

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.