



INTERTANKO

TERMS OF REFERENCE

INTERTANKO DOCUMENTARY COMMITTEE

1. AIMS AND OBJECTIVES

- 1.1. In order to promote balanced and reasonable charter party provisions in the tanker industry, the Documentary Committee shall consider, prepare and review tanker charter parties, as well as other related documents, including any clauses contained in such documents as well as prepare model clauses for consideration by INTERTANKO member
- 1.2. The Committee shall whenever possible cooperate and develop a friendly dialogue with such interested parties in the tanker industry that may be useful to this aim.
- 1.3. To fulfil these objectives the Committee should when required set up such sub-committees and use such consultants as may be felt desirable.
- 1.4. The Documentary Committee (and any sub-committees) shall assist the Secretariat in its efforts to keep the membership informed about developments relative to the documentary aspects of tanker chartering.

2. MEMBERSHIP

- 2.1. Membership of the Committee shall be endorsed by the Council.
- 2.2. The Committee's members may include representatives of INTERTANKO's Associate Membership and of other bodies or other individuals with whom INTERTANKO cooperates.
- 2.3. The number of members in the Committee should not exceed twenty. Ten members constitute a quorum.
- 2.4. The membership should always maintain a balance between a substantial proportion of owners' representatives with wide practical knowledge and experience and "advisers" including usually tanker brokers from different centres, club and legal representatives and consultants with wide relevant knowledge of the tanker industry.
- 2.5. The Committee members term is two years which can be extended for another two years, unless other reasons apply and are approved by the Executive Committee. Examples of when other reasons apply could include when it is difficult to get new members to join a Committee or the member has specific expertise that would be valuable in the resolution of an important issue under discussion by the Committee.

3. CHAIRMAN

- 3.1. The Committee shall appoint its own Chairman subject to the ratification of the Council. The Chairman will usually be a shipowner's representative. The Committee may appoint one or more Vice-Chairmen.
- 3.2. The Chairman's term of office is two years which can be extended for another two years, unless other reasons apply and are approved by the Executive Committee. Examples of when other reasons apply could include when a new Chairman cannot be found or the resolution of an important issue under discussion by the Committee would benefit from the Chairman's leadership.

4. MEETINGS

- 4.1. Meetings will normally be held in London and should be held two or three times a year. Committee members should make every endeavour to attend not less than one meeting per annum. Members further commit themselves to participate as fully as possible in e-mail discussions of matters arising between meetings. Such discussions are an important part of the Committee's effectiveness.
- 4.2. Repeated non-attendance/non contribution may result in a review of Committee membership by the Committee Chairman and Secretary and a recommendation of removal from the committee. A Committee member may, on occasion, be represented by an alternate from his company.
- 4.3. INTERTANKO's Documentary Committee Chairman and/or Vice-Chairman and members of INTERTANKO's Secretariat may participate in all meetings of the Documentary Committee or any sub-committee set up in accordance with Article 1.3.

5. TRAVEL EXPENSES

The travelling expenses of the Committee's membership shall be paid by the member company.

6. TERMS OF REFERENCE

The Terms of Reference shall be approved by INTERTANKO's Council .

7. SECRETARIAL

The INTERTANKO Secretariat undertakes the secretarial and administrative tasks for the Committee.

8. REPORTING

The Chairman or the Vice-Chairman of the Documentary Committee shall report to INTERTANKO's Council and Executive Committee as required.