



# Terms of Reference

Executive Committee

1. **Aims and Objectives**
	1. The overall aim of INTERTANKO’s Executive Committee is to conduct the business and affairs of INTERTANKO and supervise the management of INTERTANKO's offices, while keeping the Council generally informed.

More specific aims are as follows:

* 1. To facilitate better communication, and to promote the sharing of experiences between Members and with the Association.
	2. To promote the activities, priorities and concerns of the Membership to INTERTANKO’s governing bodies and committees.
	3. To assist in the development of policies for INTERTANKO, bring these to discussion and sign off at Council and thereafter support their application at IMO and elsewhere.
	4. To provide input to INTERTANKO’s work programme and to examine and review issues and projects that may be submitted to the Council.
	5. To act as a resource for INTERTANKO, providing feedback, information and advice for its Council, Committees and Secretariat.
	6. To promote interaction between INTERTANKO and the tanker industry, and to assist the Association’s cooperation with industry, governmental and other relevant bodies.
1. **Membership**
	1. The Executive Committee is composed of a maximum of 17 members at any one time, including the Association Chair and up to three Vice Chairs
	2. The Chair, Vice Chairs and the other members of the Executive 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 Executive Committee is nominated and elected by the INTERTANKO Council. Elections and re-elections are held when the two-year tenure has been completed or when an Executive Committee member steps down. Re-election is also necessary if an Executive Committee member changes employment between Members/ Member Groups.
	4. Membership of the Executive Committee is based on the expertise/ qualification of the individual and seniority/ position within the Member/ Member Group of companies. The aim is to achieve overall diversity and a balance of representation by region, trade type and fleet so that all Member groups are represented on the Committee. Membership on the Executive Committee rests with the individual, not the company the individual works for. Re-election is required should the individual change companies and lose his Council seat. Any term served will count against the maximum tenure.
	5. The INTERTANKO Chair is elected 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 an Executive Committee member.
	6. Up to three Vice Chairs may be elected 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 an Executive Committee member.
	7. The INTERTANKO Management Committee consists of up to five members. The Chair, Managing Director and up to three Vice Chairs are members of the Management Committee ex officio. Terms of Reference for INTERTANKO’s Management Committee can be found in [**Annex 1**](#_Annex_I).
2. **Meetings**
	1. INTERTANKO’s Executive Committee meets up to three times a year in early spring, early summer and late autumn. The summer meeting is scheduled to take place in conjunction with the summer Council meeting and the Annual General Meeting. The autumn meeting is scheduled to take place in conjunction with the autumn Council meeting.
	2. Executive Committee members should attend both Executive Committee and Council meetings and actively participate in the discussions. Executive 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 travel expenses of Executive Committee members are paid in accordance with the provisions of [**Annex 2**](#_Annex_II).
	4. All former INTERTANKO Chairs who have been elected Honorary Members by the General Meeting are entitled to attend Executive Committee meetings at their own cost and without voting rights.
3. **Conduct of Meetings**

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

1. **Terms of Reference**

The Terms of Reference for INTERTANKO’s Executive 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 Executive Committee.

1. **Reporting**

The Executive Committee will report to the Council of INTERTANKO. Any follow-up actions will be forwarded to the appropriate Committees or Secretariat staff by the Secretary of the Executive Committee.

1. **Duties and responsibilities**

The Executive Committee

* 1. will pay due regard in its work to relevant work being done by INTERTANKO’s Committees and in other bodies outside INTERTANKO.
	2. will align its activities with the policies decided by the Association’s Council.
	3. and its Members shall not release public statements on the affairs of the Committee or Association without the explicit approval of the Chair.
	4. will assist the Secretariat with Member-related issues including detention monitoring and review as necessary.
	5. will review and assess the merit of requests for extensions of tenure for INTERTANKO Committee members.
	6. acts as the nomination Committee for Executive Committee candidates and may suggest individuals to the Secretariat.
	7. may assist the Council by performing an initial screening of candidates nominated by the INTERTANKO Council for appointment to the Executive Committee.
	8. may assist the Council by performing an initial screening of applications for INTERTANKO Membership and Associate Membership.
	9. will assist the Council by making a recommendation on the level of annual membership fees after reviewing a preliminary annual budget. The Committee will also then assist the Secretariat in finalising the annual budget in accordance with agreed fee levels.
	10. may assist the Council by performing an initial review of any policy issues for discussion.
	11. may assist the Council by performing an initial review of any changes to the INTERTANKO Strategic Workplan.
	12. may assist the Council by performing an initial review of any significant projects proposed by INTERTANKO Committees.

Last amended 24 May 2023

**Annex I**





**INTERTANKO Management Committee**

**Terms of Reference**

(originally adopted by Council on 6 Oct 1992, as amended 15 Oct 1997, 8 Oct 1999, 24 May 2023)

1. The Management Committee consists of up to five members ex officio members. The Chair, Managing Director and up to three Vice Chairs are members ex officio.
2. The Management Committee should through its work at all times strive to relieve the Executive Committee and Council so that their meetings are not unnecessarily burdened by administrative matters.
3. The Management Committee shall assist and advise the Managing Director on administrative matters of importance for the INTERTANKO offices as well as for its relations to any external consultants.
4. In matters of principle or in matters outside normal business, decisions should be made only after consultation with the Management Committee.
5. Senior Managers should be employed or dismissed by the Managing Director, only after consultation with the Management Committee.
6. The budget and financial statement shall be considered by the Management Committee before presentation to the Executive Committee.
7. The Council shall approve the Terms of Reference for the Management Committee, as well as any amendments hereof.

**Annex II**





**INTERTANKO Executive Committee**

**Reimbursement of Expenses**

Expense claims should be submitted in writing (mail or email) with official invoices and receipts attached, as soon after the meeting as possible. Please send your expense claims to alex.hardman@intertanko.com

INTERTANKO covers the following costs for members of the Executive Committee that attend the meetings:

**Travel**

* 50% of the cost of travel to/ from the meeting, up to Business Class
* In case First Class travel is elected, INTERTANKO will cover Business Class equivalent costs
* For practical reasons, members of the Executive Committee are requested to make their own flight/ train bookings
* The Secretariat will assist with arrangements for transfers to/ from the airport/ station at destination, should this be more convenient than other modes of transfer.

**Accommodation**

* 100% of the cost of guest room and breakfast for the duration of the meeting
* Members are free to book extended stays at their own cost
* Where convenient for members, the Secretariat shall make hotel arrangements with costs for the duration of the meeting paid for directly by INTERTANKO.
* In cases where alternative hotel accommodation, other than the INTERTANKO allocated hotel, is required (e.g. if trip is combined with other meetings or travel plans dictate), INTERTANKO shall reimburse costs of the alternative hotel up to the amount of the allocated hotel only.

**Meals**

* All breakfasts, lunches and dinners as part of the meeting arrangements, which will be organized by the Secretariat.
* Any other expenses (other meals or drinks, mini-bar, internet access at the hotel etc.) will be for members’ own account.

Members of the Executive Committee are encouraged to share contact details of their administrative support with Alex Hardman (alex.hardman@intertanko.com) to facilitate liaison on practical arrangements and expenses.