



CENTRE FOR DOCTORAL TRAINING (CDT) IN OIL & GAS

MANAGEMENT BOARD MEETING MINUTE

8th November 2016, 2:00 p.m. – 4:30 p.m.

Seminar Room, Enterprise Building, Heriot-Watt University

ATTENDEES:

Management Committee Members

John Underhill (HWU; Chair, CDT Director)	(JU)
Andy Aplin (Durham)	(AA)
Clare Bond (Aberdeen)	(CB)
Joe Cartwright (Oxford – via teleconference)	(JC)
Stuart Clarke (Keele)	(SC)
Al Fraser (Imperial)	(AF)
Jonathan Redfern (Manchester)	(JR)
David Schofield (BGS)	(DS)
Keith Gerdes (Chair, Industry Advisory Board)	(KG)

INVITEES:

Lorna Morrow (HWU; CDT Manager)	(LM)
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1. Welcome and Apologies

JU welcomed everyone to the meeting and outlined the HSE provision.

No apologies were noted.

2. Approval of Minute of the Management Committee meeting on 3rd November, 2016 and review of actions

The minute had been circulated previously and amendments made in the light of members' comments and the minute was therefore unanimously approved.

Update on Actions

Action @ November 2015	Agent – update at November 2016
Liaise with LF, MF and via new Oil & Gas Authority (OGA) to find out status of onshore data release policy and report to next Management Committee Meeting	JU / LM AF reported that onshore data is now available from HIS at a cost of £9 per request. Contact details are:- Richard Longhurst, Senior Manager, International Subsurface Information, Enterprise House, Cirencester Road, Tetbury, GL88RX Tel: +44 1666 501822 richard.longhurst@ihsmarkit.com
Investigate the status of academic partner contracts with HWU's Research Enterprise Services to allow all partners to invoice for their studentship grant allocation	LM All partners have now signed contracts. New appendix with studentship funding details for 3 rd cohort will be circulated now.
Liaise with JC regarding the timing and venue for delivery of optional 2 nd /3 rd year course on 3D seismic interpretation	AA / AC / JC Elective course available to 2014 and 2015 cohorts scheduled for April 2017
Chairs of CDT Committees to provide 2 page reports on the activities, achievements and outstanding actions from the 2014/15 first year of operation by December 2015. Committee Chairs to provide single page reports on their committee's activities as pre-reading for future Management Committee and Industry Advisory Board meetings	Is proving difficult to keep Chairs to this commitment. LM / JRU to reiterate the importance of providing these updates in good time for the annual Management Committee and Industry Advisory Board to consider
Subject to positive student feedback from the currently-running Biostratigraphy and Petroleum Basins course, TAC to investigate the possibility of dovetailing this course to be run in Southern England with the Wessex Basin fieldtrip. TAC also to take into account the direction to move 1 week of the mandatory training programme to Year 4 to cover careers preparation skills.	AA / AC – Imperial led Wessex Basin field trip, but unfortunately a clash with inaugural chair presentation meant that the environmental aspect was not covered. Field trip was linked with Biostratigraphy course delivered by Neflex at their headquarters – student feedback indicates that order should be tried in reverse next year with the Biostrat course being the precursor.
TAC to approach Dundee regarding provision of a course on decommissioning; Andy Leonard and Nigel Banks to be approached for an overview of the petroleum industry and Nick Schofield for an Introduction to Geology	AA / AC – Still to approach Dundee, Andy Leonard and Nigel Banks. Introduction to Geology was added to the Petroleum Basins Analysis course in February 2016 and delivered by Andy Bell (Shell)
TAC to look at sourcing a course on the Future for Renewables	AA / AC – Decarbonisation course, led by Paul Younger (Glasgow) is scheduled for April 2017, but due to Paul's illness, this may be cancelled,

	deferred or re-configured using alternative other presenters
Chair of TAC to contact Justin Dix (Southampton) regarding joint training opportunities with the new EPSRC/NERC CDT in NEXt generation Unmanned System Science (NEXUSS).	AA – Subsea hazards course has been sourced at Southampton for June 2017. LM will follow up on NEXUSS reciprocal agreement in the same vein as the agreement with EPSRC’s CDT in CCS & Cleaner Fossil Energy which gives access to elective courses
Composition of Graduate Committee to be amended to include representatives from the 2015 entry cohort. NS to contact 2014 student representatives to reduce to three with the other two remaining as deputies, unless they wish to step down. The 2015 entry cohort will be asked to provide representatives and a vote for a minimum of three representatives will be arranged by LM if required.	NS / LM – 2014 cohort continues with 3 reps and 2015 voted another 3 members for their cohort. Chair, NS, is on year’s sabbatical so JRU is to approach him regarding possible replacement Chair
Circulate draft remit and terms of reference of Development Committee to Management Committee	LM – Partners’ Workshop in April 2016 agreed that development is the responsibility of the Management Committee and as the Chair of the Development Committee had not yet convened a meeting, it was agreed that the Committee be shelved.
Core partner representatives to seek guidance from their respective University management regarding the basis on which they would continue with the CDT model in the event of extension.	All – Completed. 15 of the 19 academic partners and 5 of the 9 industry partners attended the Partners’ Workshop in April 2016
Liaise with Glasgow, BGS and NOC regarding the basis on which they would continue with the CDT model in the event of extension	LM / JU – Glasgow and NOC notified their withdrawal from the CDT in respect of the 4 th cohort. DS reported that as far as he knew, the BGS would maintain its contractual obligation, which is currently two studentships in order to maintain core partner status, but as the new BGS representative on this Committee, he would follow up on this within the BGS
Conduct Doodle poll for MC Away Day, late Q1/early Q2 2016 to draw up detailed CDT extension/renewal options and models	LM – Partners’ Workshop held at the Dalmahoy Hotel and Country Club on 20/21 April 2016

3. Committee Membership

JU welcomed Stuart Clarke (Keele) as the representative of the Associate Partners on the CDT Management Committee.

The Awards Committee is currently comprised of representatives with a strong production focus and the Committee agreed there is a need to introduce some environmental expertise into the discussions.

4. Update on studentship and Training Academy funding models

The CDT continues to attract a good proportion of female students. Two female students in the 2014 have sadly withdrawn from their PhD studies, but the incoming cohort of 2016 comprises 14 female and 19 male students. The overall gender composition of the first 3 student cohorts is 44% female, 56% male.

Due to last minute withdrawals, Exeter will be looking to recruit to two positions in 2017, and Imperial will be recruiting to four positions. Because of the need to allocate all twelve NERC/BGS studentships in each year, funding and recruitment has not matched the original model as institutions have been allowed to defer taking their NERC studentship allocation. This means that for 2017, we currently only have 11 guaranteed studentships (10 NERC, 1 BGS) and 12 are required.

LM reported that based on the currently committed subscription levels, there is an approximate deficit of @£65k in the Training Academy budget when the 4th cohort is taken into account. If the Management Committee's stated preference of having travel costs to Training Academy course venues covered from the TA budget, rather than from individual student Research Training and Support Grant allowances, this deficit rises to @£335k. LM is providing IAB representatives with an information pack for them to use with their respective Management teams when discussing subscription renewal. It was noted that if all currently subscribing industry partners renew their support for the full six years initially set out to cover the three cohort intakes originally funded by the NERC grant, there would be a surplus that the Industry Advisory Board will then consider how to deploy to best support the CDT's operation.

5. Industry sponsorship

JRU confirmed the amendment to permit sponsor/partner company input to project design and to match-funded studentships which allows CDT subscribing industry members the opportunity to provide funding for CDT studentships in order to alleviate the burden on academic partners to find the full match-funded amounts from their own resources.

5. Reports from NERC CDT Committees

JU informed members that the Chair of the Graduate Committee, Nick Schofield (Aberdeen) is on a year's sabbatical, currently in East Africa, and has not yet provided a report of the meeting which took place in February 2016. Given his prolonged absence, JRU will approach him to see whether he wishes to continue in the role throughout his sabbatical, or whether consideration be given to appointing an alternative Chair. The Partners' Workshop in April 2016 had agreed that there was no need for a Development Committee as the relevant activities are properly the remit of the Management Committee and the Development Committee had not been convened by its Chair since the CDT's inception.

(a) Industry Advisory Board (KG): All parties were impressed by the conference and congratulated and thanked the management team in HWU. Those that have to renew sponsorship this year, however, saw that as a challenge irrespective of the positive message they would relay back to their organisations and the quality of the CDT students, projects and teaching. Concern was raised by the industrial partners over the behaviour of NERC which did not appear to be business-like. Having been asked for (and

providing) letters of approval to NERC last year, the industry partners are faced with NERC's weak attendance at the conference and the potential of NERC withdrawing their sponsorship at an early stage. This is contrary to the understanding of the industry sponsors when many of them committed to supporting the CDT for a term of 6 years.

(b) Training Academy Committee (TAC): AA began his report by thanking Anna for her hard work in arranging the TA courses as well as providing the HSE input in the field. Student feedback has been largely positive although there had been some disappointing reports from the leaders of the Wessex Basin/Stratigraphy Challenging Environments course of unacceptable behaviour and a general lack of student engagement. It was agreed that industry-level Health and Safety expectations should be added to the Roles and Responsibilities guidance issued to students and supervisors at the start of their programme.

AA had met with the 2014 and 2015 cohorts prior to this Committee meeting as both groups are undertaking a two day course together for the first time and the feedback is that this is a very positive experience. Both cohorts are now eligible to choose elective courses so there will be further opportunities for the groups to train together.

The issue of students withdrawing at very short notice from elective courses they had signed up for was discussed. It was agreed that a cancellation fee to cover accommodation, transport and other costs incurred can be charged. Where possible, spare places on optional courses are offered to non-CDT PhD students at partner universities, or to reciprocal agreement CDTs (e.g. CCS/NEXUSS, iCRAG) at marginal cost.

(c) Awards Committee: KG reported that asking for specific assurances regarding data availability at the point of the submission of the project descriptions had been beneficial. Often supervisors concentrate on the exposition of the research issue and how it fits within the wider research team, but fail to give a clear outline of the student's work plan. There had been good compliance with the CDT rule of non-CDT industry sponsors being removed from the supervisory arrangements of project.

Members were asked to remind supervisors that if a project title or PhD area is changed during the studentship, this should be reported to the Awards Committee for their approval. This is to avoid duplication between projects which puts students at risk. Data confidentiality also needs to be highlighted, particularly reminding supervisors to contact local regulatory authorities to secure access to data that may have been given on a strictly limited basis to a partner.

6. Forward Planning

NERC has re-defined CDT funding to restrict it to one-off sponsorship to support an area of need or stress with no option for renewal in the same field. Although the CDT would in all likelihood fare well in any evaluation process such as that proposed for DTP investments, there is no appetite to 'dilute' the current DTP studentship funding by including the Oil & Gas topic. One of the key performance metrics is the comparison of employment statistics after graduation, but the current climate in the oil & gas sector does not constitute a 'normal' environment.

Membership of the Management Committee may alter in response to the amount of studentship funding made available with core membership dependent upon provision of two studentships.

7. Date of next meeting

Members agreed to meet in Q1 2017 once the outcome of NERC, BEIS and OGA discussions are known.

ACTIONS AND AGENTS

Action	Agent(s)
Contact AF to secure OGA contact details for data release	LM
Request Heriot-Watt's legal department issue Appendix with studentship amounts for 3 rd cohort award	LM
Chase reports from CDT Committee Chairs and distribute to Management Committee as soon as possible	LM
Approach NEXUSS for reciprocal elective course access as per agreement with EPSRC CDT in CCS & Cleaner Fossil Energy	LM
DS to determine BGS CDT studentship(s) for 2017 cohort. Reduction to 1 studentship would result in BGS losing core partner status and place on the Management Committee	DS
AA to approach Anna Korre re her joining the Training Academy Committee to provide environmental input now that Kate Gormley has left Heriot-Watt	AA
JRU to approach NS regarding ongoing commitment to chair the Graduate Committee during sabbatical	JRU
Add industry level HSE behaviour and standards to the Roles and Responsibilities of Supervisors and Students guidance document	LM
Notify students and supervisors of intention to charge cancellation costs if student fails to attend a previously booked course without adequate reason or notice	LM
Circulate members with information pack sent to BEIS Ministers	LM