



## ISO/TC 67

# Materials, equipment and offshore structures for petroleum, petrochemical and natural gas industries

Secretariat: American Petroleum Institute, 1220 L Street NW, Washington DC 20005 USA  
Tel: + 1-202-682-8000 Fax +1-202-962-4714

**ISO/TC 67 N 857**

**2003-08-15**

## Report of the Secretariat to the Milan meeting of ISO/TC 67 on the activities of the Management and Executive Committees

24-25 September 2003  
Milan, Italy

- 1 TC Title** Materials, equipment and offshore structures for petroleum, petrochemical and natural gas industries
- 2 TC Scope** Standardization of the materials, equipment and offshore structures used in the drilling, production, transport by pipelines and processing of liquid and gaseous hydrocarbons within the petroleum, petrochemical and natural gas industries  
*Excluded:* Aspects of offshore structures subject to IMO requirements (ISO/TC 8)
- 3 TC Secretariat** American National Standards Institute  
*Administered by American Petroleum Institute*  
1220 L Street, NW  
Washington DC 20005, USA  
Tel. +1 202 682 8000  
Direct line to Secretary: +1 202 682 8159  
Fax +1 202 962 4714
- 4 Chairman** Cheryl Stark  
BP America Inc.  
501 WestLake Park Blvd., MS23.126W1  
Houston TX 77079, USA  
Tel. +1 281 366 7604  
Fax. +1 281 366 7820  
Email. starkcl@bp.com
- 5 TC Secretary** Mr. D. Miller (at TC Secretariat address)
- 6 MC and EC Membership**

TC 67 N 654 Rev. 5 established a Management Committee and Executive Committee, as follows:

“The management system establishes a TC 67 Management Committee (MC) and a TC67 Executive Committee (EC):

- The TC67 MC assists the TC67 Chairman to provide direction to the work programme, to address common needs including policy, organisation and administration, and to work on issues of general interest to the membership. Proposals and recommendations of the MC must be endorsed by the P-members.

The TC67 EC has the main task to steward the progress of the work program, to identify problem areas for resolution, and to provide assistance to Subcommittees and Work Groups to enable them to meet the work program objectives. The P-members acting through the Technical Committee retain the overall decision making power with respect to the work program.”

## Membership

The Management Committee (MC) consists of:

- The Chair of TC67, who is the Convenor of the MC.
- A Vice Convenor serving not more than two consecutive two year terms elected by the members of the MC from a list of candidates selected by the MC.
- Any P-Member Heads of Delegation (or their representatives), who agree to serve on and participate in the activities of the Management Committee.
- The Chair of CEN TC12 (or his representative).

P members currently represented on the MC are Canada, China, France, Germany, Italy, Japan, Netherlands, Norway, United Kingdom, USA.

## Committee Responsibility

The responsibilities of the MC with respect to the TC67 work program are:

- At least once annually, between TC67 plenary meetings and in addition to the meeting of the Executive Committee, formally review the work program of each Sub Committee and assure that there is understanding of and agreement with
  - The target dates for the achievement of milestones for standards under development or any changes to existing target dates.
  - Changes in scope or structure of individual standards
  - Requested adjustments in resources to achieve the target work program.
- Review all negative votes and resolve substantive comments on New Work Items.
- Assist the Sub Committee Chair / Work Group Convenors in obtaining necessary resources.
- Based on information gathered by the TC and SC secretariats, initiate corrective actions to maintain or improve the approved program.

The Management Committee will also address strategic, organizational, administrative, or other matters pertaining to the function of TC67 brought to its attention by the TC67 Chair, other MC members, and P-members in TC67.

In addition, the Management Committee is responsible for acting in accordance with the ISO Directives, the TC67 Policies and Procedures (N435), and meeting the goals of the ISO TC67 Strategic Policy Statement (N542).

## Executive Committee:

The TC67 EC has the main task to steward the progress of the work program, to identify problem areas for resolution, and to provide assistance to Subcommittees and Work Groups to enable them to meet the work program objectives. The P-members acting through the Technical Committee retain the overall decision making power with respect to the work program.

## Membership

The Executive Committee (EC) consists of:

- The Management Committee of TC67, including the Chair of TC67, who is the Convenor of the EC.
- TC67 Sub Committee Chairmen or Secretaries (or their designated representative).

## Responsibilities

The Executive Committee is expected to meet annually, three months prior to the TC67 plenary meeting (and usually in conjunction with the API June Standardization conference).

The responsibilities of the EC are with respect to the TC67 work program and any inter-committee issues. These responsibilities include:

- Review the work program of each Sub Committee and endorse their draft reports for the TC67 plenary session, specifically:
  - The target dates for the achievement of milestones for standards under development
  - Changes in scope or structure of individual standards
  - Requested adjustments in resources to achieve the target work program.

After this meeting, the individual Sub Committees will produce their final reports for the plenary session based on the decisions and review made by the Executive Committee.
- Identify, review, and resolve cross-Sub Committee issues, problems, and opportunities.
- Identify and share areas of common interest and best practice.
- Recommend the endorsed dates and changes to the plenary session of TC67, which may approve or amend the endorsement of the EC.
- Fix the date and location of the meeting to be held in the following year.

## **7 MC and EC Activities**

The Management Committee met on 7 February 2003 and 16 June 2003 and 23 September 2003 in conjunction with the Executive Committee. The status of the open MC and EC Action Items is as follows:

The list of open Action Items is as follows:

02MC-09, Extended Life of existing installations. SC2 and SC7 to report on this issue at the Fall 2003 EC Meeting.

02MC-12, Editing Ad Hoc Group – C. Stark to develop a recommendation on this subject for the Fall 2003 EC Meeting, with this guidance to then be incorporated into N 435.

03MC-01, Dual References – N. Reeve to rework the wording and circulate it to the MC for review and ISO/CS.

03MC-04 ISO Bulletin Request – Draft text is due to C. Stark by the Fall EC Meeting.

03MC-06: MC members were asked to review the SC4 Chair's reorganization proposal with their TAG or Mirror Committees and advise Secretariat of their initial comments by 1 August 2003.

03MC-07: MC Secretariat to follow-up with WPC on what the requirements for participation at WPC 2005 and communicate same to MC.

03MC-08: N. Reeve to provide the question raised by the WG for the MC to determine if a resolution akin to the NACE process can be developed.

03MC-09: MC Secretariat was asked to investigate the issues raised in the R. Østebo 12 June 2003 e-mail and respond back to the WG Chair.

03MC-10: G. Thomas to develop the 2002 Metrics and D. Miller to work with J. Moyer-Kelly to determine if this could be a ongoing Secretariat responsibility.

03MC-11: MC members were asked to review the current N435 and provide G. Thomas any editorial comments by 1 August 2003.

03MC-12: MC members were asked to provide Cheryl Stark comments on the 30/2003 by 1 August 2003.

## **8 Future MC and EC Meetings**

The next meeting of the Management Committee will be held 6 February 2004, in conjunction with the CEN TC 12 meeting in Brussels. The next meeting of the Executive Committee is TBD.