



# Terms of Reference

Environmental Committee

1. **AIMS AND OBJECTIVES**
	1. To develop INTERTANKO’s understanding of environmental issues and to participate in an informed manner, so that the issues directly affecting tanker operations are better represented by the Association for the benefit of its members.
	2. To develop environmental policies for INTERTANKO to follow up at the IMO and elsewhere, and to be pro-active in approach.
	3. To establish an effective dialogue with environmental groups.
2. **MEMBERSHIP**
	1. The Committee is composed of a maximum of 25 Members at any one time, including the Committee Chair and up to three Vice Chairs.
	2. The Chair, Vice Chairs and the other members of the Committee shall normally be elected for a period of two years and may serve for no more than three terms of two years each.
	3. The Chair will also act as a Vice-Chairman to ISTEC on Environmental issues.
	4. Committee members are elected by the Committee and approved by the INTERTANKO Council. Elections and re-elections are held when the two-year tenure has been completed or when a Committee member steps down. Re-election is also necessary if a Committee member changes employment between Members / Member Groups.
	5. Membership of the Committee is based on the expertise/ qualification of the individual and position within the Member/ Member Group of companies. Committee members should have experience and expertise which will contribute to the aims and objectives of the Committee. The aim is to achieve overall diversity and a balance of representation by region, trade type and fleet. Membership on the Committee rests with the individual, not the company the individual works for. Re-election is required should the individual change companies. Any term served will count against the maximum tenure.
	6. The Committee Chair is elected by the Committee and approved by the Council. The term of office is two years, which may be extended for two further two-year periods. These periods are in addition to any time served as a Committee member.
	7. Up to three Vice Chairs may be elected by the Committee and approved by the Council. The Vice Chairs’ term of office is two years which may be extended for two further two-year periods. At any one time, one Vice Chair may also be elected or remain Vice Chair provided that he/ she may not hold office for a period of longer than eight consecutive years at a time. These periods are not in addition to any time served as a Committee member.
3. **MEETINGS**
	1. The Committee will typically meet at least twice a year.
	2. Committee members shall endeavour to attend all Committee meetings but in any event shall attend a minimum of one meeting per year. Members shall make every effort towards active contribution to the work of the Committee and actively participate in the discussions. Should a Committee member not be able to attend, the member is encouraged to submit written comments. Repeated non-attendance may result in a review of Committee membership. Committee members who have not attended nor engaged in at least 50% of meetings during any two-year tenure will not be proposed for re-election unless extenuating circumstances apply.
	3. The Chair may invite guests to the meetings, including to participate in working and/or correspondence groups that the Committee establishes from time to time.
	4. As required, specific Working Groups and/or Correspondence Groups may be established to deal with and promote particular issues from the Committee’s work.
	5. The travel expenses of the Committee’s members should be paid for by the Member company.
4. **CONDUCT OF MEETINGS**

Committee meetings shall be conducted in accordance with INTERTANKO’s Anti-Trust Guidelines.

1. **TERMS OF REFERENCE**

The Terms of Reference of Committee and any revisions thereto shall be approved by the Council.

1. **SECRETARIAL WORK**

The INTERTANKO Secretariat will provide secretarial and administrative tasks for the Committee.

1. **REPORTING**

The Committee will report to INTERTANKO’s Council through its Chair, as required.