



V3, February 2018



WPC Expert Workshop MoU
World Petroleum Council

world-petroleum.org



**MEMORANDUM OF UNDERSTANDING (MoU)
FOR WPC EXPERT WORKSHOP
Between World Petroleum Council (WPC)
& National Committee (NC) of _____**

Expert Workshop Title: _____

Date: ___ / ___ / ___ to ___ / ___ / ___

Location: _____

1. Parties

- The World Petroleum Council (WPC), whose permanent Secretariat is located at: 4th floor, Suite 1, 1 Duchess Street, London, W1W 6AN, UK.
- The National Committee (NC) of: _____ whose Office Headquarters are located at: _____

2. Memorandum of Understanding (MoU)

- The MoU sets out the terms upon which the WPC and the NC agree to organise the WPC Expert Workshop to be held on the date(s) of _____, in _____.

3. Responsibilities of the WPC CPC

- The WPC Congress Programme Committee (CPC) evaluates Workshop proposals received and selects those that will be integrated into the Congress Programme for the 23rd WPC. The presentation of the Workshop Report is then given during a 1 hour Special Session.
- The WPC CPC will supervise and liaise with the NC regarding the Workshop.
- The WPC CPC will be in charge of:
 - selecting the Workshop
 - approving the final Workshop programme;
 - meeting at regular intervals to review progress, to identify and oversee planning needs and to initiate necessary action at the appropriate times;



- agreeing with the NC on the:
 - theme;
 - programme and;
 - schedule, including venue and country.
- appointing a CPC Contact to liaise with the NC to ensure technical content is aligned with WPC standards

4. Responsibilities of the WPC Secretariat

- The WPC Secretariat will work closely with the NC to maintain the highest standards required to support the WPC brand. Based on previous Workshops, the WPC Secretariat will use its experience to advise the NC on how to organise and execute a successful Workshop.
- The WPC will provide the NC with the full use of its logo icon to use or design a unique logo for the Workshop.
- The WPC will promote the Workshop to its members and through its website, worldwide network, and mailing lists as well as other channels where available.
- The WPC Secretariat will be available to consult with throughout the organisation period.
- The WPC Secretariat will provide a template for the final Workshop Report and publish the Workshop Report after the 23rd World Petroleum Congress.

5. Responsibilities of the National Committee Lead

- The NC shall be in charge of the organisation and logistics of the WPC Expert Workshop.
- Establish a Working Group including national and international representatives, to assist with content development and ensure that the Workshop programme includes national and international presenters.
- The NC shall accept financial responsibility for the organisation of the Expert Workshop and any associated events. Any losses incurred or surpluses accruing are for the account of the NC. WPC carries no liability for costs or damages associated with the event.
- It is expected that the event will be run as a not-for-profit event. In the spirit of the WPC it is expected that any surplus will be used as a legacy for “good causes”.
- The NC shall:
 - be in charge of coordinating all the activities and suppliers of the Expert Workshop



- state clearly the structure and manner in which the event will be managed /overseen;
- regularly keep the WPC Secretariat informed with progress updates;
- if applicable, implement a sales and marketing campaign to secure the necessary sponsorship and financial success of the event;
- using the template provided, prepare a final written Report of the Expert Workshop and submit it to the WPC Secretariat within three months of the close of the Workshop in an editable electronic format;
- organise a presentation of the Workshop Report, emphasizing results and conclusions to be given in a 1 hour Expert Workshop Results Session at the 23rd World Petroleum Congress. The session should include a moderator and 3 to 4 speakers (including international speakers).

6. Hold Harmless

The NC will indemnify, defend and hold harmless the WPC and its respective officers, directors, members, employees and agents, from and against any suit, action, legal or administrative proceeding, claim, loss, damage, expense or liability, including reasonable attorneys' fees and costs, that may result by reason or actions or failures to act of the NC, its directors, members, employees and agents, provided that the NC will promptly notify the WPC of such action and will afford the NC the opportunity to defend or settle the claim, and if such notice and opportunity are not given to the NC, or if any claim is compromised or settled without its consent, no liability will be imposed upon the NC by reason of such claim.

7. Financials

- The NC must provide the WPC EC with a clear understanding of its plan to finance the Expert Workshop.
- The NC shall be responsible for the collection of all Workshop payments by participants. The NC shall ensure the timely transmission of any WPC fee of the agreed monies, no later than 3 months after the end of the event, in Pounds Sterling (GBP) to the WPC Secretariat. The NC agrees to the following financial conditions:



If the Expert Workshop is organised on a “for-profit” basis then the following payments will be made to the WPC:

- 12.5% of the total registration fees (gross receipts)

The fees are due to be paid to the WPC within three months of the closing date of the Expert Workshop

If the Expert Workshop is organised as a “not-for-profit” event and makes a surplus, then the surplus should go to a Legacy Project, selected by the NC, with 20% of the total to be allocated to the Central WPC Legacy Fund.

- Any legacy shall be specifically identified and reported to the WPC. A timeline shall be set, to ensure the Legacy will be consistent with the objectives for the industry and WPC.
- Examples of a Legacy could be:
 - Funding ongoing Host Country Youth Committee activities;
 - University scholarships;
 - Supporting a charity.



SIGNATORIES TO THE AGREEMENT

On behalf of the World Petroleum Council:

Mr Tor Fjaeran

WPC President: _____

Date: _____

On behalf of the National Committee of: _____

Name of Signatory: _____

Position: _____

Date: _____

On behalf of the National Committee of: _____

Name of Signatory: _____

Position: _____

Date: _____