

DecomRegHub Terms of Reference

Introduction

The Decommissioning Regulators' Forum (herein referred to as the Forum) is a senior-level group of UK regulators with a shared remit in the regulation of the decommissioning of offshore oil and gas infrastructure. The Forum was established in 2019 through the work of the DecomRegHub project (funded by Better Regulation Executive, with support from InnovateUK), with the aim of streamlining the regulatory journey for offshore oil and gas decommissioning.

Purpose & Principles

The Forum will:

- Provide the opportunity to share information, good practice and lessons learned on approaches to regulation;
- Facilitate exploration of where there is commonality and alignment of regulatory requirements and where there is divergence, seek to agree a resolution where possible; and
- Actively seek the views of relevant stakeholders to inform discussions and achieve its aims.

The Forum will operate on the following key principles:

- **Collegiate** – the Forum system is transparent and consultative dealing with subjects that affect multiple regulators, all participants will have the opportunity to provide meaningful input to the business of the day
- **Multi-regulator** – the Forum should not be used to solve issues that are the sole concern of any one regulator; the work of the Forum must be to a greater goal of streamlining regulatory processes
- **Progressive** – the Forum should be for achieving goals that positively impact the regulatory process and therefore the industry
- **Outcomes effectively communicated** – the Forum will ensure any agreed decisions or positions are recorded and made available to regulators and/or industry as appropriate
- **Independent** – the Forum will not intervene in the regulatory processes or internal decision making of any participating regulator

Topics for discussion can be submitted by anyone via the DecomRegHub website or brought forward by members of the Forum. Where multiple topics exist that would exceed the capacity of a Forum meeting, these will be prioritised in advance by correspondence.

Membership

Membership as a minimum will consist of one senior-level representative and/or nominee, from the following organisations:

- Environment Agency
- Health & Safety Executive
- Offshore Petroleum Regulator for Environment & Decommissioning
- Oil & Gas Authority
- Scottish Environment Protection Agency

Additional representatives from the above organisations may be invited to attend meetings as the need for specialist skills, experience and knowledge arises.

The above list is not exhaustive. Other organisations such as the Crown Estate or Local Authorities may wish to develop a more significant role in the Forum and would be welcome to participate or observe. In addition, links with other regulatory bodies and relevant organisations will be scoped and developed where appropriate.

Working Arrangements

The Forum will aim to meet every three months and will be chaired on a rotational basis.

Secretariat support including agenda management and administration will be provided on a rotational basis by partner organisations.

The deadline for submissions to the Forum will be two weeks prior to the date of the next scheduled meeting.

Agenda and papers will be circulated one week prior to the date of the meeting.

Minutes and action points will be produced within ten working days of each meeting and distributed amongst attendees for agreement. Where appropriate, actions will be assigned deadlines for completion and members kept informed.

Governance

DecomRegHub Governance will be added to the agenda every second meeting. This will allow time to discuss proposed changes to the website and evaluate the performance of both website and Forum.

Review

The terms of reference for the Forum will be reviewed annually to ensure that membership is representative and of a manageable size, and that working arrangements are fit for purpose.