



CSOEM Subcommittee/Task Group Chair Orientation

**American Petroleum Institute
Committee on Standardization of Oilfield
Equipment and Materials**

Topics

- ❖ **General API information**
- ❖ **Antitrust compliance**
- ❖ **CSOEM Subcommittee structure and officer duties**
- ❖ **Subordinate groups**
- ❖ **Meeting guidelines and practices**
- ❖ **API staff duties**
- ❖ **Recognition and awards**
- ❖ **Reference documents**



General API Information

API History

- ❖ **API formed in 1919 as national trade association to support the U.S. oil and natural gas industry through legislative and regulatory advocacy and standards development**
- ❖ **The API Standards Department was formed in 1923, and the first API standard was published in 1925**
- ❖ **All industry segments are now active in standardization – Exploration & Production, Refining, Marketing, Petroleum Measurement, and Pipeline & Surface Transportation (Rail & Truck)**

Mission Statements

- ❖ **API mission statement: promote safety across the industry globally and to influence public policy in support of a strong, viable U.S. oil and natural gas industry**
- ❖ **Standards program mission: provide a forum for development of consensus-based industry standards, and technical cooperation to improve the industry's safety performance and competitiveness**

Standards Program

- ❖ **API publishes ~700 technical standards covering all aspects of the oil and natural gas industry**
- ❖ **Over 7000 active volunteers representing over 50 countries**
- ❖ **One-third of all API standards are referenced in the U.S. regulations**
- ❖ **API is accredited by the American National Standards Institute (ANSI)**
 - **Transparent process**
 - **Openness, balance, consensus, due process**
 - **Program audited by ANSI every five years**

Antitrust Compliance



Antitrust Compliance

- ❖ Because trade associations are usually composed of competitors, such associations may be subject to 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.
- ❖ Because of this scrutiny, officials, staff, and members of the API must be constantly aware of the antitrust implications of association activities
- ❖ Antitrust guidelines should be presented prior to the start of each meeting

Antitrust Guidelines

- ❖ **No disparaging remarks about specific products, vendors, services, or competitors**
- ❖ **No discussion or forecasting of prices for goods or services provided or received by a company**
- ❖ **No sharing or discussion of a company's confidential or proprietary information**
- ❖ **No discussion of any company's specific purchasing plans, merger/divestment plans, production information, inventories, or costs**
- ❖ **No discussion of company compliance costs unless publically available**
- ❖ **No agreement or discussion of the purchase or sale of goods or services**
- ❖ **No discussion of how individual companies intend to respond to potential market/economic scenarios or government action unless in general terms**

CSOEM Subcommittee Structure and Officer Duties



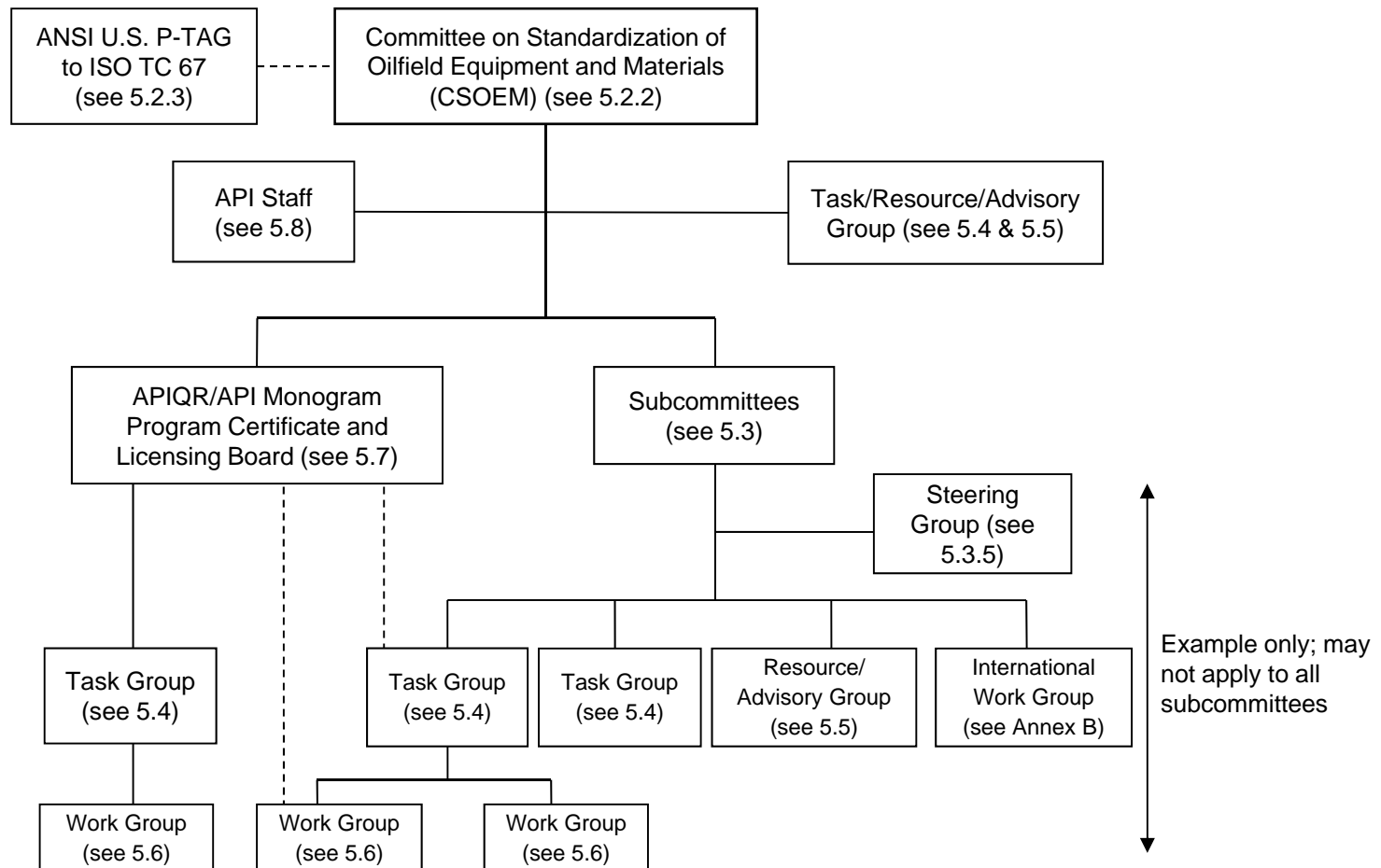
API S1 – Organization and Procedures for the CSOEM

- ❖ Provides information on policies and procedures for the activities of the CSOEM and guidelines for its conduct
- ❖ Balloting procedures are covered in the *API Procedures for Standards* document, not S1!
- ❖ Recent changes in S1 include the following
 - Conformance to the normative references was clarified and material redundant between the references and this document were removed
 - Requirements for membership in the CSOEM, the APIQR/API Monogram Program Certification and Licensing Board, subcommittee, and task/work groups were clarified and expanded with clear limitations; including possible removal for non-participation
 - The forms used by the CSOEM are now found as links to ensure use of the latest version (see Annex A).

API S1 Changes (cont.)

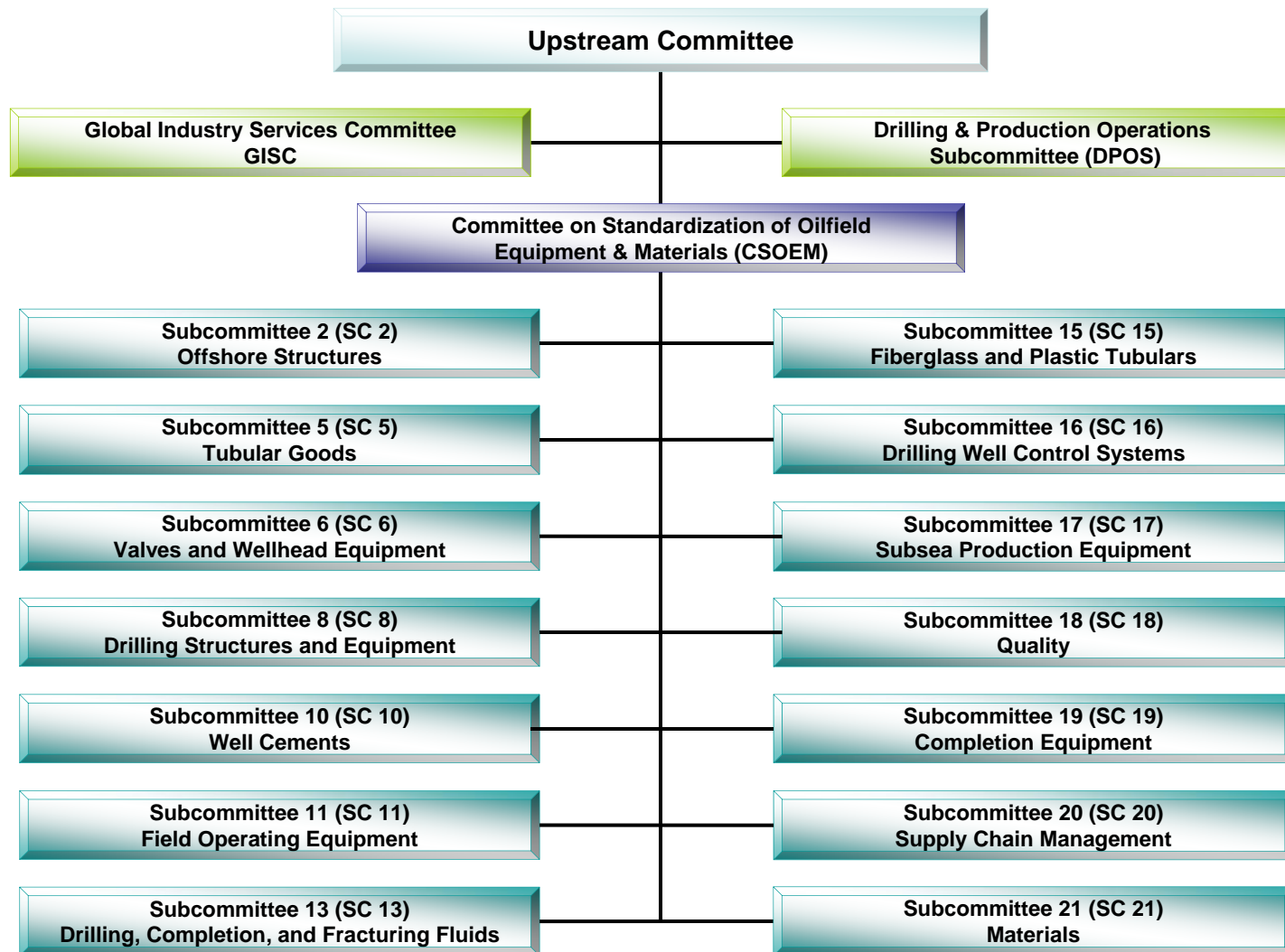
- ❖ **Recent changes in S1 include the following**
 - **Responsibilities of subordinate group leaders were added**
 - **Responsibilities of API Staff were clarified and attendance requirements for specific activities were added**
 - **The process of creating SRRR for new projects was clarified and expanded**
 - **The color-coding annex was moved into the main text**
 - **International participation was encouraged and the potential use of international work groups was added**
 - **The API Monogram Program Board was expanded to include the duties of the API QR Technical Advisory Board. The annex describing the API Monogram Program Board was moved into the main text. The name of the board was changed to the APIQR/API Monogram Program Certification and Licensing Board.**
 - **The annex describing the Board of Director's resolution creating the API Monogram program was removed**

Typical Standards Committee Structure



NOTE References are to sections in API S1, 24th edition.

Upstream Standards Committees



Requirements for Standards Subcommittee Participation

- ❖ **Be technically proficient in a discipline related to the standard**
- ❖ **Have the support of company management to participate**
- ❖ **Attend/participate in subcommittee and subordinate group meetings**
- ❖ **Agree to work on subcommittee business such as standards revisions and technical inquiries**
- ❖ **API corporate membership is not a requirement for participation on API standards subcommittees**

Granting Voting Rights

The following are considerations when granting voting rights

- ❖ **Regular attendance and participation at subcommittee meetings**
- ❖ **Regular participation on subordinate groups working under a given subcommittee**
- ❖ **Limited to one vote per company**
- ❖ **Ongoing vote participation (regularly missing votes can result in loss of voting privileges)**

Subcommittee Officers & Approving Authorities

- ❖ **Subcommittee officers are as follows:**
 - **Chair (approved by the CSOEM)**
 - **Vice-chair (appointed by the SC chair)**
 - **Secretary (appointed by the SC chair)**
 - **Subordinate group chairs (appointed by the SC chair)**

- ❖ **Subcommittee chairs should be from the Operator-User interest category and preferably from API member companies**
 - **Exceptions can be approved by the CSOEM**

Subcommittee Chair Responsibilities

- ❖ **Guides the activities of the subcommittee and leads meetings**
- ❖ **Leads the group in achieving consensus on SC issues**
- ❖ **Appoints the chairs of subordinate groups established within the subcommittee**
- ❖ **Reviews and determines whether to approve voting rights requests**
- ❖ **Establishes the time, date, and agenda for subcommittee meetings and submits the agenda to staff for distribution**
- ❖ **Attends the CSOEM meetings and provides an update on the status of the SC work program and research projects**
- ❖ **Periodically reviews the status and progress of its subordinate groups to validate ongoing projects**
- ❖ **Nominates deserving SC participants worthy of recognition by API for distinguished service**

Subcommittee Officer Responsibilities

- ❖ **Vice-chair**
 - Assists chair with SC management and planning
 - Presides over SC meetings in the absence of the chair

- ❖ **Secretary**
 - Documents action items and decisions for the meeting minutes
 - Ensures record of meeting attendance is completed and provided to API staff

- ❖ **Subordinate group chair**
 - Sets meeting dates and locations
 - Guides the activities of the group and leads meetings
 - Leads the group in achieving consensus
 - Reports to the subcommittee on the status of the project

Meeting Guidelines and Practices



Meeting Guidelines

- ❖ **Develop an agenda for the meeting**
- ❖ **Open the meeting with introductions**
- ❖ **Present the API Antitrust Guidelines**
- ❖ **Ensure the attendance sheet is circulated at the beginning of the meeting, and is returned to API staff**
 - **If new participants wish to be added and are approved, coordinate with API staff or the chair and provide their contact information to get added to the roster**
- ❖ **Ensure meeting minutes are completed**
 - **If there is no permanent Secretary, appoint a scribe and follow the guidelines for meeting minutes**
 - **Review the minutes after the meeting to ensure they are a complete and accurate**
 - **Confirm that all minutes are provided to API staff**

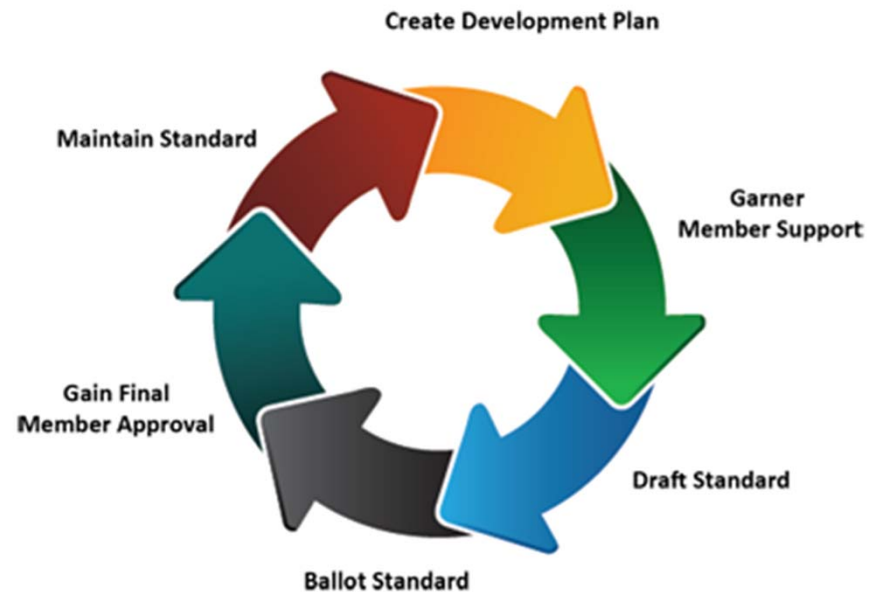
Good Meeting Practices

- ❖ **Keep to the agenda**
- ❖ **Strive for balance in companies/interest categories represented**
- ❖ **Be a good facilitator and seek consensus**
- ❖ **Keep to the subject; limit discussion to issues within the scope of the specific standard**
- ❖ **Recognize who the strong team members are, who have the technical skills required to make the project/group move forward**
- ❖ **Be flexible and open minded to new ideas and improvements from all sources**

Good Meeting Practices

- ❖ 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. Consider taking a break (informal discussion can sometimes yield solutions).
- ❖ If termination of the discussion topic requires a vote, once the vote has been taken it should be considered closed. Do not revisit or rehash items that have been voted upon and closed (minutes of past meetings become valuable and important).
- ❖ 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.
- ❖ API standards should include proven industry practices. API committee and subordinate group meetings are not forums for commercial/economic discussions, voicing personal prejudices or displaying grievances between companies.

Standards Development Process



Standards Development Process

- ❖ **Governing documents**
 - **API Procedures for Standards Development**
 - **API S1, Organization and Procedures for the CSOEM: Policy Document**
- ❖ **Developed using a consensus-based process (does not mean unanimity)**
- ❖ **Generally written for flexibility as performance-based documents**
- ❖ **One vote per company on standards ballots**
- ❖ **Voting rights are determined by level of participation**

Standards Development Process

- ❖ **Voting during meetings to establish consensus on specific issues may be done informally (i.e. no ballot), although final approval of a standard's content is always subject to balloting**
- ❖ **Loss of voting can occur if a person**
 - **does not attend/participate in three consecutive meetings**
 - **fail to vote on two consecutive ballots**
- ❖ **Voting rights can be reinstated after a six months**

What is “Consensus”?

- ❖ Consensus is established when substantial agreement has been reached by directly and materially affected interests
- ❖ Substantial agreement means more than a simple majority but not necessarily unanimity
- ❖ Consensus requires that all views and objections be considered, and that a reasonable effort be made toward their resolution.
- ❖ API’s criteria for achieving consensus are defined as a majority of those eligible to vote shall have voted and approval by at least two-thirds of those voting, excluding abstentions

Achieving Consensus

- ❖ **Achieving consensus is the chair's primary responsibility**
- ❖ **Clearly outline what needs to be decided**
- ❖ **Group members have an obligation to participate**
- ❖ **All perspectives are taken into account**

Tips for Achieving Consensus in Meetings

- ❖ **Enforce meeting etiquette (one person speaks at a time)**
 - **Allows a complete statement of the objection without interruption**
 - **“all views and objections be considered”**
 - **“an effort be made toward their resolution”**

- ❖ **Objections can be based on**
 - **Technical issues (ok)**
 - **Commercial issues (not ok)**
 - **Lack of understanding (ok)**
 - **Unwillingness to change (not ok)**

- ❖ **Voting to determine consensus is a last resort**
 - **One company, one vote**
 - **TG members present make the determination**
 - **Final document consensus determined by API ballot**

CSOEM Recognition & Awards



Recognition & Awards

- ❖ **Recognition for outstanding leadership or a significant technical contribution to a CSOEM work product**
- ❖ **There are four types of awards available for CSOEM participants (in ascending order):**
 - **CSOEM Subcommittee Resolution of Appreciation**
 - **CSOEM Citation for Service**
 - **CSOEM Chair's Award (presented to outgoing chairs)**
 - **API Certificate of Appreciation**
- ❖ **Coordinate with API staff on recommendations for awards**

Resolution of Appreciation

- ❖ **Presented to individuals with a demonstrated history of one or more of the following:**
 - **Leadership**
 - **Significant technical expertise**
 - **New innovations in the development of a standard**

- ❖ **Signed by the SC chair and API Upstream Standards Manager**

- ❖ **May be presented by the CSOEM chair at a main gathering of members**

Citation for Service

- ❖ **Presented to individuals with a demonstrated history over 10 or more years of one the following:**
 - **Continued and dedicated service**
 - **Leadership and technical expertise in support of a variety of SC activities**

- ❖ **Signed by the CSOEM chair and API Director of Standards**

- ❖ **Presented by the CSOEM chair at a main gathering of members**

API Certificate of Appreciation

- ❖ **Presented to senior individuals who have committed their career to advancing the work of API standards activities via one of the following:**
 - **Multiple leadership positions within the SC or CSOEM**
 - **Significant influence on the work of the SC and its subgroups in strategic areas**
 - **Chaired a senior level committee**

- ❖ **Signed by senior API staff**

- ❖ **Presented by the CSOEM chair at a main gathering of members**

CSOEM Chair's Award

- ❖ **Presented to outgoing SC chairs at the end of their term of service**
- ❖ **Wooden plaque with a half-gavel**
- ❖ **Presented by the CSOEM chair at a main gathering of members**

Years of Service Awards

- ❖ **Recognizes individuals for years of service and participation on API standards committees**
- ❖ **Awarded for 5, 10, 15, 20, 25, 30, 35, 40, 45 & 50 years service on API standards committees**
- ❖ **Awarded to everyone who reaches a milestone within that particular year (i.e. it doesn't matter whether you started participating in January or October of a particular year)**
- ❖ **Years of service pins given at Summer CSOEM meeting. Higher milestone awards (typically 25 years and above) presented at the awards luncheon.**

Reference Documents

- ❖ **API Procedures for Standards Development**
- ❖ **API S1, 24th Edition – Organization and Procedures for the CSOEM: Policy Document**
- ❖ **API Document Format and Style Manual**
- ❖ **API Antitrust Compliance Guide**
- ❖ **[The A-B-C's Of Parliamentary Procedure](#), (Robert's Rules of Order)**
- ❖ **API Operating Procedures for the U.S. Technical Advisory Group (U.S. TAG) to ISO Technical Committee (TC) 67**
- ❖ **API Guide for National Adoption of ISO Standards as API/American National Standards**

NOTE These documents can be found on the CSOEM SharePoint site [here](#)