



SCHEDULE A

ISCO Bye-Laws, Policies, and Procedures

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A.1.0 Purpose

- 1.1. This Schedule sets out the rules (Bye-laws), Policies and Procedures through which the ISCO Constitution is implemented. and maintained.
- 1.2. This Schedule makes reference to the relevant Articles of the Constitution and associated Schedules where further information is provided.

A.2.0 Currency

- 2.1. The date on which this Schedule came into force is 6th December 2021.
- 2.2. The date of the most recent version is as stated on the Table of Contents page and in the bottom left hand footer of each page.
- 2.3. A record of all amendments is maintained by the ISCO Secretary-General and is available to any Member upon written request.

A.3.0 ISCO Management Structure

- 3.1. The management structure of ISCO is set out in Articles XII to XVI of the Constitution.
- 3.2. Details of roles and responsibilities of the Office Holders (members of the Secretariat, Executive Committee, Sub-committees and ISCO Council) are set out in Schedule F.
- 3.3. Procedures for the election or appointment of ISCO Office Holders are set out in Sections A.7 to A.9 of this Schedule.

A.4.0 Membership

A.4.1 Types of Membership

- 4.1. ISCO has a number of levels of membership. These are detailed in Articles V to VII of the Constitution and are summarised in Schedule G.
- 4.2. Schedule G also sets out current membership fees, requirements for, and benefits of, each type of membership.

A.4.2 Application for Membership

- 4.3. Application procedures, conditions to be met for each type of membership and any assessment procedures that may be needed are set out in Schedule G.

A.5.0 Terms and Conditions (Data Protection and Privacy Policy)

- 5.1. The UK Data Protection Act, 2018 and General Data Protection Regulations (GDPR) took effect from 25 May 2018 and apply to ISCO.
- 5.2. Compliance with the above is required for all UK-based organizations that need to hold personal data. To give members and others more control over how their personal data is used and will must ensure that they only receive communications that they have consented to.
- 5.3. This ISCO Data Control and Privacy Policy describes the personal information ISCO collects about you, why we collect it, how we use it, and when we share it with 3rd parties.
- 5.4. ISCO may ask for your information in the following ways:
 - Completion of online registration or written request to be sent the ISCO Newsletter.
 - Completion of an application form to join ISCO as an Individual or Corporate Member or industry Partner.
 - Completion of an application form for Professional Membership of ISCO.
- 5.5. The following details may be requested:
 - First Name, last name, e-mail for sending the Newsletter and general issue of notices etc.
 - For membership applications, your postal and email addresses, telephone and/or mobile phone numbers.
 - For Professional Membership applications, information on your past and present job description, qualifications, training certifications, and career history. ISCO may also require contact information for your nominated referee and references, together with confirmation that you have their permission for ISCO to have their contact details for the purpose of carrying out the assessment process.
 - For Student Members, the name of the course of study being undertaken, institution and estimated completion date.
- 5.6. ISCO collects this information so that we can send you the weekly newsletter and other membership communications and for membership applications in order that we can assess and determine suitability and appropriate class of membership and to assist us in contacting you to collect annual subscriptions.
- 5.7. Personal data is collected and used on the following legal basis:
 - ISCO has a genuine and legitimate reason to contact you and is not harming your fundamental rights and freedoms.
 - ISCO undertakes to provide you with a safe and convenient experience and has in place certain physical, electronic, contractual, and managerial safeguards to help protect the security and privacy of your personal information. Our contracted processors for Newsletter distribution, "Campaign Monitor", are bound by contract to do the same.

- ISCO do not sell your data or share it with any third parties (except as detailed below)
- This is based on your consent in that you have completed a paper or online form and wish to receive the Newsletter or be contacted regarding the activities of ISCO.
- You are free at any time to change your mind and withdraw your consent by unsubscribing from the newsletter and/or terminating your membership of ISCO.
- You have the right to request a copy of the information that we hold about you and if you have a concern about an organisation's information rights practices, report it to the UK Information Commissioner's Office (ICO) at <https://ico.org.uk> or call the ICO helpline on 0303 123 1113.

5.8. Protection of Members' data:

- At ISCO we aim to keep your electronic data no longer than necessary for completion of membership application process after which only one printed hard copy of the application is retained and drawn upon for only information required for annual fees collection, sending our newsletter and other membership communications.
- Information is not accessible via the internet or to individual members but only to the Secretariat.

5.9. Sharing of information:

- ISCO shares your contact details with our publishing partner "Campaign Monitor" only to the extent required (Name and Email address) to ensure that you receive the Newsletter and other ISCO communications.
- In the case of applications for Professional Membership, the completed form and supporting documentation will be shared with members of the ISCO Professional Standards Sub-committee for evaluation purposes. Members of this Sub-committee are required to delete or destroy this data as soon as they have made their recommendations in regard to the award of Professional Membership.
- In countries or regions with representation on the ISCO Council, contact details of the appointed Member(s) of Council for each country or region may be shared on a mutual-consent basis with in-country/region Members of ISCO. This is done for communication purposes only.
- ISCO may compile numerical data only on membership and Newsletter readership numbers and locations based on members'/subscribers' e-mail addresses in support of our consultancy or observer status at meetings of IMO, IOPC Funds and other international bodies but will only provide data on ISCO members if such information is a requirement for the purpose for meeting attendance registration.

6.0A. Rights of Members

A..6.1 Equal Opportunity and Inclusiveness

- 6.1. All members have a right to be treated fairly and with respect as per the ISCO Inclusiveness and Equal Opportunities Policy (Schedule D).
- 6.2. All members have the right to seek redress of dispute resolution through the ISCO Disputes Resolution Protocol (Schedule E).

A.6.2 Voting Rights

- 6.3. All current paying Members have the right to attend the Annual General Meeting (AGM) of ISCO and to vote on proposals put forward in the AGM Agenda or proposed and seconded during the AGM.
- 6.4. Members have the right to appoint a proxy to vote on their behalf if not able to attend a Meeting.
- 6.5. Members have the right to vote by e-mail on proposals sent to them by the ISCO Secretariat.

A.6.3 Right to Propose Candidates for ISCO Positions

- 6.6. Members have the right to propose to the ISCO Secretary-General, or Nominations Sub-committee, names of individuals for consideration as new members of the Executive Committee.
- 6.7. Members who are resident in relevant countries may make proposals to the Secretary-General, or other member of the Secretariat, regarding the appointment of their national representative on ISCO Council.
- 6.8. In cases where the Secretariat determines that it is necessary to carry out an election to select a new Member of Council, all ISCO Members resident in the relevant country have a right to vote.
- 6.9. Members should refer to Article XV of the ISCO Constitution and Section A.8 of this Schedule.

A.6.4 Access to Resources

- 6.10. All members have free access to the ISCO web page ‘Members Only’ pages and to all materials therein.
- 6.11. All Members are entitled to receive the ISCO Newsletter free of charge.

A.6.5 Rights of Appeal and Redress

- 6.12. Candidates for Professional Members have the right to appeal a decision made by the Professional Standards Sub-committee.
- 6.13. All Members have the right to appeal any finding of a Sub-committee, such as those of a Professional Standards Sub-committee. Such appeals may be sent to the Secretary-General and may be referred to a Disputes Resolution Sub-committee (see Schedule E).

A.7.0 Rules Relating to the ISCO Executive Committee

A.7.1 Appointment of Executive Committee Members and Secretariat

- 7.1. For details of the voting rights of Members in regard to Election of Office Holders, please refer to Section A.6 – “Rights of Members”.

- 7.2. The Nominations Sub-committee is charged with the responsibility of assessing candidates for membership of the Executive Committee and submitting recommendations to the Executive Committee.
- 7.3. The Secretariat may at any time co-opt a Member to join the Executive Committee but the appointment of a co-opted member is temporary until confirmed by Members at the next AGM.
- 7.4. Members of the Executive Committee shall serve for a period of three years but thereafter are eligible for re-election by Members at the next AGM.
- 7.5. The number of Members of the Executive Committee is limited to a maximum of fifteen, including the Secretariat.
- 7.6. Membership of the Secretariat is subject to the approval of a simple majority of the Executive Committee.
- 7.7. The Secretariat (core management team) may at any time co-opt a Member to assist in the execution of its work or form a Working Group for this purpose.

A.7.2 Termination of Executive Committee or Secretariat Positions

- 7.8. A member of the Executive Council (including Secretariat) can resign their position at any time by notifying the Secretary-General in writing. Resignation does not affect persons' rights and privileges as an ISCO Member.
- 7.9. In some cases the Secretary -General may remove or suspend a person from the Executive Committee or Secretariat. This requires the support of a majority of the Secretariat and must be authorised by the President. This may be done in cases where:
 - Illness or other disability results in a prolonged inability to undertake their assigned role.
 - The Member has breached ISCO Bye-laws (Schedule A), Terms and Conditions (Schedule B) or the ISCO Code of Practice (Schedule C).
 - The Member has committed a criminal offence or has otherwise compromised the reputation or integrity of ISCO.
 - The Member has been inactive or unresponsive for a prolonged period. This may include a failure to attend three consecutive scheduled meetings (including on-line meetings) or a failure to respond to at least three e-mailed contacts.
- 7.10. If termination or suspension is being considered the Secretary-General (or VP Membership) will contact the member at least 7 days prior to a decision.

A.7.3 Rules Relating to Sub-committees

- 7.11. The Secretary-General may call together a standing Sub-committee or constitute a new Sub-committee as required.
- 7.12. This may be at the Secretary-General's volition, at the request of a Secretariat member or as per conditions set out in the ISCO Constitution and Schedules.

7.13. The members of a Sub-committees must be selected on their abilities to undertake the tasks set for the Sub-committee.

7.14. Sub-committees may be temporary or standing.

A.7.4 Rules Relating to Working Groups

7.15. A Working Group may be formed by any member of the Secretariat in order to assist in the completion of defined tasks.

7.16. Any ISCO Member can be appointed to a Working Group.

7.17. Working Groups may work under the direction of the Secretariat member or an appointed Working Group Coordinator.

7.18. A work schedule should be developed for each Working Group and this should include:

- Objectives or Scop of Work.
- Sub-tasks and responsibilities.
- Work schedule including progress reporting.
- Identification of outcomes or deliverables.

A.8.0 Rules Relating to the ISCO Council

8.1. The ISCO Council is composed of the appointed National Representatives of each country in which there are Members of ISCO. The ISCO Council acts as an advisory and consultative body, assisting the Executive Committee on policy, new initiatives and other matters.

A.8.1 Appointment or Election of ISCO Council Members

8.2. The Appointment of Members of Council can be made by:

- Invitation by the Secretariat to serve as a Member of Council.
- Election by Members resident in the represented country.

8.2. Except under special circumstances only one Member of Council may be appointed as the representative of a country on the ISCO Council.

8.3. In countries where there is a relevant national association recognised by ISCO as representing the interests of ISCO Members, the Secretariat shall give preference to that association by inviting it to nominate one of its office-bearers to serve as a Member of the ISCO Council.

8.4. In a country where there is only one resident Member of ISCO, the Secretariat may consider appointing that person as a Member of Council.

8.5. Any member of ISCO can volunteer to become a Member of ISCO Council. In this context “member” can mean – an Individual Member or a Professional Member or an employee of a Corporate Member or Industry Partner.

- 8.6. Appointment of a new Council Member must be approved by a simple majority of the in-country members or the ISCO Executive Committee.
- 8.7. If more than one individual wish to represent a particular country, an election will be held amongst the in-country members to decide on the appointment.
- 8.8. Elections will be managed by the Secretariat. This will include notification. Distribution of ballot forms and the collection and counting of votes.
- 8.9. The re-appointment of all Members of the ISCO Council is normally confirmed at the Annual General Meeting unless an objection is raised or a Council Member intimates a wish to stand down.
- 8.10. Anyone can propose himself/herself as a new member of ISCO Council by writing to the Secretariat. Information to be provided should include the proponent's contact details, CV and a summary of what he/she can contribute in the event that they are appointed as a member of ISCO Council

A.8.2 Conditions of ISCO Council Membership

- 8.11. The term of appointment to Membership of the ISCO Council is not time-limited but the continuation of appointments of Members of Council requires to be confirmed at the annual AGM.
- 8.12. Under most circumstances only one Member of Council can be appointed for each country. In the case of large countries more than one ISCO Council Member may be appointed or elected.
- 8.13. A Member of ISCO Council must maintain his/her status as a paid-up member of ISCO.
- 8.14. Responsibilities of ISCO Council Members are listed in Schedule F.

A.8.3 Termination of ISCO Council Membership

- 8.15. A member of the ISCO Council can resign their position at any time by notifying the Secretary-General in writing. Resignation does not affect persons' rights and privileges as an ISCO Member.
- 8.16. In some cases the Secretary -General may remove or suspend a person from the ISCO Council. This requires the support of a majority of the Secretariat. This may be done in cases where:
 - Illness or other disability results in a prolonged inability to undertake their assigned role.
 - The Member has breached ISCO Bye-laws (Schedule A), Terms and Conditions (Schedule B) or the ISCO Code of Practice (Schedule C).
 - The Member has committed a criminal offence or has otherwise compromised the reputation of integrity of ISCO.
 - The Member has been inactive or unresponsive for a prolonged period.

- 8.17. If termination or suspension is being considered the Secretary-General (or VP Membership) will contact the member at least 7 days prior to a decision.

A.9.0 Rules Relating to the Conducting of ISCO Business

- 9.1. The following rules apply to ISCO Office Holders and Members undertaking commissioned or routine tasks on behalf of ISCO.

A.9.1 ISCO Office Holders

- 9.2. In all ISCO-related correspondence (including e-mails, letters and public notices) the ISCO Office Holder must clearly identify the capacity in which they are acting, e.g. ISCO President, Secretary-General etc.).
- 9.3. All correspondence is to be considered confidential unless otherwise stated or is posted on open forums.
- 9.4. ISCO related business is to be undertaken through ISCO channels such as:
- E-mails(ISCO, personal or Corporate) in which the sender's ISCO status is clearly stated.
 - Letters with ISCO letterhead.
 - ISCO Newsletter.
 - ISCO web-page or
 - ISCO online forums.

A.9.2 ISCO Members

- 9.5. In all ISCO-related correspondence (including e-mails, letters and public notices ISCO Members should state their Membership type.
- 9.6. Corporate Members may also note their position within the appropriate Corporate Member company.
- 9.7. All correspondence between Members is to be considered confidential unless otherwise stated or unless posted on open forums.

A.10 Rules Relating to Student Representatives

- 10.1. The Secretary-General may appoint a 'Student Representative' from amongst the registered Student Members. The Student Representative may be called upon to represent student views or present current knowledge based on:
- A particular region. This may be spill or pollution issues, geo-political or social issues that may apply to a particular region.
 - A particular field of science or technology.
 - A particular type of studentship.
 - Issues relating to issues relating to equal opportunities or inclusiveness.
 - Other issues as determined by the Secretary-General.
- 10.2. The term of a Student Representative is one year.

A.11.0 Conduct of Meetings

- 11.1. Notices of meetings, the agenda, meeting papers and a Proxy Voting Form must be sent to members at least 60 days before the date of a meeting.
- 11.2. Members are encouraged to submit details of any matters that they would like to be discussed at the Meeting. Such submissions should be sent by email to the Secretariat at least seven days in advance of the date of the Meeting.
- 11.3. The Agenda for an Annual General Meeting shall, as a minimum, contain:
 - a) Apologies from members unable to attend the Meeting.
 - b) A Report from the Secretary.
 - c) The Minutes of the previous Meeting.
 - d) A Financial Report.
 - e) Appointment of Auditor.
 - f) Papers with additional information on the matters to be discussed.
 - g) Appointment of the Nominating Committee.
 - h) Election of Members to the Executive Committee.
 - i) Any other business.
 - j) Provisional date of next meeting.
- 11.4. A Proxy Voting Form will be sent to Members who cannot attend with advice that it be completed and submitted to the Secretariat by email at least seven days before the Meeting. The Proxy Voting form should be designed in a way that facilitates electronic submission to the Secretariat.
- 11.5. The AGM will normally be chaired by the President but he/she may appoint another member of the Executive Committee to act in his/her place.
- 11.6. Before the start of the Meeting the Chairman will appoint someone present to record the minutes of the Meeting.
- 11.7. A sign-in form will be passed around to provide a record of Members present.
- 11.8. Matters to be voted on at the AGM will be as stated on the Proxy Voting Form and, as a minimum, will include for/against voting boxes for each of the following:
 - a) Approval of the Minutes of the previous Meeting.
 - b) Acceptance of the Secretary's Report.
 - c) Appointment of the independent auditor.
 - d) Appointment of Members of the Executive Committee.
 - e) The various motions to be voted upon (list prepared by the Secretariat).
- 10.9. Voting will be by a simple majority, counting votes of Members present and all of the submitted Proxy Votes. In the event of a tie, the Chairman will exercise a casting vote.
- 11.9. An AGM may be held wholly, or partly, online. The above rules apply but arrangements will be made for online members to vote via e-mail if necessary (see below).

11.10. Rules for an AGM conducted by E-mail will differ in the following ways:

- a) Members will be asked to comment on the Agenda and Meeting Papers content by email and to send their comments to the Secretariat within a fixed period of time after delivery of the Meeting papers.
- b) The Secretariat will circulate comments received by email to the Members within a fixed period of time after the comment's submission deadline.
- c) Members will be requested to submit their Proxy Voting Forms before a date deadline to be advised by the Secretariat
- d) As soon as possible thereafter the Secretariat will advise Members of the result of the voting.

11.11. If, between AGMs, Members are asked by the Secretariat to vote to accept/reject proposals or other matters raised by the Secretariat, the procedure is:

1. The Secretariat will send Members an email with details of the proposal/s which members are being asked to consider, together with background information and the reasons why the Secretariat has raised the matter.
2. Members will be asked to comment on proposal/s by email and to send same to the Secretariat before a deadline set for a fixed period of time after delivery of the Meeting papers.
3. The Secretariat will circulate comments received by email to the Members within a fixed period of time after the submission of comments deadline.
4. Members will be requested to submit their Proxy Voting Forms before a date deadline to be advised by the Secretariat
5. As soon as possible thereafter the Secretariat will advise Members of the result of the voting.

A.12.0 Application for ISCO Membership

- 12.1. ISCO shall not unreasonably refuse membership to individuals, companies, organizations, and other entities with a genuine interest in supporting ISCO's Mission and Objectives.
- 12.2. Upon granting of Membership the Secretariat will send new Members a "Welcome to Membership" email with comprehensive guidance information. The Secretariat will also prepare and send by air mail the new Member's Certificate of Membership, and update ISCO Website data and Mailing Lists.
- 12.3. Membership of ISCO is open to professionals, companies and organisations involved in spill control and related disciplines as well as interested individuals and students. Guidelines for the prospective members are provided in Schedule G
- 12.4. Procedures for applying for membership of ISCO are provide in Schedule G.

A.13.0 Rules Relating to Professional Membership

- 13.1. Awards of Professional Membership are strictly controlled to protect the value and international respect accorded to ISCO awards of Professional Recognition and to prevent fraudulent applications.

- 13.2. It should be noted that Professional Membership of ISCO does not replace national or other professional qualifications that may exist in a Member's jurisdiction.
- 13.3. The Form of Application for Professional Membership requires Applicants to nominate a Referee, give references and details of qualifications, training, career summary, and other information for the guidance of the relevant Professional Standards Sub-committee. The Form of Application for Professional Members can be found at: <https://spillcontrol.org/professional-membership-application-form/>
- 13.4. Applicants are required to sign an undertaking to abide by ISCO's Code of Professional Conduct (Schedule C) and to accept other conditions as specified in the Application Form. The Code of Conduct for Professional Members can also be viewed at <https://spillcontrol.org/code-of-conduct/>
- 13.5. The fees relating to preliminary assessment of applicants for Professional Membership and the annual costs of maintaining Professional Membership are set by the ISCO Secretariat and are detailed in Schedule G and on the Professional Membership Application Form at <https://spillcontrol.org/professional-membership-application-form/>
- 13.6. Classes of Professional Membership are noted in Articles IV to VII of the Constitution and summarised in Schedule G.
- 13.7. Award of Professional Membership (MISCO, FISCO or Hon.FISCO) may also be made to individuals who may not have significant "hands on" spill control experience – These awards may be made to individuals who are owners or senior managers of companies or organizations and are deserving of recognition because of their long term contributions to the spill control industry and/or responsibility for the development of initiatives that represent significant advances in spill control measures. Fee paying except for Hon.FISCO.
- 13.8. The ISCO Professional Standards Sub-committees are responsible for assessing applicants for Professional Membership of ISCO, and making recommendations to the Secretariat regarding award of Professional Membership. In cases where the recommendation is positive, the Sub-committee will also recommend award of the appropriate grade of Professional Membership.
- 13.9. Because the technical qualifications are often different in different countries, where possible, at least one member of the Professional Standards Sub-committee will be from the same jurisdiction as the candidate.
- 13.10. A Professional Standards Sub-committee generally has three (or four) members.
- 13.11. Members of the Professional Standards Sub-committee are appointed by the ISCO Secretariat and will include the President and/or the Secretary-General with the other members selected from members of the Executive Committee and/or ISCO Council.
- 13.12. Assessment Guidelines are provided to assist members of Professional Standards Sub-committees in their assessment of Professional Membership applications. See <https://spillcontrol.org/assessment-guidelines/>

- 13.13. The Appeals Policy and Complaints Procedures are also provided on the ISCO website at <https://spillcontrol.org/appeals-policy/> and <https://spillcontrol.org/complaints-procedures/>

A.14.0 Rules Relating to Student Membership

- 14.1. This Class of membership is designed for apprentices, students and trainees.
- 14.2. Student Membership is free of charge but is only available to individuals from a recognised training organization or, are engaged in a recognised apprenticeship.
- 14.3. Membership is time-limited depending on duration of training course or apprenticeship.
- 14.4. Student Members are not entitled to vote at AGMs but may attend and address such meetings.

- 14.5.** Procedures for applying for Student Membership are set out in Schedule G.

A.15.0 Rules Relating to Payment of Annual Membership Fees

- 15.1. The ISCO VP (Membership) is responsible for the invoicing of membership and other fees.
- 15.2. Invoices will be sent to Members by email and it is the responsibility of Members to advise the VP (Membership) of any changes in the email address provided for sending of invoices.
- 15.3. Membership fees are invoiced annually in advance on the anniversary of the date of first joining ISCO.
- 15.4. Invoices for Membership and membership renewal are payable within 30 days of date of invoice.
- 15.5. Failure to pay invoices for membership renewal will result in suspension of membership. A member who fails to pay his/her annual fees within 30 days will receive a reminder and warning before action is taken to remove a Member from the Roll of Members.
- 15.6. Invoices for Assessment of Members applying for Professional Membership must be paid in advance before the assessment process is commenced.
- 15.7. Details of ISCO's charges for Membership and other services are provided in Schedule G and can also be viewed at <https://spillcontrol.org/subscriptions/>

A.16.0 The ISCO Website

- 16.1. The ISCO Website, at www.spillcontrol.org informs Members and the general public about ISCO and its Members.
- 16.2. The maintenance of the ISCO website is the responsibility of the ISCO Secretariat.

- 16.3. The ISCO website is subject to the same editorial standards as the ISCO Newsletter (see Section 15 of this Schedule).

A.17.0 THE ISCO NEWSLETTER

- 17.1. A link to the weekly newsletter is sent out by email to all Members and is available from the ISCO website.
- 17.2. The ISCO VP (Editor) is responsible for the production and distribution of the ISCO Newsletter.
- 17.3. Newsletter recipients are responsible for alerting the VP (Editor) of any changes to the email address for delivery of the Newsletter by sending advice to info@spillcontrol.org
- 17.4. The ISCO Newsletter commits to following the highest standards and to:
- Ensuring the accuracy of information provided.
 - Respecting copyright and acknowledging authorship.
- 17.5. All images and articles used must be attributed to the source (Photographer and or Agency) unless:
- The image or article is unrestricted i.e. is in the public domain and does not require attribution or
 - The image is out of copyright.
 - Written permission is obtained from the copyright holder.
- 17.6. Third party articles can only be reproduced with the permission of the author(s). The Editor must ensure that the original article complies with copyright, particularly with regards the use of images.
- 17.7. Reviews of third party articles must be attributed and, if available, a link provided to the original article.
- 17.8. Contributed articles must show the author and, if relevant, company affiliations.
- 17.9. All advertising must be clearly labelled as such.
- 17.10. All articles must adhere to the ISCO Code of Conduct (Schedule C) and the ISCO Inclusiveness and Equal Opportunities Policy (Schedule D).

A.18.0 RESPONSECON Contracts

- 18.1. These standard spill response agreements (available for both international and US jurisdictions) have wide application, including use for equipment and personnel or equipment-only scenarios. The contract defines general terms between response contractors and any requesting parties.
- 18.2. Requesting parties are not confined to ship owners, but comprise government agencies, vessel owners, oil companies, pipeline operators, railway companies, port authorities, terminal managers and others with responsibility for quickly initiating response operations.

- 18.3. More information about the RESPONSECON contracts, which are free to use, and the links for downloading are available at <https://spillcontrol.org/response-contract/>
- 18.4. The copyright for the RESPONSECON contracts is jointly owned by ISCO and BIMCO.
- 18.5. From time to time these contracts may require to be updated and any changes will be subject to agreement between BIMCO and ISCO.
- 18.6. It has been agreed between BIMCO and ISCO that BIMCO will hold the Master Copy of the RESPONSECON contracts and be responsible for revisions in the texts of the RESPONSECON Contracts.
- 18.7. The ISCO Secretariat is responsible for liaising with BIMCO in matters concerning the RESPONSECON contracts and, in event of changes, for updating the link provided on the ISCO website.

A.19.0 Emergency Assistance – Sourcing of Experts, Equipment and Supplies

- 19.1. ISCO Members include some of the world's leading spill response contractors, consultants, service providers, training providers and manufacturers of spill response equipment and materials.
- 19.2. ISCO also recognises a number of industry Partners and Regional and National Industry Associations who can assist in a response. These are listed together with their contact details and internet links on the ISCO web-site.
- 19.3. Emergency Assistance is a free service provided by ISCO for use by ISCO Members, Government agencies, oil industry, and any other entities that urgently need to mobilise additional resources for spill response.
- 19.4. The contact details for these resources are available via at: <http://www.spillcontrol.org/emergency-assistance>
- 19.5. Access to the Emergency Assistance service is facilitated by the ISCO Secretary-General.

A.20.0 Revisions to the ISCO Constitution and Schedules

- 20.1. The ISCO Secretariat is responsible for periodically revising and updating the ISCO Constitution, Schedules and other documents.
- 20.2. All changes to the ISCO Constitution must be circulated to all Members and passed at an AGM as per Article XVIII and Article XX of the ISCO Constitution.
- 20.3. Table A.1 lists the responsibilities of ISCO officer and organisations for the editing, review and approval of ISCO documents.
- 20.4. The ISCO Secretariat is required to notify Members of ISCO of the issuing of revised versions of documents. This may be done via e-mail or via a notice in the ISCO Newsletter.

Schedule A ISCO Bye-Laws, Policies, and Procedures

- 20.5. Members are requested to address suggestions for changes to the ISCO Secretariat at info@spillcontrol.org
- 20.6. Any change that affects the benefits or rights of a Member is subject to the following restrictions:
- The changes do not apply to any Member until the expiry of the current fee-paying period.
 - Payment of a new year's subscription constitutes an acceptance, by the Member, of the new conditions.
 - All Members must be notified of such proposed changes via a notice in the ISCO Newsletter and via e-mal.
 - Members have the right to appeal such changes via the ISCO Disputes Resolution Protocol (Schedule E) or may request to have the matter resolved at an AGM as per Section A.11 of this Schedule.

Table A.1: Authority to Revise, Review and Approve ISCO Documents

Document	Responsible Officer	Reviewers	Authorisation/ Approval
ISCO Constitution	Secretary-General	Executive Committee	ISCO President with 2/3 majority of members through AGM
Schedule A: ISCO Bye-laws, Policies and Procedures ¹	Secretary-General or Nominee	Secretariat	ISCO President ¹
Schedule B: Terms and Conditions		Secretariat	ISCO President
Schedule C: ISCO Code of Conduct		Secretariat	ISCO President
Schedule D: ISCO Inclusiveness and Equal Opportunities Policy		Legal Council Secretariat	ISCO President
Schedule E: Disputes Resolution Protocol	VP Membership	Legal Council Secretariat	Secretary-General
Schedule F List of Current Office Holders and Responsibilities	Secretary-General	Secretariat	ISCO President
Schedule G: Current Membership Classes Dues and Privileges ¹	VP Membership	Secretariat	Secretary-General ¹

1. Note: All changes affecting Members' rights or privileges, including annual membership fees, require approval of 2/3 majority of Members at an AGM or specially convened meeting of the membership.

a.



SCHEDULE B

ISCO Membership Terms and Conditions

Version	Date of Issue (Start)	Currency (End)	Authorisation	
0A	20-12-2021	02-11-21	Review	Secretary-General
01	06-12-21	Open	Approved	Secretary-General

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B.1.0 General Conditions

- 1.1. It is required that ISCO members and users of the ISCO Newsletter and ISCO web site read and accept the following terms and conditions and also agree to abide by the ISCO Bye-laws, Policies and Protocols as set out in Schedule A.
- 1.2. The ISCO Secretariat can, at any time, make changes to the text of ISCO's Terms & Conditions. Changes will be gazetted in the ISCO Newsletter and on the ISCO web-page.
- 1.3. If any person has questions about any aspect of these Terms and Conditions, they should contact the ISCO Secretary-General.

B.2.0 Use of the ISCO Web-site

- 2.1. By accessing any part of the web-site, you are deemed to have read, understood and accepted these ISCO Terms and Conditions. If you do not accept ISCO Terms and Conditions or are dissatisfied with any section of this web-site, your sole and exclusive remedy is to discontinue using this web-site.
- 2.2. Upon being notified of any inaccurate, misleading or incorrect information published on the web-site, ISCO will investigate this further and, where appropriate (and at ISCO's discretion), take action as quickly as practicable to correct or delete such information.
- 2.3. Submissions received from third parties for publication on the web-site are accepted in good faith and ISCO does not accept any responsibility or liability for the accuracy of published information and its publication on the ISCO web-site does not imply any endorsement on the part of ISCO.
- 2.4. For your protection ISCO makes use of a frequently updated and automatic scanning system to guard against potential threats to your computer. Documents uploaded on the ISCO web-site have been scanned prior to uploading but ISCO does not accept responsibility for any issues, howsoever caused, that may arise as a result of using this web-site and you use this web-site at your own risk.
- 2.5. Any information on the ISCO web-site, including the names of Professional Members and details of the vetting, assessment and accreditation process for Professional Membership should not be relied on for business, legal or other decisions and you agree to use it at your own risk.
- 2.6. You agree that it is your sole responsibility to always seek independent information and advice on the competence, experience, qualification, suitability for the required tasks, integrity, creditworthiness and solvency of an ISCO member and any subcontractors they use before contracting with that member.
- 2.7. To the maximum extent permitted by applicable law, ISCO and ISCO Personnel are not liable in any event for loss or damages of any kind however arising including from their own negligence, whether in contract, tort or otherwise, and including but not limited to:
 - i. damages that are direct; indirect; punitive; incidental; special; or consequential.

Schedule B: ISCO Membership Terms and Conditions

- ii. loss of: business; sales; revenue; goodwill; profit; staff and management time; bargain; opportunity; anticipated savings; information; programs; reputation; or use of computer equipment, software or data.
 - iii. damage to property.
 - iv. damages or losses relating to health and safety, personal injury or death.
 - v. damages or losses relating to remediation and environmental damage; and.
 - vi. any other financial losses.
- 2.8. If you share any information from this web-site, including the names of ISCO Members, with any other party, you agree to inform that party of the ISCO Terms and Conditions that you agreed to in accessing this web-site, that they should not rely on the information given and that ISCO expressly disclaims all liability and responsibility (to the maximum extent permitted by applicable law) arising from use of this web-site and any information contained therein, and from any reliance placed on this information by anyone who accesses the ISCO web-site or is informed of its contents.

B.3.0 Individual Members, Corporate Members and Industry Partners

- 3.1. ISCO membership in these categories is open to all individuals and organizations that are involved in or share an interest in the work of the international spill response community.
- 3.2. Applications for membership in these categories will not be unreasonably refused.
- 3.3. In order to maintain membership and enjoy the benefits of being a member it is required that members make payment of the annual membership fees applicable to that member at the time when they become due.
- 3.4. Obligations of members, their voting and other rights, and the rules of the organization, are defined in the ISCO Constitution which is available for viewing in the Members Area of the ISCO web-site.
- 3.5. UK Data Protection Act (2018) and General Data Protection Regulations (GDPR): You accept that ISCO will hold and use your personal data for administration purposes, to keep you informed of activities and to offer you goods and services provided by, or on behalf of the Organisation, including the delivery of the ISCO Newsletter. You accept and confirm your agreement with ISCO's Data Protection and Privacy Policy.
- 3.6. A Register of Ordinary Members, Corporate Members and Industry Partners is maintained in the Members Area of the ISCO web-site. From time to time, the names of new members joining the organization will be announced in the ISCO Newsletter.

B.4.0 Professional Membership and Professional Members

- 4.1. ISCO, its directors, office holders, employees and agents (ISCO and ISCO Personnel) make no express or implied guarantees, conditions, warranties or representations about the competence, experience, qualifications, integrity, creditworthiness or solvency of its Professional Members or of its Professional Members' subcontractors, or about the standard of its members or their subcontractors' work.

Schedule B: ISCO Membership Terms and Conditions

- 4.2. You acknowledge and accept that ISCO and ISCO Personnel take no responsibility (to the maximum extent permitted by applicable law) as a result of awarding Professional Membership, for any lack of competence or negligence of its Professional Members or of its Professional Members' subcontractors.
- 4.3. You acknowledge and accept that ISCO and ISCO Personnel also take no responsibility (to the maximum extent permitted by applicable law) for their own negligence in the vetting, assessment and accreditation process and in awarding Professional Membership to individuals.
- 4.4. Individuals who have the relevant qualifications and the required level of experience can apply for election to Professional Membership of ISCO. Each grade of membership reflects an individual's professional training, experience and qualifications. Academic qualifications are not a requirement if applicants can demonstrate equivalent levels of experience through their skills, knowledge and professional development. Note that in submitting an application for Professional Membership you will also be confirming your acceptance of ISCO's Data Protection and Privacy Policy.
- 4.5. Professional Members of ISCO are required to accept and abide by the Professional Membership Rules and Professional Membership Code of Conduct. These documents are available for viewing on the ISCO web-site.
- 4.6. The vetting process for election to Professional Membership does not include an actual detailed assessment or verification of the technical competence of the Member by way of formal examination, training or practical assessment. Instead, it requires the candidate to submit documentation relating to his/her skills and experience which is then considered by the Professional Standards Committee. In some cases there may be a formal interview to gain further information about the candidate but at no point does the process require physical demonstration or verification of those skills or a written assessment to be carried out which is then assessed and certified by ISCO. The vetting process is described in the document "ISCO Professional Membership – Guidelines for Candidate Assessment" which is available for viewing on the ISCO web-site.
- 4.7. ISCO, its directors, office bearers, employees and agents (ISCO and ISCO Personnel) make no express or implied guarantees, conditions, warranties or representations about the competence, experience, qualifications, integrity, creditworthiness or solvency of its Professional Members or of its Professional Members' subcontractors, or about the standard of its members or their subcontractors' work.
- 4.8. You acknowledge and accept that ISCO and ISCO Personnel take no responsibility (to the maximum extent permitted by applicable law) as a result of awarding Professional Membership, for any lack of competence or negligence of its Professional Members or of its Professional Members' subcontractors.
- 4.9. You acknowledge and accept that ISCO and ISCO Personnel also take no responsibility (to the maximum extent permitted by applicable law) for their own negligence in the vetting, assessment and accreditation process and in awarding Professional Membership to individuals.

Schedule B: ISCO Membership Terms and Conditions

- 4.10. Any information on the ISCO web-site, including the names of Professional Members and details of the vetting, assessment and accreditation process for membership should not be relied on for business, legal or other decisions and you agree to use it at your own risk.
- 4.11. You agree that it is your sole responsibility to always seek independent information and advice on the competence, experience, qualification, suitability for the required tasks, integrity, creditworthiness and solvency of an ISCO member and any subcontractors they use before contracting with that member.
- 4.12. To the maximum extent permitted by applicable law, ISCO and ISCO Personnel are not liable in any event for loss or damages of any kind however arising including from their own negligence, whether in contract, tort or otherwise, and including but not limited to:
- i. damages that are direct; indirect; punitive; incidental; special; or consequential.
 - ii. loss of: business; sales; revenue; goodwill; profit; staff and management time; bargain; opportunity; anticipated savings; information; programs; reputation; or use of computer equipment, software or data.
 - iii. damage to property.
 - iv. damages or losses relating to health and safety, personal injury or death.
 - v. damages or losses relating to remediation and environmental damage; and
 - vi. any other financial losses.
- 4.13. ISCO will review complaints received about its Professional Members in accordance with its Professional Membership Complaints Procedure (available for viewing on the ISCO web-site) but will not become involved in any dispute, contractual or otherwise, between a Professional Member and third party.
- 4.14. ISCO reserves the right to change the ISCO Terms and Conditions from time to time without prior notice. By accessing any part of this web-site, you are deemed to have acknowledged and accepted the current ISCO Terms and Conditions in full. You should therefore check these each time you visit the ISCO web-site. If you do not accept the current ISCO Terms and Conditions or are dissatisfied with any section of this web-site, your sole and exclusive remedy is to discontinue using this web-site.
- 4.15. In relation to all the ISCO Terms and Conditions, ISCO and ISCO Personnel do not exclude liability for death or personal injury resulting from their own negligence.
- 4.16. Subject to and without prejudice to the ISCO Terms and Conditions detailed in this document, the aggregate liability of ISCO and ISCO Personnel to you at any time whether in contract, tort or otherwise shall be limited to GBP 1000.00 and you shall be responsible for making your own arrangements for the insurance of any excess loss.
- 4.17. English law governs the ISCO Terms and Conditions, their interpretation and any non-contractual obligations arising from or connected with them. The courts of England have exclusive jurisdiction to settle any dispute arising out of or in connection with the ISCO Terms and Conditions.

- 4.18. If, at any time, any provision of the ISCO Terms and Conditions is or becomes illegal, invalid or unenforceable in any respect under any law of any jurisdiction, neither the legality, validity or enforceability of the remaining provisions nor the legality, validity or enforceability of such provision under the law of any other jurisdiction will in any way be affected or impaired.

B.5.0 The ISCO Newsletter

- 5.1. By subscribing to the ISCO Newsletter or accessing the ISCO Newsletter via the ISCO web-site, you are deemed to have read, understood and accepted ISCO Terms and Conditions. If you do not accept the Terms and Conditions, you should unsubscribe or refrain from accessing the Newsletter via the web-site.
- 5.2. By subscribing you are also confirming your acceptance of ISCO's Data Protection and Privacy Policy.
- 5.3. For your protection ISCO makes use of a frequently updated and automatic scanning system to guard against potential threats to your computer. The Newsletter itself and articles / other information you can access by using the provided links have been scanned prior to uploading. ISCO accepts no responsibility for problems that may arise and you download the Newsletter and make use of provided links at your own risk.
- 5.4. ISCO does not intentionally seek to infringe any copyright rights and ISCO policy is to seek permission before publishing any material protected by copyright. Most of the news stories published in the ISCO Newsletter are short excerpts from longer articles published elsewhere and are accompanied by acknowledgement of the source, either directly or by providing a link to the source publication.
- 5.5. Readers of the ISCO Newsletter are encouraged to use these links in order to read the complete text of news reports and this benefits the source publication by directing additional traffic to its own web-site. If advised of copyright infringement, ISCO will immediately desist from reproducing any further material from the identified source and will withdraw content from the web-site Newsletter archives.
- 5.6. Opinions expressed in reports and articles published in the ISCO Newsletter and the ISCO web-site should not be necessarily regarded as expressing the views of the organization.
- 5.7. While ISCO takes every care to ensure that information published in the Newsletter is accurate, unintentional mistakes can occur. If an error is brought to our attention, a correction will be printed in the next issue of the Newsletter.
- 5.8. Products and services featured in the ISCO Newsletter and/or the ISCO web-site, including the International Directory of Spill Response Supplies and Services, have not been tested, approved or endorsed by ISCO. Any claims made by suppliers of products and services are solely those of the suppliers and ISCO does not accept any liability for their accuracy.
- 5.9. Any complaint in regard to material published in the ISCO Newsletter should be made in writing by email or letter and addressed to the Editor.

B.6.0 Acceptance of the ISCO Data Protection and Privacy Policy

- 6.1. ISCO's Data Protection and Privacy Policy is detailed in Schedule A (Section A.5).
- 6.2. Acceptance of the Policy is a requirement for Members of ISCO, for subscribers to the ISCO Newsletter and for users of the ISCO Web-site.
- 6.3. Advice of this requirement is posted on ISCO's web-site home page and in every issue of the ISCO Newsletter.



SCHEDULE C

ISCO Code of Conduct

Version	Date of Issue (Start)	Currency (End)	Authorisation	
0A	20-12-2021	03-11-21	Review	Secretary-General
01	06-12-21	Open	Approved	Secretary-General

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C.1.0 Purpose

- 1.1. This Schedule provides guidance for Members with regards their use of the ISCO name and logo, and also for general standards of conduct.
- 1.2. This Code is supported by, and should be read in conjunction with Schedules A (ISCO Bye-Laws, Guidelines and Reference Information) and Schedule D (ISCO Inclusiveness and Equal Opportunities Policy).

C.2.0 All Members

- 2.1. All Members must:
 1. Conduct themselves in a manner that reflects credit on ISCO.
 2. Uphold and promote the aims of ISCO as set out in the Constitution and Schedules.
 3. Observe and ensure practice of effective measures for protection of human life and safety.
 4. Avoid unwarranted statements that reflect upon the character or integrity of other Members.
 5. Foster a culture of openness and transparency in communications in order that issues may be addressed in a frank, timely and effective manner.
 6. Apply all available remedies and procedures to address matters perceived as improper or as falling below acceptable standards of professional practice.
- 2.2. Members are free to advertise their membership of ISCO and their membership status. They are also free to use the ISCO logo on their websites and on promotional material. However Members must not:
 1. State or imply that ISCO has endorsed them or their commercial or other non-ISCO related activities.
 2. State, imply or allow to be assumed that ISCO is associated with their commercial activities.
 3. Use the ISCO name or Logo in or on any commercial product, such as reports or equipment.
 4. Use the ISCO logo on company or individual stationary letter-head unless it is clear that this is simply an indication of membership.
- 2.3. Unless assessed and endorsed as a Professional Member of ISCO, membership does not infer or confer any recognition of a member's technical abilities. Non Professional Members should not use their membership status for this purpose.
- 2.4. It is recognised that ISCO Members may compete with each other commercially but this should not extend to ISCO related matters. ISCO -related disputes or differences are to be resolved as per Schedule E (Disputes Resolution Protocol).

C.3.0 Code of Professional Conduct

- 3.1. In addition to the items noted in Section 2.0 of this Schedule, ISCO requires its Professional Members and Corporate Members to abide by the following Code of Professional Conduct:
1. To adhere to high ethical standards in all business dealings and to refrain from entering into any agreement or undertaking any activity that is unethical or unlawful.
 2. Where professional advice is not accepted, to take all reasonable steps to ensure that the person overruling or neglecting such advice is aware of the potential danger of so doing, and if of a safety concern issue to ensure that any unsafe operation is halted until its operation has been competently reviewed by others.
 3. Use all proper means to maintain the highest standards of the profession.
 4. Respect any confidence gained in one's professional capacity.
 5. When acting or making statements or recommendations in a professional capacity to do so objectively and fairly.
 6. Recognise one's responsibility for the professional guidance of subordinates under one's control.
 7. Recognise one's responsibility for the protection of the environment and, in making response decisions, to apply the principle of net environmental benefit.
 8. Recognise one's responsibility to maintain or enhance professional competence by continuous updating and improving one's knowledge and proficiency.
 9. Strive for excellence and always act within one's level of competence.
 10. Promote preparedness and to encourage training and exercising as a means of improving professional competency.
 11. When working in a country other than one's own, to respect recognised customs, standards of behaviour and professional conduct in that country.
 12. Ensure that one is aware of, and acting in compliance with, all relevant legislation and regulations in the country where one is working.
 13. Accept personal responsibility for work undertaken and to take all reasonable steps to ensure that persons working under one's control are competent to carry out tasks assigned to them.
 14. Encourage and assist others to develop their skills and progress their careers, valuing the contributions they make and recognising their achievements.

C.4.0 ISCO Executive Committee, Council Members and Other Office Holders

- 4.1. All ISCO Executive Committee, Council Members and other Office Holders must strictly abide by this Code of Practice and maintain the highest standards in executing their duties as ISCO officers.
- 4.2. All requirements of the respective positions must be executed fairly and as quickly as possible.
- 4.3. Office Holders are referred to Section A.9 of Schedule A.



SCHEDULE D

ISCO Inclusiveness and Equal Opportunities Policy

Version	Date of Issue (Start)	Currency (End)	Authorisation	
0A	20-12-2021	02-11-21	Review	Secretary-General
01	06-12-21	Open	Approved	Secretary-General

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D.1.0 Purpose

- 1.1. ISCO provides opportunities for members from all countries to build professional relationships and to openly and freely exchange knowledge and skills. Working effectively with diversity is an essential part of this.
- 1.2. The policy's purpose is to ensure that ISCO:
 - Provides equality, fairness and respect for all of our members.
 - Ensures that ISCO and its members do not discriminate and comply with the UK Equality Act, 2010 and other national legislation that may apply.
 - Oppose and avoid all forms of unlawful discrimination. This includes the selection of members for ISCO positions, assessments for membership, and opportunities for professional development opportunities.
 - This also extends to the selection of service providers.
- 1.3. ISCO recognises a number of areas of diversity including:
 - Age.
 - Disability.
 - Ethnicity or race.
 - Gender.
 - Marriage or family status.
 - Religion or belief.
 - Sexual identity or orientation.
 - Socio-economic status.
 - Employment status.
 - Nationality.
- 1.4. This policy forms part of the ISCO Code of Conduct (Schedule C).

D.2.0 ISCO Commitment

- 2.1. ISCO is committed to:
 - Encouraging equality, diversity and inclusion.
 - Creating an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all Members are recognised and valued.
 - Training Executive Committee Members, Sub-committee Members, ISCO Council Members, Working Group Coordinators and other Office Holders about their rights and responsibilities under this policy.
 - Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination (see Schedule E).
 - Ensuring decisions concerning appointments of positions on the Executive Committee, Sub-committees, ISCO Council and Working Groups will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the UK Equality Act).

- Reviewing employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
 - Monitoring the make-up of the ISCO management organisation regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in this policy.
 - Understanding, valuing and working with diversity to enable fair and full participation in ISCO activities.
 - Promoting equality; this includes conducting equality screening and impact assessments of policies and functions
 - Treating members and other individuals with fairness, dignity and respect.
 - Playing its part in removing barriers and redressing imbalances caused by inequality and unjustified discrimination.
- 2.2. All members can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against members, Industry Partners or ISCO associates (see Schedule E).
- 2.3. ISCO requires all Members to ensure their behaviour is consistent with this policy.
- 2.4. ISCO will provide adequate and appropriate resources to implement this global policy statement and will ensure it is

D.3.0 Breaches of this Policy

- 3.1. Deviation from this policy will be dealt with via the ISCO Disputes Resolution Protocol (Schedule E) (

D.4.0 Ongoing Review and Consultation

- 4.1. ISCO will review this policy annually to reflect new legal and regulatory developments and world's best practice and to promote good practice.
- 4.2. .
- 4.3. This review will be at the direction of the Secretary general and may be undertaken by a nominated ISCO officer or Working Group.
- 4.4. Members will be notified of any updating of the Policy via a notice in the ISCO Newsletter.



SCHEDULE E

ISCO Disputes Resolution Protocol

Version	Date of Issue (Start)	Currency (End)	Authorisation	
0A	20-12-2021	02-11-21	Review	Secretary-General
01	06-12-21	Open	Approved	Secretary-General

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E.1.0 ISCO Commitment

- 1.1. ISCO is committed to providing a quality service and working in an open and accountable way that builds trust and respect amongst Members.
- 1.2. One of the ways in which we can continue to improve ISCO is by listening and responding to the views of our Members and in particular by responding positively to complaints, and by rectifying mistakes and shortcomings.
- 1.3. ISCO aims to ensure that:
 - Making a compliment or complaint is as easy as possible. All complaints are treated as a clear expression of dissatisfaction with our service which calls for an immediate response.
 - Complaints are dealt with promptly, politely and, when appropriate, confidentially.
 - Responses are appropriate.
 - The ISCO management team and all Members learn from complaints, use them to improve our service, and review annually our complaints policy and procedures.

E.2.0 Purpose of this Schedule

- 2.1. This Schedule sets out the steps that ISCO Members should follow in order to lodge complaints or to have disputes resolved.
- 2.2. Any Member is unhappy with any ISCO practice, decision of an ISCO officer or Sub-committee, or behaviour of another ISCO Member they can make a complaint under this Protocol and can seek redress.
- 2.3. ISCO recognises that many concerns will be raised informally, and dealt with quickly. Our aims are to:
 - Resolve informal concerns quickly.
 - Enable mediation between the complainant and the individual to whom the complaint has been referred.
 - Reach a satisfactory resolution.

E.3.0 Responsibilities of Complainants

- 3.1. A complainant's responsibility is to:
 - Bring their complaint, in writing, to the attention of ISCOs officers This should be done within 30 days of the issue arising;
 - Explain the problem as clearly and as fully as possible, including any action taken to date.

- Allow ISCO a reasonable time to deal with the matter, and
- Recognise that some circumstances may be beyond ISCO's control.

E.4.0 Confidentiality

- 4.1. Except in exceptional circumstances, every attempt will be made to ensure that both the complainant and ISCO maintain confidentiality.
- 4.2. However the circumstances giving rise to the complaint may be such that it may not be possible to maintain confidentiality (with each complaint judged on its own facts). Should this be the case, the situation will be explained to the complainant.

E.5.0 General Complaints

- 5.1. If you are unhappy with the behaviour another ISCO Member it is best to tell them directly.
- 5.2. If you feel this is difficult or inappropriate then the matter can be reported to your ISCO Council Representative who will take the matter up on your behalf.
- 5.3. If you determine that the matter is too serious for local resolution, or feel uncomfortable referring the matter to your ISCO Council Representative you can make complaint to the relevant member of the Secretariat (see below).
- 5.4. Initial complaints can be verbal or in writing (e-mail). Subsequent details should be provided in writing (see Attachment E.1)
- 5.5. For complaints pertaining to the behaviour of an ISCO Member this should be sent to the VP Membership.
- 5.6. Complaints relating to the contents of the Newsletter or online content should be sent to the VP Newsletter.
- 5.7. All other complaints should be sent to the ISCO Secretary General who may refer the matter to the appropriate ISCO officer.
- 5.8. All complaints will be logged and complainants will receive a written acknowledgement within five working days.
- 5.9. The responsible ISCO officer will investigate your complaint and give you a reply within fourteen working days, setting out how the problem will be dealt with. If this is not possible, an interim response will be made informing you of the action taken to date or being considered.
- 5.10. Major complaints will be referred to a Complaints Resolution Sub-committee who will fully investigate the matter and take appropriate action.
- 5.11. All complaints are treated in confidence and only those involved as parties to the complaint, or as parties to arbitration and resolution, will have access to the names or complainant or respondent.

E.6.0 ISCO Professional Membership Third Party Complaints Procedure

- 6.1. The procedures in this Section of the Schedule are applicable in situations where a member of the public, a client or customer submits a complaint to ISCO in regard to the behaviour or any act or omission made by a Professional Member of ISCO.
- 6.2. It should be noted that Professional Members have agreed to comply with ISCO's Code of Professional Conduct (Section 3 of Schedule C).
- 6.3. If a third party believes an ISCO Member has breached one or more of the provisions of the or ISCO Bye-laws (Schedule A), Code of Conduct (Schedule C) or Inclusiveness and Equal Opportunity Policy (Schedule D), they can complain to the ISCO Secretary-General (or other member of the Secretariat) who will investigate the potential breaches of rules or standards.
- 6.4. ISCO can only investigate and act upon complaints relating to matters covered in its Bye-laws (Schedule A), Code of Conduct (Schedule C) or Inclusiveness and Equal Opportunity Policy (Schedule D) and associated Code of Professional Conduct. ISCO cannot address complaints of a commercial nature or illegal activities.
- 6.5. Under no circumstances can ISCO become involved in any legal proceedings or disputes relating to complaints received.
- 6.6. In order to deal with complaints, the ISCO Executive Committee shall convene a Disputes Resolution Sub-committee to review and decide the outcome of complaints. For disputes involving breaches of Professional Standards a Professional Standards Sub-committee will be convened.
- 6.7. Complaints will be dealt with in confidence, with information about each case being revealed only to parties that are directly involved (members of the Professional Standards Sub-committee, ISCO staff and the individual who is the subject of the complaint).
- 6.8. In order for it to be considered any complaint must be received in writing in the form of a letter or email communication.
- 6.9. Persons making a complaint should include their contact details, details of their relationship/dealings with the Member, whether they have complained directly to the Member, details of any fees paid to the Member, and other information that will be necessary for the proper investigation of the complaint.
- 6.10. ISCO will normally acknowledge receipt of a complaint within 5 working days and under most circumstances ISCO will expect to be able to inform the complainant and the Member of a final decision within 4 weeks. Information provided will include details of actions being taken and a report giving reasons for decisions taken.
- 6.11. During the period of investigations the Professional Standards Sub-committee shall have discretion to suspend the Professional Membership status of the Member. Other options may include dismissing the complaint, placing the complaint on hold pending any criminal or civil proceedings if appropriate (and reconsidering it once a court decision has been made), withdrawing the membership of the Member with immediate effect, or downgrading the Member's grade of membership.

- 6.12. In all such cases the Member will be contacted for further information, will be informed of the complaint and any decisions taken or pending, and will be entitled to submit evidence in defence, and may appeal any decisions in accordance with ISCO's Appeal Procedures.
- 6.13. The Professional Standards Sub-committee also has discretion to give the Member an opportunity to rectify its compliance with ISCO Bye-laws, and Code of Conduct and to take remedial action to prevent their membership being revoked, suspended or downgraded. If this discretion is exercised the Professional Standards Sub-committee will determine and advise a time frame for completion of remedial action.
- 6.14. In the event that the complainant is not satisfied with the outcome of the complaint made or the way in which the complaints process was handled, the complainant may raise the matter by writing to the President of ISCO as Chairman of the Executive Committee.
- 6.15. The Executive Committee will decide on what, if any, further action should be taken and advise the complainant accordingly. Further re-consideration of the complaint may be instructed by the Executive Committee particularly if significant additional evidence can be provided in support of the complaint.

E.7.0 Complaints or Appeals Relating to Assessments for Professional Membership

- 7.1. In the event that an applicant for Professional Membership is not satisfied with the assessment by the Professional Standards Sub-committee they can lodge an appeal with ISCO Secretary-General.
- 7.2. The Appellant should lodge this in writing setting out the grounds for the appeal and including supporting evidence.
- 7.3. The Secretary-General will decide on what, if any, further action should be taken and advise the Appellant accordingly.
- 7.4. If still not satisfied the Appellant can appeal to the ISCO President.
- 7.5. The Secretary-General, or ISCO President may convene another Professional Standards Sub-committee to reassess the application.



SCHEDULE F

**Current ISCO Office Holders
and Responsibilities**

Version	Date of Issue (Start)	Currency (End)	Authorisation	
0A	10-12-2021	02-11-21	Review	Secretary-General
01	06-12-21	Open	Approved	Secretary-General

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Schedule F: Current ISCO Office Holders and Responsibilities

F.1.0 Purpose

- 1.1. This Schedule lists all current office holders within ISCO and the responsibilities of all ISCO positions.

F.2.0 Currency

- 2.1. This list is current as of the date noted in the footer (left). Changes of names and responsibilities will be recorded in this Schedule within 14 days of their effect.

F.3.0 List of Office Holders

Table F.1 List of Current Office Holders

		Position	Name	Location
Executive Committee	Secretariat	President (Director)	Mr David Usher	US
		Secretary-General (Director)	Mr Neil Marson	UK
		VP Membership (Director)	Ms Mary Anne Dalgleish	US
		VP Newsletter (Director)	Mr John McMurtrie	UK
		Legal Council	Mr Marc Shaye	USA
			Capt. Bill Boyle	UK
			Mr John Wardrop	Australia
	Other Members		Mr Michael Warson	UK
			Mr Li Guobin	China
			Mr Jean Claude Sainlos	France
			Mr Kerem Kemerli	Turkey
			Dan Sheehan	USA
			Captain Bill Boyle	UK
			Lord Rickaby	UK
			Mr Matthew Sommerville	UK
ISCO Council		Mr John Wardrop	Australia	
		Mr Elkhan Mamedov	Azerbaijan	
		Dr Merv Fingas	Canada	
		Captain D. C. Sekhar	India	
		Major Ben Benny	Israel	
		Mr Sanjay Gandhi	Kenya	
		Mr Dennis van der Veen	Netherlands	
		Chief Kola Agboke	Nigeria	
		Mr Carlos Sagrera	Panama	
		Mrs Fatima B. Shaik	South Africa	
		Dr Ali Saeed Al Ameri	UAE	
		Mr Timothy Gunter	USA	

Table F.1 Continued List of Current Office Holders

	Position	Name	Location
Current Working Group Leaders			
ISCO Ambassadors	UK-London	Mr Matthew Sommerville	UK
	Iberomericana Region	Mr Carlos Sagrera	Panama
	UK-London-Southampton	Mr John Noble	UK
	China	Mr Wu Yue	China

4.0 Executive Committee Roles and Responsibilities

4.1 President

- 1) Oversee activities and direction of ISCO, governance and delegation of key tasks (Article XIII.2).
- 2) Oversee ISCO finances (Article X1.1).
- 3) Commission independent financial audits as required (Articles XI.3 and XIII.2).
- 4) Endorse additional Secretariat roles as proposed by the Secretariat.
- 5) Authorise changes to Schedules or refer proposed changes to sub-committees or AGM Article XX.2).
- 6) Authorise the ISCO Annual Report and Annual Financial Statement (Article XI.2)
- 7) Participates in Secretariat meetings, AGM and other meetings as required.

4.2 Secretary-General

- 1) Responsible for day to day management of ISCO (Article XIII.2).
- 2) Receive nominations for MISCO, FISCO and Hon.FISCO (Article V.3 and V.4).
- 3) Represents ISCO at IMO, IOPC and other forums or nominates others to do so.
- 4) Appoint Sub-committees to review applications for Professional Membership (Professional Standards Sub-committee) or other awards (Nominations Sub-committee) (Article XIII.2 and Article XIV).
- 5) Convene Professional Standards Sub-committee and receive their recommendations for awards.
- 6) Appoint MISCO and FISCO subject to the recommendations of the Professional Standards Sub-committee and Hon.FISCO.
- 7) Award of Hon.FISCO if approved by Executive Committee.
- 8) Negotiate and approve agreements between ISCO and Industry Partners (Article VII).

Schedule F: Current ISCO Office Holders and Responsibilities

- 9) Approve changes to Member Status including resignations (Articles VIII.1 to VIII,3).
- 10) Recommend changes to fees and authorise fees as approved by the AGM (Article X). This is done every year.
- 11) Be responsible for day to day financial management of ISCO (Articles XI and XIII.2).
- 12) Compile and submit ISCO Annual Report and Annual Financial Statement to the President and Executive Committee for approval (Article XI.2).
- 13) Compile accounting info and liaise with accountants for compilation of annual returns.
- 14) Manages data and documents lodged with Companies House, London (Article VIII.2)
- 15) Participates in Secretariat meetings, AGM and other meetings as required.

4.3 Vice President Membership

- 1) Maintain a Record of Members. This must contain:
 - Name of Member.
 - Contact details.
 - We-page links (Corporate Members and Industry Partners).
 - Training institution and period of study (Student Members).
 - Type of Membership held.
 - Status of Membership and date for renewal.
 - Voting status.
- 2) Participates in Secretariat meetings, AGM and other meetings as required.

4.4 Vice President Newsletter

- 1) Responsible for the collation, production and distribution of the ISCO Newsletter.
- 2) Forms Working Groups as required and appoints Working Group Team Leader.
- 3) Maintains and manages editorial standards (Article XIII.2).
- 4) Participates in Secretariat meetings, AGM and other meetings as required.

4.5 Legal Council

- 1) Advises the ISCO President and other members of the Secretariat on legal matters (Article XIII.2).
- 2) Assists in the interpretation of an implementation of the ISCO Byelaws, Policies and Procedures (Schedule A).

4.6 Other Executive Committee Members

- 1) Provide assistance to Secretariat members as required and requested (Article XIII.I).
- 2) Step into Secretariat roles in case of illness or other non-capacity of the Secretariat member to undertake their function.
- 3) Serve as Working Group Team Leaders.
- 4) Serve on Sub-committees.
- 5) Attend regular Executive Committee meetings.
- 6) Attend the the AGM.

F.5.0 Sub-committee Coordinators and Members

F.5.1 General Guideline

- 1) Sub-committee Coordinators should receive a mobilisation note and instructions from the relevant Secretariat member (Article XIV).
- 2) The Sub-committee Coordinator should then contact Sub-committee members and arrange a meeting to:
 - Set out tasks.
 - Assign tasks as required.
 - Set out a schedule for completion of tasks.
- 3) Advise Secretariat member of findings. This may be verbal but preferably should be in writing setting out reasons for conclusions. Note decisions may be subject appeal.

F.5.2 Professional Standards Sub-committee Guideline

- 5.1. The award of Professional Membership is considered for experienced individuals who have met the required qualification criteria, vocational, academic or a mixture of both.
- 5.2. Such persons will normally be expected to have at least 5 years experience in the industry and will have obtained relevant certification at both intermediate and advanced levels.
- 5.3. The reputation and value of Professional Membership of ISCO depends on the thorough vetting of applicants and the taking of great care to ensure that awards are fully deserved.
- 5.4. Documents are to be held securely by the ISCO Secretary-General.
- 5.5. The Professional Standards Sub-committee will recommend the grade of Professional Membership that may be offered to an applicant. It should be noted that the grade of Membership granted may not coincide with the grade requested by an applicant on their application form.
- 5.6. Recommendations made by the Professional Standards Sub-committee should be based on consensus agreement. Individual members of the Professional Standards Sub-committee are required to consult with each other and, if appropriate, with members of Council and/or the Executive Committee.
- 5.7. In the event of disagreement, The President of ISCO shall have a casting vote.
- 5.8. The Professional Standards Sub-committee Coordinator (usually the Secretary-General) must ensure that the following steps are taken:
 - 1) Ensure that the Professional Membership Application Form has been completed and that required evidence is provided. This should include:
 - CV outlining professional experience. This must include a record of employment and qualifications obtained.
 - The names and contact details of at least two referees who are each prepared to provide a letter of recommendation.
 - Copies of certificates etc.

- 2) Contact referees or verify letters of recommendation unless there are good reasons for deciding that this is unnecessary. This may not be necessary cases where the applicant is well known to more than one member of the Professional Standards Sub-committee.
- 3) In cases where the Candidate's referee (who is charged with the responsibility for verifying information provided by the candidate) is not known to members of the Professional Standards Sub-committee, check the reputation and standing of the nominated referee. This may be done by contacting:
 - A principal of the company / organisation of which the referee is an employee.
 - Other person/s resident in the same country as the referee, for example, the relevant ISCO Council member or existing Professional Member in the same country
- 4) In cases where the Professional Standards Committee has concerns about the information provided in the Application Form the Professional Standards Sub-committee will make further checks with the relevant training organisation/s and/or the candidate's employer.
- 5) In the event that any academic awards or certificates are found to be bogus or that experience statements are misleading or untruthful, the application for Professional Membership will be refused.
- 6) The Professional Standards Sub-committee Coordinator may determine that a candidate interview will be necessary to establish the appropriate class of Professional Membership to be awarded to an applicant.
- 7) Under this circumstance two Sub-committee members will be nominated by the Professional Standards Sub-committee Coordinator to interview the candidate. An interview should take place, either face-to-face or via an audio-video internet link.
- 8) Comprehensive records must be made of any investigations and interviews carried out. These records and all other documentation associated with applications and award of Professional Membership must be preserved and may be required as evidence in any subsequent appeal or enquiry.

F.6 ISCO Council Members

- 6.1. Members of Council are encouraged to promote ISCO's objectives and growth their countries". The key deliverables for ISCO Council Members are as follows: -
 - 1) Making recommendations to the Executive Committee on policy and other matters
 - 2) Giving practical support to ISCO initiatives that are of benefit to our community
 - 3) Acting as a point of contact between ISCO and national authorities
 - 4) Helping to grow the organisation by recruiting new members
 - 5) Publicising the aims and work of ISCO at national conferences
 - 6) Representing the organisation at international conferences, IMO, and other meetings, if requested by the Secretary-General
 - 7) Contributing to working groups (ISCO, IMO, and others) on projects for improving spill response
 - 8) Whenever the opportunity arises providing technical articles, case histories, and any interesting news reports, etc for publication in the ISCO Newsletter.

F.7.0 Working Group Team Leaders

- 1) Obtain a Work-Brief or Task Outline from the relevant Secretariat or Executive Committee member. This should clearly set out:
 - Task(s) to be addressed and objectives.
 - Final deliverables.
 - Required interim or progress reports or deliverables.
- 2) Identify Sub-tasks (if any) and develop a general work schedule.
- 3) Appoint Working Group members (if not assigned by the relevant Executive Committee Member) and
- 4) Assign Sub-tasks.
- 5) Coordinate, facilitate, monitor and report progress.
- 6) Deliver reports or Task deliverables and present reports, attend meetings as required.

F.8.0 ISCO Ambassadors

- 8.1 ISCO Ambassadors are appointed to undertake specific tasks or to represent ISCO at particular forums such as conferences and meetings.
- 8.2 The ISCO Ambassador should obtain a Working Brief from the Secretary-General. This should set out the scope or specific tasks to be undertaken and also define the geographic scope and duration of the appointment.



SCHEDULE G

**Current ISCO Membership, Classes
Dues and Privileges**

Version	Date of Issue (Start)	Currency (End)	Authorisation	
0A	20-12-2021	02-11-21	Review	Secretary-General
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G.1 Types of Membership

- 1.1. Membership of ISCO is divided into the following classes of membership:
 - 1) Individual Membership (Sections G.2 to G.6).
 - 2) Corporate Membership (Section G.7).
 - 3) Industry Partnership (Section G,8).
- 1.2 These classes of membership are described below and summarised in Table G.3.
- 1.3 All prospective members should familiarise themselves with the suitability and benefits of each type of membership this Schedule) and also the responsibilities and conditions as set out in Schedules A and B).
- 1.4 Membership is open to any individuals, Companies and Organisations interested in spill control. This includes, but is not limited to the fields listed in Table G.1.

Table G.1 Potential ISCO Members and Suggested Membership Classes

Profession, Field of Interest or Organisation Type	Recommended Membership Class
Spill Response Companies. Spill Response Co-operatives. Response Equipment Manufacturers. Training Providers. Petroleum Companies. Chemical Industry. Tanker Owners. Road and Rail Transport Operators. Insurance Companies. Port, Terminal and Pipeline Operators. Consulting Companies. Legal Service providers. Government agencies.	Corporate Membership and/or Individual Membership for Employees Trainees and Apprentices: Student Membership
Spill Control Professionals. Consultants. Researchers. Any other interested individual.	Individual Membership
Industry Associations. National or Regional Response. Cooperatives and Associations. Oil Industry Associations.	Industry Partnerships Companies participating in these should consider Corporate Membership
Environmental Organisations.	
Universities and other tertiary Education. Research Organisations. Other Educational Institutions.	Industry Partnerships Students and Trainees: Student Membership
Students, trainees. Apprentices etc.	Student Membership
Other	Contact ISCO

G.2 Individual Membership

G.2.1 Eligibility

- 2.1. Individual Membership is open to any individual interested in spill control (see Table 1).
- 2.2. There are five classes of Individual Membership:
 - Ordinary Members.
 - Professional Members (Section G3).
 - Fellows of ISCO (Section G.4).
 - Honorary Fellows of ISCO (Section G5) and
 - Student Members (Section G.6).

G.2.2 Benefits of Individual Membership

- 2.3. All individual members receive the ISCO Newsletter and have access to the ISCO web site (including the members only area) and other forums.
- 2.4. All Individual Members have the right to vote at Annual General Meetings or other meetings that may be convened by the Secretariat.
- 2.5. Individual members can also nominate themselves for the ISCO Executive Committee, ISCO Council, Sub-committees and Working Groups as per the rules set out in Schedule A.
- 2.6. The range of Individual Member benefits are discussed summarised in Table G.2.
- 2.7. Individual Members may also apply for, or be given, the memberships noted in Sections G.3 to G.5.

G.3 Professional Membership

G.3.1 Eligibility

- 3.1. The category of Professional Member is for Individual Members who have significant experience, knowledge or qualifications in spill response or in an associated field and wish to have this acknowledged.
- 3.2. This includes experienced responders and team leaders, response managers or other supervisory or management personnel and individuals who provide specialised services in support of pollution prevention or response. It also includes individuals with tertiary qualifications in fields pertinent to spill response.
- 3.3. The granting of Professional Membership is based on detailed review of the Member's experience, status (as outlined in a submission and associated documentation) and referee statements.
- 3.4. This review is undertaken by a Professional Standards Sub-committee (Article XIV.1 of the ISCO Constitution).

G.3.2 Benefits of Professional Membership

- 3.5. In addition to the benefits of ordinary Individual Membership, Professional Members are entitled to use the letters 'MISCO' after their names to indicate achievement of professional recognition at this level.
- 3.6. Professional members can also be listed on RESPONSECON and Emergency Assist directories.
- 3.7. Further benefits are listed in Table G.2.

G.4 Fellow of the International Spill Control Organisation

G.4.1 Eligibility

- 4.1. This may be awarded to Professional Members who have made a significant and long-term contribution to incident response, response equipment or procedures, training, knowledge or other services.
- 4.2. It may also be awarded to individuals who have made long term contributions to ISCO management.
- 4.3. Fellowships are awarded by the ISCO Secretary-General but must be validated by the Executive Committee and in consideration of an assessment by the Nominations Sub-committee.

G.4.2 Benefits of Fellowships

- 4.4. In addition to Professional Member benefits, Fellows of ISCO are entitled to use the letters 'FISCO' after their names to indicate achievement of professional recognition at this level.

G.5 Honorary Fellow of the International Spill Control Organisation

G.5.1 Eligibility

- 5.1. This is only awarded to Professional Members at the discretion of the ISCO General Secretary-General and must be validated by the Executive Committee and in consideration of any assessment by the Membership Sub-committee.
- 5.2. Honorary Fellowship is awarded to those persons who have had a very significant role in advancing the interests of the Spill Response Community but who may not have spill response skills.

G.5.2 Benefits of Honorary Fellowship

- 5.3. In addition to the other Professional Member benefits Honorary Fellows of ISCO are entitled to use the letters 'Hon.FISCO' after their names as recognition of achievement. Non fee-paying.

G.6 Student Membership

G.6.1 Eligibility

- 6.1. This class of membership is for apprentices, students and trainees. Applicants for Student Membership are required to submit, with their application, supporting evidence that the applicant is undergoing training.
- 6.2. Student Membership is designed to provide assistance to students in their studies by providing access to support and information.
- 6.3. ISCO Members have a wide range of expertise and can provide assistance in a range of disciplines such as:
- Oil spill risks
 - Chemical spill risks
 - Spill behaviour at sea
 - Spill behaviour on land
 - Spill behaviour on inland waters
 - Response methods (clean-up)
 - Response management
 - Oil or chemical chemistry, fate and weathering
 - Social impacts
 - Environmental effects and toxicology
 - .Modelling
 - Remote sensing and tracking
 - GIS and mapping
 - Shoreline assessment
 - Waste management or treatment
 - Wildlife response
 - Monitoring and analysis
 - Other Environmental Sciences
 - Media
- 6.4. Student Members do not have the right to vote on issues unless nominated as a Student Representative (see Schedule A, Section A.10).

G.6.2 Benefits of Student Membership

- 6.5. ISCO provides Student Membership free of charge during the period of the student's studies
- 6.6. Student members have the right to showcase their studies and research through:
- Submitting articles to the ISCO Newsletter. These may be reproduced on the ISCO web-site.
 - Lodging a Student Profile on the ISCO web-site, this can also outline current studies.
- 6.7. Student Members can also form networks and request support from Professional Members and Corporate Members through the Student pages of the ISCO web-site.
- 6.8. Table G.2 lists the main benefits of Student Membership. Details are provided below.

G.7 Corporate Membership

G.7.1 Eligibility

- 7.1. Corporate Membership is available to companies and organisations involved in manufacturing, spill prevention and response, training and consultancy services, transport, oil, chemical, and shipping industries with an interest in spill prevention and control.
- 7.2. Corporate Members must nominate a Company Representative to represent them and to be the key contact between the Corporate Member and ISCO. This Corporate Member Representative will also vote on their behalf.

G.7.2 Benefits of Corporate Membership

- 7.3. The Corporate Member Representatives will have the rights and privileges of an Individual Members, including the right to become Professional Members and Fellows. These rights and classes of membership cease once the Company Representative is replaced, unless Individual Membership is maintained.
- 7.4. Corporate Members may place advertisements in the ISCO Newsletter and on the ISCO website for free (limited) or at concessional rates (see Section G.10).
- 7.5. Corporate Members can submit technical or case-study articles for publication in the ISCO Newsletter and web-page with links to their home page.
- 7.6. All Corporate Members are listed in the ISCO Members Directory with links to their home page.
- 7.7. Employees of Corporate Members may wish to enrol as Individual Members. This is generally done in order to obtain Professional Member status. In such cases the Corporate Member Representative may request that the Assessment Fee for these applicants is waived. This request should be directed to the VP Membership.
- 7.8. Other benefits are listed in Table G.2.

G.8 Industry Partnerships

- 8.1. Industry Partnerships are available to professional or trade associations, international, regional and national organisations, universities and other academic institutions, research establishments and other entities including companies who may have relevant expertise but only a peripheral interest in spill control.
- 8.2. Organisations with only a peripheral interest in spill response related fields may also apply for Industry Partnership.
- 8.3. ISCO and the proposed Industry Partner generally formalise a relationship that is beneficial to both parties. This must be authorised by the ISCO President or Secretary-General.
- 8.4. Industry Partners may appoint an Industry partner Representative to be key liaison between ISCO and the Industry Partner. The Industry Partner Representative will have full rights of an Individual Member, including the right to vote.

Table G.2 Summary of Membership Class Benefits

Benefit	Individual Member (All)	Corporate Member	Student Member	Industry Partners
Free Newsletter	Y	Y	Y	Y
Free membership	N	N	Y	C
Voting rights	Y	Y	N	C
Right to use the ISCO logo to denote membership	Y	Y	Y	Y
Right to use logo to denote Professional status	R	N	N	N
Right to use title (MISCO etc.)	R	N	N	N
Access to Members Only sections of web age	Y	Y	Y	Y
Access to Student Area of web-page	Y	Y	Y	Y
Access to literature and written resources	Y	Y	Y	Y
Listing on members Directory	Y	Y	Y	Y
Listing on Members Directory with link to web page	N	Y	N	Y
Access to RESPONSECON	R	Y	N	Y
Listing on Emergency Assistance Directory	R	Y	N	Y
Free advertising on ISCO Newsletter	N	Y	N	N
Discounted advertising on web-page and Newsletter	N	Y	N	Y
Ability to contribute articles in Newsletter etc.	Y	Y	Y	Y
Ability to contribute articles on web-page	Y	Y	Y	Y
Ability to lodge profile on web-page (Student Page)	N	N	Y	N
Access to ISCO forums (Linked-in, Facebook etc)	Y	Y	Y	Y

Y = Yes, available.

N = Not available.

C = Conditions apply – see referenced section of this Schedule.

R = Restricted to Professional Members only.

Schedule G: Current ISCO Membership, Classes Dues and Privileges

- 8.5. Membership fees for Industry Partners and any fees relating to the Industry Partner Representative are subject to the terms of the ISCO-Industry Partner agreement.
- 8.6. Industry Partners have voting rights within ISCO only through their nominated Industry Partnership Representative.
- 8.7. Applications for Membership of ISCO can be submitted online at <https://spillcontrol.org/membership-application-form/> or an application form may be requested from the ISCO Secretariat at info@spillcontrol.org

G.9 Current Membership Fees

- 9.1. Current membership fees and other fees are listed in Table G.3.

Table G.3 Current Membership Fees (in GBP)

Membership Type	Annual Fee	Assessment	Note
Individual	85.00	NA	
Professional	155.00	130.00	Assessment Fee Footnotes 1 and 2
Fellow	180.00	130.00	
Honorary Fellow	0	0	
Student	0	0	
Corporate (1-9 staff)	200.00	0	See Footnote 3
Corporate (10-49 staff)	400.00	0	
Corporate (50-99 staff)	800.00	0	
Corporate (100-499 staff)	1,600.00	0	
Corporate (>500 staff)	2,000.00	0	
Industry Partner			

- Note: No assessment fee for Fellowship if the Member has already been assessed as a Professional Member.
- Note Annual fees do not apply to Corporate Member Representatives.

G.10 Current Advertising Costs

Table G.4 Current Advertising Rates (in GBP)

Item	Corporate Members	Non Members	Notes
Newsletter box: $\frac{1}{8}$ page	TBA	TBA	Footnote 1
NL Company profile: $\frac{1}{2}$ page	TBA	TBA	Footnotes 1 and 2
NL Company Profile: 1 page	TBA	TBA	Footnote 1 and 2
International Directory listing	TBA	TBA	Footnote 3
Other publications: $\frac{1}{4}$ page	TBA	TBA	Footnote 4
Other publications: $\frac{1}{2}$ page	TBA	TBA	
Other publications: Full page	TBA	TBA	

- Also applies to advertisements on the ISCO web-page.
- Includes promotional (non-technical and non- case study) articles.
- Listing includes link to homepage.
- Indicative only, publications may be distributed in paper copy or in digital format. Contact ISCO for price variation.