



SCHEDULE F

Current ISCO Office Holders and Responsibilities

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Table of Contents

F.1.0 Purpose	2
F.2.0 Currency	2
F.3.0 List of Office Holders	2
F.4.0 Executive Committee Roles and Responsibilities	3
F.4.1 President	3
F.4.2 Secretary-General.....	3
F.4.3 Vice President Membership.....	4
F.4.4 Vice President Newsletter	4
F.4.5 Legal Council.....	4
F.4.6 Other Executive Council Members.....	4
F.5.0 Sub-committee Coordinators and Members	5
F.5.1 General Guidelines.....	5
F.5.2 Professional Standards Sub-committee Guideline.....	5
F. ISCO Council Members	6
F.7.0 Working Group Team Leaders	7
F.8.0 ISCO Ambassadors	7

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.