

**Translation. Only the Danish document has legal validity.**

*Order no. 1503 of 15 December 2010 issued by the Danish Ministry of Climate and Energy*

## **Order on the rules of procedure of the Offshore Safety Council**

In pursuance of section 58(4) of act no. 1424 of 21 December 2005 on the safety, etc. of offshore installations for the exploration, production and transportation of hydrocarbons (the offshore safety act) (*offshoresikkerhedsloven*), the following provisions are laid down by:

### *Tasks*

**Section 1.** The Offshore Safety Council shall

- 1) take part in the drawing up of regulations under the offshore safety act (*offshoresikkerhedsloven*);
- 2) follow the technical and social development concerning offshore installations; and
- 3) discuss other issues covered by the act.

*Subsection 2.* Before regulations are laid down pursuant to the offshore safety act (*offshoresikkerhedsloven*), a statement shall be acquired from the Offshore Safety Council.

### *Composition, etc.*

**Section 2.** The Offshore Safety Council consists of a chairman and the following other members:

- 1) Five members representing the LO, the Danish Confederation of Trade Unions.
- 2) One member representing the Joint Council of Danish Civil Servants and Officials Organizations (*Funktionærernes og Tjenestemændenes Fællesråd*).
- 3) One member representing both the Danish Engineers' Association (*Maskinmestrenes Forening*) and the Danish Association of Foremen (*Dansk Formandsforening*).
- 4) One member representing the Danish Maritime Officers (*Søfartens Ledere*).
- 5) Eight members representing both the Confederation of Danish Employers (*Dansk Arbejdsgiverforening*) and the Danish Shipowners' Association (*Dansk Rederiforening*) together.
- 6) One member representing the Danish Energy Agency.
- 7) One member representing the Danish Maritime Authority.
- 8) One member representing the Danish Working Environment Authority.
- 9) One member representing the Danish Environmental Protection Agency.
- 10) One member representing the Danish Transport Authority.

*Subsection 2.* The chairman and the other members of the Council as well as their substitutes shall be appointed by the Minister for Climate and Energy for a period of four years and may be re-appointed. The appointment of a new chairman or new members and substitutes during a period shall be only for the remainder of the period.

*Subsection 3.* The chairman shall be appointed following a nomination by the Danish Energy Agency. Members who are appointed as representing public authorities and their substitutes shall be nominated by the public authority concerned. Members who are appointed as representatives of employee and employer organisations as well as their substitutes shall be nominated by the organisations that they are to represent.

*Subsection 4.* A substitute for the chairman shall be appointed among the Council members following a nomination by the Danish Energy Agency. The substitute shall function in the absence of the chairman and in case a chairman has not been appointed.

*Subsection 5.* A substitute of a member may take part in the Council meetings, but has only one vote when the member in question is absent.

#### *Working groups, etc.*

**Section 3.** The Offshore Safety Council may, to the extent deemed expedient, establish working groups or committees. The Council shall determine the terms of reference of the working groups and committees established.

*Subsection 2.* Working groups and committees should be made up representatively. The Council may appoint members for these working groups and committees also outside the membership circle of the Council. If necessary, the Council may call in special experts to take part in the work of a working group or a committee.

*Subsection 3.* The chairman of the Offshore Safety Council shall appoint the chairman of each individual working group or each individual committee.

*Subsection 4.* The working groups or the committees shall submit a recommendation to the Council in the cases laid before it. The chairman of the Offshore Safety Council may determine the deadlines of such recommendations.

#### *Procedure and meeting activities*

**Section 4.** The time and place of the meetings of the Offshore Safety Council shall be determined by the chairman, who shall give notice of meetings at least four times every year. In addition, the chairman may give notice of extraordinary meetings. Furthermore, the Council shall be convened for a meeting within a month following a request for such a meeting when at least three of the Council members approach the chairman in writing about this indicating the issue that is requested considered.

*Subsection 2.* Notice of meetings shall be given in writing at least seven working days in advance. In special cases, notice may, however, be given less days in advance.

*Subsection 3.* A notice of a meeting shall contain an agenda indicating the issues under consideration as well as the material found necessary for the consideration by the Council. If necessary, the material may be sent at shorter notice if the chairman considers it reasonable.

**Section 5.** The chairman shall arrange the work of the Offshore Safety Council and chair the meetings held.

*Subsection 2.* Following a decision by the chairman, the members may be assisted by special experts during Council meetings.

*Subsection 3.* Votes may be used in connection with procedural issues. The Council shall be quorate when the chairman or his substitute and at least half of the members entitled to vote are present. Each member shall have one vote, and decisions shall be made by ordinary majority among those present. In the event of an equal distribution, the chairman's vote shall be decisive.

*Subsection 4.* Efforts shall be made for Council statements to be made in unanimity prior to the laying down of regulations, cf. section 1(2). In case of disagreement, the view of each individual organisation or authority shall be expressly given in the statement.

**Section 6.** The chairman shall ensure that the proposals and statements of the Council are made in accordance with the views expressed by the members at the Council meeting.

*Subsection 2.* The chairman shall ensure that short minutes of Council meetings are made. The minutes shall be forwarded to the Council members.

*Subsection 3.* The Danish Energy Agency shall offer the Offshore Safety Council and the working groups or committees established secretarial assistance.

**Section 7.** The chairman may decide that a case of an especially urgent nature is forwarded for written consideration by the members. In such cases, the members shall give their statements in writing within a reasonable time-limit to be decided by the chairman.

*Subsection 2.* All cases that have been considered in writing shall be presented for information purposes at the first ordinary meeting hereafter.

*Entry into force*

**Section 8.** This order shall enter into force on 1 January 2011.

*Subsection 2.* At the same time, order no. 690 of 22 June 2006 on the rules of procedure of the Offshore Safety Council shall be repealed.

*Danish Energy Agency, 15 December 2010*

Ib Larsen / Dewi Dylander