

**GIIGNL Technical Study Group (“TSG”)**  
**Terms of Reference**  
**(September 2016)**

**TSG Vision**

The TSG provides within GIIGNL a forum where leaders from the LNG importing industry offer their Technical expertise to improve efficiencies across the midstream of the LNG value chain.

**TSG Mission**

The purpose of the TSG is to:

- Organize exchanges on safety issues that allows every GIIGNL member to contribute to maintain high level of safety records on LNG import facilities.

Produce cutting edge studies that improve efficiencies across the midstream of the LNG value chain and that are recognised within the LNG industry.

- Give the opportunity to experts from the LNG importing industry to meet, debate and build strong relationships.

**TSG Goals**

The goals of the TSG are to:

- Hold bi-yearly TSG Meetings and give the opportunity to all TSG Representatives to attend them and network.
- Identify and deliver TSG Studies that contributes to maintain the high level of safety of LNG import facilities and increase efficiencies. The TSG Studies :
  - are conducted in strict compliance with competition law and observance of the anti-trust guidelines (see Annex A attached),
  - do not include subjects on: prices of technical transactions, economic activities of Member Companies, their employees and host governments (unless such information is available publicly), recommendations for specific products and services.
- Present the TSG Studies within GIIGNL, and in some extend externally.
- Cooperate on technical matters with other LNG bodies such as SIGTTO, Marcogaz, GLE, IGU, Eurogas,...
- Contribute to the production of the Annual Report by validating technical data collected by the Central Office and suggesting improvements.

- Further raise the profile of GIIGNL so that new companies join GIIGNL and become a Member Company (either a Full Member Company or an Associate Member Company).

### **TSG Roles and Responsibilities**

- The TSG Chairman with the TSG secretary:
  - holds his office in his own name and not as a representative of a Member Company or any other entity,
  - ensures that the TSG functions properly, sets the strategy and focus to achieve the TSG Goals, deliver the TSG Mission and make the TSG Vision a reality,
  - chairs the TSG Meetings, makes sure that all relevant matters are discussed and that effective decisions are made and carried out,
  - seeks ideas for subjects of TSG Studies from the TSG Representatives and the Bureau and coordinates the definition of the scope of these TSG Studies,
  - approves the constitution of the TSG Working Groups, taking into account a balanced representation of each region and appoints the Lead of each TSG Working Group,
  - monitors the progress of the TSG Studies,
  - ensures effective connection with the Executive Committee and the General Assembly and provides them with regular updates on the TSG Studies.
- The Central Office:
  - comprise the General Delegate and the Deputy General Delegate,
  - hold their office in their own name and not as representatives of a Member Company or any other entity,
  - assist in all administrative matters including contractual aspects linked to tools, etc.
  - review and validate internal and external communications before distribution,
  - ensure the coordination of the TSG with the Commercial Study Group (CSG).
- Each TSG Working Group Lead is responsible for:
  - the successful delivery of their TSG Study,
  - making sure sufficient resource and expertise are available,
  - the prioritisation and the allocation of the work,
  - agreeing the scope of work and the deadline with the TSG Chairman,
  - providing updates on the progress of the TSG Study during each TSG Meeting.
- Each TSG Representative:
  - is nominated by each Member Company that wants to nominate one,
  - has a technical expertise that he / she is willing to share,
  - is invited to attend every TSG Meeting,
  - is supporting the Bureau to collect key technical data from his / her company so that the Annual Report can be successfully produced,
  - is encouraged to volunteer and take part to some TSG Studies by joining a TSG Working Group and dedicating some of his / her time to support and deliver a specific TSG Study successfully,
  - may tap into some specific expertise in his / her Member Company to support the delivery of a TSG Study,
  - participate to discussions held during the TSG Meetings, share knowledge, information and best practices.

### **TSG Meetings**

- TSG Meetings are held bi-yearly, with best possible accordance with the Executive Committee and the General Assembly.
- The TSG Chairman solicits interest from Member Companies to host a TSG Meeting.
- TSG meetings include follow-up of launched studies/actions, proposals of new studies and verbal report from Member's companies. There are the opportunity of technical visits of hosting company's LNG facilities.
- During TSG meeting, reports are reviewed and communication policy is defined : restricted to GIIGNL members, publicly available on GIIGNL website and/or published through conferences, etc.
- The notice of meeting and the agenda is circulated to all TSG Representatives at least one week prior to each meeting.
- TSG Representatives confirm their attendance at least one week prior to each TSG Meeting.
- TSG Meetings are chaired by the TSG Chairman with support of TSG secretary.
- The agenda and the minutes are drafted by TSG Chairman and TSG secretary and approved by TSG members.
- The costs associated with each TSG Meeting are split as follow:
  - Costs borne by the Company Member organising the TSG Meeting: meeting room, lunch(es) and dinner(s) for all TSG Representatives attending the TSG Meeting,
  - Costs borne by each Company Member: transportation to and from the venue of the TSG Meeting, hotel accommodation and any other costs related to the attendance of their TSG Representative (if any).

### **External Communication**

- Some TSG Studies may be made publicly available through various channels including the GIIGNL website, dedicated publications, press releases, position papers and presentations during conferences.
- They may also be presented in conferences by the Central Office or the TSG Chairman or TSG members. If they are presented by a TSG Representative, approval from the Central Office will be required. In that case, the TSG Representative will speak on behalf of the TSG and not as a representative of a Member Company or any other entity.
- All TSG Studies will be presented as collective works, with a disclaimer when necessary.

- TSG publications and communications will be made using the generic GIIGNL presentation templates as defined by the Central-Office. The GIIGNL logo will be used, without any Member Company logo.

#### Appendix A

### **Anti-Trust / Competition Law Guidance**

Activities and meetings of GIIGNL should be conducted in strict compliance with competition law.

GIIGNL and its Members should refrain from any actions which infringe the laws and rules established in their countries with regard to “anti-competitive practices”.

In this regard the following “anti-trust” guidance on the prohibited exchange or discussion of information should be observed, with due consideration to the fact that such guidelines are of a general nature and cannot be considered as exhaustive:

- No information on how specific companies intend to respond to potential scenarios or to actions by Authorities. Information regarding potential energy issues or scenarios that may arise must be limited to generalities.
- No specific company’s confidential or proprietary information.
- No specific company’s merger / divestment plans, market or production information, facility runs, inventories, costs or cost components, purchasing or sales / marketing plans for particular products or services, prices or pricing of products or services (including forecasts); unless such information is publicly available.
- No specific company’s information on employee compensation, benefits and remuneration.
- Nothing that could be construed as an agreement among Members, either explicit or implicit, regarding the purchase or sale of products or services, including – but not limited to – the prices of particular products or services provided by or received by a company, other terms of sales or purchases, allocation or division of markets or customers, restriction of the supply of products or services, etc...
- No disparagement or blacklisting of any products or third-party entities or individuals, particularly any vendor or customer.

In case of doubt, anti-trust counsel should be consulted.