



## SCHEDULE

The Canadian Chapter will meet at least twice a year. Exact dates are to be determined based on availability of Chair, Co-Chair, Secretariat and Canadian Chapter members' feedback.

## DUTIES:

### DROPS Global will:

- Provide and communicate input from all other regions in advance of each Canadian Chapter meeting;
- Once per year, attend a Canadian Chapter meeting and present a full update;
- Make available resources to support the Canadian Chapter as appropriate; and
- Ensure existing DROPS resources and Canadian Chapter website information are reviewed regularly and kept current.

### ESC will:

- Act as the secretariat of the Canadian Chapter;
- Schedule, coordinate and facilitate meetings, contact lists and activities of the Canadian Chapter at self-determined intervals through the year;
- Prepare and distribute meeting materials/minutes and other documents;
- Provide a SharePoint site for sharing and collaboration;
- Develop communication plans and support industry with the implementation of Dropped Objects Prevention resources and tools;
- Serve as the communications focal point for the Regional Chapter and direct communications within the Chapter as appropriate;
- Serve as a liaison with the DROPS Global Secretary;
- Share feedback, learnings and developed products with DROPS Global Secretary;
- Act as a back-up if required to the Co-Chair for attendance at DROPS Global Steering Committee meetings; and
- Establish a mechanism for the ongoing monitoring of the Canadian Chapter participation and feedback to drive continuous improvement.

### Members of the DROPS Canadian Chapter will:

- Commit to abiding by the Code of Conduct (Appendix A);
- Prepare for and attend meetings;
- Contribute to group discussions, actively sharing industry expertise and opinions in an open and transparent manner;
- Demonstrate critical judgment when making recommendations;
- Recommend best practices and resources for review and consideration;

- Report regularly with stakeholders they represent;
- Complete assigned tasks and action items in timely manner; and
- Take an active role (be an ambassador) in promoting and advocating the implementation of the prevention of dropped objects throughout industry.

## **Chair and Co-Chair will:**

- Represent the Regional Chapter and Steering Committee and work in conjunction with the Secretariat “Energy Safety Canada”;
- Have deep expertise in oil and gas operations, health and safety and Dropped Objects prevention;
- Lead the Canadian Chapter by chairing meetings and ensure members are conducting themselves in accordance with the code of conduct;
- Review, approve and resolve any disagreements that may arise;
- Be in the position of Chair for not less than one year, at which time the Chair, Co-Chair and ESC will meet to decide on whether the Co-Chair will take the Chair role and a new Co-Chair will be identified or if the current roles will remain in place for another year;
- Serve as a principal contact in communication with DROPS Global and other Regional Chapters; and
- Participate in person or remotely in a DROPS Global Steering Committee meeting at least once per year.

## **MEMBERSHIP:**

- Membership is open to anyone who is interested in the prevention of dropped objects and therefore includes DROPS members, ESC members, Trade Associations members, members at large, other Canadian industries, etc.
- Members will have expertise in oil and gas operations, health and safety or dropped objects prevention;
- Subject matter experts/guests may be invited to provide advice/guidance;
- Membership is expected to change over time; and

## **COSTS:**

Where costs are involved such as for hosting meetings (venue, food, etc.), a cost recovery fee will be charged for attendance at meetings. Any costs associated with any other deliverable will have to be provided and approved by DROPS.



**DROPS**

**DROPS Canadian Chapter**



## **MODE OF OPERATION:**

- The Canadian Chapter will work in a collaborative manner and strive for consensus. Consensus does not mean unanimous agreement.
- Where there occurs substantial and material disagreement, ESC as the secretariat in conjunction with the Chair will consider the views of the members and decide in consultation with DROPS.
- ESC and DROPS have ultimate authority for their respective programs and services.

## **APPENDIX A CODE OF CONDUCT**

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This Code of Conduct is a statement of the essential principles that govern the conduct of members of the Canadian Chapter of DROPS.

### **Members of the Canadian Chapter of DROPS will:**

- Act honestly and in good faith with a view to the best interests of the Canadian Chapter of DROPS
- Respect diversity, different roles and boundaries, and avoid giving offence;
- Immediately declare any real, potential or perceived conflicts of interest;
- Maintain solidarity once consensus has been achieved, regardless of personal opinions;
- Strive to attend all meetings or send a delegate at a comparable level of seniority in their place;
- Refrain from any communication, discussion, activity or conduct that may infringe any applicable competition law and shall specifically refrain from any communication or other sharing of any competitively sensitive information.

### **Breaches of the Code of Conduct**

Any member who has been found to breach this Code of Conduct will forfeit his/her group membership.