



# Terms of Reference

Documentary Committee

1. **AIMS AND OBJECTIVES**
	1. In order to promote balanced and reasonable charter party provisions in the tanker industry, the 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 members.

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 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.

1. **MEMBERSHIP**

2.1 The Committee is composed of a maximum of 20 members at any one time, including the Committee Chair and up to three Vice Chairs. Ten members constitute a quorum.

2.2 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.

2.3 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.

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 Membership of the Committee is based on the expertise/ qualification of the individual and 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 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.

2.6 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. The Chair will usually be a shipowner's representative.

2.7 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.

1. **MEETINGS**
	1. The Committee will typically meet at least twice a year in London.
	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. A Committee member may, on occasion, be represented by an alternate from their company. Members further commit themselves to participate as fully as possible in email discussions of matters arising between meetings. Such discussions are an important part of the Committee's effectiveness. 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 membership should always maintain a balance between a substantial proportion of owners' representatives with wide practical knowledge and experience and "advisers" including tanker brokers from different centres, club and legal representatives and consultants with wide relevant knowledge of the tanker industry.
	4. The Committee's members may include representatives of INTERTANKO's Associate Membership and of other bodies or other individuals with whom INTERTANKO cooperates.
	5. 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.

3.6 As required, specific Working Groups and/or Correspondence Groups may be established to deal with and promote particular issues from the Committee’s work.

3.7 The travel expenses of the Committee’s membership 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.

**5 TERMS OF REFERENCE**

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

**6 SECRETARIAL WORK**

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

**7 REPORTING**

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