

Terms of Reference for the management and governance of Capturing the Energy

I. Introduction

The Capturing the Energy (CtE) project was established in 2006 after a one-day conference of the same name, which initiated a broad based discussion on securing the history of the United Kingdom's involvement in the upstream offshore oil and gas industries.

The aims of CtE are:

- Encouraging wider recognition of the importance of the sector to the UK and creating an on-going record of key achievements, past, present and future; and
- Selecting the most historically significant records to enhance research opportunities for all.

CtE is run by a Commercial & Strategy Group, who provide governance, financial management and oversight for the project, and direct the work of two sub-groups (Archives & Collections and Marketing & Communications). These groups are overseen by the project's Steering Group.



2. Steering Group Terms of Reference

2.1 Aims and purpose

To further the work of CtE in ensuring the key historically significant records of the United Kingdom's upstream offshore oil and gas industry are kept and preserved for the future in a suitable archive repository. This contribution will chiefly take the form of reviewing, guiding and directing the work of the project's sub-groups and archive staff working on the project at the University of Aberdeen.

2.2 Objectives

- To review and guide the work of Commercial & Strategy Group and its sub-groups, based on reports delivered by the groups at Steering Group meetings.
- To offer industry specific knowledge or professional expertise that could further the work of archive staff, the project's Commercial & Strategy Group and its sub-groups, including reviewing and commenting on documentation and proposals.
- To assist with the development of the Oil & Gas Archive's collections by identifying potential depositors, providing contact details for organisations and individuals targeted by the project, and facilitating record surveys.
- To develop ideas for and contribute to promotional activities for CtE and raise awareness of the Oil and Gas Archive's collections.
- To inform the Steering Group of key events, partnership opportunities and initiatives that CtE could be involved with.
- To promote the work of CtE within their own organisations when opportunities arise.
- To contribute to the maintenance of relationships with key project stakeholders, particularly the Department of Energy and Climate Change, Oil & Gas UK, CDA and OPITO.
- To assist in identifying funding opportunities for new initiatives for CtE.
- To submit suggestions for individuals or organisations who would be interested in participating in the Steering Group to the Group's secretary.

2.3 Membership and organisation of the group

The group's membership includes:

- Miles Oglethorpe (Secretary)
- The University of Aberdeen's Head of Special Collections and Deputy Archivist.
- Any staff employed to work on the project.
- Representatives from professional archive and heritage organisations including, but not exclusively: National Records of Scotland; the Business Archives Council Scotland; Aberdeen Maritime Museum; Historic Scotland; the Royal Commission on the Ancient and Historic Monuments of Scotland; local authority archives in areas with connections to the industry; the University of Glasgow Archive Services (home of the Scottish Business Archive); and the Ballast Trust.

- Representatives from businesses, individuals and organisations working in, or allied to, the oil and gas industry, including the project's sponsors Oil and Gas UK.
- Other stakeholders and interested parties, including: the UK Government's Department for Energy and Climate Change; the University of Aberdeen; Robert Gordon University; the Norwegian National Archives; and Scottish Enterprise.

2.4 Frequency of meetings

The group will meet on a quarterly basis.

3. Commercial & Strategy Group Terms of Reference

3.1 Aims and purpose

The group will govern the CtE project, through the development of plans for the project, managing relationships with businesses and potential funders and overseeing the project's budget.

3.2 Objectives

- To decide the strategic direction of CtE, formulate plans and direct the work of project staff.
- To develop strategies for approach companies and organisations to work with CtE.
- To oversee CtE's budget and identify and pursue additional sources of funding.
- To manage the relationship between CtE and external funding bodies such as Oil & Gas UK.
- To manage commercial relationships with companies.
- To direct and review the work of CtE's sub-groups.

3.3 Membership and organisation of the group

- Siobhan Convery (University of Aberdeen)
- Miles Oglethorpe (Historic Scotland)
- Ewan Daniel
- Andrew MacGregor (University of Aberdeen)
- Katy Johnson, Project Development Officer

Minutes will be taken by Katy Johnson.

3.4 Frequency of meetings

The group will meet on a quarterly basis.

4. Archives & Collections Sub-Group Terms of Reference

4.1 Aims and purpose

Support the Project Development Officer in working towards the strategic goals of:

1. Developing an online hub for researchers which is a trusted source of content for information on the history of the UK oil and gas industry;
2. Creating an archive of material that reflects the historic, economic, technological, social and cultural impact of the sector and which is accessible to all;
3. Supporting the broader objectives of promoting corporate engagement with CtE and to build a sustainable model for the project.

4.2 Objectives

- To assist with the development of guidance for the oil and gas industry on contributing material to the Oil & Gas Archive at the University of Aberdeen.
- To review and guide work programmes set for archive staff at the University of Aberdeen and offer industry specific knowledge or professional expertise to further this work.
- To support the development of relationships with other archive institutions to enable CtE to act as a hub of information about the heritage of the industry.

4.3 Membership and organisation of the group

- Siobhan Convery (University of Aberdeen)
- Andrew MacGregor (University of Aberdeen)
- Katy Johnson, Project Development Officer
- Laura Muir (RGU)
- Phil Astley (Aberdeen City Council)

Minutes will be taken by Katy Johnson.

4.4 Frequency of meetings

The group shall meet twice a year.

5. Marketing & Communications Group Terms of Reference

5.1 Aims and purpose

Supporting the University of Aberdeen, other academic institutions and Project Development Officer in promoting the project effectively to the industry and general public, and getting buy-in from the industry, either through participation in the record survey programme, archive documentation projects or submissions, or other involvement in the project.

5.2 Objectives

1. Assisting the University of Aberdeen, other academic institutions and the Project Development Officer in promoting the record survey programme to specific companies and organisations.
2. Ensuring processes and materials produced by the University of Aberdeen for the project are tailored to the industry and can be communicated effectively to the industry.
3. Raising awareness of CtE within the industry and engaging the industry with the project's key objective.
4. Work with the Archiving and Collections Sub-Group.

5.3 Membership and organisation of the group

- Lynne Backhouse (Vice-chair, Shell)
- Ewan Daniel
- Sarah Hillyear (Mearns & Gill)
- Lewis Coultas (Shell)
- Steve McGregor (CNR)
- Katy Johnson, Project Development Officer

Minutes will be taken by Katy Johnson.

5.4 Frequency of meetings

The group will meet on a quarterly basis.

6. Procedures for updating the Terms of Reference

This Terms of Reference document will be reviewed and updated on an annual basis, and when required.