1. **Board membership**

There were no changes to the Division Board in 2012. The Board members were: Steve Bedford (Chair), Steve Jewell, Craig Durham, Margaret Copland, Prof. Babs Oyeneyin, Martin Cox and Ian Merchant.

2. **Board meetings**

   **Aberdeen 22nd March**, attendees: Steve Bedford, Margaret Copland, Martin Cox, Prof. Babs Oyeneyin, Craig Durham and Ian Merchant.
   
   **Aberdeen 6th November**, attendees: Steve Bedford, Margaret Copland, Martin Cox, Prof. Babs Oyeneyin, Craig Durham and Ian Merchant.

   Minutes of Board meetings posted on the Institute website.

3. **Activities during 2012**

   **3.1. Technical programme**

   P&DE Division was active throughout 2012 delivering technical presentations, student seminars and training courses as detailed in the Appendix. At each event there was a recruitment stand and video conferencing was used to reach the geographically dispersed membership. The 2011 P&DE membership survey clearly indicated that members view networking opportunities at professional events as a key reason for belonging to the Institute so the Division is looking to sustain popular technical events and add new events in 2013 as detailed in the Appendix.

   **3.2. Web-site developments**

   The Division maintained a current microsite with increased links to other relevant sites. Following a request from a member for material to present an overview of oil and gas exploration and production to High School pupils in Belize the Division identified that this material was not available free of charge. The Division developed an educational
presentation pack that was used in Belize and this was posted on the microsite. The intent is to build additional educational packs and post these on the microsite.

3.3. Engagement with technical community and/or local societies

The Division maintains a close working relationship with the Mining Institute of Scotland as Aberdeen remains the primary global oilfield centre alongside Houston. The Division works with the Aberdeen based local societies of the: Energy Institute, Institute of Corrosion Engineers, Institute of Mechanical Engineers and the Society of Petroleum Engineers. The Division maintains working relationships with MinSouth and the Midlands Institute of Mining Engineers. The Division is a member of the International Minerals and Mining Association and currently has the Chair of this body.

3.4. Contributions to IoM3 house journals

The Division provided articles and a regular column for Materials World. The Division is investigating utilisation of Transactions D for Oil and Gas matters.

3.5. Other

The Division has recognised that Technicians are an important group in the oil and gas sector but are not well supported by the Engineering Institutions. The Division and the Mining Institute of Scotland are working with the Adam Smith College at Glen Rothes on supporting and engaging HNC/HND students and Technicians. Early successes have been achieved with student attendance at the European Well Intervention Conference and Kate McGregor winning the Institute Technician of the Year. The Division actively promoted the Institute Young Person Lecture competition and this year Abbas Delevar, a Petroleum Engineer, won both the Scottish and UK competitions. Fourteen candidates for Chartered Engineer were interviewed from Aberdeen. In addition to the local candidates interviews were conducted by video conference with candidates in Brisbane, the Hague, Qatar, Cairo and Baku. A number of the candidates expressed interest in establishing branches in their home locations.

4. Strategy and Objectives for 2013 and beyond

4.1. Opportunities and constraints

The Division maintains a 5 year plan, as attached to this report, and has specific deliverables agreed for 2013 as detailed in the November Board minutes. The Division has grown from 436 members in 2007 to 1011 members in 2012. The Board believes that it is imperative to ascertain and respond to the members needs and views. The Board conducted a member survey in 2011 and based its plans on the responses to this survey. Key opportunities that the Division Board are progressing are as follows:-

- Maintain regular communication with the members via: microsite, eNews letter, Materials World.
- Maintain and build upon successful technical programmes and continuing professional development offerings. Increase offering outwith Aberdeen.
• Engage students through seminars and encourage them to join the Institute.
• Maintain and increase Industrial and academic accreditations.
• Identify and develop international Branches.
• Raise the visibility of the Division through active engagement with other relevant professional bodies and at major international conferences, specifically Offshore Europe.
• Ascertain the needs and views members via a two yearly survey.
• Provide materials for schools.
• Rebrand the Division to the Oil and Gas Division to be more inclusive and launch the new look Division with a brochure and communications.
• Engage college students and technicians.
• Raise the profile and value of CEng qualification within the Oil and Gas Industry and support the professional registration process.

Key constraints are as follows:-

• Resource, specifically more Board members/Helpers are required and more support from the Institute for the development of overseas branches and accreditation.
• No legal requirement for the professional qualifications and continuing professional development offered by the Institute.
• Limited career enhancement through gaining the professional qualifications offered by the Institute and participation in the continuing professional development activities.
• Engineers in the Oil and Gas Industry are very busy and find it difficult to make the time to participate in the Institute.
• There are multiple Institutes working in the Oil and Gas sector, decision makers tend to support their own “heritage” professional body.
• The American Society of Petroleum Engineers (SPE) globally dominates the Oil and Gas sector. The SPE has linked up with the Energy Institute and is offering an increased level of service to Oil and Gas Engineers, including: a route to professional UK registration as a Chartered Petroleum Engineer and model codes of safe practice/guidelines.

4.2. Specific targets

Division targets are detailed on the 5 year plan.

5. Other matters

As noted above the Institute Council agreed to the Division proposal to change the Division name to the Oil and Gas Division to better reflect the Division membership. The Board is working on a communication plan to launch the new Division name.
## Appendix: Technical Programme (past year and future plans)

<table>
<thead>
<tr>
<th>Date</th>
<th>Status (Held /Progressing/ Planned)</th>
<th>Title</th>
<th>Location</th>
<th>Organising Division(s) /Committee(s) /Collaborators</th>
<th>Financial Underwriter (IOM3/Local/Other)</th>
<th>100% Target No's</th>
<th>Actual No's</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-02</td>
<td>Held</td>
<td>Completion engineering seminar</td>
<td>RGU</td>
<td>P&amp;DE</td>
<td>RGU</td>
<td>30</td>
<td>47</td>
<td>Very well received.</td>
</tr>
<tr>
<td>2012-02</td>
<td>Held</td>
<td>Subsea engineering seminar</td>
<td>RGU</td>
<td>P&amp;DE</td>
<td>RGU</td>
<td>30</td>
<td>47</td>
<td></td>
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<tr>
<td>2012-02</td>
<td>Held</td>
<td>Gas well deliquification seminar</td>
<td>RGU</td>
<td>P&amp;DE</td>
<td>RGU</td>
<td>30</td>
<td>47</td>
<td></td>
</tr>
<tr>
<td>2012-03</td>
<td>Planned</td>
<td>Introduction to downhole metallurgy</td>
<td>Aberdeen</td>
<td>P&amp;DE</td>
<td>MIS</td>
<td>15</td>
<td>15</td>
<td>CPD 2 day course with IOM3 accreditation.</td>
</tr>
<tr>
<td>2012-04</td>
<td>Held</td>
<td>University of Dundee industrial visit</td>
<td>Aberdeen</td>
<td>P&amp;DE</td>
<td></td>
<td>20</td>
<td>27</td>
<td>Visit to BP HQ.</td>
</tr>
<tr>
<td>2011-11</td>
<td>Held</td>
<td>Well intervention seminar</td>
<td>Aberdeen</td>
<td>P&amp;DE with ICoTA and SPE</td>
<td>ICoTA</td>
<td>15</td>
<td>25</td>
<td>Well received, will repeat.</td>
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<td>Completion engineering seminar</td>
<td>RGU</td>
<td>P&amp;DE</td>
<td>RGU</td>
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<td>RGU</td>
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<td>RGU</td>
<td>P&amp;DE</td>
<td>RGU</td>
<td>30</td>
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<td>Planned</td>
<td>Well integrity technical presentation</td>
<td>Aberdeen</td>
<td>P&amp;DE with the Energy Institute</td>
<td>MIS</td>
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<td>Introduction to downhole metallurgy</td>
<td>Aberdeen</td>
<td>P&amp;DE</td>
<td>MIS</td>
<td>15</td>
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<td>Technician seminar</td>
<td>Adam Smith</td>
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<td>2013-05</td>
<td>Planned</td>
<td>Professional accreditation seminar</td>
<td>Aberdeen</td>
<td>P&amp;DE with ICorr</td>
<td>ICorr</td>
<td>25</td>
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<td></td>
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<tr>
<td>2013-11</td>
<td>Planned</td>
<td>Well Intervention seminar</td>
<td>Aberdeen</td>
<td>P&amp;DE with ICoTA and SPE</td>
<td>ICoTA</td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:-

The Board will facilitate further technical activities in 2013 if opportunities arise.

MIS: The Mining Institute of Scotland
ICorr: Institute of Corrosion
ICoTA: International Coiled Tubing Association
RGU: The Robert Gordon University
SPE: Society of Petroleum Engineers