Middle East, North Africa, and South Asia Office
Office hours: 0800 to 1700 (GMT+4)
Sunday through Thursday
Office 3101/02, 31st Floor
Fortune Tower, JLT
P.O. Box 215959
Dubai, UAE
Tel. +97.1.4.457.5800
Fax +97.1.4.457.3164
Email: speclub@spe.org

Russia and Caspian Office
Office hours: 0900 to 1700 (GMT+4)
Monday through Friday
Berezhkovskaya naberezhnaya, 6
4th floor
Moscow, Russia, 121059
Tel. +7.495.2880454
Email: spemos@spe.org

Updated 12 March 2018

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 or by one of the Chair, Vice Chair, Treasurer or Section Manager.

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.

It is recognised that the budget for each Continuing Education event will include many items in excess of £1000. The Continuing Education Committee chair and Mearns & Gill are authorised to commit to such expenditure as long as it is consistent with the event budget.

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.

It is recognised that the some Continuing Education events will not have been anticipated at the time of the Annual Budget. The Continuing Education Committee chair and Mearns & Gill are authorised to set the budget for each event on condition that reasonable projections indicate that the event will result in a surplus.

2.4 Approval of invoices

Invoices are to be approved in accordance with the following table

Expenditure Item	Who can approve invoices
<p>Any invoice for budgeted or approved or Continuing Education expenditure up to and including £1000 (except as listed below)</p>	<p>Any one of Section Chair, Section Vice Chair, Treasurer or Section Manager.</p> <p>If the Section Accountant is also the Section Treasurer then one additional approval is required.</p> <p>Prior to seeking approval to pay the invoice the Section Manager or the Section Accountant should satisfy themselves that the expenditure was appropriately approved.</p> <p>If the Section Manager or the Section Accountant has any concern relating to any payment, then they should refer the matter to the appropriate Board Committee Chair, or the Section Chair or Section Vice-Chair or Section Treasurer.</p>
<p>Any invoice for budgeted or approved or Continuing Education expenditure over £1000 (except as listed below)</p>	<p>Any one of Section Chair, Section Vice Chair or Section Treasurer</p> <p>If the Section Accountant is also the Section Treasurer then one additional approval is required.</p> <p>Prior to seeking approval to pay the invoice the Section Manager or the Section Accountant should satisfy themselves that the expenditure was appropriately approved.</p> <p>If the Section Manager or the Section Accountant has any concern relating to any payment, then they should refer the matter to the appropriate Board Committee Chair, or the Section Chair or Section Vice-Chair or Section Treasurer.</p>
<p>Any invoice for payments to the Section Manager, Section Administrator, Section Accountant</p>	<p>Any one of Section Chair, Section Vice Chair, Section Treasurer</p> <p>If the Section Accountant is also the Section Treasurer then one additional approval is required.</p> <p>If the Section Accountant has any concern relating to any payment, then they should refer the matter to at least two of the Section Chair, Section Vice-Chair or Section</p>

	Treasurer.
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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 incentive.
 - 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 (terminated effective October 2019)



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 larger £2500 scholarships and smaller £500 scholarships. The total disbursed was £20,000 per annum for many years. This was increased to £30,000 per annum in 2019.

Students submit a written application, and are 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

4. Invoicing

All invoices sent to the SPE Aberdeen Section must

- Be addressed to
SPE Aberdeen Section



PO BOX 18566,
Inverurie,
Aberdeenshire
AB51 1BB.

- Be sent by e-mail to
 - Aberdeen.manager@spe-uk.org
 - Aberdeen.accountant@spe-uk.org
- Include a description of the product or services supplied such that anyone reading the invoice has no doubt about what the invoice relates to. This is to ensure clarity for the Section officers and the external auditor.



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.
- Institute of Mechanical Engineers Aberdeen Branch
- Oil and Gas UK
- EIC
- DECOM NS
- Institute of Measurement and Control
- ICOTA



Attachment 5

SPE Aberdeen Section GDPR Compliance

What data do we collect?

The person's name, email address, and telephone numbers, company name and, if they are an SPE member, their membership ID number.

Where do we store the data?

Emails, event spreadsheet documents, event databases, backups, email lists

How do we protect and document the data we have?

4 individual computers that are password protected and all have anti – virus software with internet protection installed on each computer.

How long do we plan to keep the data for?

Up to 2 years. This is because some events are held every two years.

Do we have a function/ reason for every piece of data we collect?

Name, email address and a contact number: to contact a person in connection with the event – including sending a reminder that they are a registered attendee that the event; providing updates on venue/time updates, advising if event is cancelled; contacting the attendee to ask for payment for the event registration if they do not pay online and other communications pertaining to the event. In addition we wish to advise the individual when the next event is going to be held.

What is the process if someone asks to be removed from our records?

The person should contact the Section Manager Diane Wood by email. The Section Manager is also our Data Controller.



Attachment 6

SPE Aberdeen Section GDPR Compliance Audit Form 2018

Data Audit Form	
Type of Data	Contact details and company name.
Description of data	<p>Name, address, phone number and email address, company name and (where relevant) their SPE membership number.</p> <p>Data relates to conferences, technical meetings and operational meetings of the SPE Aberdeen Section.</p>
Employees responsible for Data Collection	Diane Wood, Louise Thomas, David Lewis and Lorraine Mutch
Person responsible for Data Processing	Suzanne Robertson – SPE Continuing Education events manager.
What does the Data Processing Team use the data for	Used in managing conferences, meetings and similar events, including making delegate lists, name badges and providing event updates and other Continuing education event related information.
Date of consent to hold data	<p>When the individual registers to attend an event.</p> <p>When the individual agrees to receive information on board meetings, minutes and posters to advertise a Technical meeting event.</p>
Where the data is stored	On the computers of Section Manager, Section Accountant, Section Administrator and Section events managers.
Source of the data	<p>From registering on the website for events and from attending events not booked via the website.</p> <p>From agreeing to join individual Board and committees related to the SPE Aberdeen Section.</p>
Purpose of the data	To enable the section to contact the registered attendees with updates on



	venue/times and reminders that the event is going ahead. Also to contact them for the next event.
How the data is protected in its storage	Password protected on each individual computer. No public access.
Usage restrictions	Only to be used for sending out event information, minutes of board meetings and updates on events and new events
Usage rights	Only to be used by Section Manager, Administrator, event manager, website manager and accountant.
Usage frequency	As and when the events are taking place
Retention period	2 years as some events are every two years. Consent renewed every year for Board and committee members
Privacy Statement	This will be a Privacy Statement on the SPE Aberdeen Section website. This audit template document will also be added as a link to a PDF.
Comments	The website is all PCI-DSS (Payment Card Industry Data Security Standard) compliant.



Attachment 7

SPE International Privacy Policy 2013

Last Updated: June 2013

This Privacy Policy tells you about the information the Society of Petroleum Engineers (SPE) gathers about you and how we use it. The terms of our Privacy Policy applies to SPE members, and customers and whether SPE collects the information in electronic form through our website, our online services, or other internet processes or by paper.

How to contact us

If you have questions or concerns regarding our Privacy Policy or regarding your privacy or interactions with SPE, please contact SPE Customer Service.

Society of Petroleum Engineers
222 Palisades Creek Drive
Richardson, Texas 75080-2040

Tel. +1.972.952.9393 Tel. +1.800.456.6863 (Toll-free in the US and Canada)

Email: service@spe.org.

Types of information we may gather

SPE collects information such as your address, telephone number(s), and other contact, demographic, and billing information only by voluntary disclosure directly from you. The SPE database contains information on members and non-members, including authors, exhibitors, advertisers, service providers, for the purpose of conducting official SPE business.

Examples of ways we collect your information

The Membership Application Form requires individuals to provide contact information such as address(es), phone number(s), and email address(es). This together with demographic information (i.e., job title, education, and business focus), SPE uses the information to provide member services, such as the *Journal of Petroleum Technology*, as well as catalogs and promotions of publications, meetings, and other products and information of interest to you.

Information can be collected on an order form, an event registration form, or in another manner when information is requested or products and services purchased from SPE. SPE collects contact information (address, phone number, etc.), payment information (an account or credit card number) and other information. This information is used to fulfill orders and to contact the customer as necessary.



SPE.org automatically records the Internet Protocol (IP) address of the computer accessing the site as well as the time and date of access. This information does not identify you personally, nor does it contain your name or email address. SPE uses this information solely for the purpose of diagnosing problems with the SPE server and to administer the website, or for some corporate subscribers, to determine access rights.

SPE uses internet cookies to deliver content that is specific to your interests and to keep track of your preferences. When your browser accesses the site, SPE's server checks your browser settings to see if it is permissible to store this identification information on your computer. The cookies set by SPE do not personally identify you; they simply permit SPE's web site to know what your preferences are. Cookies are also used to help determine how many unique users access pages on the web site and may direct specific advertising content to you on selected pages.

How we use your information

The information SPE collects is intended to allow SPE to communicate with you, process your transaction effectively and efficiently and plan future programs and services to better serve you. SPE collects electronic information solely for the purpose of diagnosing problems with the SPE server and to administer the website, or for some corporate subscribers, to determine access rights.

Members and customers may elect to have SPE not use their email address for SPE communications; however, an email address is required for the completion of certain transactions. Even when SPE members request that SPE restrict use of their personal information, SPE may still use this information to contact you in connection with SPE official business.

If you choose to restrict use of your information, you may not receive certain communications from SPE that may be of interest to you. Because of the nature of computer data storage, any information that you restrict will remain stored but will not be accessed in the normal course of business. SPE will comply with any court orders that may be received requiring us to disclose information from our database, regardless of whether you have requested that the information be restricted.

How we disclose your information

SPE allows certain non-staff individuals access to this information in support of SPE business. For example, SPE may provide access to data to an SPE committee, SPE ConnectSM (online communities), or section officers and others for the purpose of conducting SPE business.

SPE operates email list servers and Online Communities to facilitate communication among groups conducting SPE business. These tools are useful in communicating technical and non-technical information. Information in discussion forums or online communities is available to anyone with access



to this area. SPE cannot control what others may do with information that you disclose using these tools.

From time to time, SPE will permit companies, who, in SPE's estimation, have something of value to offer to SPE members to rent mailing lists. However, SPE does not make available the email addresses of SPE members or customers for non-SPE business. Members and customers may choose to restrict use or disclosure of their name, address, or telephone number on mailing lists that may be rented to others.

SPE makes information from its membership database available to other members through the online Membership Directory.

- Permission to access and use the information contained in the Membership Directory is restricted to SPE members. Members may not provide their login information to anyone else, authorize others to use information obtained from the Membership Directory, or assign or transfer any Membership Directory information to any individual or organization.
- The SPE Membership Directory is provided as a service to members to permit them to contact other members for noncommercial personal and SPE business (section activities, committee work, etc.). Use of Directory information for recruiting, commercial, political, or promotional (marketing and sales) purposes is strictly prohibited. For information about the availability of mailing labels for such purposes, please contact SPE Customer Service.
- Your right to access the directory and use the information is conditioned on compliance with SPE's policies. SPE reserves the right to limit or terminate your use of this Directory at any time if, at SPE's sole discretion, it believes that you are using Directory information in a manner that is prohibited by these policies.
- SPE does not undertake to verify the accuracy or completeness of the information in the Directory and makes no representation or warranty concerning the accuracy of the information included in the Directory. SPE makes no representation or warranty concerning the inclusion or omission of any individual from this Directory.
- SPE collects payment information (such as a credit card number) for the purpose of completing transactions. SPE does not disclose credit card or other financial information to any other individual or organization.

How to access and maintain your information we collect

SPE members or customers may review or modify their information by accessing their profile online or contacting SPE Customer Service. SPE also provides members and customers the opportunity to request that SPE restrict the use of personal information. This request may be made when the information is provided or at a later time by contacting SPE Customer Service.

Policy changes



SPE reserves the right to modify its Privacy Policies and practices without notice. We may modify, alter, or update our Privacy Policy at any time, so we encourage you to review this page frequently.

Secure Transactions

SPE uses industry-standard measures to protect your submission of credit card information to SPE. SPE uses a secure server and encrypted data transmission using Secure Sockets Layer (SSL) Technology. SSL Technology encrypts the transmitted information to make it very difficult for anyone other than SPE to decode the information. SPE's implementation of SSL is authenticated by VeriSign.

You can verify that you are in a secure-transmission portion of SPE's website in one of two ways:

- Look for an unbroken key symbol or lock symbol at the bottom status bar of your browser. This shows that you are in a secured mode.
- Look at the URL address in your browser window. When in secured mode, the address changes from http to "https."

SPE.org and Online Communities

When accessing material through SPE.org, you:

- Acknowledge that SPE owns the copyright for or has permission to use all materials displayed on this site. You are authorized to read and use this information for your personal use. You are not authorized to share the materials on SPE.org with others by copying or sending it to them. The materials displayed on SPE.org are protected under U.S. copyright law. You agree that if you choose to use SPE communications tools, including online communities and list servers, you give SPE full and unrestricted permission to use and republish any materials that you post to SPE-owned sites in any way SPE deems fit, without compensation to you.
- Understand that you may not post anything to an SPE list server or online community that is unlawful, obscene, defamatory, or offensive. You may not use any SPE communication tool to promote any commercial venture, including mass email solicitations ("spamming") of any nature. You understand that if SPE, at its sole discretion, believes you are abusing the use of these tools in any manner, SPE will delete your postings and may terminate without notice or liability your right to access the site.
- Understand that THE CONTENTS OF SPE.org, ITS ONLINE COMMUNITIES, LIST SERVERS AND SUBSIDIARY SITES AND YOUR ABILITY TO ACCESS THESE SITES ARE PROVIDED "AS IS." SPE DOES NOT WARRANT OR GUARANTEE THAT ANY FILES THAT YOU DOWNLOAD FROM ITS SITES ARE VIRUS FREE. You are encouraged to use virus-checking software. SPE.org includes links to sites maintained by others. SPE has no responsibility for the contents on linked sites.



Cookies

SPE uses cookies to deliver content that is specific to your interests and to keep track of your preferences. Cookies are small text files that help identify you and your preferences when you return to SPE.org. When your browser accesses the site, SPE's server checks your browser settings to see if it is permissible to store this identification information on your computer.

View our cookie policy and how to manage your cookies.

Links

Links to SPE.org from SPE Websites (SPE Sections, Student Chapters and Other SPE Official Units)

- All SPE section, chapter, and other official unit websites should contain a prominent link to the SPE website at <http://www.spe.org>, preferably from some portion of the home page of the website.
- This link may be made using the official SPE logo, or may be hyperlinked text, such as "Society of Petroleum Engineers" or "Society of Petroleum Engineers website." (Please view SPE Graphics Standards Guide on proper use of the logo.)

Links to SPE.org From Non-SPE Websites

SPE welcomes links from web sites of other industry-related organizations with the following conditions:

Links to www.spe.org

- Links to the SPE home page are acceptable without notification to SPE
- Links to the SPE home page may not be included on the home page of any non-SPE website without written permission from SPE
- No commercially oriented text or graphics may be associated with the link to SPE.org
- Links may not imply any SPE endorsement or sponsorship of the entity providing the link or any of the entity's products or services
- Links must be in a clearly identified "links" area of the non-SPE website (where other organizations' websites are also linked)
- Links may use the SPE logo or be in the form of hypertext saying "Society of Petroleum Engineers"
- Links to SPE.org should open in a new browser window

Links to content on www.spe.org



- Links to publicly available content on the SPE.org website are acceptable without notification to SPE
- Links to any content that requires a login for access are not allowed
- Links to any SPE.org content may not be used to imply SPE endorsement or sponsorship of the entity providing the link or any of the entity's products or services
- Hypertext links to content on SPE.org must clearly identify the content of the link, preferably with identification of SPE or Society of Petroleum Engineers as part of the link text
- Content on the SPE website may not be enclosed in frames; it is preferable that links to SPE content open in a new browser window
- Content on pages within SPE.org and URLs to content on SPE.org may change at any time. Any links to content within SPE.org should be reviewed regularly to assure that the links are still active and point to the intended content. For links to the websites of individual SPE sections or student chapters, please contact the section or chapter to determine whether they require permission for linking.

The following description of SPE and its purpose may be useful to organizations seeking to include a description with a link to SPE. Use of this description is not required for linking to SPE.org

The Society of Petroleum Engineers (SPE) is a not-for-profit professional association whose members are engaged in energy resources development and production. SPE serves more than 110,000 members in 141 countries worldwide. SPE is a key resource for technical knowledge related to the oil and gas exploration and production industry and provides services through its publications, events, training courses, and online resources at www.spe.org.

Links to Non-SPE Websites From SPE.org

SPE.org, including its subsidiary sites, establishes links to other organizations that offer information, goods, or services that address the technical or professional interests of individuals working in the upstream oil and gas industry. Such links are provided as a convenience to SPE.org visitors, and do not imply SPE's endorsement of the linked sites, the organizations operating such sites, or any products or services of those organizations. SPE is not responsible for the contents of any linked site, any link contained in a linked site, or any changes or updates to the information contained in such sites. The privacy policies of linked sites may differ; you should check the privacy policy of linked sites before providing personal information.

SPE generally does not engage in reciprocal linking (i.e., trading links), and requests for reciprocal linking will be ignored. If you would like to request a link to your site from SPE.org, please review our existing links and provide an explanation of how your site is consistent with the existing links and why it should be added. Links on SPE.org will not include any commercially oriented



text or graphics with the exception of sponsors (of SPE events or portions of the SPE website) and paid advertising. (For information about advertising on SPE.org, contact SPE Sales.)

Links to other sites are added at the discretion of SPE, and SPE reserves the right to remove links to any other websites at any time. Objections to any links on SPE.org or any of its subsidiary sites are to be directed to SPE marketing.

- Agree, as a condition of being granted the right to access and use SPE.org and its subsidiary sites that SPE is not liable to you for anything that happens as a result of your use of information from SPE.org or subsidiary sites.
- Acknowledge that materials posted to an online community or list-server are the intellectual property of the author and agree not to reuse any of this information without the express permission of the author or copyright holder.
- Understand that in the event of any conflict between this policy and the Terms of Service, the Terms of Service will control.

Transfer of Information Abroad

SPE operates through various local legal entities. When you provide information through this website, you will be providing it to SPE as a whole, and should be aware that it may be accessed from countries whose laws provide various levels of protection for personal data, not always equivalent to the level of protection that may be provide in your own country.



Attachment 8

SPE Aberdeen Section Adult Photo / video consent form

We would be grateful if you would fill in this form to give us permission to take photos/videos of you and or your company at this event and to use these in our printed and online publicity.

I give SPE Aberdeen Section permission to take photographs and / or video of me or that I might appear in.

I consent to the SPE Aberdeen Section using the images resulting from the photography / video filming set out below, and any reproductions or adaptations of these images for the purposes of fundraising, publicity and promotion in support of the SPE Aberdeen Sections aims and objectives.

This specifically includes (but is not limited to), the right to use images in SPE Aberdeen Section printed and online publicity material, press releases, social media and in funding applications.

Name	
Company	
Event where photographs / videos will be recorded	
Signature	
Date	

Attachment 9

SPE Aberdeen Section Child Photo / video consent form

We would be grateful if you would fill in this form to give us permission to take photos of your child and use these in our printed and online publicity.

I give permission to take photographs and / or video of my child.

I grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

Name of child	
Name of parent / guardian	
Signature of parent / guardian	
Date	
