



# **Risk Engineering Energy Forum**

## **Articles of Association**

### **Article I – Purpose**

1. The Risk Engineering Energy Forum (REEF) will promote risk engineering of Energy (oil, gas and petrochemical related) operations and facilities.
2. The REEF mission is to expand and share Energy risk engineering knowledge, loss lessons learned and industry best practices.

### **Article II – Roles and Responsibilities**

1. REEF draws its participants from the Energy industry. Participants include representatives from insurers, brokers, risk management, process safety, fire service and other relevant risk engineering related disciplines.
2. REEF does not have any parent or subsidiary organizations and is not accountable to other organizations.
3. REEF meeting dates are determined by the Steering Committee. Meeting target dates are the first business Friday of each quarter. Meetings will normally be approximately 2 to 3 hours in length.
4. REEF meetings will be structured to include:
  - Introduction and safety moment
  - Review of previous action items (if any)
  - Technical topic presentations and round table discussions
  - Loss lessons learned
  - New action items (if needed)
5. The REEF meeting Host is responsible for the following:
  - b. Providing an adequate meeting facility
  - c. Introduction and facility safety briefing



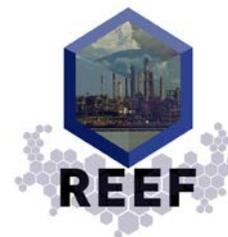
6. The REEF meeting Coordinator is responsible for the following:
  - a. Organizing REEF meeting content including industry developments, discussion topics, presenters, presentations, etc.
  - b. Delivering a meeting outline to the Secretary at least 45 days prior to next scheduled meeting
  - c. Arranging and paying for catering at the meeting
  - d. Presenting the safety moment at start of meeting (~2 minutes in length)

The REEF meeting Coordinator role is voluntary and will rotate amongst active REEF participants. If there are no volunteers for the Coordinator role, the responsibility for this role will fall to the members of the Steering Committee. An alphabetical rotation through the list of Steering Committee members will be followed to fill the Coordinator role.

7. REEF Secretary
  - a. Invites participants, coordinates meeting dates
  - b. Distribution of meeting agenda at least 30 days prior to the next REEF meeting
  - c. Documents attendance, meeting points of interest, action items and circulates this information in the REEF meeting minutes within 15 days of the meeting
  - d. Maintains the REEF email distribution list
  - e. Maintains the REEF profile in LinkedIn
  - f. Identifies the next REEF meeting date, location and meeting Coordinator

## **Article III – Administration**

1. The administration of REEF is overseen by the Steering Committee. The Steering Committee is comprised of representatives from the Energy industry. This may include representatives from insurers, brokers, risk management, process safety, fire service and other relevant risk engineering related disciplines.
2. The Steering Committee will have a maximum of 7 representatives. The Steering Committee members include Allianz, American International Group (AIG), Baker Risk, Lockton, Occidental Petroleum, Starr Tech and Swiss Re.
3. Any Steering Committee representative who is unable to perform the duties or repeatedly fails to attend meetings without proper apologies will be deemed to have resigned their participation from the Steering Committee. The Steering Committee will then select a new representative from the active REEF participants.
4. The composition of the Steering Committee will be reviewed annually at the first REEF Steering Committee meeting of the year. When necessary, the Steering Committee will select new Steering Committee participants from active REEF participants.
5. Amendments to these Articles of Association will be reviewed and approved by the Steering Committee.



## **Article IV - Anti-Competition Policy**

1. REEF and its participants are fully committed to effective and fair competition in all markets. REEF will not allow its meetings, organization or facilities to be used for, or appear to be used for any illegal or anti-competitive purposes.
2. REEF and its participants will not engage in discussions of any commercially sensitive topics or endorse any business practice which is anti-competitive in nature. For example, but not limited to:
  - a. Specifically named insureds, clients and/or companies
  - b. Underwriting ratings, wordings or policy conditions, discounts, commissions, price increases, targeted clients or markets, or any other commercially sensitive business terms, business strategies or methods of conducting business applicable to either specifically named insureds or to the market as a whole.
  - c. Individual claim handling strategies
  - d. Any form of direct or indirect endorsements, or marketing of specific products, or products manufactured by any particular company or organization.
3. REEF is fully committed to holding open discussions about a wide range of risk engineering topics. All REEF participants are encouraged to offer their opinions and participate in promoting risk engineering best practices. No REEF member will be held responsible and/or liable for information exchanged at these meetings. Promulgation and dissemination of information acquired in this forum is strictly left at the discretion of each REEF participant. It is the responsibility of each REEF participant and attending guest to ensure that the application of such information outside the forum is applied in a manner that is consistent with the law and their company standards and practices. The responsibility for the adequacy and adherence to company standards and practices for the application of information obtained during REEF meetings resides solely with each member.