Energistics WITSML SIG Organizational Charter

DEFINITION

Participation in the Energistics WITSML Special Interest Group (SIG) is governed by the Energistics Membership Agreements of the eligible Energistics member organizations.

The Energistics Membership Agreement addresses the following: term, fees, other costs, representation, facilitation, and information and intellectual property.

Per the Membership Agreement, regarding representation,

- Each member organization is entitled to designate in writing one primary representative who shall be entitled to cast one (1) vote with respect to any matter on which SIG participants are entitled to vote.
- The SIG Chairperson shall be elected from the SIG participant representatives by simple majority vote at a regular meeting of the SIG Participant representatives (the “SIG Steering Committee”).
- The SIG may establish rules for its governance that are not otherwise inconsistent with the Agreement, the Certificate of Incorporation or Bylaws.
- There shall be no minimum attendance or quorum required to hold SIG meetings, provided that each SIG Participant is provided with advance notice of the meeting.

MISSION

The WITSML Special Interest Group is dedicated to the development, support and promotion of the drilling, completions, and intervention specifications as published in the WITSML Standards and as coordinated with the overall Energistics mission and business plans, including related Energistics Standards.

CHARTER PURPOSE

The purpose of this charter is to further refine WITSML SIG organizational structure and governance in a manner consistent with the Energistics Membership Agreement.

ORGANIZATION

Steering Committee

The Steering Committee is responsible for providing long term strategic direction for the development and promotion of the WITSML Standards. The Steering Committee establishes Teams to carry out ongoing activities. Descriptions of the current Teams follow.

Executive Team

The Executive Team of the Steering Committee shall consist of up to 10 individuals led by the SIG Steering Committee chairperson. This team is responsible for providing consistent leadership on behalf of the Steering Committee and will meet at least monthly and more often as necessary.

Steering Committee members shall nominate Executive Team members according to the Executive Team Election procedure set forth in this Charter. This team will be composed of individuals that represent
each constituency of the SIG (operators, service companies and technology providers) and who are actively engaged in the operations of the SIG.

The Steering Committee shall meet at least quarterly to review SIG progress and to pass resolutions for the SIG as needed. Meeting announcements and materials will be issued a minimum of two weeks in advance of planned Steering Committee meetings.

**Technical Team**

The Technical Team has responsibility for:

- Identifying business use cases to be supported by the WITSML Standards and to clarify desired behavior by WITSML software components (e.g., servers, clients).
- Evaluating future development opportunities.
- Developing solutions for technical issues revolving around the WITSML data object schema specifications and the web services (Application Programming Interface) specifications.
- Coordinating with Energistics for release management and maintenance.

Under direction of the Executive Team, the Technical Team will form cross-functional sub-teams to address specific topics or problem areas that impact the WITSML Standards, including new development, significant modifications and routine maintenance.

Initiatives will be defined in accordance with a Request for Change Process as defined by the Executive Team and Energistics.

**Business Engagement Team**

The Business Engagement Team will work under the direction of the Executive Team to provide marketing and implementation support. Activities may include: papers/presentations, articles, flyers and other collateral, Business Case Development Guide, release/feature comparison matrix, etc.

**PROCEDURES**

**Executive Team Election**

1. Executive Team members will be nominated by the SIG Steering Committee membership and presented for a vote by membership no less than 14 days from opening of nominations.
2. Executive Team nominations shall be solicited within 30 days of the beginning of term of service.
3. Term of Service is one calendar year, beginning January, with no limit on number of terms that may be served.
4. Nominations shall be published to the Steering Committee members with call for vote.
5. Vote shall be finalized and reported at the first meeting of the Term of Service.