



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 Professionals 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.

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