

BBA SIGs Meeting

Al Khobar BTO
02.12.14

Facilitator: Jeff Stewart

Time Allotted: 7.00pm – 8.30pm

Confirmed Attendees: Andrew Burgess, , Geoff Fennah, Steve Graham, Bevan Hepburn, Ben Jones, Bob Lee, Edward Rose, Alistair Smith , Danial Shaikh, Jeff Stewart, Zane Thirlwall, Malcolm Weaver (Mick Cooper (for Alan Carey) – did not attend)

Apologies/Not responded: Apologies: David Appleby, Nick Copp , Duncan Hugnett, Sophie Turner, Geoff Walsh, Jay New
Not Responded: Tom Hullock , Peter Mutty

Agenda Items

Topic	Presenter	Time Allotted
Introduction to SIGs: Typical SIG activities include (but are not limited to): <ul style="list-style-type: none"> • Regular meetings • Stakeholder engagement • Regular e-bulletins featuring news and articles of interest utilising BBA website • Professional networking • Highlighting business development opportunities (for SIGs members, BBA members, as well as BTO visiting groups) • Organise events such as site visits to operating facilities (in support of BTO), assist main committee in developing monthly speaker list 	Jeff Stewart	5 mins.

BTO Input and Expectations	Steve Graham	5 mins.
<p>How does the BTO view the interaction with BBA and/or O&G SIG in the event that UK based companies or UKTI come directly to us for market intelligence or guidance? SIG to forward contacts to BTO (also BBA member company if of interest)</p>		
<p>Planned trade group visits in 2015? British Energy Week 9-12 February</p>		
<p>Can BTO support SIGs lunches/dinners? Not financially, but can assist with meeting venues</p>		
Formation of an Oil & Gas SIG	Jeff Stewart to facilitate Open Forum	60 mins.
<p>What do 'we' want from our SIG?</p> <p>What are its objectives?</p> <p>It is important that any SIG set up has a clear set of aims and objectives in place that ensures structure and purpose to group meetings, so how we govern the 'success' of an objective - both from a BBA perspective and a SIGS perspective - should be made clear from the setting up of a SIG.</p> <p>The following are examples that BBA SIGs groups could/should aspire to:</p> <ul style="list-style-type: none"> • Business Opportunities – whereby we identify a specific opportunity within Kingdom for either a UK company or BBA member's company, and then pick up on this through our network to assist in getting a company on the vendors list. AGREED • Business wins – whereby a UK company or BBA member's company wins an order and signs off stating that the role of UKTI/BBA was instrumental in getting the business. AGREED • Significant assists – whereby either a UK company or BBA member's company achieves something that it could not have done so without our (the SIG) help i.e. helping resolve a customs problem by conducting research and sign-posting them in the right direction. AGREED • Service deliveries – whereby we assist the BTO to meet a UK company and spend time with them advising on market conditions and market entry etc. AGREED 		

<ul style="list-style-type: none"> Organise a seminar/conference and invite UK companies; each UK company that attends is deemed a service delivery win. AGREED <p>Ideally, BBA SIGs could/should use a combination of the above to signify ‘successes’. AGREED</p> <p>Are there any other examples that we could use? It is vital that at this point we agree on both our objectives, as well as how we as a group measure and report what we consider a ‘success’! AGREED see below</p>		
<p>Actions and Timeline Summary</p> <ul style="list-style-type: none"> How often should the SIG meet? Monthly Should the SIGs be ‘open –ended’ (e.g. with ongoing industry feedback sessions) or should they have an agreed review date at which time agreed objectives, inputs, and outputs can be discussed, e.g. quarterly, annually?) First four months will streamline group objectives/targets and review after AGM in April How/what/when should SIG updates be reported back to the main BBA committee? Reviewed after AGM but possibly quarterly from that point Who will chair the O&G SIG? Jeff Stewart until after AGM in April What are the provisional dates for SIGs meetings (January 2015 -April 2015)? To be confirmed but aim for 3rd/4th week of every month 	<p>Jeff Stewart to facilitate</p>	<p>10 mins</p>
<p>Feedback from Attendees</p> <p>Group Members to send in comments and observations that will be added to the minutes and distributed</p> <p>Future meetings can be held in ‘Jones-Day’ office (thank you Edward Rose!)</p>	<p>All</p>	<p>5 mins</p>
<p>Date of next Oil & Gas SIGs meeting</p> <p>3rd/4th week of January (actual date to be confirmed)</p>		
<p>Close of Meeting</p>	<p>Geoff Fennah</p>	<p>5 mins</p>