Terms of Reference for the Digitalization and Information Standards Sub-Committee

Background

The **Digitalization and Information Standards Sub-committee (DISC),** previously named the **Information Standards Sub-Committee (ISSC)** was formed in December 2015. It is constituted as a sub-committee under the Standards Committee of the International Association of Oil & Gas Producers (IOGP).

The purpose of the DISC is to drive the development and utilization of information standards in line with the IOGP "Position paper on the development and use of international standards" (#381). This document states that the:

> "IOGP will assist in identifying and coordinating existing, worldwide standardization resources, and ensure that 'user' representation is established and then maintained for all key work groups developing priority standards. IOGP will work to improve communications, particularly among international companies operating in different parts of the world."

During the first part of 2018, with the increased focus on digitalization and the requirement for supporting information standards, the members of the sub-committee undertook a review of their Terms of Reference. This document is the result.

Industry digitalization is a critical initiative for the Oil and Gas industry and is closely related to information standards, thus in 2019 the DISC informally added several digitalization initiatives to their agenda. This activity is now formally recognized through the update to the ToR.

This document **replaces** the previous ToR for the ISSC approved 17 March 2020.

Vision

Business efficiency and effectiveness is optimized across the O&G industry and the supply chain through high-quality, digitalized, standardized information.

Mission and Aims

The mission of the DISC is to establish a common agreed framework of preferred information standards and digitalization initiatives that are used by the Oil & Gas industry, thus lowering costs across the industry and increasing common solutions.

The DISC will drive the availability, maturity and utilization of preferred information standards and industry digitalization solutions in line with the agreed framework, business opportunity and value.

This document must be reviewed at least every 5 years.

Objectives

In support of the mission outlined above the DISC will focus on the following objectives:

1) Provide clarity and guidance to member organizations, the industry and companies in the oil and gas ecosystem, on which information standards and digitalization solutions should be used or developed further. Provide sharing mechanisms and endorsements to aid in the adoption of standards and standard solutions in the industry.
2) Drive the identification of information standards and digitalization requirements to support new digital business processes and efficiency opportunities. Identify and assist appropriate bodies to take up these identified requirements. Provide encouragement and support for selected bodies' activities. Encourage and broker the establishment of "Memorandum of Understanding" between standards bodies.
3) Provide leadership and guidance to our companies on how to gain the greatest value from information standards and digitalization.

Governance

The governance of the DISC will be through the following structures:

1) The DISC is a Sub-Committee of IOGP Standards Committee. The Standards Committee, or a nominated subset of the Standards Committee, will act as a **Steering group** for the DISC.
2) **DISC Leadership team** will consist of the following positions: Chair, Vice Chair, Secretary, Standards Initiative coordinator, Marketing lead and IOGP Committee manager
3) From time-to-time the DISC will establish **Task Forces** as per the IOGP Committee Operating Procedures, 360. These will be managed by a Project lead. Participants in task forces will be SMEs and not necessarily regular participants in the DISC.

The Steering group will provide guidance and direction to the DISC Leadership team. All key initiatives of the DISC will be endorsed by the Steering group. The DISC Steering group will be convened by the Chair of the DISC and will meet every 3 to 6 months.

The DISC Leadership team will be selected by a vote of DISC members on an annual basis as per the IOGP Committee Operating Procedures, 360.   It is expected that Leadership team be between 2 and 5 years.

In addition to the role of **Chair**, **Vice Chair** and **Secretary** defined in the IOGP Committee Operating Procedures, 360 two additional roles will be part of the Leadership team:

Initiative coordinator: ensure task forces are properly constituted with defined timelines, budget, deliverables and identified lead. Get regular status reports from task forces and represent these back to the management and steering groups.

Marketing lead: maintain the reports, lists and libraries as per the deliverables, prepare promotional material and presentations, develop the overall marketing strategy.

Deliverables

The DISC will be accountable for identification and evaluation of key industry information standards and standards and digitalization initiatives, communicated through the following:

This document must be reviewed at least every 5 years.

1. An Information Standards and Digitalization Business Opportunity register (prioritized, published, kept up-to-date and basis for funding requests to IOGP).
2. Documentation of preferred and in use standards (list will be regularly updated with input from members, reviewed and published. Specific selected standards will be evaluated and preferred, the DISC will undertake a program of evaluations based on current usage, maturity, completeness and value.)
3. Active participation in and support selected standards and digitalization activity (list based on input from each of the standards bodies and, evaluation of selected activities resulting in an DISC position statement. Activities will be evaluated against an agreed set of criteria)
4. Requirements specifications for new / enhanced standards and digitalization initiatives (For important areas where it is identified that there is no standard / initiative or the current standard needs updating, then the DISC will produce a requirement specification for the standard and use this to seek a sponsoring body or suggest a JIP to the IOGP Standards Committee.)
5. Library of use cases (samples of how standards are being used or could be used to achieve business value, success criteria, business cases, historical and new work.)
6. From time to time the DISC may propose or deliver bespoke software solutions to meet specific needs.

Resources Required

Each year in accordance with the business plan development cycle of the Standards Committee the DISC will prepare a financial request for defined projects. Development of the financial plan for the DISC will be managed by the chair and endorsed by the Steering group before being presented to the Standards Committee.

The DISC may, from time to time, want to establish a task force or JIP amongst its member companies to be fully governed and funded by the JIP participating members.

Additional resource requirements will be identified and sought on a free-of-charge basis. Potential sources of resources include:

- Subject Matter Experts provided by member or affiliated organizations
- Standards bodies joint activities or in-kind donations
- Commercial ventures under appropriate open specification and open source intellectual property agreements

External liaison and stakeholders

In line with IOGP's position paper on the development and use of international standards #381 the DISC will primarily look to ISO and IEC for appropriate information standards.

Additionally, the DISC will work closely with "private" international information standards organizations in the Oil and Gas industry, who are providers to ISO / IEC. Some, but not all, include: USPI, PCA, EPIM, DEXPI, MIMOSA, Energistics, PPDM.

The DISC will work with EPCs, OEMs, software vendors and other companies in the oil and gas ecosystem under the appropriate engagement agreements.

This document must be reviewed at least every 5 years.

The DISC will provide advice and guidance to other parts of the IOGP around information standards and digitalization. This includes JIP groups as well as other task forces, working groups and committees.

Approvals

Approved:

Standing Committee Chair

Approved:

Executive Director

Date:

Date:

IOGP Reference Documents

This document should be read in conjunction with the following key IOGP document:

- Memorandum and Articles of Association http://extranet.iogp.org/Downloads/ArtAssoc.pdf
- Committee Operating Procedure, 360 http://extranet.iogp.org/Downloads/360.pdf
- Competition law, http://extranet.iogp.org/Downloads/IOGPCompetitionLaw.pdf

- Business plan http://extranet.iogp.org/Downloads/IOGPBusinessPlan.pdf
- Position paper on the development and use of international standards http://extranet.iogp.org/Publications.aspx#381

This document must be reviewed at least every 5 years.