1 AIMS AND OBJECTIVES

1.1 The aim of the Human Element Committee (HEC) is to maintain and enhance the safe and responsible operation of liquefied gas tankers and marine terminals handling liquefied gas through the development of procedures, guidelines and best practices, related to the human element; training and development; engagement and leadership, using a risk based philosophy where applicable.

1.2 To this end, The HEC will undertake to deliver in the following areas in the achievement of the Purpose and Mission of SIGTTO:

   1.2.1 Identification and review of existing and ongoing industry initiatives, projects, and focus groups related to the role of the human element in Liquefied gas shipping and terminal operations
   1.2.2 Address the human element impact of all current liquefied gas shipping and terminal activities with a focus on the “gas specific” issues and major incident risks.
   1.2.3 Decide work to be undertaken and prioritised by the committee as guided by the Board.

2 MEMBERSHIP

2.1 The HEC will comprise of SIGTTO members who are specialists in human factors, Marine HR, and/or training therefore, membership of the committee rests with the individual, not the company.

2.2 When appropriate, representatives from non member organizations may be invited to attend the committee meetings as observers when it is considered that their presence will be beneficial.

2.3 The committee membership will be restricted to a maximum of 12 members.

2.4 The Committee will review its membership based upon the active participation of the individual members and attendance at every committee meeting. Applications from new candidates should be reviewed at every meeting when the committee reviews its membership.

2.5 Members should attend committee meetings and actively participate in the committee discussions. Repeated non-attendance/ non contribution may result in a review of committee membership and a recommendation of removal from the committee. A committee member may, on occasion, be represented by an alternate from his company.

3 CHAIRMAN

3.1 The Chairman shall be nominated by the HEC for approval by the board.

3.2 The Chairman’s term of office is three years.

3.3 The Chairman will be automatically elected on to the GPC.
4 MEETINGS

4.1 The Committee will typically meet twice a year.
4.2 The Chairman may invite observers to the meetings.
4.3 Meetings will normally be held in North Europe, typically London.

5 TERMS OF REFERENCE

5.1 The Terms of Reference and any subsequent changes shall be approved by the Board.

6 SECRETARIAL

6.1 The SIGTTO Secretariat undertakes the secretarial and administrative tasks for the HEC.

7 REPORTING

7.1 The HEC will report to the board. The GPC can make suggestions to the HEC on matters of issue for consideration by the HEC, the GPC will have the opportunity to comment on all draft guidelines produced by the HEC. All material produced by the HEC will be approved by the board prior to publication.

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