



“Enhancement of Group”

It has been unanimously decided that the management Committee shall hold this extra ordinary meeting in order to finalize enhancement proposals, the meeting shall not conflict with the constitution and rules of the MOIG, however there shall be a detailed action plan outlining expectations of the management committee to enhance participation and benefits for members.

The meeting shall have two sessions, the 1st session dedicated to the MOIG management Committee and the 2nd Session a joint session where Egyptian Organizations and governmental institutions shall be invited to participate.

SESSION 1 – February 6th		
Time	Session	Coordinator
09:00 – 09:30	Registration and coffee - Identify the persons responsible for taking and managing minutes.	MOIG - Director
09:30-09:45	Summary - Requirements of session and formation of action plan and action parties.	MOIG – Vice Chairman
09:45 - 10:15	Outline of proposed Organization Char - This shall outline the intended positions and task allocation for each position including line management and authorities.	MOIG - Chairman
10:15 – 10:45	Process Management - Identify tasks as a process rather than standalone events. Each task must have adequate input, management and coordination to be completed adequately.	MOIG - Vice Chairman
10:45 - 11:15	IPIECA - Members management and budgetary control. As IPIECA is an international organization with years experience the MOIG would benefit by hearing how IPIECA identify and manage activities both from a practical and financial standpoint.	IPIECA – Oil Spill Working Group “OSWG” Coordinator
11:00 – 12:00	MOIG Targets and Budget 2008 - Identify need to do and nice to do items of the proposed targets and budget. Finalize a budget with adequate financial contingencies to safeguard the interest of MOIG.	MOIG - Director
12:00 – 13:00	Task allocation - Members allocated tasks, identified dependencies on MOIG members and technical partners. The MOIG has various technical partners that have not been utilized fully to the benefit of the MOIG members. Growing concerns over national, regional and international response capability must be addressed to the members and potential members of the MOIG.	MOIG – Chairman
13:00 – 14:00	Lunch – Hosted by Shell Egypt	Shell
14:00 – 15:00	Task Allocation – Job Function and Job Description - Profiling positions for present and future members taking up the role. This shall allow the director to review each nominee to ensure the correct criteria is reached and maintained within the management structure of the MOIG.	MOIG - Chairman
15:00 – 16:00	Recap on session – Ensure minutes are correct and concurrent with discussions.	MOIG - Director
16:00 – 17:00	Agree action points, allocate tasks, and identify dependants to complete tasks. Finalize action plan.	All
20:30	Dinner – Hosted by MOIG	MOIG

The second session shall be attended by both foreign and Egyptian nationals, minutes shall be taken. Any recommendations resulting from the session shall be circulated throughout the Petroleum and maritime sector, international and regional members and associations of the MOIG and IPIECA. This session is intended to enhance dialogue between national and international companies and governmental institutions.

SESSION 2 - February 7th		
Time	Presentation	Presenter
09:00 – 09:30	MOIG Activities and membership base throughout the region. Importance and benefits of cooperation	MOIG – Director
09:30-10:15	Environmental Affairs Agency “EEAA” - National Oil Spill Contingency Plan – 2007 Update	Captain Mahmoud Ismail <i>(Crisis Management Coordinator)</i>
10:45 - 11:30	Egyptian General Petroleum Cooperation “EGPC” Oil Sector Prevention, Preparedness and Response Capability”	Eng. Salah El-Fouly <i>(General Manager – Environmental Protection department EGPC)</i>
11:30 – 12:00	IPIECA – OSWG Activities	IPIECA Coordinator
12:30 – 13:30	PIEPC – Multi National Oil companies operating in Egypt in regards to practice of Prevention, Preparedness and Response.	<i>PIEPC</i>
13:30 – 14:30	Lunch	
14:30 – 15:30	Geographical Committee –Egyptian National Oil companies Prevention, Preparedness and Response strategies.	<i>Chairman Northern Geographical Committee</i>
15:30 – 16:30	Maritime Sector - Egyptian maritime sector Prevention, Preparedness and Response strategies.	To be nominated by under Secretary
16:30	Closing statement	MOIG - Chairman
20:30	Dinner – Hosted by MOIG	MOIG