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PPDM COUNCIL OF CHAIRS (P-COC)

CHARTER

PRESENTED BY: MEMBERS OF THE PPDM
ASSOCIATION

PROFESSIONAL PETROLEUM DATA MANAGEMENT
ASSOCIATION
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CALGARY, AB

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PPDM Council of Chairs (P-COC)

COMMITTEE BACKGROUND AND PURPOSE

The strategic plan of the PPDM Association, created by the PPDM Board of Directors (BOD), established a framework of interdependent functions. In 2016, about 20 regional leadership teams, committees and work groups were formed to address aspects of the strategic plan. The Board of Directors wishes to ensure excellent communication and collaboration among these functional groups. To achieve this, a PPDM Council of Chairs (P-COC) will be formed.

The P-COC will have members of the BOD, key PPDM staff. It will also have the chairs of Regional Leadership Teams, Committees and Work Groups, herein referred to as “*functional groups*”. Each functional group has a seat on the P-COC. Participation in the P-COC normally be by the chair of each functional group.

PRIMARY ROLES FOR THE P-COC

- To provide input into the strategic plan created by the board of directors, and contribute to the annual business plan that is developed by PPDM staff in conjunction with members.
- To discuss strategic opportunities or challenges related to a functional group with the board of directors, and leaders of other functional groups.
- To share communication about how each functional group is contributing to the goals and objectives of PPDM.
- To identify and act on opportunities for synergy between the functional groups.
- To ensure that PPDM is not engaging in duplicate or redundant effort, and to harmonize any such efforts for effective delivery.

GOALS AND OBJECTIVES

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.

The P-COC will support the PPDM strategic plan through a set of cohesive, integrated, and relevant products and services. Strong relationships exist between every element of the plan; to succeed we must all support and build on each functional groups’ work. The strategic plan is updated from time to time by the Board of Directors, and is available to all functional groups.

P-COC COMPOSITION

- Chair: The P-COC will be chaired by the Chair of the PPDM Board of Directors
- Board of Directors: The Chair of the Board and at least two other board members will participate on the P-COC for the duration of their term of office.
- PPDM Staff: The PPDM CEO, Senior Project Lead, and Senior Community Coordinator will participate on the P-COC.
- Regional Leadership Teams: Each Regional Leadership Team has a seat on the P-COC. Events in the leadership team's region must be held at least twice annually in order to be eligible.
- PPDM Committees: Each standing committee has a seat on the P-COC, provided that the Committee is actively working. In the event that a group has more than one co-chair, the committee will agree internally which of them will be the P-COC representative. Committees that have temporarily or permanently ceased operations will not participate except under special circumstances.
- PPDM Work Groups: A work group may be represented on the P-COC if deemed appropriate by the workgroup and the PPDM board of directors. This seat is available while the Work Group is in its primary development phase. Work Groups that have temporarily or permanently ceased work will not participate except under special circumstances.
- PPDM Membership: All P-COC participants must be valid, registered individual members in good standing of the PPDM Association.
- Time Commitment: a time commitment of half a day, twice a year is expected for meetings, with some additional time required to prepare for meetings, and follow-up as agreed.

DELEGATION OF PARTICIPATION

Chairs who participate in the P-COC who are not able to participate themselves may apply for permission to assign a delegate to represent their functional group. Only one delegate is permitted per Regional Leadership Team, PPDM Committee, or PPDM Work Group. In cases where one person chairs more than one group (note that this is discouraged), that person may represent both functional groups, or request a delegate for one functional group.

Delegation of participation may be to:

- Another member of the leadership in that functional group, provided that the delegate is an active participant in the group.
- A senior PPDM staff member (CEO, Senior Project Manager, or Community Coordinator), provided that the staff member is engaged in the functional group. In this case, the chair must work with the PPDM staff member to ensure that messaging is agreed.
- The delegate must be able to represent the work of the group appropriately, and to accept action items on behalf of the group.
- Any delegate must be a valid, registered individual member in good standing of the PPDM Association

GUIDING PRINCIPLES

- Number of seats: The number of seats on the council is not preset, and depends on how active each functional group is.
- Funding: The P-COC is unfunded. Any plans made by the P-COC or its functional groups must fit within the annual business plan and budget of the PPDM Association. Funding programs may not be developed independently of the PPDM Association. Participants pay their own expenses except by special provision.

- PPDM Staff: Will support logistical and organizational requirements, to ensure that the council is well formed and adheres to PPDM Policies (including Code of Ethics and applicable Anti-Trust law). PPDM staff may also report on behalf of any functional group as required.
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- Support PPDM goals and objectives: The P-COC will ensure that the mutually supportive collective nature of the PPDM Association is maintained, supported and strengthened.
- Accountability: each functional group is accountable to the strategic plan as set forth and approved by the Board of Directors for the Association.
- Communication: Each functional group is expected to prepare a one page summary of activities and upcoming plans for each P-COC meeting. Templates for this report will be provided.

RISKS & CONSTRAINTS

- Time and consent to participate: Economic conditions may result in some program delivery delays and may limit how much some participants can be involved.
- Insufficient Support: Participants must be self-starting and self-supporting; PPDM staff have limited capacity to complete all actions that may be recommended by the P-COC.
- Failure to achieve consensus: A key assumption of collective action is that not all participants will agree with every step to be undertaken. Maintaining an achievable pace that is aligned with the strategic plan of the Board will be essential.
- Doing Nothing: with 20 committees, it is very difficult to keep all key players in the loop. While PPDM staff work hard to ensure that schedules, deliverables, objectives and intentions don't overlap, it may happen organically as a result of poor communication and awareness.

COMMITTEE MEMBER EXPECTATIONS

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

- All participants must agree to follow PPDM Policy and Procedures, including the Code of Conduct or Ethics.
- Ensure that the functional group you chair is participating in the strategic plan
- Fulfill deliverables as agreed for the team, work group or committee that you chair
- 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

HIGH LEVEL TIMELINE/ SCHEDULE

Contingent on the scope of the charter, this standing committee is projected to launch by October 2016.

Meeting schedule: Meetings of the P-COC are currently expected to occur for a half day twice annually. Additional meetings to discuss specific topics may be called from time to time. Attendance and participation is encouraged but voluntary.

Participation Method: In-person attendance is encouraged, but remote access will be available for all meetings. There is no requirement to travel.

Collaboration Forum: All online discussions, document shares etc. are required to use the PPDM collaborative environment, currently Basecamp. Between meetings, updates, requests for information and other discussions will be conducted in Basecamp.