



**Minutes of OGA Board meeting on 18 May 2017
48 Huntly Street, Aberdeen**

Attendees:

Sir Patrick Brown	Chairman
Mary Hardy	Non-executive Director
Robert Armour	Non-executive Director
Frances Morris-Jones	Non-executive Director
Rebecca Vallance, BEIS	Shareholder Representative Director
Andy Samuel	Chief Executive
Nic Granger	Chief Financial Officer
Hedvig Ljungerud (guest)	Director of Strategy
Gunther Newcombe (guest)	Director of Operations
Ian Hill (guest)	Strategy and policy manager
Eric Marston (guest)	SNS Area Manager
Russell Richardson	Company Secretary
Susan Gair	PS to Chief Executive
Fiona Gruber	Board secretary

Introductions

The Chairman welcomed board members to the meeting.

Minutes of April meeting

The board approved the minutes of the 20 April meeting for signature. Progress of outstanding actions was noted.

Conflicts of interest

No conflict of interest with any agenda item, or as a result of new appointments, was declared by any member of the board.

Area plan guidance

The directors of operations and strategy introduced the draft area plans guidance, developed in consultation with industry and peer reviewed by operators. The guidance is intended to give industry a clear framework to develop area plans, supported by the OGA, with the staged approach providing greater clarity and defining roles and responsibilities.

The board unanimously approved the guidance, subject to a few minor amendments, and commended the team for its forward plan to work with operators to peer review and test the approach. The board highlighted the importance of sharing insights from the development of area plans wherever possible.

Theddlethorpe Catchment Area update

The Southern North Sea (SNS) area manager outlined progress to date with the first MER UK plan, for the Theddlethorpe Catchment Area. The plan, defined at the end of 2016, evolved from an earlier area plan and attempts to maximise existing and new opportunities



in the three key hubs in the SNS, matched with the most suitable terminal and pipeline infrastructure. The board thanked him for his illuminating presentation and looked forward to further updates on this important MER UK work.

N.B. Mary Hardy joined the meeting.

Reflections on external communications

The Head of Communications and External Affairs set out his principal areas of focus for 2017, drawing on his communications and external affairs strategy. Having delivered the new internet and intranet in 2016, which reinforced the OGA's identity both externally and internally, his priority is to better use the full range of media channels to maximise the audience for the OGA's work. The board supported his approach and cautioned that the team should prepare well for potential spikes, particularly in social media activity.

Shareholder report

The shareholder director updated the board on the impact of the general election closed period on the Parliamentary timetable.

In the light of the recent ransomware attack, she underlined the importance of maintaining vigilance vis a vis cyber-attacks. The Director of Corporate reassured the board that clear guidance had quickly been circulated to all staff, reminding them of the potential modes of attack.

The shareholder director confirmed that the OGA would not be included in the current BEIS programme of tailored reviews of arm's length bodies.

Chief Executive report

The Chief Executive was pleased with the OGA's progress in developing future licensing rounds and supply chain action plans and noted the publication of the collaborative behaviours quantification tool.

Activity levels in the UKCS have been increasing and the OGA is seeing further encouraging signs of assets changing hands.

The Chief Executive presented some analysis of the OGA's performance against its original vision and how the case management process is maturing.

The end of year performance process has been completed, with the outcomes being considered shortly by the remuneration committee, and the HR team is progressing well with an updated learning and development portfolio.

Chief Financial Officer report

The Chief Financial Officer informed the board of the financial position at the end of April. She assured the board that regular meetings are being held with budget holders to monitor spend against budget, and a full forecasting exercise will be undertaken shortly.

Following the introduction of the new finance system the team will continue to capture lessons learned as it develops and implements new processes and procedures.



Refreshments and miscellaneous expenses

The board approved a revision to the code of conduct which defines when externally catered refreshments and other miscellaneous items may be purchased.

Future meetings

The Board reviewed the forward look, noting that the date for the upcoming offshore visit was expected to be confirmed shortly.

There was no other business.

A handwritten signature in black ink that reads "Patrick Shaw".

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Chairman

A handwritten date in black ink that reads "27/6/2017".

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Date

