

Report Type	Activity by Responsible Person	Operational Team				OSDR Management			EU Commission	Notes <i>(Time recording category: Offshore Common Good)</i>
		HSE ED Strategy Team	OSDR Inspector	OSDR Team Leader	Senior Leadership Team	OMT Secretariat	OMT Operational Management Team	SOB Senior Oversight Board	EUOAG Offshore Authorities Group	
1	<b>SHARING INFORMATION PUBLICALLY AND REPORTING TO THE COMMISSION</b>									
	After 31 Dec of the reporting year: HSE ED Strategy Team collate information and complete the 'Common Data Reporting Form'	█								
	Prior to 1 April in the year following the reporting year: Completed form sent to OMT for approval.	█		APP						
	Prior to 1 May in the year following the reporting year: OMT to discuss and approve completed form for publication.					◇	█	○		
	Prior to 1 June in the year following the reporting year: Approved form uploaded onto OSDR Website.					█	○			
Prior to 1 June in the year following the reporting year: Approved form is forwarded to the EU Commission					█	○		○		
									<p>Required by EU Directive 2013/30/EU Articles 20, 24, 25 &amp; 27 and Implementing Regulation 1112/20147</p> <p>Information to complete the form shall be extracted from the following sources:</p> <ul style="list-style-type: none"> <li>• ROGI database</li> <li>• Hydrocarbon database</li> <li>• COIN</li> <li>• BEIS</li> <li>• Industry</li> </ul> <p>Prior to publication inform each partners respective press office</p> <p>Technical Secretariat of EUOAG: JRC-EUOAG-TECH-SECRETARIAT@ec.europa.eu</p>	
2	<b>PROVIDING INVESTIGATION SUMMARIES TO THE COMMISSION</b>									
	Following the closure of a relevant investigation: Complete an 'Article 26 Investigation Summary' and submit to the respective senior management team. HSE : ED SLT BEIS :		█	APP		○				
	Undertake Validation of summary report . This is undertaken by the respective partners senior management team				█					
	OMT to approve the onward transmission of the Summary to the EU Commission.					◇	█	○		
Approved form is forwarded to the EU Commission and upload copy onto the OSDR website					█			○		
									<p>Required by EU Directive 2013/30/EU Article 24 &amp; 26</p> <p>'Closure' may be at the completion of the investigation or legal proceedings. A copy of the Investigation Summary is to be uploaded onto the respective Case on Notes</p> <p>The information to complete the Summary shall be extracted from the full investigation report.</p> <p>Master copy of Article 26 Investigation Summary on community site</p> <p>The respective Dutyholder is to be informed</p> <p>Technical Secretariat of EUOAG: JRC-EUOAG-TECH-SECRETARIAT@ec.europa.eu</p> <p>Note: Article 26 stipulates a non confidential version of the findings is to be publicly available</p>	
3	<b>RESPONDING TO A COMMISSION REQUEST FOR INFORMATION ABOUT AN INCIDENT OF A COMPANY REGISTERED IN THE UK.</b>									
	On receipt of request for information regarding incident of a company registered in the UK: OMT identify the most appropriate team to obtain the required information. The OMT Secretariat forward the request to the relevant team.					◇	█	○		
	Team leader identifies an inspector to address the request and feedback to the OMT.			█						
	Inspector contacts the company and feedbacks to the OMT.			○						
	OMT approve information for onward transmission to relevant Member State.					◇	█			
Approved information is forwarded to the EU Commission					█		○	○		
									<p>Required by EU Directive 2013/30/EU Articles 20 &amp; 27</p> <p>All requests for information should come via the Commission.</p> <p>The UK, as a member state of the EU, may also request information of another member state and on forwarding these requests to the Commission should expect a similar response by the relevant member state.</p> <p>Technical Secretariat of EUOAG: JRC-EUOAG-TECH-SECRETARIAT@ec.europa.eu</p>	
4	<b>INFORMING OTHERS OF THE POTENTIAL FOR TRANSBOUNDARY EFFECTS</b>									
	a) Upon the identification of potential transboundary effects: Identifying Inspector to inform the IMT Focal Point inspector and the OMT.		█	○				○		
	OMT to initiate international discussions notifying the EUOAG and the relevant Member State and/or 3rd country.		○				█	○	○	
	b) In the event of a major incident with the potential for transboundary effects: Lead Inspector shall notify the OMT without delay.		█	○				○		
OMT to contact EUOAG, the relevant Member State and/or 3rd country without delay.		○				█	○	○		
									<p>Required by EU Directive 2013/30/EU Article 31</p> <p>The potential for transboundary effects are likely to be identified by the Environmental Information discipline during safety case assessment, it is anticipated that any discussions would be co-ordinated by BEIS personnel.</p> <p>In the event of an incident the lead inspector should be made aware of all communications</p> <p>Technical Secretariat of EUOAG: JRC-EUOAG-TECH-SECRETARIAT@ec.europa.eu</p>	