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PPDM REGIONAL LEADERSHIP TEAMS (P-REL) CHARTER

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ASSOCIATION

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PPDM Regional Leadership Teams (P-REL)

REGIONAL LEADERSHIP TEAMS BACKGROUND

A recognized professional discipline is created by a governed body of ethics-driven professionals who have an intentional and common purpose to develop, deploy and support a body of knowledge and professional development for the practice of data management as a professional discipline. A Professional Society is the most common framework within which this occurs.

PPDM Member Communities are not clubs. They are intentional and purposeful groups of dedicated professionals who understand that the profession of data management requires a disciplined approach, foundational knowledge and best practices, and global cooperation.

The strategic plan of the PPDM Association, created by the PPDM Board of Directors (BOD), established a framework of interdependent functions. PPDM's strategic plan is [summarized here](#).

PPDM communities, however loosely or strongly formed, are the backbone of the society and discipline. The community is a fabric made of individuals and global organizations of all sizes and capabilities. Stakeholders in many roles are engaged (operators, regulators, consultants, data vendors, software vendors, service companies, sciences and engineering). They provide the multi-faceted perspective that we need to fulfil the purpose of the society. From the community, PPDM draws the subject matter experts who will work collectively to build, grow and maintain the PD-BOK and professional development programs.

REGIONAL LEADERSHIP TEAMS PURPOSE

The functions and expectations for each Regional Leadership Team are grounded in the strategic plan of the PPDM Association.

1. Support the regional community of practice: Participants who live or work extensively in a region understand the needs and capabilities of that data management community. Supported by PPDM community building staff, the team will develop various events for the region. These events may be luncheons, workshops or symposia.
2. Support the Body of Knowledge and Professional Development initiatives: Successful development and implementation of these global programs comes about when committed individuals from many regions agree to work together collectively. As these initiatives are planned, launched and completed, the Regional Leadership Teams work within their community to find and recruit volunteer participants for the work groups and committees needed.

HOW REGIONAL LEADERSHIP TEAMS FORM

The formation of a regional group follows an evolutionary path, although as economic and industry conditions change, the evolution is not always progressive. As a result, PPDM staff remain fully and strongly engaged to ensure that the capability in each region is maximized. The number of people

engaged at each level is not fixed, but depends on the commitment and engagement of the emerging leadership team.

1. Forming a local community begins through discussions with organizations and individuals in the region who have an interest in the work and plans of the PPDM Association. As these discussions progress, other interested parties are identified and recruited to join the discussion. During this time, no structured events are held in the region. Interested parties will attend events in other regions, or participate in other PPDM initiatives (such as Foundations, committees or work groups).
2. Once the regional community gains some momentum (10 – 15 interested parties), PPDM staff will schedule and organize Data Management Luncheons (DML) in that area. These events are hosted by members, free for members to attend, and available at a low cost for non-members. Depending on the size and interest of the region, these are held 1 – 4 times a year. As with all PPDM initiatives, the mechanisms defined in “the PPDM Way” are followed as appropriate to the nature and intentions of the Regional Leadership Teams.
3. As the community grows in size (20 – 40 regular participants in most DML events), and a core of committed and interested individuals emerges within a region, PPDM staff will initiate a dialogue about the formation of a leadership team. If sufficient interest and commitment exists, a Regional Leadership Team will be formed. The conditions that must be satisfied are listed later in this document.
4. The Regional Leadership Teams are commissioned and decommissioned at the sole discretion of the PPDM Association.

HIGH LEVEL GOALS AND OBJECTIVES

The PPDM Community is the backbone of the society, and the foundation for all of its programs and services. Regional Leadership Teams are accountable to the strategic plan as set forth and approved by the Board of Directors for the Association. The purpose of communities is achieved when:

THE COMMUNITY IS FORMED

- Members are connected through a trusted regional network who meet regularly to build personal and professional relationships.
- Meetings or events of the community are scheduled and executed as planned, with the nature and frequency of these dependent on the specific needs and capacity of the region.
- Connections between those who require products and services and those who provide products or services are made in a positive environment.

THE COMMUNITY IS SUPPORTED

- The community is the “go to” place for data management stakeholders to find or develop solutions to their data problems.
- Leadership, communication and team skills are developed as participants join leadership teams, committees or work groups.
- Inexperienced data managers learn and benefit from the knowledge and expertise of experienced data managers.
- Expertise is expanded as participants learn about aspects of data management outside their usual job functions.

THE COMMUNITY IS ENGAGED IN THE WORK OF THE ASSOCIATION

- Subject Matter Experts (SME) are actively recruited from each regional community (by the Regional Leadership Teams and PPDM Staff) to participate in global programs related to the Body of Knowledge and Professional Development strategic plan.
 - Participants may provide technical expertise for the development of a standard or best practice, professional expertise for the development of professional development programs, or strategic leadership.
- SME in different regions are connected in a trusted knowledge network who collaborate to develop the knowledge base for the professional discipline.

P-REL COMPOSITION

ROLES

- Chair: the P-REL will be Chaired by a regional participant; the Chair must commit to a time budget of 2 – 10 hours between events, depending on the level of activity in the region.
 - The Chair participates in the PPDM Council of Chairs.
 - The Chair is to provide a leadership role to the committee, actively lead meetings and discussions, and to be a key point of contact for PPDM Staff. The Chair may be asked to provide guidance and advice on how to proceed in regional matters by Staff.
 - The Chair is responsible for ensuring that elements of the annual plan for the region are completed as planned.
 - The Chair role of each Regional Leadership Team may be filled initially by appointment of a volunteer. As each Team becomes stable, this role may be chosen by a vote of the team. Prior notice of this intention will be published to the rest of the Leadership Team, so all can participate. Each Chair should agree to a one-year term of service.
- Secretary: the secretary role will be held by a regional participant; the secretary must commit to a time budget of 2 – 10 hours between events, depending on the level of activity in the region.
 - The Secretary is to provide key outcomes of the meetings held through Minutes, and to circulate items as needed to the Team.
 - The Secretary may be called on by PPDM Staff as needed should the P-REL Chair be unavailable.
 - The secretary is responsible for forwarding copies of all meeting minutes to the PPDM Senior Community Coordinator.
 - The secretary role of each Regional Leadership Team may be filled initially by appointment of a volunteer. As each Team becomes stable, the role may be chosen by a vote of the team. Prior notice of this intention will be published to the rest of the Leadership Team, so all can participate.
 - Each secretary should agree to a one-year term of service.
- Team members: each team member must commit to a time budget of 2 – 10 hours between events, depending on the level of activity in the region.
- PPDM Staff: PPDM Staff located in either Asia Pacific, the USA or Canada will endeavor to attend (in person or by phone) Leadership Team meetings.

- The role of the Staff is to provide appropriate support, understand regional needs, and inform the Team on related and other PPDM programs.
- PPDM Staff are responsible for event logistics, registration and financial transactions.

PARTICIPATION AND SUCCESSION

- Eligibility: In order to participate in a Regional Leadership Team, each individual
 - is active in the Oil and Gas Industry. He or she is employed, unemployed, retired, or a student.
 - is an individual or student member of the PPDM Association,
 - resides or works mostly in the region of the P-REL,
 - Is not a member of the PPDM Board of Directors.
- Initial formation composition: Initially, members of each regional leadership team volunteer or are recruited by PPDM staff or other interested members.
- Succession strategy: While the community remains small, candidates will volunteer to participate on the leadership team. New candidates will be interviewed by PPDM staff and / or the current Leadership Team. Upon acceptance, a new recruit will commit to a 2-year term.
 - P-REL members may continue on the leadership team for more than one term.
 - Each P-REL will ensure that members rotate out in a staggered manner, to ensure continuity on the Leadership Team. Ideally, half of the team position will roll out every year, although this may be impractical in the formative years.
 - If a participant resigns from a P-REL, the Leadership Team and / or PPDM staff will work to find a replacement. The vacancy will be advertised to the community. Long term strategy: In the future, it is expected that these positions will be nominated and filled by election from the regional constituency. Note that PPDM is not yet positioned to do this.
- Corporate Representation: A company may have representatives on more than one P-REL, but each individual participant should reside or mostly work in in the region supported by their P-REL. Members on the P-REL are encouraged to participate in events outside their own region, as this fosters cross regional relationships that are essential to fulfilling the objectives of the Association.

GUIDING PRINCIPLES

- Number of seats: Each Regional Leadership Team must have at least 6 but not more than 12 members.
- Community size: Before a Regional Leadership Team is formed, the regional community should see consistent attendance of 35 or more people at two or more events a year.
- Funding: The P-REL is unfunded. Any plans made must fit within the annual business plan and budget of the PPDM Association. Funding programs may not be developed independently of the PPDM Association.
- Term: Volunteer participants will serve for a two-year term.

- Collaboration with others: PPDM has processes for forming alliances with other regional groups. In 2016, about five such relationships exist with societies or institutions, and other relationships are forming. Each Regional Leadership Team should seek out helpful relationships as appropriate. Formalizing these relationships is done through PPDM and communicated globally.
- Support PPDM goals and objectives: The P-REL will ensure that the mutually supportive collective nature of the PPDM Association is maintained, supported and strengthened. This includes actively recruiting volunteer participation on global activities for the Body of Knowledge and Professional Development aspects of the strategic plan.

LEADERSHIP TEAM FUNCTIONS

POLICIES AND PROCEDURES

- All participants must agree to follow PPDM Policy and Procedures, including but not limited to
 - the Code of Conduct or Ethics.
 - Anti-Trust Law (competition law)
- All participants must comply with local legislation, regulations and law.

LEADERSHIP TEAM MEMBER EXPECTATIONS

Leadership teams will focus on the successful implementation of the PPDM Strategic Plan through the efforts of member driven programs.

- Ensure that the team is participating fully in the PPDM Associations' strategic plan
- Prepare for and participate in meetings
- Participate in industry communications
- Assist in developing plans for resourcing elements of the strategic plan (people, funding, other materials)
- Publicly advocate and support the PPDM strategic program

ROLES AND RESPONSIBILITIES

- Leadership Team: Guide and direct activities within their operational region
 - Schedules: work with PPDM staff to establish an annual schedule of events that is workable both within a region and cross regionally.
 - Agendas: Identify topics of interest, recruit speakers and establish the agenda for each event
 - Field trips: where field trips are part of the event, work with PPDM staff to identify and secure opportunities.
 - HSE: The safety of participants must be a prime consideration at all times
 - Recruitment: follow all initiatives of the PPDM Association, and identify and recruit participants into various initiatives as appropriate to the initiative and the skills/needs of the recruit. All PPDM volunteers should participate in initiatives in a mutually beneficial way.
- PPDM staff: support logistical and organizational requirements, to ensure that the committee is well formed and adheres to PPDM Policies (including Code of Ethics and applicable Anti-Trust Law)

- Event logistics: Event logistics, such as fees to be paid, contracts to be signed etc. will be handled by the PPDM head office in consultation with the leadership team as needed.
- Financial: Financial matters will be handled by the PPDM Head Office. All plans and expenses of the Region must fit within the budget and operational plan of the PPDM Association.
- Memberships: all memberships will be to the PPDM Association, and membership fees paid to PPDM head office. Membership information is managed in EPIC.
- Web site: All events for the global society are posted on the PPDM website and handled by PPDM software (EPIC).

RISKS & CONSTRAINTS

- Economic conditions may result in some program delivery delays
- Volunteer involvement will affect the level and nature of the events that can be offered

FORMING A REGIONAL LEADERSHIP TEAM

- The regional community must include about 35 or more people who attend two or more events a year.
- At least 6 people must be willing to commit to a role in the Leadership Team for two years, renewable as mutually agreed.
- PPDM will provide technical and logistic support as its internal capability allows. If the number of regional communities exceeds PPDM capacity, formation of the leadership team may be delayed.
- If a leadership team is formed, but the region loses traction, the team may be temporarily suspended. PPDM will assume core responsibilities until the leadership team is able to resume its functions.

COMMUNITY ELEMENTS

Each year, PPDM hosts about 35 events globally. Our objective is to provide an environment in which community members can come together, learn new things, build new relationships and continue their professional development within the industry and discipline.

LUNCHEONS (DML): 2 HOURS

- Focus is on information sharing, networking and community building.
- Geared for everyone, especially junior staff and those who don't get permission to travel
- Regional, two to four times a year
- Free to members (currently \$25 for non-members)
- Sponsored and hosted

WORKSHOPS (DMW): ONE DAY

- Focus is on learning, cross regional networking and engagement in community purpose.
- Geared for those who can't travel or spend more than a day away from the office.
- Nominal charge to attend (\$50 - \$100 typical for members) to cover event costs

- Sponsored and hosted

SYMPOSIA (DMS): TWO DAYS OR MORE

- Focus is on the full engagement in the community purpose
- Talks geared for learning and sharing experiences
- Socials geared for networking and community building
- Trade booths geared to connect providers and consumers
- Cost based on expenses
- Cost recovery mostly through sponsorship and exhibitor participation

PUBLICATIONS

- Share knowledge and ideas globally, with no travel barrier
- Consume at own pace
- Free for all at present (will become free to members, cost for non-members)
- Online social and web based presence.

HIGH LEVEL TIMELINE/ SCHEDULE

Schedules for each Leadership Team are established on a case by case basis. Generally, Leadership Teams meet quarterly or monthly, with increased frequency surrounding larger events. Meetings are held with virtual or in-person options.