

Background

The Offshore Renewable Energy Emergency Forum (OREEF) was established under the authority of Renewable UK, but the secretariat is now provided by the Offshore Renewable Energy Catapult (OREC), to develop the UK renewable industry's procedures and standards to respond to incidents. Such advice was published within the Integrated Offshore Emergency Response – Renewables (IOER-R) and Regulatory Expectations for Emergency Response Arrangements for the Offshore Renewable Energy Industry. The republishing of the G+ Integrated Offshore Emergency Response (IOER) as a global document under G+ authority along with HSE/MCA's Regulatory Expectations for Emergency Response Arrangements for the Offshore Renewable Energy Industry has led to a requirement for a reformed OREEF.

Purpose of the United Kingdom's Offshore Renewable Energy Emergency Forum (UK's OREEF)

The purpose of the UK's OREEF is to:

- Provide a focus for UK stakeholders to discuss emergency response issues, commission work and provide solutions relating to emergency response.
- Oversee the creation and management of task specific work groups.
- Collect, collate and distribute lessons identified following the activation of Emergency Response Plans (ERPs).
- Facilitate and hold multi-stakeholder emergency exercises every three years (TRIREX)
- Be the custodian of the UK section of the G+ IOER.
- Produce emergency response related guidance for the UK, where appropriate.
- Manage the OREEF content of the oeer.uk website.

Membership

Full membership of UK OREEF is extended to those directly involved in offshore renewable energy emergency response:

- Regulatory authorities: HSE, MCA
- Emergency Services: MCA, RNLI, Police
- Trade organisations: RUK, G+, IMCA, GWO, NWBA
- Renewable energy operators, original equipment manufacturers (OEM) and OFTO

Specialist contractors may be invited as Associate Members to participate in work strands or join task specific work groups.

Membership/workstream budget – voluntary.

Responsibilities of the Offshore Renewable Energy Catapult

Offshore Renewable Energy Catapult (OREC) provides the secretariat for OREEF.

ORE Catapult will be responsible for:

- Coordinating the agenda, organising a venue on rotation and publication of the minutes of up to 4 meetings per annum
- Facilitating the sharing of industry experience arising from the activation of Offshore Emergency Response Plans

- Sharing lessons identified with global industry participants through G+
- Custodian and administrator of the OREEF SharePoint page

Constitution

Chair

The Chair and Deputy Chair will be selected from, and by OREEF members. The Chair and Deputy Chair will be drawn from major renewable energy operators or renewable energy original equipment manufacturers who are members of OREEF. The Chair shall be reviewed by OREEF membership every two years.

Meetings

OREEF shall meet four times a year (once per quarter). The dates and locations for the quarterly meetings for the following year shall be agreed by the OREEF members at the third quarterly meeting of the preceding year. The locations for the quarterly meetings shall be rotated around the OREEF membership. Members are expected to attend meetings in person however there will also be means to join the meeting remotely.

Meeting agendas are to be distributed by the secretariat a minimum of two weeks before a meeting. Agendas will follow a standard format with any additional items for inclusion on the agenda should be submitted to the secretariat 3 weeks before a meeting. The core meeting will be followed by in person only roundtable discussions on specific work group topics.

Apologies for non-attendance should be submitted before meeting date. Draft minutes are to be distributed for comment within 2 weeks of meeting date, with final minutes distributed within 4 weeks.

Working Groups and Guidance Documents

Sub-groups will be created on emergency response topics as required by agreement at OREEF meetings. These will be made up of relevant subject matter experts for the topics that are to be addressed. The sub-groups should be representative of the industry and non-OREEF member subject matter experts are welcome on sub-groups. Each sub-group member represents the view of their employing company/organisation.

Where a sub-group recommends drafting or updating guidance the basis for this must be approved by the OREEF membership before commencing the work. To the best of their ability, the sub-group will ensure that final document captures existing industry good practice, enables those who follow it to demonstrate compliance with relevant regulations, and ensure that the guidance enables risks to be reduced to as low as reasonably practicable.

The technical assurance (TA) process for a guideline comprises the following stages:

- Stage 1. First draft: issued to OREEF membership with a deadline set for review and comment.
- Stage 2. OREEF members/Industry comment: comments to be sent to sub-group lead.
- Stage 3. Technical sub-group incorporate comments and produce final draft
- Stage 4. Final draft issued to OREEF membership with a deadline for review and comment.
- Stage 5. Final review at OREEF quarterly final reading and endorsement minuted
- Stage 6. Guideline document issued.

OREEF members shall be obliged to provide comment on any guidance. If there is no comment on the guidance the member shall still acknowledge that there is no comment via email. If there are no comments from OREEF members by the stated deadline, then this shall be taken that there are no comments.

Following stage 6 endorsement the document will be published on the OREEF website and communicated to industry via the OREEF communications plan (this is currently not drafted).

Sharing of lessons identified following emergency response plan activation

All OREEF members shall complete an ERP Activation Data Collection form for any qualifying incident. Qualifying incidents are considered to be anything which requires any part of duty holder’s emergency response plan to be utilised. This may be due to a renewable energy incident or an offshore renewable energy installation response to a non-renewable incident.

The ultimate goal of this data collection is to better inform OREEF of all relevant learning and allow data driven decision making.

Sharing lessons from major exercises.

Experience and lessons identified from exercises should also be shared with OREEF. This will be incorporated into the data collection form in a future update.

Distribution

The secretariat will collate, anonymise from incidents and share lessons with UK OREEF members, and where appropriate with G+ focal group for global distribution. The originator of the report will have an opportunity to review the contents of any release, before it is distributed.

Safety critical information will be FLASH distributed immediately.

Review of Terms of Reference

The Terms of Reference for OREEF shall be reviewed by the Chair every two years and circulated to the members for comment and agreement.



**OREEF
Terms of Reference and
Constitution**

Rev: 5

Date: 21/11/24

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Annex A – Communications Plan

A communication plan detailing the following will be created and distributed before next meeting:

- New templates for reporting ERP and Exercise activation
- E-mail address for OREC collection of information
- Updated RUK website on Renewable Energy Emergency Forum (OREEF)
- Examples of ROUTINE and FLASH reports



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Annex B - Disclaimer

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