

1. Name

The name of the Group shall be the Marine Safety Forum (MSF)

2. Objectives

2.1 To act as a focal point for marine safety issues through the medium of a mixed forum of service users and providers.

2.2 To identify and highlight areas of particular concern and reach consensus on action required to minimise and manage risk and so reduce or prevent incidents.

2.3 Engage with cross industry safety groups, draw from industry expertise and share good practice.

2.4 In conjunction with cross industry safety groups, develop, publish and promote industry good practice guidelines as appropriate.

3. Membership

3.1 MSF membership is open to Companies, organisations and individuals with a common interest in marine safety particularly serving the offshore energy sector.

3.2 All applications for, and continued membership, must be approved by the Steering Group.

3.3 Trade Association and governmental bodies or other similar organisations may be invited to become associate members at the discretion of the Steering Group.

3.4 Membership is conditional on fees having been paid in accordance with the current subscription structure.

3.5 Members are permitted to use the MSF logo to show membership only and cannot be used in any way that suggests that the MSF supports, approves or is otherwise endorsing them or their products.

4. Steering Group Structure and Role

4.1 Day-to-day decision making shall be the responsibility of a Steering Group consisting of, either a Chairman, 2 Vice-Chairmen and representatives, or 2 Co-Chairs, 1 Vice-Chair and representatives as decided and elected by the Steering Group.

4.2 The Chairmanship shall be elected from members of the Steering Group.

4.3 A Treasurer shall be elected from members of the Steering Group to oversee all financial matters of the Marine Safety Forum and to assist Secretariat with preparation and presentation of statement of accounts at Steering Group meetings and All Members Meetings.

4.3 Steering Group members shall be elected from fully paid up members of the Marine Safety Forum such that it represents a balanced cross section of membership.

4.4 Additional non - voting steering group members may be elected from suitable interested parties such as MCA, HSE, and Step Change in Safety, etc. at the discretion of the Steering Group.

4.5 Representatives may be named persons or member company nominees at the discretion of the Steering Group.

4.6 The steering group shall consist of not more than 25 persons. Where elected members or member companies constantly do not attend meetings they may be asked to resign membership and an alternative member shall be elected.

4.6 Steering group members must agree to work together for the common good of the industry and not for any individual companies' specific interests or for commercial gain.

4.3 The Steering group shall focus upon current safety concerns and where appropriate matters proposed by membership

4.4 Steering Group nominees and members will complete a profile using the 'Engagement Form' to document what they can bring to the group.

4.5 Decision making shall be undertaken by consensus within the Steering Group. In the case of an equality of votes the Chairman shall have a second or casting vote.

4.6 The Steering Group may meet for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Unless the Steering Group shall otherwise determine, six, including the Chairmanship, shall be a quorum.

5. All Members Meetings

5.1 Feedback to and from, membership shall be through the website, e-mail and 'All Members Meetings' held twice annually.

5.2 A working group shall be set up by the Steering Group to manage the arrangements, content and details of the All Members Meetings.

5.3 A suitable budget for All Members meetings shall be agreed by the Steering Group.

6. Administration

Secretariat shall be appointed by the Steering Group. He or she shall be responsible for the administration of MSF, collection of membership fees, arrangement of Steering Group Meetings, drawing up of Meeting agendas, preparation of Meeting minutes, communication with the membership and all other appropriate duties.

7. Finances

MSF shall be non-profit making. All costs incurred shall be shared between members by means of contributions. With the agreement of the Steering Group, Associate Members shall be allowed gratis membership of the MSF.

The Steering Group shall determine a fee for Secretariat services and for supervising expenditure which shall be reviewed annually. A brief statement of accounts shall be presented regularly at Steering Group meetings and also annually at an All Members meeting.

Annual membership fees are calculated based upon projected future funding requirements and are reviewed annually by the Steering Group.

8. Resignation and Winding Up

Fee-paying Members may resign at any time by giving written notice to the Secretary. No reimbursement of contributions already paid shall be made.

In the event of the Steering Group agreeing to wind up the MSF, funds remaining shall be redistributed on a pro-rata basis to paid-up members extant on the day preceding the decision made to wind up the MSF.

9. Amendment

Any amendment to the Articles of Association shall be decided by consensus of the Steering Group.