

***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.*

Douglas Hotel, Aberdeen  
16:15 for prompt 1630 – 1800 hrs

1. **Chairman's overview**

2. **Welcome & Introduction**

3. **Action items from previous minutes**

4. **Committee Communications**

- SD Committee – Committee members / Chair needed.
- Communication – review of Agenda for JCC Annual Review
- Programme - lack of sponsorship
- Treasurer – unpaid invoices update
- CG – Website training required
- CE – Chair for SPE-ICoTA Round Table? DEVEX update
- SOAA – update

5. **Hot Topics**

- PR initiative review: steering group report/recommendations. Decision for next year.
- DEVEX – SPE stand available. Should it be staffed, by whom – AP, YP, Mem, M&M
- Student Bursary Winners
- Offshore Europe YP/Student Best Practice Workshop

6. **AOCB**

**Highlighted items have been presented in the pre-read material**