COPM Chairperson Orientation

2015 Spring Meeting
Dallas, Texas
STANDARDS MEETING

Each of you has been chosen to represent the interests of your respective companies.

AS YOU KNOW, THE BEST WAY TO CREATE STANDARDS IS TO MASH TOGETHER A BUNCH OF MUTUALLY EXCLUSIVE PREFERENCES.

I HOPE I'M NOT THE ONLY ONE WHO JOINED THIS GROUP JUST FOR THE LAUGHS.
Chairperson Orientation

- Introduction and Panel Members
- API Mission
- API Antitrust Compliance
- API Standard Development Resources and Guides
- COPM Organization
- COPM Chairperson
- Subcommittee Officer Duties
Chairperson Orientation - Outline

- Subordinate Groups
- Work Group Officers
- Meeting Guidelines
- Good Meeting Practices
- Tools Available for Chairpersons
- Procedures for Standard Development
Chairperson Orientation - Outline

- API Staff Duties/Expectations
- Teleconference/Net Meetings
- Questions – Panel Discussion
Presenter and Panel Members

Bill Schmidt   ConocoPhillips

Eric Ward     BP

Paula Watkins  API
API Mission

To influence public policy in support of a strong, viable U.S. oil and natural gas industry essential to meet the energy needs of consumers in an efficient, environmentally responsible manner.

As the U.S. oil and natural gas industry’s primary trade association, API:

• Engages in federal and state legislative and regulatory advice that is based on scientific research; technical, legal and economic analysis; and public issues communication.
• Provides an industry forum to develop consensus policies and collective action on issues impacting its members.
• Works collaboratively with all industry oil and gas associations, and other organizations, to enhance industry unity and effective in its advocacy.

API also provides the opportunity for standards development, technical cooperation and other activities to improve the industry’s competitiveness through sponsorship of self-supporting programs.
API Antitrust Compliance

NOTE: See Appendix B of the COPM Policies and Procedures Manual for the Complete Antitrust Guidance

The American Petroleum Institute is a trade association founded in 1919 as an outgrowth of cooperation between the American petroleum industry and the Allied Governments during World War I.

It has long been recognized by the government, the courts, and business that trade associations perform legitimate and useful functions in our economic system, and the lawfulness of normal trade association activities is recognized both in and out of the antitrust context. Because trade associations are usually composed of competitors, such associations are sometimes the focus of investigations and litigation under the antitrust laws. Consequently, trade association personnel and their member organizations must recognize that their activities may be closely scrutinized for antitrust compliance.
API Standard Development Resources and Guides

- API Procedures for Standard Development
- API Document Format and Style Guide
- API Antitrust Guidelines (or hand card)

Located on the Standards COPM SharePoint site under:

http://mycommittees.api.org/standards/copm/default.aspx
## COPM Subcommittees and Standards

<table>
<thead>
<tr>
<th>Committee of Petroleum Measurement</th>
<th>Subcommittees</th>
<th>Manual of Petroleum Measurement Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMET Measurement Education &amp; Training</td>
<td>Ch 1 Terms and Definitions</td>
<td>Spanish Translation</td>
</tr>
<tr>
<td>COLM Liquid Measurement</td>
<td>Ch 2 Tank Calibration</td>
<td>Ch 3 Tank Gauging</td>
</tr>
<tr>
<td>CPMA Production Measurement</td>
<td>Ch 20 Allocation</td>
<td></td>
</tr>
<tr>
<td>CELE Evaporation Loss</td>
<td>Ch 19 Evaporation Loss</td>
<td></td>
</tr>
<tr>
<td>COMA Measurement Accountability</td>
<td>Ch 17 Marine Measurement</td>
<td></td>
</tr>
<tr>
<td>COMQ / ASTM D02.02 Measurement Quality</td>
<td>Ch 7 Temperature</td>
<td>Ch 8 Sampling</td>
</tr>
<tr>
<td>COGFM Gas Fluid Measurement</td>
<td>Ch 14 Gas Fluids</td>
<td>Ch 21.1 Electronic Gas Measurement</td>
</tr>
</tbody>
</table>
The chairman is the single most important factor in the success of the subordinate group. The Chairman is responsible for acquiring members willing to devote sufficient time, forming the necessary drafting and task groups, scheduling meetings as required, maintaining records, and reporting to the Subcommittee on a semi-annual basis.
Duties of a Subcommittee Chairperson

- Guide the activities of the Subcommittee and lead SC meetings
- Assign Subcommittee officers in consultation with COPM Chair, API Staff
- Appoints the Chairperson of Working Groups & Ad Hoc Groups established within the Subcommittee
- Establishes the time, date, and agenda for Subcommittee meetings and submits the agenda to Staff for distribution
- Informs COPM of the progress of Subcommittee work by presenting a brief oral report to COPM at the Spring and Fall meetings
- Annually review the status and progress of its working groups to validate ongoing projects
Duties of a Subcommittee
Vice-Chairperson

- Assists chairperson in all administrative duties and in long-range planning.
- Responsible for the program portion of subcommittee meetings.
- Presides over the meeting in the absence of the chairperson.
Duties of a Subcommittee Secretary

- Record and finalize the minutes, maintain roster and complete the record of attendance.

- Provide guidance on API policy and procedural issues.

- Ensure standards are current.

- Issues all Subcommittee Ballots.
Subordinate Groups
(Work/Drafting Groups)

- **Work Group** - small group within a Subcommittee designed to oversee a standard or group of standards within the same subject matter

- **Drafting Group** – small group under a work group that performs drafting of a standard

*Note: Different Subcommittees have different structures and some work groups may also be a drafting group.*
Work Group Officers

- **Working Group Chairperson** - appointed by the Subcommittee Chairman from the membership of the respective Subcommittee *with the concurrence of the COPM Chair*

- **Working Group Vice-Chairperson** - appointed by the WG Chair with the concurrence of the Subcommittee Chair, to preside at meetings in the absence of the Chairperson

- **Working Group Secretary** - appointed by a member of the group to carry out the required secretarial and administrative services for the Working Group or the duty may be rotated between Working Group members
Meeting Guidelines (all groups)

- Open the meeting with Introductions
- Discuss the API Antitrust Guidelines
- Appoint a scribe and follow the guidelines for meeting minutes
- Be a good facilitator and keep things productive.
- Recognize who the strong team members are, who have the technical skills required to make the project/group move forward.
- Make sure you have a balance in companies represented.
- Be flexible and open minded to new ideas and improvements from all sources.
Good Meeting Practices
(Subordinate Groups)

- Keep to the subject. Limit discussion to issues which are within the scope of the specific standard.

- Seek consensus. Consensus is an agreement, which is not totally satisfying to all parties but rather one, which the parties can accept.

- Discussion of an issue should end when the discussion is clearly repeating itself and the arguments are being restated without the addition of new information or insight. Terminate the discussion with a vote. Once a topic has been voted upon, it should be considered closed. Do not revisit or rehash items that have been voted upon and closed. (Thus, minutes of past meetings become valuable and important.)
Good Meeting Practices
(Subordinate Groups)

- Do not dwell on editorial or grammatical concerns. API editorial staff is responsible for this function. A draft should be technically accurate and written in understandable, clear language. Do not spend valuable time on editorial matters.

- Represent the best practical interests of the industry. API committee and subordinate group meetings are not forums for commercial/economic discussions, voicing personal prejudices or displaying grievances between companies.

- Have the technology to allow for all members and guests to view the item, subject or document under discussion.
Tools Available For Chairpersons

- COPM SharePoint Website
  - Minutes, document drafts, sign-in sheets from meetings, technical data, etc.
  - Access to “My Rosters” available by logging in as well
  - API Activities Matrix and Approved SRRRs

**Note:** COPM Policies and Procedures Manual Covers:

**Appendix C &D:**
- Formats for Subcommittee Oral and Written Reports to COPM
- Format for API Agenda
- Meeting Minutes Template
- Standards Resource & Research Request Form (SRRR)
Procedure for Standard Development

- New standard or revision request is brought before the subcommittee. (may be due for 5 year review)

- Subcommittee may assign a task group to determine the need for a new standard or revision of an existing standard. An SRRR is developed.

- Subcommittee approves the SRRR and scope and SC chair presents the SRRR to COPM

- COPM approves, rejects or requests further clarification or modification of the SRRR.

- If the project is approved by COPM, the subcommittee assigns it to a work group to develop a new or revise an existing standard.

- When a proposed standard is ready (when the Chair determines there is WG consensus), work group submits to the subcommittee chair and API for ballot.
Procedure for Standard Development

- API Staff ballots the document to the SC and COPM. Only SC voting members may vote, all SC guests and COPM members may submit comments.

- Ballot results are reviewed by API staff and comments resolved according to API Procedures for Standard Development, Section 5.6.7.

- Once the document is approved, it goes through API legal review, API editing and is then published as an API standard.
API Staff Duties/Expectations

- An API staff person is appointed to each SC as Secretary and is responsible for the standards under that SC.

- API Staff Secretary is there for assistance with:
  - Setting up work group meetings, including net meetings, as requested;
  - Attending work group meetings as necessary;
  - Helping resolve contentious issues;
  - Developing any API project contracts;
  - Balloting of documents.

- Meeting minutes should be submitted to API immediately after each meeting, net meeting or conference call.

- Meeting minutes undergo review by API legal counsel before being posted.
Teleconference/Net Meetings

API sets up meetings upon request (requests should be submitted to the API staff associate for your committee) and should include:

- Date
- Time, Time Zone
- Attendees
- Presenter
- Any Special Notes

API staff will then send out a meeting notice to attendees and participants with login information and instructions. (API uses ADOBE Net Meetings)

*Note: Chairman may set up their own net meetings, but should inform their API Staff Person.*
COPM Chairperson Orientation

QUESTIONS?

(I know you have some questions and I know the Panel will have the answers or will get the answers)