
Oil & Gas Trust Scheme PMB Organisation & Function

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Document Distribution

This document will be distributed as follows.

Role	Purpose
Oil & Gas Trust Scheme PMB	For approval.
Oil & Gas management	For information
All TSP data centre staff	For information

Revision History

Date	Version	Change Made	Department	Person
08/01/04	0.1	Initial draft produced	iSolve Ltd	G. Connell
15/01/04	0.2	Revised following internal review	iSolve Ltd	G. Connell
16/01/04	0.3	Revised following comments on V0.2	iSolve Ltd	G. Connell
05/03/04	1.0	Approved	O&G PMB	S. Robinson
22/04/04	1.1	Additional function in 2.1 Need to maintain link to TSDS in 2.4	DTI	S. Robinson
01/05/04	2.0	Approved	O&G PMB	S. Robinson

Standards and Related Documents

Reference	Purpose
Oil & Gas Trust Scheme Ruleset Overview	Is the framework document for the Oil & Gas Trust Scheme, describing the relationship between this document and all others within the Ruleset.

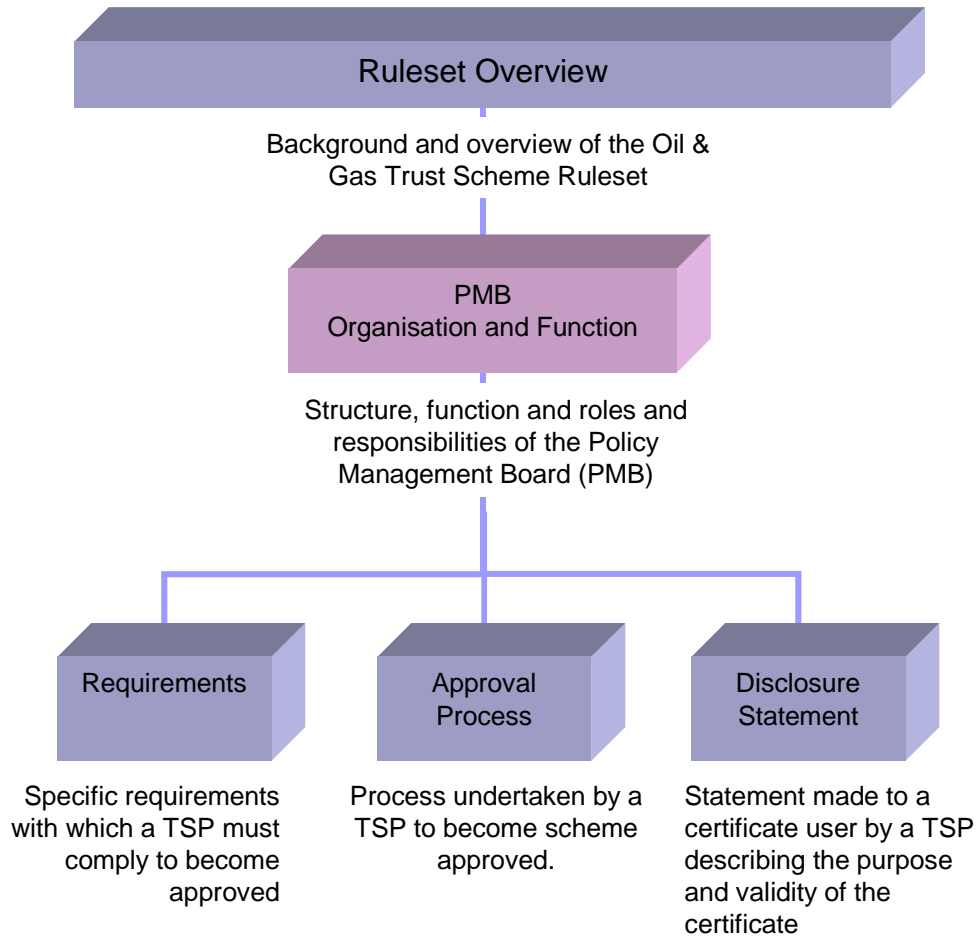
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1 Introduction

This document is one of a number of documents comprising the Oil and Gas Trust Scheme Ruleset. This document defines the specific function and responsibilities of the Policy Management Board (PMB).

The diagram below describes the relationship between this PMB Organisation and Function document and the others comprising the ruleset.



2 The Role of The PMB

2.1 Function

The primary function of the PMB is to act as the custodian and governing body of the Oil and Gas Trust Scheme (OGTS) ruleset. This includes ongoing maintenance and development of the Ruleset to ensure it remains current and reflects future needs.

A secondary function of the PMB is to encourage the use of the OGTS outside of the UK or align with similar schemes being developed elsewhere in the oil and gas community.

2.2 Membership

The PMB is made up of elected representatives from the oil and gas companies, UKOOA and the DTI – to be known hereafter as the Oil & Gas Community.¹ There are three classes of membership as described below

Member Class	Description
Chairperson	Person elected ² by the Oil & Gas community to chair the policy management board and ensure it fulfills its function and responsibilities.
Elected Member	Person recommended by a company in the Oil & Gas Community to act on their behalf, and accepted by the PMB as a result of a vote.
Appointed Member	Person appointed by the PMB itself to act in an advisory capacity on matters of a specialist nature, e.g. PKI, digital signatures.

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2.3 Governance

The chairperson³ has overall responsibility for the ongoing management and maintenance of the PMB and chairing PMB meetings. The chairperson is also accountable for the financial affairs of the PMB and is the official spokesperson and representative of the Oil & Gas Community on matters concerning the Oil & Gas Trust Scheme.

2.4 Roles & Responsibilities

Generally members of the PMB will be responsible for representing the views of their own organisation and those of the wider Oil & Gas community for matters concerning the application of digital signatures within the community. They will be expected to attend meetings as and when required, to discuss

¹ Precise details of the size of the PMB and from which oil and gas companies members are to be chosen has yet to be defined. Though given the very limited role and scale of activities of the PMB it is assumed that membership will be limited to a small number, perhaps five or six people.

² The very first chairperson is more likely to be self-appointed from within the DTI.

³ This will be the DTI initially. It is intended that this responsibility will be handed over to UKOOA once the PMB has been formerly established.

and agree proposals for changes to the Ruleset and other duties as laid out below.

Additionally a key responsibility of membership will be to communicate the function of the Oil & Gas Trust Scheme, and to promote it as a vehicle for facilitating electronic communications between the Oil & Gas Community.

The PMB's specific roles and responsibilities are to:

- ◆ Approve changes to the Ruleset
- ◆ Nominate and approve membership changes
- ◆ Approve TSPs (as compliant against the Ruleset)
- ◆ Maintain and publish, on a suitable web site, a list of approved TSPs
- ◆ Maintain a hot link from the above web site to the TSDS on the approved TSPs web site
- ◆ Set fees for TSP approvals and renewals
- ◆ Manage the accounts of the PMB

2.5 Meetings

The PMB will meet on an as required basis to fulfill their roles and responsibilities and at least once a year if no other meetings have been called. Meetings may be proposed at any time by Members and should be scheduled to occur when a majority of members are able to attend. Meetings may be attended via any means fit for purpose, e.g. video or phone conference call, physically attended meeting or a combination of these. The chairperson must attend all meetings. All actions and approved changes should be minuted.

2.6 Approving Changes

Any changes approved by the PMB must be discussed and agreed by a majority of members. A change log should be kept of all changes; as a minimum this should include:

- The nature of the change required,
- Rationale for requiring the change
- Whether it was accepted or not
- If rejected, rationale for rejecting the change

2.7 Approving TSPs

The general process for approving TSPs is described in the document Oil & Gas Trust Scheme Approval Process.

However there are certain specific tasks that will need to be undertaken to ensure the approval process is completed within a reasonable time frame. Accordingly, a schedule for these tasks is given below.

1. 28 days before the proposed approval date the Chairperson will schedule a PMB meeting for four weeks hence and appoint an Assessor to undertake the assessment.
2. 14 days before the proposed approval date the TSP will send their submission (in electronic form) to the Chairperson.

3. The Chairperson will forward copies of the submission to the Assessor and other members of the PMB.
4. The Assessor will undertake the assessment.
5. Three days before the proposed approval date the Assessor will send a report to the PMB detailing the findings of the assessment.
6. On the approval date the PMB will meet along with the Assessor who will present the findings to the PMB. The PMB will discuss and decide whether to approve the TSP or not.
7. If successful the Chairperson will notify the TSP that it has been approved.
8. If approval is not given the Assessor will report his findings with any additional comments from the PMB back to the TSP.