

***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  
1630 – 1800 hrs

1. **Chairman's overview**
2. **Welcome & Introduction**
3. **Action items from previous minutes**  
ThinkPR Contract Renewal –David Liddle
4. **Committee Communications**
  - Membership – Update on New Member Initiative, and membership renewal calls – Anthony Onuwku
  - SD – introduction of new SD Chair - Shankar Bhukya
  - Comms – **JCC Annual Review** update
5. **Hot Topics**
  - Feedback on the visitors to the SPE DEVEX- Stand (Diane/Anthony)
  - **Future Invoice Payment Strategy** (Masud)
  - **Approval of the JCC Terms of Reference 2011/12** Gbenga
6. **AOCB**

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