otm

Subsea Wireless Group (SWiG)

Proposal

Oakland Innovation Limited doing business as OTM Consulting

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1 Summary

You are invited to become a member of the Subsea Wireless Group (SWiG). The benefits of membership are as follows:

- Participation in the industry forum for promoting qualification standards for subsea wireless technologies
- The ability to influence industry-wide development programmes
- The opportunity to learn from the experiences of others through a user group forum
- Improved communication between members and strengthened wireless user "community", particularly through meetings/ structured informal discussion

This proposal is for ongoing membership of SWiG, commencing 1st July 2021; the membership fee will be charged on an annual basis (July-June). Members can withdraw their membership at any time by written notification to OTM who are the project managers for SWiG. Membership will thereby cease at the end of that membership year.

The membership fee for 2021/2022 is USD 6,900 for large companies and USD 3,300 for small companies (please see section 6 for further details). Membership is open to operators and vendors alike; a mixed membership is encouraged to maximise the experience and knowledge upon which the group can draw and greater value can be generated for membership as more members come on board.

This proposal should be read in conjunction with the document number rp_3370_SWiG membership agreement, the SWiG networks terms and conditions.

2 About SWiG

The SWiG members state their vision as being "To promote interoperability for subsea wireless communications".

2.1.1 The SWiG group's overall objectives are as follows:

- Promote interoperability between users of through water communications
- To raise industry awareness and acceptance of through water communications
- Identify areas where standards need to be developed and develop them for the industry for through water communications
- Encourage the integration of through water communication technologies
- Promote best practices across the industry
- Promote knowledge transfer across the industry

The Group will define standards that facilitate interoperability between users of subsea wireless technologies (radio frequency, acoustic, inductive data and power and free space optics). It will engage with standards bodies and statutory bodies, encourage the integration of wireless technologies, and promote best practice across the industry.

SWiG will be a forum for new ideas to be shared, and for business connections to be made. Members will be ahead of industry trends, setting the agenda for others to follow.

The group will act as a collaborative resource to the industry, and will be managed to develop industry wide best practice guidelines and standards through the sharing of existing standards and practices.

In order to achieve its mission and objectives SWiG is becoming a more formal organisation with professional project management (OTM) and elected officers (the Steering Committee).

3   About OTM and our Network Management Approach

3.1   About OTM

Formed in 1993, OTM specialises in oil and gas with a team of consultants who have an engineering or science-based background and a deep understanding of oil and gas sector technologies, coupled with expertise in technology management, and experience of working with oil companies and technology providers. OTM has 3 main offices where our staff are based - in London (Epsom), Dubai and Houston and is part of the Science Group of Companies.

We ensure a rigorous understanding of technology needs/ gaps and the latest technology developments across the upstream industry, by ensuring that each of our consultants has a good understanding of the whole sector, combined with a more in-depth knowledge of, for example, geosciences, drilling, wells, or facilities. This is based on the technical background of the individuals and their ongoing projects.

Further information on OTM Consulting can be found at www.otmconsulting.com.

3.2   Our network management approach

The approach taken by OTM is outlined in Figure 1 below, depicting the three key network delivery areas. Each network is individual and the exact services are tailored to the requirements of the group. For SWiG, there is a clear focus on Procedures and Standards, supported by Knowledge Sharing and, perhaps, with Training and Education becoming a future requirement.

Procedures and Standards

Industry Guidelines – often members only, then industry at end

Standardisation – to develop a Standard, with ultimate goal being submission to API, ISO, IEEE, IEC

Knowledge Sharing

To provide industry focus – creating an environment to share and learn

Understand operator Vision, industry/group needs, presenting case history

Increase awareness – to understand technology capability better, promotion and publicity of technology

Training and Education

Development of training materials

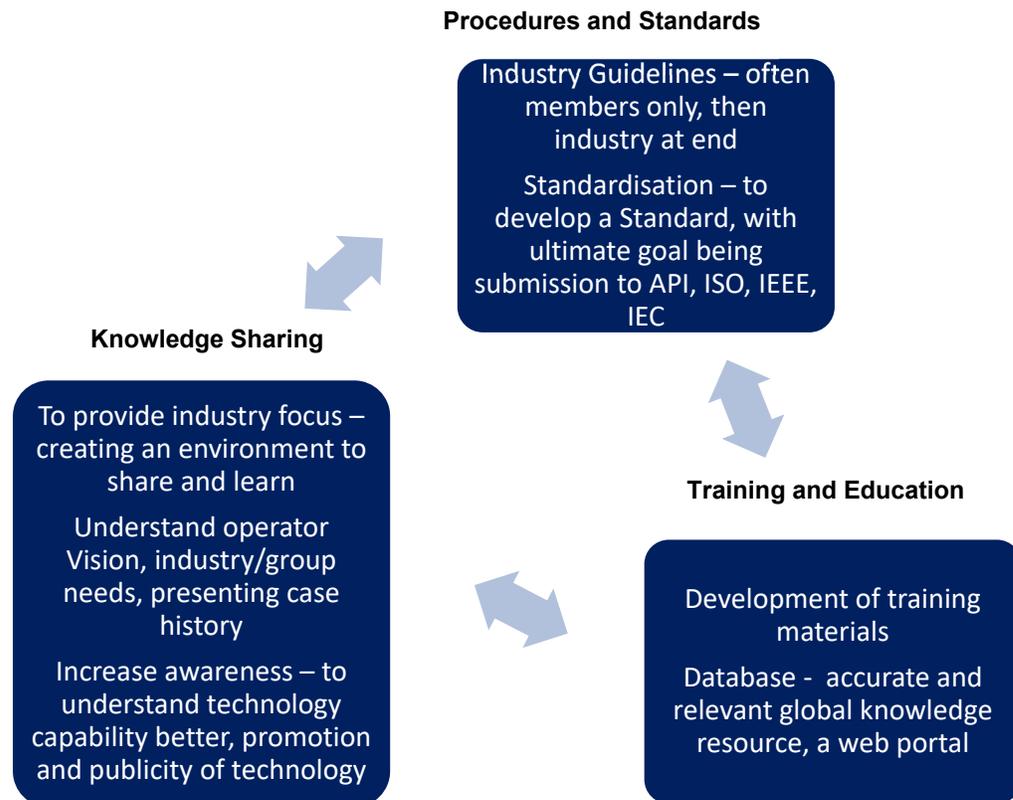Database - accurate and relevant global knowledge resource, a web portal

Figure 1: Industry group approaches & deliverables

Lessons learnt from other industry networks will ensure industry best practice for collaborative work of this nature. OTM will work with the members to ensure the following requirements for success are met:

- Creating a clear scope of work early on for SWiG – developing, in time, into a network Charter
- Establishing a strong Steering Committee to work with OTM and lead the group
- Defining an IP strategy to secure members' rights
- Appreciating that trying to make a standard fit current practices and products is often not the best approach
- Encouraging consistent participants to network meetings
- Working with the Steering Committee to encourage the right level of Knowledge Sharing
- Establishing professional links with appropriate Standards bodies
- Providing excellent networking possibilities

4   Membership Services

OTM proposes the network should include the following services, which conform to the network specification provided by SWiG.

4.1   Provision of secretariat and administrative function

OTM will provide a comprehensive secretariat function for the network that will manage the relationship with members and the finances for the group. Activities will include the following:

- Establishing network membership
- Provision of membership documentation: membership agreement including IP and confidentiality issues (the membership terms & conditions)
- Ensuring members' rights are protected by putting in place a state-of-the-art agreement amongst members
- Resolving contractual membership issues with network members
- Providing a single point of focus for queries
- General liaison with, and assistance to, the Steering Committee
- Collection of member fees and financial management of network funds, with quarterly user-friendly cashflow statements
- Network brand development, with acronym, logo and identity particular to the network
- Promotion of the network and its activities to prospective members and the industry at large

4.2   Technical sub-contractor management

OTM will act as project managers coordinating the preparation of any new international standard work on subsea equipment if required, on behalf of the SWiG network group. We propose working with other specialist companies (e.g. SINTEF, DNV, etc.) as technical sub-contractors to OTM for simplicity to the network group members.

4.3   Meeting management

It is anticipated that the network will hold four meetings per year, with the venues split between the US and Europe, though final decisions will be made by the Steering Committee. The meeting length can vary from one to two days in duration. The meeting format will include presentations and facilitated discussions, with the agenda set by the Steering Committee, including the work of any technical authority. The facilitated discussions will include subjects such as case studies, lessons learnt, technology needs, technical standards, etc. To aid the network objectives, it is envisaged that a number of working groups (which may be run in parallel with one another) may be set up.

4.3.1 Administration

The meeting venue may initially be at a designated host's facilities, in order to keep costs low, with liaison being at least six weeks before the meeting to confirm the arrangements and to obtain venue and travel details. OTM will prepare meeting materials such as an agenda, name badges, attendee list, maps and joining instructions and will produce minutes, including the presentation slides. Minutes will be drafted by OTM and approved by the Steering Committee, distributed to members within two weeks of meetings and located on the website along with the presentations from the meetings and any other relevant documents.

4.3.2 Facilitation

It is expected that a chairman may be appointed from amongst the members of the Steering Committee and OTM will work with the chairman and Steering Committee during the meetings. Alternatively, and when appropriate, the OTM project manager will chair the meeting. OTM's facilitation of the meetings will include break-out group discussions, plenary sessions and other activities where appropriate and as suggested by the meeting chairman. In certain circumstances the members may desire private discussions. On these occasions the meeting will split into break-out groups and alternative agendas will be developed.

OTM will work closely with the Steering Committee to maximise the opportunities presented to the group. This may be in the form of invited guest presentations at meetings and by developing links with professional bodies, such as IEEE, ISO and API. Information collated or generated by the network will be amalgamated into a database and stored on the members' only area of the website.

4.4 Website

A dedicated network website with a public access area and a members' only area protected by password will be developed by OTM. The website will be maintained by OTM and provide:

- Provision and maintenance of a network specific website, with private members' areas
- Promotion of the SWiG network (public access)
- All meeting details – presentations, notes, working documents and minutes (members' only)
- Case histories (members' only)
- Membership details (public access)
- Links to other relevant bodies and sites (public access)
- Q&A discussion group – as required by the group (members' only)

OTM will be responsible for ongoing website design and maintenance as required by the members. OTM will distribute passwords to users and respond to IT queries. The website will be registered with all major search engines in order to maximise the number of hits on the site.

4.5 Options for the network

Additional funds may be used to cover the cost of initiatives that will add value to the network, at no additional cost to the members themselves. Networks often undertake survey type work, amongst members and the wider industry, to confirm industry perception or identify details for technology gaps and barriers.

Some ideas for options the network may wish to consider include:
- Member surveys: to confirm hypotheses, obtain a consensus view, obtain data
- Technology landscape mapping and similar research: it may be valuable for the network to establish a more informed view through state-of-the-art reviews, technology gap analysis, technology needs, supply chain development, benchmarking. OTM is experienced in undertaking a range of market intelligence and will be able to quickly address members' needs
- Establish international standards
- Web-casts allowing technical meetings to be held in between scheduled meetings
- Development of training course modules, like the 101 Fibre Optic training course from SEAFOM™

As the work content can vary within each of these activities, the costs will depend on the detail.

5 Deliverables

Deliverables will include the following as a minimum:
- Facilitation and delivery of technical workshops
- Minutes of workshops and progress meetings
- Development & maintenance of group website

6   Membership fees

Membership Type	Annual Fee ($USD)
Commercial company with annual revenue > $5M	$6,900 + year 1 joining fee ($1,250)
Commercial company with annual revenue < $5M / Academic / Government / Trade Organisation	$3,300 + year 1 joining fee ($1,250)

Table 1: Membership fees for SWiG July 2020 to June 2021

An annual membership fee per member (Table 1) plus a joining fee of $1,250 for the first year only has been agreed by the members and OTM Consulting to cover OTMs fees, associated with the provision of secretariat services, facilitation of workshops and development / maintenance of the website and deliverables for the group.

SWiG membership fees will be subject to an annual review and will be expected to cover payment for venue hire and additional meeting rooms as the numbers grow and necessitate it. On signing this agreement members will be invoiced for this fee.

7   Contacts

Should you have any queries relating to this proposal or to SWiG , then please contact Shreekant Mehta, Email: shreekant.mehta@otmconsulting.com, Tel: +44 (0)1372 631950, OTM Consulting, Great Burgh, Yew Tree Bottom Road, Epsom, KT18 5XT, UK.