

# COUNCIL POSITIONS

- Council Secretary
- Council Treasurer
- Publicity Chairman
- Membership Chairman
- Student Affairs Chairman
- Audit Standing Committee



## Council Positions

### Council Secretary

- ✓ Manage council secretariat
- ✓ Develop and issue terms of reference for committees
- ✓ Coordinate and issue business plan, including delivery tracking of council activities and events
- ✓ Manage communication with all SPE internal organs

## Council Positions

### Council Treasurer

- Accountable for managing finances
  - ✓ Handle cash accounts and deposit accounts
  - ✓ Funds receivables
  - ✓ Coordinate all financial transactions
  - ✓ Reporting financial status, as at when due
  - ✓ Lead funds recovery effort

## Council Positions

### Publicity Secretary

- ✓ Develop strategy for SPE-NC's communications, protocols and relations
- ✓ Manage publications and dissemination of information to public through print, electronic and social media
- ✓ Role as single point accountable person for managing communications, protocols, media services, as well as oversight on SPE awards & recognitions, sponsorships and exhibitions activities



## Council Positions

### Membership Chairman

- ✓ Drive the increase and retention of SPE membership in Nigeria
- ✓ Share information on membership issues across sections
- ✓ Coordinate members' welfare issues and YP development activities
- **YP development activities**
  - ✓ Encourage cross-sectional YP activities
  - ✓ Organise dedicated training on leadership and soft skills (latch onto SPE-I soft skills programme)
  - ✓ Latch more strongly onto SPE-I's mentorship programme to develop our YPs



## Council Positions

### Student Affairs Chairman

- ✓ Accountable for successful delivery of students' related activities and events
- ✓ Member of committee to draw up guidelines and criteria for hosting of STSE
- ✓ Work with students affairs sub-committee and Technical standing committee to agree details of students programmes for STSE and NAICE events
- ✓ Provide guide and support to sections and student chapters on opportunities and important information from SPE-I
- ✓ Coordinate the integration, collaboration of activities across students chapters in Nigeria
- ✓ Develop guidelines for managing students' representations outside Nigeria, including pre-event coaching for students representing Nigeria at international events.



## Council Positions

### Audit Standing Committee

The Audit Committee is responsible for assisting the Council in discharging its responsibilities for monitoring the integrity of the Organization's Financial Statements and the effectiveness of the systems of internal controls and to monitor the effectiveness, performance and objectivity of the External Auditor

Audit committee engagement with External Auditor:

1. Discuss and agree with the Auditors the audit plan, coverage, risk areas from planning to conclusion
2. Have half-yearly meeting to discuss and provide insight into the Society's Financial reports and Financial statements, internal controls, Financial Reporting environment.
3. Facilitate the implementation of approved Council's audit recommendations
4. Review any key audit matters or difficulties and management's responses
5. Evaluate External Auditor performance and value Added
6. Advise the Council or the Chairman of the Council, on any questions relating to the Financial Affairs of the Organization



# SPECIAL COMMITTEE

- Technical Excellence Committee
- We Appreciate You (WAY) Committee
- Professional Development Committee
- SPE Cares
- OLEF 2021 Committee
- Council Tenders Committee (CTC)
- Ethics & Compliance Committee (ECC)
- Special Project Committee
- The Young Shall Grow Committee
- Our Women Our Pride
- Committee of Heads of Petroleum Engineering Depts. (CHPED)





## Special Committee

### Technical Excellence Committee

- ✓ To coordinate and drive Distinguished Lecturer (DL) nominations of suitably qualified Nigerian Petroleum Engineering Professionals
- ✓ To create and drive the awareness of issues relating to plagiarism in the process of ensuring that global academic standards are maintained across the industry.

## Special Committee

### Ethics & Compliance Committee (ECC)

- ✓ To develop and own an Ethical Policy Framework and to recommend to Council such modifications as from time to time are deemed necessary.
- ✓ To develop and oversee the review, modification and production of the SPE Nigeria Codes of Practice and Guidance Handbook which form an integral part of the SPE Nigeria Council Ethical Policy Framework.
- ✓ To ensure adequate training of SPENC staff is provided to maximize the effectiveness of the Ethical Policy Framework.
- ✓ To receive unresolved ethical issues relating to any area of the business of the Society. Such issues may result either from challenges to existing activities or as part of the process of approval of planned activities.
- ✓ The Chair will ensure that the ethical issues raised in 4 are progressed in accordance with SPENC strategy and are:
  - resolved, wherever possible, by delegation to a responsible officer of the Society at Standing Committee level, Program Sub-Committee level, Section level or Chapter level, or
  - escalated to a Council meeting for resolution, or,
  - in cases deemed exceptional by the Chair, investigated under the guidance of the responsible standing committee and then passed to Council for final resolution.
- ✓ To consider and approve the use of specific generic protocols for regular activities.
- ✓ To provide minutes to Council to ensure appropriate scrutiny of its decisions.
- ✓ To meet at least once in each Council year.



## Special Committee

### We Appreciate You (WAY) Committee

- ✓ focuses on awards and recognition of contributions to the industry in various areas of endeavour including service, technical achievements and advocacy



## Special Committee

### Special Projects Committee

- ✓ To advise Council on long-term investment projects; this includes providing guidance and recommendations during pre-feasibility and feasibility stages of various projects.
- ✓ To oversee due diligence processes prior to recommendations being made for Council's approval.
- ✓ To oversee the planning and coordination of projects.
- ✓ To increase overall awareness of the impact and benefits of projects; such projects may include in the first instance:
  - Commencement of the Energy House Project
  - Other real estate investments
  - SPE documentary
  - SPENC R&D efforts
  - Framework for significant hiring – Executive Secretary, Sections Liaison Officer



## Special Committee

### Professional Development Committee

- ✓ To collaborate with groups such as the Petroleum Training Institute (PTI), Petroleum Technology Development Fund (PTDF), Petroleum Technology Association of Nigeria (PETAN) and Nigerian Content Development and Monitoring Board (NCDMB).
- ✓ To create opportunities for members in transition (MIT) and corporate bodies.
- ✓ To donate/provide training man-hour for SPE competence intervention programs.



## Special Committee

### Our Women Our Pride

- ✓ To promote and increase women participation in leadership roles in various facets of the oil and gas industry in Nigeria

## Special Committee Young Shall Grow

- ✓ To focus on Young Professionals and Student member activities as well as propagating SPE's Energy4Me involvements across Sections in Nigeria

## Special Committee

### CHPED

- ✓ Nominate members to serve as Judges of technical sessions at NAICE.
- ✓ Nominate members to officiate at SPENC annual student program.
- ✓ As resource persons for SPENC Professional Development and training programs.
- ✓ Participation in SPENC Student Programs.





## Special Committee

### SPE Cares

- ✓ To manage and coordinate members' celebrations as well as empathize with members during moments of grief.



## Special Committee

### Council Tenders Committee (CTC)

The Tender Committee is responsible for reviewing tenders, expressions of interest or other means of procurement in excess of the Councils procurement threshold

- ✓ Ensures that the procurement of materials and resources has been undertaken within the current budget constraints
- ✓ Review the budgets and assessments undertaken by Sub-Committees for all tender and where required:
  - Request supporting documentation, more information or clarification if necessary;
  - Query discrepancies;
- ✓ Review recommendations provided by sub-committees for all tender processes and where required amend, reject or endorse any recommendation(s);
- ✓ Consider matters relating to the efficiency and effectiveness of the sub-committee activities; and
- ✓ Provide recommendations to the Council Chairman.

# FINANCE STANDING COMMITTEE

- Sponsorship Sub-Committee
- Exhibition Sub-Committee



# Finance Standing Committee

## Sponsorship Sub-Committee



SN	Deliverables	Due date	Status	Progress remarks
1	Update list of traditional and non-traditional sponsors	December 7, 2020	<input type="radio"/>	-
2	Generate and issue sponsorship letters to traditional sponsors – OLEF, NAICE, STSE	December 31, 2020	<input type="radio"/>	
3	Finalize design of Sponsorship Commitment Form	December 31, 2020	<input type="radio"/>	-
4	Firm up contract/engagement with ISP, Airline Partner, Shipping Partner	December 31, 2020	<input type="radio"/>	-
5	Get CTC approvals for the contracts/budget	Feb 17, 2021	<input type="radio"/>	-
6	Firm up design and order of NAICE 2021 conference bags	July 2021	<input type="radio"/>	-
7	Firm up order of NAICE 2021 lanyards and pens	July 2021	<input type="radio"/>	
8	Sponsors - payment of pledges, invoicing process, follow up	July 2021	<input type="radio"/>	
9	Compile list of Sponsor Organization Complimentary Delegates and register them for NAICE	December 2020 - August 2021	<input type="radio"/>	
10	Engagement with sponsors	July 30 2021	<input type="radio"/>	
11	Personal Contact Details - Sponsorship/ Exhibition/ Award - Obtain contact details to smoothen registration	July 30 2021	<input type="radio"/>	
12	Sponsors/ Exhibitors - payment of pledges	Dec 2020 – Aug 2021	<input type="radio"/>	



# Finance Standing Committee

## Exhibition Sub-Committee

- Completed/good to go
- In Progress
- Delay/Challenges
- Not Due

S/No	Deliverables	Due date	Status	Progress remarks
1	Issue appointment letters to committee members	Nov. 2020	<input type="radio"/>	In progress
2	Close out exhibition map	Nov. 2020	<input type="radio"/>	In progress
3	Issue call to exhibit	Dec. 2020	<input type="radio"/>	In progress
4	Budget submission & obtain CTC approval	Dec. 2020	<input type="radio"/>	
5	Sale of exhibition space and submission of Company Profile submission	Jan - Aug, 2021	<input type="radio"/>	
6	Issue Exhibition Manual for web upload	Feb, 2021	<input type="radio"/>	
7	Engage Vendors	March, 2021	<input type="radio"/>	
8	Define booth judging criteria	April. 2021	<input type="radio"/>	
9	Secure raffle drum and décor for exhibition opening	April, 2021	<input type="radio"/>	
10	Close-out security points with security	May, 2021	<input type="radio"/>	



# Finance Standing Committee

## Exhibition Sub-Committee

- Completed/good to go
- In Progress
- Delay/Challenges
- Not Due

S/No	Deliverables	Due date	Status	Progress remarks
11	Compile complimentary exhibitors	June, 2021	○	
12	Exhibition booth construction	June. 2021	○	
13	Update conference app for 2021	June, 2021	○	
14	Close-out exhibition VIP tour route	July. 2021	○	
15	Provide Certificates to exhibitors	August, 2021	○	
16	Handle comms with exhibitors	Jan – Aug., 2021	○	
17	Bring down of booths in Lantana hall for dinner (plan & execute)	August, 2021	○	
18	Announcement of results	August, 2021	○	
19	Preparation of NAICE 2021 Final Exhibition Report	August, 2021	○	



# AUDIT STANDING COMMITTEE

- Awards Sub-Committee
- Critical Review

# Finance and Audit Standing Committee

## Awards Sub-Committee



SN	Deliverables	Due date	Status	Progress remarks
1	Share nomination template for SPE Regional and International Awards	09-Nov-19	○	-
2	Engage section chairs, on the committee's plans for regional and international awards, including nominations, eligibility criteria, timelines etc.	16-Nov-19	○	-
3	Collate tentative list of all Nominees.	23-Nov-19	○	-
4	Contact Nominees for supporting data (to be done by section rep and nominator)	10-Dec-19	○	-
5	Kick Off (Framing) Meeting	10-Dec-19	○	-
6	Define Input (and weighting of selected) Criteria	21-Dec-19	○	-
7	Review Sections submission and Interview nominated candidate to close gaps	12-Jan-20	○	-
8	Publish results via Social Media and SPE WAY website	26-Jan-20	○	-
9	Present Final Nomination at the January Council Meeting	26-Jan-20	○	-
10	Secure Award Partners/Sponsor	26-Jan-20	○	-
11	Submit nominations through SPEI portal	9-Feb-20	○	-
12	Setup Review Panel	28-Feb-20	○	-





# Finance and Audit Standing Committee

## Awards Sub-Committee



SN	Deliverables	Due date	Status	Progress remarks
13	Open up nomination/self-nomination via the SPE WAY website	28-Mar-20	○	
14	Conclude budget and CTC approvals	30-Mar-20	○	
15	Begin Nomination Process (via Email Broadcast)	30-Mar-30	○	
16	Firm up vendors and order awards	27-Apri-20	○	
17	Secure resource persons for Awards	27-Apri-20	○	
18	Close nomination Portal and hand over to Review Panel	31-May-20	○	
19	Close Nomination Portal, Clean Data and Submit to Judges	31-May-20	○	
20	Judges conclude review and select Award Winners	13-Jun-20	○	
21	Collate results and notify Top 4 under 40 professionals via email	15-Jun-20	○	
22	Ensure awardees are informed	15-Jun-20	○	
23	Obtain delivery of awards	27-Jun-20	○	
24	Present awards at NAICE	Aug 2021	○	
25	Present token gift to Top 4 under 40 professionals at NAICE 2021	Aug 2021	○	



# Finance and Audit Standing Committee

## Critical Review Sub-Committee



SN	Deliverables	Due date	Status	Progress remarks
1	Ensure issues raised during 2020 NAICE are transmitted to all sub-committees	Dec. 21, 2020	<input type="radio"/>	
2	Develop a Critical Review report as reference material for the 2021 Conference	Feb. 15, 2021	<input type="radio"/>	
3	Follow up on implementation of recommendations From review of NAICE 2020 by sub-committees	End April 2021	<input type="radio"/>	
4	Ensure various sub-committee 2021 budgets are within Council recommended benchmarks	End April 2021	<input type="radio"/>	
5	Develop Critical Review Report for OLEF	End April 2021	<input type="radio"/>	
6	Assign sub-committee / council members to capture highlights / lowlights and communicate type notes in events	March and August 2021	<input type="radio"/>	
7	Compile highlights / lowlights and communicate type notes	March and August 2021	<input type="radio"/>	
8	Publish NAICE 2021 Communique	End August 2021	<input type="radio"/>	

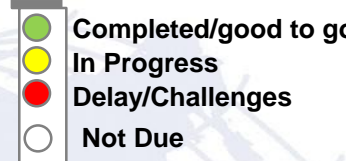


# MANAGEMENT & SERVICES STANDING COMMITTEE

- Secretariat Sub-Committee
- Venue, Facilities & Hospitality Sub-Committee
- Family Program Sub-Committee
- Accommodation and Logistics Sub-Committee
- Health Safety & Security Sub-Committee

# Management & Services Standing Committee

## Secretariat Sub Committee



SN	Deliverables	Due date	Status	Progress remarks
1	Complete registration software setup	Dec 2021	○	
2	Secure conference rates, and discounts regime approval	Dec 2021	○	
3	Commence vendors engagements	Dec 2021	○	
4	Secure budgets approval	Jan 2021	○	
5	Order conference bags(Sponsorship action, secretariat to follow up)	Feb 2021	○	
6	Open online registration for early bird	April 2021	○	
7	Request group registration list from companies and others 2 months to close of discount period	April 2021	○	
8	Close early bird registration and open normal rate online registration	May 31, 2021	○	
9	Prepare signage's, apps, QR codes for downloads, conclude live streaming deal and setup site	Jun 15, 2020	○	
10	Agree onsite registration layout plan, space requirement, and onsite support roles	Jun 25, 2020	○	
11	Compile and send conference publication content for printing	Jun 27, 2020	○	
12	Sign contract with vendors	Jun 28, 2020	○	
13	Deploy signage's, apps, QR codes for downloads, conclude live streaming deal and setup site ready for streams	Jul 26, 2020	○	
14	Close online registrations	Jul 26, 2020	○	
15	Open onsite registrations - 14:00 hours	Aug 2, 2020	○	



# Management & Services Standing Committee

## Venue, Facilities & Hospitality Sub Committee



S/No	Deliverables	Due date	Status	Progress remarks
1	Identify and send appointment letters to committee members	Nov. 2020	<input type="radio"/>	
2	Carry out the pre-conference complete on paper with entire venue	Dec. 2020	<input type="radio"/>	
3	Carry out venue inspection	Jan. 2021	<input type="radio"/>	
4	Get/Review/accept contracts/pre-conference	Feb. 2021	<input type="radio"/>	
5	Establish/communicate TORs/KPIs to committee members on their roles	Feb. 2021	<input type="radio"/>	
6	Get CTC approvals for the contracts	Feb. 2021	<input type="radio"/>	
7	V F&H request from other sub-committees	Feb. 2021	<input type="radio"/>	
8	Carry out 1 <sup>st</sup> installment payment to Eko hotel	March, 2021	<input type="radio"/>	
9	Food/Beverage menu	March, 2021	<input type="radio"/>	
10	1st instalment payment for Décor & entertainment consultant etc	March, 2021	<input type="radio"/>	



# Management & Services Standing Committee

## Venue, Facilities & Hospitality Sub Committee



SN	Deliverables	Due date	Status	Progress remarks
11	Confirmation from all committee members of their availability at NAICE 2021	May, 2021	○	
12	Get complimentary rooms from Eko hotel	May, 2021	○	
13	Carry out 2 <sup>nd</sup> installment payment to Eko hotel	May, 2021	○	
14	Ensure a workable backup generator, UPS, PA system etc	June, 2021	○	
15	Venue – waiting room for resource persons/attendees	June, 2021	○	

# Management & Services Standing Committee

## Family Program Sub Committee



SN	Deliverables	Due Date	Status	Progress Remarks
1	Develop the program of events	December 21, 2020	○	
2	Firm up contractors to use	December 28, 2020	○	
3	Finalize on budget	January 31, 2021	○	
4	Secure CTC / Council budget approval	February 15, 2021	○	
5	Firm up on companies to visit and the resource people to use	February 20, 2021	○	
6	Develop and circulate fliers and other publicity materials	March 30, 2021	○	
7	Confirm logistics	June 30, 2021	○	

# Management & Services Standing Committee

## Accommodation and Logistics Sub Committee



SN	Deliverables	Due date	Status	Progress remarks
1	Inform ALL committees to send their ALS requirements	Dec. 14, 2020	○	
2	Engage and discuss discounts with hotels & logistics providers	Feb. 01, 2021	○	
3	Finalize with selected vendors and make reservations for delegates use	Feb. 05, 2021	○	
4	Send out 2021 proposed budget for Accommodation & Logistics	Feb. 12, 2021	○	
5	Provide list of hotels to Secretariat for publication	Apr. 01, 2021	○	
6	Receive ALS requirements from ALL committees	Apr. 01, 2021	○	
8	Prepare shuttle program & send to all committees and Secretariat for publication	Apr. 15, 2021	○	
9	Request from Chairman for initial deposit to all vendors	May 15, 2021	○	



# Management & Services Standing Committee

## Health Safety & Security Sub Committee



SN	Deliverables	Due date	Status	Progress Remark
1	Despatch of Appointment letters to members of the committee	Dec. 21, 2020	○	
2	Committee meeting to assign role	Jan 21, 2021	○	
3	Meeting/Mails to other subcommittees to highlight HSS components	Feb16, 2021	○	
4	HSS sub-committee meeting to determine SPECares component of NAICE 2021	March 15, 2021	○	
5	Collaborative meeting with Lagos section for SPECARES activities for NAICE 2021	April 16, 2021	○	
6	APPROVAL OF BUDGET FOR HSS ACTIVITIES	May 23, 2021	○	
7	Meeting with SPE Lagos section on 'SPE CARES' Collaborations	June 20, 2021	○	
8	Meeting with Bar Beach Police on security and DSS security arrangement –escort arrangement for international delegates and VIPs	July 24, 2021	○	
9	On site security meeting and strategies with stakeholders	July 24, 2021	○	



# TECHNICAL STANDING COMMITTEE

- Technical Papers Sub-Committee
- Short Course Sub-Committee
- Panel Session Sub-Committee
- Student Program Sub-Committee
- Young Professionals Sub-Committee
- Communication & Protocol Sub-Committee
- Women Program Sub-Committee
- Topical Issues Workshop Sub-Committee
- Section of officers workshop Sub-Committee
- General



# Technical Standing Committee

## Technical Papers Sub Committee



SN	Deliverables	Due Date	Status	Progress Remarks
1	Publish Call for Paper Abstracts -media	Nov 7, 2020	○	
2	Publish Call for Paper Abstracts- online	Nov 8, 2020	○	
3	Set up online Abstract/Manuscript Review portal	Nov 15, 2020	○	
4	Deadline for Abstract Submissions	Dec. 23, 2020	○	
5	Notifications to Authors on Abstract Acceptance/Call for Manuscripts	Jan 30, 2021	○	
6	Deadline for Manuscript Submission	Mar 15, 2021	○	
7	Notification to Authors on manuscript acceptance/ Request for PowerPoint presentation slides	May 15, 2021	○	
8	Liaising with SPEI & Issuance of SPEI Paper numbers	June 14, 2021	○	
9	Submission of draft Technical Programme to Conference Committee	June 20, 2021	○	



## Technical Standing Committee

### Short Course Sub Committee



SN	Deliverables	Due date	Status	Progress Remark
1	Firm up number/names of courses and instructors	Dec-14-2020	<input type="radio"/>	
2	Review fees given current industry challenges	Dec-14-2020	<input type="radio"/>	
3	Finalize course fliers	Dec-20-2020	<input type="radio"/>	
4	Send letters to coys for nominations	Dec-21-2020	<input type="radio"/>	
5	Secure CTC/Council budget approval	Jan-15-2021	<input type="radio"/>	
6	Receive materials from Instructors	Apr-25-2021	<input type="radio"/>	
7	Confirm registered attendees vs available slots	May-24-2021	<input type="radio"/>	
8	Confirm committee members availability. Ensure there are back-ups	Jan-Aug 2021	<input type="radio"/>	
9	Send reminders to coys if registration is below expectation	Apr-Aug 2021	<input type="radio"/>	

# Technical Standing Committee

## Panel Session Sub Committee

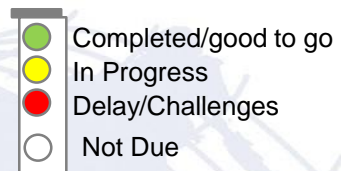
- Completed/good to go
- In Progress
- Delay/Challenges
- Not Due

SN	Deliverables	Due date	Status	Progress Remark
1	Finalize on the theme, Topics & Synopses	Nov 30, 2020	<input type="radio"/>	
2	Conclude Budget Preparation	Dec 07, 2020	<input type="radio"/>	
3	Firm up on Session Panelists and identify back up Panelists	Dec 14, 2020	<input type="radio"/>	
4	Secure CTC budget approval	Dec.28, 2020	<input type="radio"/>	
5	Confirm Panelists/resource Persons availability	Feb 15, 2021	<input type="radio"/>	
6	Send Invitations to Panelists/resource persons and backup Panelists	Mar 15, 2021	<input type="radio"/>	
7	Visit Panelists/Resource persons and backup Panelists	April 30, 2021	<input type="radio"/>	
8	Commence Session advert & Panelists Profiling	May 30, 2021	<input type="radio"/>	
9	Checks for actual delivery of Panel Sessions	June 20, 2021	<input type="radio"/>	
10	Reconfirm panellist/resource Persons availability	June 29, 2021	<input type="radio"/>	
11	Panel Session on Paper (PSOP) – Walk through Venue & conduct mock/rehearsal of the Panel Sessions	July 30, 2021	<input type="radio"/>	



# Technical Standing Committee

## Student Program Sub Committee

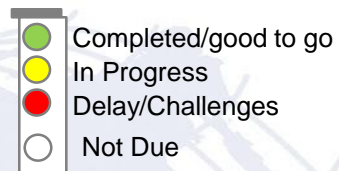


SN	Deliverables	Due date	Status	Progress Remark
1	Call for Nigeria Paper Contest Abstract	4 <sup>th</sup> Nov., 2020	○	
2	Send out notification for Olumide Philips/ YUSUF MATASHI CTY examinations	4 <sup>th</sup> Nov., 2020	○	
3	Send out Draft Committee budget	30 <sup>th</sup> Nov., 2020	○	
4	Deadline for Nigeria paper abstract submission	9 <sup>th</sup> Dec. 2020	○	
5	Finalize STSE venue	10 <sup>th</sup> Dec., 2020	○	
6	Send out Invite to guest lecturers, paper contest judges and ALP lecturers	15 <sup>th</sup> Dec., 2020	○	
7	Send out letters for potential sponsors of the STSE	15 <sup>th</sup> Dec., 2020	○	
8	Send out Accommodation/logistics support requirement for NAICE 2021	15 <sup>th</sup> Dec., 2020	○	
9	Notification of accepted abstract/ Call for paper	20 <sup>th</sup> Dec. ,2020	○	
10	Notification of accepted abstract/ Call for paper	20 <sup>th</sup> Dec. ,2020	○	
11	STSE theme selection	20 <sup>th</sup> Dec., 2020	○	
12	Notification of accepted abstract/ Call for paper	20 <sup>th</sup> Dec. ,2020	○	
13	Secure CTC budget approval	31 <sup>st</sup> Dec., 2020	○	
14	Call for Petroquiz representatives submission	Jan 5 <sup>th</sup> , 2021	○	
15	Send out YUSUF MATASHI CTY and Dr. Olumide Phillips examination questions to all Sections	24 <sup>th</sup> Jan., 2021	○	



# Technical Standing Committee

## Student Program Sub Committee



SN	Deliverables	Due date	Status	Progress Remark
16	Deadline for paper submission	30 <sup>th</sup> Jan., 2021	<input type="radio"/>	
17	YUSUF MATASHI CTY/ DROPS competition across various sections	4 <sup>th</sup> Feb., 2020	<input type="radio"/>	
18	Confirmation for selected papers/ call for presentation slides	18 <sup>th</sup> Feb., 2020	<input type="radio"/>	
19	Deadline for submission of Petroquiz representatives	13 <sup>th</sup> Feb, 2020	<input type="radio"/>	
20	Deadline for submission of slides for paper presentation	2 <sup>nd</sup> March, 2020	<input type="radio"/>	
21	STSE 2021 @ Benin/IUO	20-23, Feb, 2021	<input type="radio"/>	
22	STSE delegates payment deadline	17 <sup>th</sup> Feb, 2021	<input type="radio"/>	
23	STSE delegates list submission	17 <sup>th</sup> Feb, 2021	<input type="radio"/>	
24	Annual report submission to SPEi and SPENC chapter contest (chapter compliance)	1 <sup>st</sup> April, 2021	<input type="radio"/>	
25	Send out letters for judges for chapter contest	1 <sup>st</sup> May, 2021	<input type="radio"/>	
26	Deadline for receipt of all NAICE delegates list	31 <sup>st</sup> May, 2021	<input type="radio"/>	
27	Submission of NAICE chapter contest slide deadline	18 <sup>th</sup> July, 2021	<input type="radio"/>	
28	Student chapter contest at NAICE 2021	10 <sup>th</sup> August 2021	<input type="radio"/>	



# Technical Standing Committee

## Young Professionals Sub Committee



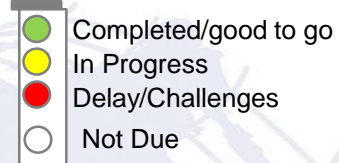
SN	Deliverables	Due date	Status	Progress Remark
1	Create the Young Professionals Planning Committee	28 Oct. 2020	<input type="radio"/>	
2	Firm up theme	17 Dec. 2020	<input type="radio"/>	
3	Firm up resource persons/back-ups	20 Feb. 2021	<input type="radio"/>	
4	Develop Work Program and firm up Plans for YP Workshop.	10 Dec. 2020	<input type="radio"/>	
5	Identify vendors and finalize budget	20 Dec. 2020	<input type="radio"/>	
6	Secure CTC budget approval	01 Jan. 2021	<input type="radio"/>	
7	Confirm sponsorships	20 Jan. 2021	<input type="radio"/>	
8	Generate YP Technical Case study	15 Feb. 2021	<input type="radio"/>	
9	Follow up on ensuring attendance by YPs	Continuous till July 2021	<input type="radio"/>	
10	Confirm logistics	07 Feb. 2021	<input type="radio"/>	
11	Firm Up YP Workshop Brochure	31 May 2021	<input type="radio"/>	
12	Follow up on each aspect of planned program	Continuous till July 2021	<input type="radio"/>	
13	Follow up on other committees for YP deliverables	Continuous till May 2021	<input type="radio"/>	
14	YP Workshop on Paper	30 Jun. 2021	<input type="radio"/>	





# Management & Services Standing Committee

## Communication & Protocol Sub Committee

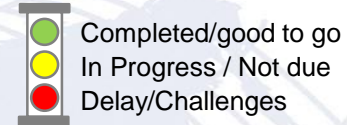


SN	Deliverables	Due date	Status	Progress Remark
1	Identify and send appointment letters to committee members	Nov 2020	○	
2	Finalize on committee's action plan	Dec 2020	○	
3	Conclude budget preparation	Jan 2021	○	
4	Collect and print OLEF materials	Jan 2021	○	
5	Conclude opening ceremony guest list	Feb 2021	○	
6	Send out CTC memo	Feb 2021	○	
7	Issue OLEF letters of invitation	Feb 2021	○	
8	Send out NAICE letters of invitation	May 2021	○	
9	Print short courses flyers	May 2021	○	
10	Publish NAICE registration, courses, other info	May 2021	○	
11	Collect and print other conference materials	June 2021	○	
12	Design flyers, MFW, WDP & YP & Family program	June 2021	○	
13	Get confirmed bios and photos of special invitees	April 2021	○	
14	Hold press conference	July 2021	○	
15	Publish NAICE speakers (MFW, WDP & YP)	July 2021	○	
16	Publish communique	Aug 2021	○	



# Technical Standing Committee

## Women Development Program Sub Committee

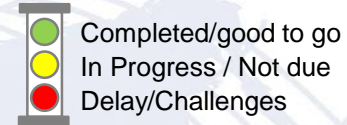


SN	Deliverables	Due date	Status	Progress Remark
1	Communicate and receive acceptance from nominated committee members	Nov-30-2020	<input type="radio"/>	
2	Develop questionnaire to obtain feedback / improvement suggestions from the women on last year's event	Dec-16-2020	<input type="radio"/>	
3	Send out questionnaires / coordinate results	Dec-16-2020	<input type="radio"/>	
4	Develop program theme /agenda	Jan-11-2021	<input type="radio"/>	
5	Prepare list of potential speakers	Jan-11-2021	<input type="radio"/>	
6	Match speakers to topics	Jan-11-2021	<input type="radio"/>	
7	Send out notice to potential speakers	Feb-10-2021	<input type="radio"/>	
8	Follow up with speakers to obtain commitment	Mar-10-2021	<input type="radio"/>	
9	Send out request for program flyers	Mar-17-2021	<input type="radio"/>	
10	Print flyers and commence distribution	Mar-31-2021	<input type="radio"/>	
11	Start creating awareness through e-mail communications	Apr-14-2021	<input type="radio"/>	
12	Send out request for venue and audio-visual materials to SPE council	Apr-28-2021	<input type="radio"/>	
13	Send reminder e-mails to invited guests	Jul-07-2021	<input type="radio"/>	



## Technical Standing Committee

### Women Development Program Sub Committee



SN	Deliverables	Due date	Status	Progress Remark
14	Make arrangements for refreshments, honorarium/souvenirs	Jul-07-2021	<input type="radio"/>	
15	Prepare a feedback form to obtain feedback after the event	Jul-07-2021	<input type="radio"/>	
16	Event D-day	Aug-11-2021	<input type="radio"/>	
17	Quick analysis of feedback	Aug-11-2021	<input type="radio"/>	
18	Prepare close-out report	Aug-14-2021	<input type="radio"/>	

# Technical Standing Committee

## Topical Issues Workshop Sub Committee



SN	Deliverables	Due date	Status	Progress Remark
1	Finalize on the theme and discussion topics	Dec 2020	○	
2	Conclude budget preparation	Dec 2020	○	
3	Firm up on sessions panellists and identify backup panellists	Jan 2021	○	
4	Secure CCT budget approval	Feb 2021	○	
5	Confirm panellists/resource persons availability	March 2021	○	
6	Invitations to panellists/resource persons and backup panellists	May 2021	○	
7	Visit panellists / resource persons and backup panellists	June 2021	○	

# Technical Standing Committee

## Section of officers workshop Sub Committee



SN	Deliverables	Due date	Status	Progress Remark
1	Have a tentative programme for the day event	Nov. 30, 2020	<input type="radio"/>	
2	Conclude budget preparation	Dec 30, 2020	<input type="radio"/>	
3	Firm up programme and speakers with timelines	Jan 19, 2021	<input type="radio"/>	
4	Letters/mails to resource persons	Jan 30, 2021	<input type="radio"/>	
5	Secure CTC budget approval	Feb. 13, 2021	<input type="radio"/>	
6	Confirm Resource Persons and finalize logistics inputs	April 30, 2021	<input type="radio"/>	
7	Confirm No of Participants	June 14, 2021	<input type="radio"/>	

## Technical Standing Committee

### General

SN	Deliverables	Due Dates	Progress Remarks
1	Invitations, letters, notices, posters needed for all committees	December 2020	
2	Liaison with venue Facility and Hospitality committee for dietary needs for invitees	January 2021	
3	Conference digital proceedings	June 2021	
4	Gifts and awards for resource persons	June 2021	
5	Conference app	July 2021	

# COUNCIL ADHOC COMMITTEE TERMS OF REFERENCE

## PROGRAMMES REVIEW COMMITTEE

- Review all SPE Nigeria Council's programmes at NAICE.
- Determine if the programmes meet expected deliverables to our members and target audience
- Identify gaps in our programmes delivery methods; date, time, venue, resource persons, budget and delivery methods
- Make recommendation to Council where necessary
- Submit report by 10th September, 2020 for pre-study and presentation at September Council meeting.



# COUNCIL ADHOC COMMITTEE TERMS OF REFERENCE

## PROGRAMMES REVIEW COMMITTEE

The programmes include:

1. Family Programme
2. Women Development Programme
3. YP Workshop and YP Away day
4. Oil Industry Night
5. Annual banquet and Award Night
6. Welcome Cocktail
7. Students Activities at NAICE
8. Panel Sessions I & II
9. Topical issues Workshop
10. Short Courses
11. Opening Ceremony
12. E-Poster Session
16. Issuance of Awards
17. Daily AAR at NAICE
18. Tea Break
19. VIP Exhibitions Tour
20. Exhibitions, Exhibitions tear down
21. Section Officers Workshop
22. Registration
23. Logistics and Security at NAICE





# COUNCIL ADHOC COMMITTEE TERMS OF REFERENCE

## RESEARCH & DEVELOPEMENT COMMITTEE

- ✓ Define the responsibilities and involvement of SPE in academic curriculum development for Petroleum Engineering discipline.
- ✓ Develop a template for support and scholarship to students and academia
- ✓ Identify academic projects that can be funded by SPE
- ✓ Develop strategies of advocacy for all ideas covered in SPE events communique



# COUNCIL ADHOC COMMITTEE TERMS OF REFERENCE

## SECTIONS-COUNCIL RELATIONSHIP REVIEW

- ✓ Review current Council-Section relationship and make recommendations
  - The focus should be on financial relationship and programmes
- ✓ Recommend administrative support to sections (staffing)
- ✓ Identify how to formalize Council-Sections relationship/support without jeopardizing the autonomy of sections