



Aberdeen Section

Executive Summary
Committee Monthly Report

<i>Committee:</i>	
Membership	
<i>Chair/Submitted by:</i>	<i>Date:</i>
Anthony Onukwu	19 th Feb 2010

Specific Issues

Comments:

We are planning a champion event for end of February or first week in March to brief them on what we need to them to do for the section and their colleagues (also planning to recruit more). We are targeting champions in some specific organizations (Shell, BP Schlumberger, Halliburton etc). We are planning to start chasing members that haven't paid their due through these champions.

Past Activities (Past Reporting Period)

Comments:

On the award nominations; I managed to put forward six nominations for Regional Awards and three for International Awards. I solicited for support or recommendation letters for these nominees. Nominations have been sent to SPE International.

Future Activities

Comments:

More update will be in March board meeting.



Aberdeen Section

Executive Summary
Committee Monthly Report

<i>Committee:</i>	
Continuing Education	
<i>Chair/Submitted by:</i>	<i>Date:</i>
Michael Heaney	19 th February 2010

Specific Issues

Comments:

I attended as a exhibitor at a Commercially run event Production Technology Summit in London.
Some observations and lessons learned that could be applied to how we organise and run events.
Will bring these up for consideration at the next CE meeting

Past Activities (Past Reporting Period)

Comments:

- 1. Artificial lift**
the SPE EUALF (17th / 18th) went pretty well

I had talks with many of the exhibitors and they were pleased with the range , quality and content of the papers; and the quality of the delegates attending.

Some were already talking about the next event
- 2. Progress being made for the next event European Sand management, 10th – 11th March**

Future Activities

Comments:

I have arranged a meeting next week (date to be confirmed) to draft an agenda for next years programme. This will form the basis for the CE committee to discuss



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<i>Committee: YP Committee</i>	
<i>Chair/Submitted by: Abhijeet Kulkarni</i>	<i>Date: 24th February 2010</i>

Specific Issues

Comments: YP Committee meeting for new year is being held on "HOLD" due to absence of most of the committee members (lot of them being away on business/offshore trips). It will be held in the second week of March to sort out all outstanding issues and plan the way forward.

Past Activities (Past Reporting Period)

Comments: (This includes activities for the December-January Period)

- 1. Annual YP quiz night was held on 3rd December (attendance of over 30 YPs + Students)*
- 2. RGU Student chapter inauguration supported by YP was held on 9th December (Attended by 6-7 SPE Aberdeen board members).*
- 3. A meeting was held with Aberdeen University students to re-start the student chapter with YP chair. The details have been forwarded to Jairo.*
- 4. Invitations sent out to YP Committee and members to join CG committee. So far two candidates have been identified.*
- 5. Process to identify candidates for ALP programme is underway.*

Future Activities

Comments:

- 1. Technical dinner meeting to be held in March (awaiting on confirmation from the speaker). It will cover CCS technology*
- 2. Meeting of YP volunteers with CG committee to be arranged once all three candidates are identified*
- 3. ALP to kick-off in early March from consultation with universities*
- 4. Planning for summer sports events in progress (new activities identified)*
- 5. Maria Trujillo and Anthony Onukwu organizing YP workshop for DEVEX 2010*



Aberdeen Section

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Committee Monthly Report

Committee :Another Perspective

Chair/Submitted by: Stephanie Nwoko/Maria Trujillo

Date:17/02/10

Specific Issues

1. - Comments: Our first Technical Presentation to be held on the 7th of April at Douglas Hotel by Maria Jimenez presenting on **The role of coupled Geomechanics – Fluid Flow Reservoir Modelling for Water Injection Performance Prediction**. This presentation is opened to all SPE members, non-members and students.

Fees: Student free, SPE members £5, Non-members £7.

Cost for organising the presentation: £1550

Our Budget: None at the moment

We intend to get sponsorship for the presentation but at the moment none.

2. - Comments: Short Seminar YP & AP titled **“Making the Unconventional Energy resource Conventional”** to be held at Devex 2010.

Fee: SPE members £15, Non-members £20. People registered at Devex free.

Booking will be done through AECC and the capacity for the event is 50 people.

Total cost of the event £3500.

Panellist needed 3, Panellist confirmed 1. Professional moderator has been contacted and negotiations are under way.

We intend to get sponsorship for the presentation but at the moment none.

Past Activities (Past Reporting Period)

Comments:

Calendar are been distributed to companies that have sponsored SPE in their past activities as show of appreciation and strategy to get more sponsors in the future.



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Future Activities

Comments: We are planning to organise a Summer Team building event at the Lochter Activities Centre, Oldmeldrum in May. This is also for all SPE member, non members and students. Prizes will also be awarded to the winning participate (~5 categories). We have looked at the cost and it is very expensive ~£5000, will most likely discard this idea.

So we are thinking of an alternative option which is a Summer BBQ at the WoodBank Hotel and also organising a treasure trail activity before the start of the BBQ. We are looking into the cost of this and payment options.

We would be looking for sponsors for this event.

SPE Treasurer's report: 24th Feb 2010

Highlights

- **Current balance: approx £201,664.55**
- **Total invoices paid since last meeting in September: £82,430.82**

Date	Recipient	Description	Amount
14th January 2010	Foyer Enterprise Limited	CE: Electronic Signatures for Sand Management and EUALF	£29.90
14th January 2010	Prontaprint Aberdeen	CE :SPE ICoTA 09 printing costs	£822.54
14th January 2010	Laing Engineering & Training Services Limited	CE: Training Day during SPE ICoTA well intervention round table 2009	£1,610.00
14th January 2010	Inspire Ventures Limited	SPE Website Training: 8th Jan 2010	£155.26
14th January 2010	Douglas Hotel	SPE YP Meeting 4th Nov, SPE Board Meeting 3rd Nov	£808.25
4th February 2010	AECC	EUALF 2010, ICoTA 09	£53,847.46
4th February 2010	Aberdeen City Council	AP Launch Event	£800.50
4th February 2010	Douglas Hotel	YP Quiz Night, Jan 2010 Board and Evening Meeting	£1,911.00
4th February 2010	Tech Fest: Set Point	Bookkeeping Nov & Dec 2009	£1,115.50
4th February 2010	University of Dundee	Reimbursement of student travel expenses 2008/2009	£890.00
4th February 2010	Diane Wood	Secretarial Services: January 2010	£541.70
4th February 2010	Prontaprint Aberdeen	CE: SPE ICoTA 09 round table printing costs, pre-conference handouts	£34.55
4th February 2010	Loewy/ Team	CE: EUALF and Sand Management Inserts	£6,241.04
4th February 2010	A-line audio visual limited	AV services for SPE Monthly Board & Dinner Meeting: 27th Jan 2010	£352.50
4th February 2010	Hulse Rodger & Co	Profit Share for Smart Energy 09 & Well Abandonment + Expenses	£3,270.62
4th February 2010	DEVEX10 c/o AECC	Start-up funding for DEVEX2010	£4,000.00
5th February 2010	Breakthrough Breast Cancer	Charitable donation to Breakthrough Breast Cancer	£2,000.00
5th February 2010	CCST	Charitable donation to "Canine Concern Scotland Trust"	£2,000.00
5th February 2010	Befriend a Child	Charitable donation to "Befriend a child"	£2,000.00

- Interim profit share payment requested by ICoTA £15,000 + VAT
- Devex 09 final profit share: **£23,561.23 (excluding VAT)**. Wrong figures were presented at the last meeting as an interim payment of £15,000 was omitted
- Paid £2000 each to 7 charities as per the board decision (Caledonia Youth, Samaritans, Grampian Autistic Society, Friends of Raeden, Breakthrough Breast Cancer, Canine Concern Scotland Trust & Befriend a Child). Are there more payments to be made?

Outstanding Aged Debt

- As at 19th November 2009 the outstanding aged debt (before January 2008) amounts to £3,649.38 out of which only the Chevron invoices are currently being chased. Currently awaiting response from Chevron. Another invoice that needs to be added to the list is inv 931 from Salym (£499.38). Contact was made with the individual but we are awaiting response.

Invoice #	Company	Amount	Date invoiced
672	Hydriil	246.75	15/06/2005
725	Team energy	235.00	25/11/2005
853	Chevron	800.00	05/04/2006
885	Chevron	2350.00	01/11/2007
931	Salym	499.38	

- Latest outstanding invoices: **£28,871.38 inc VAT (as at 19th January 2010)**

AOB

- Require board approval for the budgets (as attached). Still require budgets from the Membership Committee
- New Website invoice to the London Section (approx. £6500 revenue still pending)

CONTINUING EDUCATION EVENTS 2009-2010

				Estimated	Estimated	Actual	Actual
Date	Title	Joint (50%/33%)	Venue	Delegates	Profit for SPE	Delegates	Profit for SPE
18-19 Nov 2009	SPE ICoTA 15th European Well Intervention Round Table	ICoTA	AECC	300	£35,000.00		
11th Dec 2009	HPHT Arena 2009	The Geological Society	Kings College, Aberdeen Uni	?	?		
17-18 Feb 2010	EuALF	-	AECC	200	£25,000.00		
10-11 March 2010	4th European Sand Management Forum	Sand Management Network	AECC	150	£10,000.00		
12-13 May 2010	DEVEX	PESGB, AFES	AECC	?	?		
June?	Well Abandonment	-	AECC				
					£70,000.00		£0.00

Hulse Rodger & Co
23.10.09

SAMPLE ABERDEEN MEETING (8 PER YEAR)

Income

Delegate fees (est 40 attendees @ £15 inc VAT))

Sponsorship

NET income NET expenditure

£521.74

£700.00

?

Expenditure

Venue charge : Board meeting refreshments; Meeting food and drink (est 40 attendees)

£600.00

Audio visual: Projector for board meeting; Technician, laptop, projector and sound etc for meeting

£300.00

Credit card processing fee for online bookings (est 5% of online bookings est £400)

£20.00

Speaker gift (bought in bulk in advance)

£23.00

Event management fee part of HR regular retainer fee work

nil

£1,221.74

£943.00

Profit £278.74

Plus £250 if a separate meeting room is required by committee

SAMPLE EDINBURGH MEETING (4 PER YEAR)

Income

Delegate fees (est 30 attendees @£15 inc VAT)

Sponsorship

NET income NET expenditure

£391.30

£600.00

?

Expenditure

Venue charge: Venue cost, Audio visual support, food and drink (est 30 attendees)

£850.00

Credit card processing fee for online bookings (est 5% of online bookings est £300)

£15.00

Speaker gift (bought in bulk in advance)

£23.00

Event management fee (unless brought within HR regular retainer fee work)

£450.00

£991.30

£1,338.00

Loss -£346.70

Assume no sponsorship....

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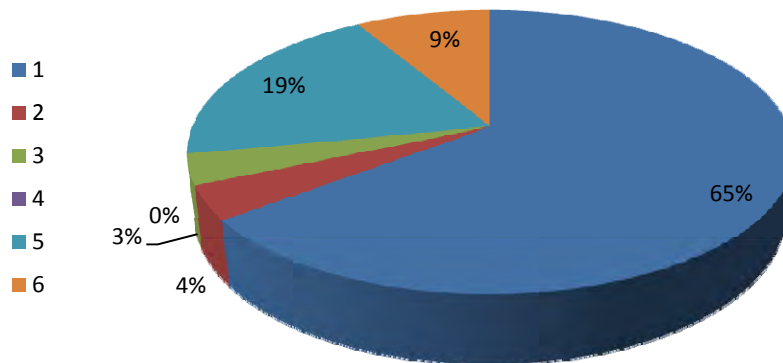
**SPE Aberdeen Section
Student Development Committee**

Pre-Budget 2009/10 (as of Sept 09)

	Detailed Description	Amount (£)	% Total	Cost Breakdown	Anticipated Date	Status	SD Contact
1	University Bursary's	15,000.00	64.650	5*3000	01-Jan-10	pending	Jairo Ching
2	Conferences Support	900.00	3.870	3*300	01-Nov-09	pending	Jairo Ching
3	University Student Chapters start-up	800.00	3.440	2*300	01-Oct-09	pending	Jairo Ching
4	Designated SD Website Owner (Student Assistantship)	-	-	5*10*(£10 p/hr)	01-Oct-09	pending	Jairo Ching
5	Student Chapter Transport to SD and Monthly Meetings	4,500.00	19.390	10*500	01-Oct-09	pending	Jairo Ching
6	University Student Chapters web site start-up	2,000.00	8.620	4*500	01-Oct-09	pending	Jairo Ching

Total Annual Expected SD spend	23,200.00	99.970
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SPE SD Pre-Budget 2009/10



SPE Aberdeen Section
2009/10 CG Pre-Budget (as of 22-01-10)

Total Amount £	%TOTAL	Detailed Description	Cost Breakdown	Anticipated Date	Status	CG Contact
Schools Funding (Budgetary costs)						
£1,500	7.4%	Young Engineers Clubs	£2,450 Proposed by Babs 2008/09 but not spent	1-Jun-10	Proposed	Bab's (TBC)
£450	2.2%	SET-POINT Scotland: Primary Schools Challenge P6 - P7	(New) Sponsorship of Project Materials	1-Feb-10	Proposed	Volunteer?
£5,100	25.2%	SET-POINT Scotland: TechFest - Sep 2010	Family Activity Weekend £2.7K & MadLab £2.4K	1-Sep-10	Committed	Volunteer?
£6,000	29.7%	SET-POINT Scotland: Maths-in-the-Pipeline	As per 2008/09	1-Sep-10	Committed	Colin
£500	2.5%	Pilot costs for 32 kits & 60 Books- Teacher evaluation costs	Kits & Books already supplied by SPE Houston	1-Mar-10	Proposed	Sarita
£3,000	14.9%	Energy4me Kits & DK's Oil and Natural Gas book (Trials)	Kits & Books to support roll-out of project to Schools	1-Mar-10	Proposed	Sarita
£1,200	5.9%	DK's Oil and Natural Gas book to school Libraries	Potential to distribute to Aberdeen Schools	1-Jun-10	Proposed	Alan Dick
£500	2.5%	SPE YP Schools Ambassadors events	Recruitment & training events to enlist YP support	1-Jun-10	Proposed	Sarita
£450	2.2%	Preparing for a career in oil/gas & energy sectors - CTC Workshops	CTC Skills & CV development workshops for pupils	1-Dec-09	Invoiced	Colin
£1,000	5.0%	"Energise your Future" Proposed event for May 2010	O&G Career focused event for senior pupils	1-May-10	Proposed	Colin
£19,700	97.5%	Schools Funding Sub-Total				
Admin						
£500	2.5%	Secretarial Services	10 meeting @ £100/mtg (50/50 Split with CE)	monthly	Proposed	Colin
£500	2.5%	Admin Sub-Total				
£20,200	100.0%	Total Annual Expected CG Spend				

NOTE:- 2008/09 Budget was £13,600

NOTE :- Key activities of CG will involve Volunteers time and enthusiasm so no direct costs are associated

NOTE :- Depending on funds available within SPE Aberdeen Branch, the CG Committee would also propose an additional £5,000 standby budget facility to support justified expenditure on Schools activities not currently identified.

Books (Shipping costs not included)

- 1 to 15 - \$16 USD each
- 15+ - \$10 USD each
- 300+ - \$9 USD each
- 600+ - \$8 USD each

Kits (Shipping costs not included)

- 1 to 4 - \$30 USD each
- 5+ - \$27 USD each
- 10+ - \$24 USD each

9 kits - \$216 USD + \$50 shipping = \$266 USD

25 kits - \$600 USD + \$150 shipping = \$750 USD (Possibly could be split with London and Gt Yarmouth Sections since Opito also wants to reach schools in England.)

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**SPE Aberdeen Section
Membership Committee**

Pre-Budget 2009/10

	Detailed Description	Amount (£)	Anticipated Date	Status
1	Champion Event	600.00	Mar-10	pending
2	Champion Event	600.00	May-10	pending
4	Champion mini conference (motivational and Inspirational) - Strategy for 2010/2011	1,300.00	Aug-10	pending
Total Annual Expected Membership Committee to spend		2,500.00		



<i>Committee:</i>	
Programme Committee	
<i>Chair/Submitted By:</i> David Liddle	<i>Date:</i> February 2010

Specific Issues

<i>Comments:</i>
<ul style="list-style-type: none"> • May have an issue with March as speaker as just pulled out, but working and hopeful of last minute replacement. • Need a topic for April – desperately!

Past Activities (Past Reporting Period)

<i>Comments:</i>
<ul style="list-style-type: none"> • Last meeting of Programme Committee held on 19 Feb 2010 (limited attendance).

Date	Event	Attendance
28 Oct 09	3D/4D Reservoir Geomechanics for Field Management and Well Construction.	74
25 Nov 09	Well Integrity Challenges.	70
27 Jan 10	A decade of formation testing. Mohamed Hashem, Shell (Distinguished Lecture)	72

Future Activities (Next Quarter)

<i>Comments:</i>
<ul style="list-style-type: none"> • Still working on lunch sessions with an operator, expect to have at least one (if not two) by end of current session. • The events below (Aberdeen unless otherwise stated) are for the next quarter.

Date	Event	Current Status
24 Feb 10	Drilling Automation. Walt Aldred, Schlumberger Cambridge Research	Planned Sponsors: Seawell
24 Mar 10	Production Optimization: How can we get the oil we should be getting? Sandy Williams, ALP Limited	Change of topic and speaker TBA
17 Mar Edinburgh	Water Management: Some simple diagnostic methods. Jon Elphick, Schlumberger.	Planned Sponsors: TBA
28 Apr 10	No topic as yet	Not Planned
26 May 10	Ways to successfully reduce well blowouts. Otto Alcantara, Petrobras (Distinguished Lecturer)	Planned Sponsors: TBA



Aberdeen Section

Executive Summary
Committee Monthly Report

Committee:

Chair/Submitted by:
Colin Black CG Chairman

Date:
15/02/10

Specific Issues

Comments:

Updated CG Committee :-

- CB- Colin Black – Chair - Optima
- SMW - Sarita McVicar Wright - Vice Chair – Schlumberger
- FR - Farisha Ragbirsingh – YP Rep – Eclipse Petrotech
- TE- Timothy Ebare – BP
- YP- YP Rep x 3 TBC
- AP- AP Rep x 2 TBC
- II - Ibrahim Ismail – RGU, President SPE student chapter
- LC -Linda Cowie – Aberdeen City Education - School's liaison specialist.

There are many CG Schools activities ongoing , however below is an executive summary :-

1. Objective – Embed SPE & Energy4me in Schools curriculum
 - Review Kits with Schools – Ongoing SMW / LC
2. Objective – Establish a Co-ordination team for Schools activity (Involve YP/AP members)
 - Recruitment ongoing (Abhijeet has sent email to YP / AP members)
3. Objective – Create a Standard SPE CG presentation template & material
 1. Template created with support from OPITO - Further develop SMW/TE
 2. Energy4me kit and videos available
4. COGeS (Careers in the Oil, Gas & energy Sector) – Next meeting TBC
5. SPE/ICOTA Careers event to be planned - TBC
6. Technology Showcase in September ITF - establish CG support potential - TBC
7. CG webpage – Action TBC
8. Tech fest September 5-12th CG SPE involvement. - TBC
9. Math's in the pipeline. SPE Ambassadors - TBC
10. North Sound Oil & Gas Quiz – Potential for SPE to sponsor £2,000 and hold recording at Chevron which could be attended by CG/YP members
 1. Action SPE Board – Is this good value for CG funds?
11. New Item – Careers presentation to St Machar – Jeb to provide further details.
12. “All-Energy” Conference – CB facilitating a Teachers event along with EI - TBC

Past Activities (Past Reporting Period)

Comments:

SPE Sponsored CTC Careers Workshop at Kincorth 04/02/10

17 x 15yr old pupils (CB - SPE CG)

Evaluations and averages on before and after (all based on a 1-5 scale where 1= low and 5= high)

Knowledge and awareness	before today	after today	variation
- Industry sector	2.07	4.29	+2.22
- Sponsoring company	1.86	4.00	+2.14
- Knowing yourself (Buzz)	2.38	4.86	+2.53
- Market yourself (CV)	2.07	4.50	+2.43
- Interview skills	1.64	4.00	+2.36
- Assessment centres	1.31	3.92	+2.61

Key Deliverables :-

At the start of the workshop pupils found it difficult to express their personal statements, Technical & personnel skills.

At the end of the workshop mock interviews were held and pupils were able to present themselves well in a focused & positive manner.



Future Activities

Comments:

- CTC Careers Workshop at Kemnay 17/03/10 – Sarita & Timothy
- SPE Global Energy Information Committee / www.Energy4me.com
 - Teleconf meeting 25/02/10 – Action Colin Black.
- CG Meeting TBA in March
- Inverurie & Kemnay Academy Career Evening 11th March – II & CB

Tuesday February 9th 2010**PROPOSAL TO SOCIETY OF PETROLEUM ENGINEERS
'MATHS IN THE PIPELINE' 2010****BACKGROUND**

'Maths In The Pipeline' is a full day of workshops and challenge for S4 students based on the applications of mathematics in the oil and gas industry. This event was designed in 2004 by TechFest-SetPoint with industry professionals and university lecturers. The SPE has sponsored one annual day of Maths In The Pipeline for Aberdeen and Aberdeenshire schools since 2004.

Throughout this period Maths In The Pipeline has received excellent evaluations from students and teachers. The students enjoy working alongside real industry professionals who use maths on a daily basis for their jobs. They increase their knowledge of the oil and gas industry substantially and realise the variety of careers available. The teachers return to school well equipped with material and further knowledge for the classroom.

DEVELOPMENT PROPOSAL

To continue and extend the reach of Maths in The Pipeline to existing and new areas it is proposed to use funding from the SPE as follows:

Towards (existing area):

1. 1 day for Aberdeen and Aberdeenshire schools - £2.5K.
Sponsored by SPE. Supported by BP. Covering 54 pupils from approx 9 schools.

Towards (new areas for 2010):

2. 1 day for Dundee and Angus schools - £1.1K.
Joint sponsor with Scottish Government . Covering 54 pupils from approx. 14 schools
3. 1 day for Perth & Kinross and Angus schools - £1.1K.
Joint sponsor with Scottish Government . Covering 54 pupils from approx. 15 schools
4. 1 day for Western Isles schools - £1.3K
Joint sponsor with Highlands & Islands Enterprise. Covering 54 pupils from 12 schools.

VENUES

In each case a business-like venue will be sought with the potential of receiving support towards venue costs and catering from the host organisation.

SCHOOLS

It is anticipated each day would cater for 54 students with teachers and would involve a number of different schools.

DELIVERY

TechFest-SetPoint would source and brief appropriate workshop presenters and mentors and provide material for each day.

DATES

Suitable dates, where possible within the coming academic year, would be arranged for each geographical area to optimise both the availability to schools and the level of industry support.

SPONSORSHIP BENEFITS

Sponsorship of TechFest-SetPoint's Maths In The Pipeline offers an innovative and exciting way to be involved with a high profile event linked to the Curriculum For Excellence. The following Benefits Package can be tailored to your needs including:

ACKNOWLEDGEMENTS

- SPE logo, " sponsored by " and forward on the front page of Maths In The Pipeline Programme and Schools Information Sheet.
- SPE logo to feature on the front cover of each schools presentation folder
- Sponsors recognition in TechFest-SetPoint's Annual Review.
- Sponsors logo featured on www.techfestsetpoint.org.uk

ORGANISATION'S VISIBILITY

- SPE's brand displayed at the event
- Sponsors own pop-up banner displayed at each event
- Sponsors promotional material displayed at each event
- PR
- TechFest-SetPoint and their PR agents will work closely with the SPE to maximise PR opportunities for this event. A PR proposal can be made available on request.
- Sponsors invitations to the event
- Sponsors staff participation at MITP (subject to STEM Ambassador status approval)

FINANCIAL SUPPORT

The financial support to cover the above would be £6,000.

Vivien Ellins
STEM Co-ordinator
Tel: 01224-274189 Email: vivien.ellins@abdn.ac.uk



<i>Committee:</i>	
Communications	
<i>Chair/Submitted by:</i> Ian Phillips	<i>Date:</i> February 2010
Specific Issues	
<ul style="list-style-type: none"> SPE Aberdeen Section approval is requested to the formation of a joint SPE Aberdeen / London Communications Management Committee to manage the jointly owned "SPE Review" magazine and www.spe-uk.org website. The proposed Terms of Reference have been developed by the individuals nominated to the Committee, and are attached. 	
Past Activities (Past Reporting Period)	
<ul style="list-style-type: none"> The three Aberdeen members of the proposed joint SPE Communications Management Committee are Ian Phillips, Gbenga Oluyemi and Mohammad Khan. These three Board members participated in telephone conferences and e-mail discussions to develop the committee Terms of Reference (see above) The same team is also working with London colleagues to develop a contract with M&M Media, who will take over publishing SPE Review from the May edition. Key principles are <ol style="list-style-type: none"> M&M to handle all aspects of producing SPE Review (as Loewy currently do) M&M to sell advertising for SPE Review and the website M&M to have a "lead contractor" role in maintaining the website – working with the SPE Communications Management Committee, other contractors and volunteer Board members 	
Future Activities	
<ul style="list-style-type: none"> Target is a finalised M&M contract by end February 2010 Manage the transition of SPE Review from Loewy to M&M Media Begin to redesign the website to streamline it, add functionality and generally improve it. 	

SPE UK Communications Management Committee

Description and Purpose

The new SPE UK Communications Management Committee is a joint committee of the SPE Aberdeen and London sections, made up of 3 representatives of the SPE Aberdeen Section and a further 3 representatives of the SPE London Section.

The Committee is tasked with managing all aspects of joint communications matters including

- the ongoing creation, printing and distribution of the SPE Review magazine, including management of the 2010 change of contractors.
- the ongoing management and development of the jointly owned website www.spe-uk.org
- The increased integration of "SPE Review" and www.spe-uk.org
- Identifying other communications opportunities that benefit the two section.

Committee Composition

The committee shall comprise 3 Directors from each of the SPE Aberdeen and London sections. The initial membership is set out below :-

<i>London Section</i>	<i>Aberdeen Section</i>
<ul style="list-style-type: none"> • Co-chair – Renu Gupta (rgupta@guptaenergy.com) • SPE Review – Jonathan Calvert (jonathan.calvert@jps-consultants.com) • Website – Colin David (Colin.David@eu.weatherford.com) 	<ul style="list-style-type: none"> • Co-chair – Ian Phillips (ian.phillips@CO2DeepStore.com) • Mohammad Khan (Mohammad.Khan@premieroilfield.com) • Gbenga Oluyemi (g.f.oluyemi@rgu.ac.uk)

Committee Authority and Reporting

The SPE UK Communications Management Committee reports to the Boards SPE Aberdeen Section Board and the SPE London Section Board. The Committee

- Is required to submit an annual Communications Budget to the two Boards in October each year for approval in November.
- Is required to submit a report to each Board at monthly Board meetings. The report is to summarise activity in the relevant period. Each quarter the report is to include a summary of all income and expenditure. Each quarter submits a financial summary to each Board with breakdown of all income and expenditure.
- May commit the two Boards to any expenditure that is included in an approved Budget.
- Has the authority to commit the two Boards to any new or unplanned expenditure associated with the "SPE Review" magazine or the website www.spe-uk.org up to a maximum value of £5,000 in any one budget year. These funds are to be budgetted as "contingency" within the combined website and "SPE Review" Budget to be submitted to the two Boards for approval each year.

2010 workscope

Short term transition management

SPE Review is currently produced by “The Team”, a London based creative consultancy. Their last edition will be the April 2010 issue of SPE Review. From May 2010 the magazine will be produced by M&M Media, and Aberdeen-based journalism and publishing company.

Action	Description	Current status (12 February 2010)
1	Inform the Team of our intention to terminate their contract, including serving formal notice to terminate the contract.	Done.
2	Inform M&M that they have been awarded the contract.	Done New contract being drafted (see Action 4)
3	Create a joint committee to manage the transition period	Done
4	Drafting the new M&M Media contract <ul style="list-style-type: none"> • Produce the most possible detailed contract document to be endorsed by both boards • Using the current Loewy contract as a basis, draft the new contract • Ensure contract has the flexibility to accommodate the uncertainties associated with advertising revenues and thus deliver an affordable product • Manage the transition period smoothly and maintain good relationships with all parties. 	Being drafted by Ian Phillips in consultation with the Committee Co-chair Renu Gupta and members. Target completion date is 1 st March 2010
5	Assist M&M through the transition from Loewy and the production of the first edition in May 2010	

Medium term activity

The Committee is tasked with

- Ongoing management and support of M&M Media as they settle in to producing SPE Review.
- Identifying potential integration between “SPE Review” and the website. In particular the committee should consider improved use of SPE Review articles in the website (currently simply a PDF file of the magazine)
- Reviewing and if appropriate redesigning the website including
 - Incorporating proposals identified above.
 - Identifying the detailed requirements of the two Boards
 - Specifying the changes required to the current website
 - Ensuring the implementation of the planned changes
- Consideration of any other communications opportunities that arise and which may benefit both Sections.
This may include reviewing and possibly changing the detailed arrangements for e-mail newsletters by each Section.