



EEZING

(Exclusive Economic Zone Industry Group)

TERMS OF REFERENCE

1 Purpose

- 1.1 The Purpose of EEZING is to assist members in promoting their Business Development interests in the global EEZ market

2. The Market

- 2.1 The EEZING Market is perceived as meeting the National and Commercial requirements of Management, Surveillance and Control within the Maritime Environment including waterside aspects of ports and the associated Land and Air interfaces.

3. Enablers

- 3.1 The enablers needed to support members aspirations, include:

- a. • Networking within the Group
- b. • Provide contact opportunities with potential customers
- c. • Provide links to DESO and other relevant Government departments
- d. • Raise members' company profiles
- e. • Provide exhibition opportunities
- f. • Enhance Market awareness
- g. • Sharing information within the group
- h. • Ensure continued affordability and Value for Money for the entire membership

- 3.2 To achieve these enablers, the EEZING will arrange the following activities:

- a. • Regular whole Group meetings of both a formal and informal nature
- b. • Maintaining a suitable Website and Directory

- c. • Educating government officials both within the UK and overseas and seeking feedback
- d. • Shared participation in exhibitions
- e. • Attracting informed speakers to meetings
- f. • Maintaining a members Newsletter
- g. • Maintaining, in conjunction with DESO, a Prospect List
- h. • Developing and maintaining appropriate briefing packs
- i. • Establishing links with other relevant organizations and trade associations
- j. • Active involvement in appropriate Inward and Outward Missions
- k. • Maintaining a close relationship with the UK Government department with EEZ responsibility (DESO) for encouraging, developing and supporting EEZ market opportunities for the UK EEZ industry.
- l. • Maintaining and progressing a programme of actions to achieve the above

4. Membership

4.1 Membership will be open to those UK companies with, or seeking, customer interest in effective implementation of EEZ Management , Surveillance and Control worldwide. This includes:

- a. Those who manufacture appropriate equipment.
- b. Those who provide services including consultancy, training, manning and financing
- c. Those that have overlapping interests in this sector such as ship owners, oil exploration consortia and marine insurers who should be able to contribute valuable ideas and resources to developing solutions worldwide for export.

4.2 All applications for membership are subject to approval by the Executive Committee. The definition of "UK companies" is that the company must own a registered office in the UK, and must be providing value to the UK economy.

5. Organisation

5.1 Status

EEZING is an independent non profit but self funding body. The administration and secretariat will be provided by a UK Trade Association (TA), and is currently undertaken by the DMA. Any future change will be agreed by the EC. The Administrative TA will provide administrative and secretarial support, handle all membership matters and will organize group meetings and disseminate information as requested by the Executive Committee. An Annual General Meeting shall be held, at which elections to the Executive Committee shall be agreed and the management and secretarial structure reviewed. Additional General Meetings will be held to keep the membership informed as required – see Section C.

5.2 Executive Committee (EC)

- a. EEZING is to be run by an elected Executive Committee of 14 members, including an elected Chairman and an elected Vice Chairman. The EC is to represent a cross section of industries, with a quorum of 3 to validate a meeting. The Member is a company, represented by nominated company delegate. A Member company can serve for three years, and then be available for re-election on an annual basis. This is to provide a viable turn over in companies and expertise. Although there will be a nominated person to represent those companies on the EC, this member may be substituted by a person of similar standing in the Company if the Member is unable to make a meeting. When a Committee member resigns, the membership will elect a replacement at the next full meeting or by an e-mail election process. . If an EC Member Company fails to provide a suitable delegate at EC meetings for three meetings consecutively, that Member Company shall be asked to withdraw from the EC, and a new Member Company shall be elected. The EC shall appoint a Chairman and a Vice Chairman whose names and company addresses are to be notified to all members. The administrative TA will provide a Director and a Secretary responsible for the management of the Group. The Chairman and Vice Chairman shall be appointed for a period not exceeding three years and shall retire at the first meeting following the prescribed period but shall be eligible for re-election. The EC shall meet at least three times a year or more frequently as it shall deem necessary to perform its function.
- b. The EC will be responsible for providing networking and exhibition opportunities and market information for the benefit of the group, and will be the authority for strategy, membership, finance and marketing decisions. It shall be responsible for planning and maintaining the annual activity plan. Decisions and actions from the EC shall be communicated to the membership.
- c. Other Government Departments and industry sectors may be invited to be represented at the Executive Committee meetings if there are particular points affecting their department. The Committee may co-opt particular industry expertise where appropriate. The EEZ officer from the DESO will be invited on a regular basis.

5.3 Meetings

- a. EEZING as a whole shall meet three times a year in March, July and November. The July meeting will also be the AGM. Each general meeting will invite a guest speaker, but will first discuss, by exception, important orders and prospects, events and actions. Individual companies will be encouraged to call informal meetings of interested parties to discuss joint action on any prospect or event. Charges for the meetings will be based on the actual cost of the meeting. Actions and agreements will be recorded at all meetings, and shall be circulated to all members of the group. These shall record:
 - I. • All appointments of officers
 - II. • The names of all attendees at each meeting
 - III. • A record of all recommendations and resolutions
 - IV. • Orders and prospects
 - V. • Forthcoming events
 - VI. • Forthcoming informal meetings sponsored by individual companies

- b. The EC shall meet three times a year in January, May and September, and may also meet on the day of general meetings if required.
- c. Roughly three weeks before each general meeting, EEZING member companies shall be invited to send representatives to a DESO meeting to update the EEZ Orders and Prospects database so that it can be distributed to members in time for discussion at the general meeting.

5.4 Finance

- a. EEZING is a non-profit making, self financing group. A subscription shall be levied annually at a rate to be proposed by the Administering TA and agreed by the Executive Committee. This will be in two elements; one to cover marketing activities for the Group, and the other to cover the management charges and overheads incurred by the Administering TA for the management of the Group. The funds will be managed and accounted for through the Administrative TA, and the marketing accounts will be presented to the membership each year. There shall be a reduction in the subscription for Member Trade Association members to cover the management costs set against their TA fees.

5.5 Activities

The Executive Committee shall agree on the activities which the Group will undertake. This will include promotion and marketing of the group, group stands at relevant exhibitions, inward and outward missions, conferences, production of promotional material, lobbying and any other appropriate initiatives. The EC will maintain and progress a long term action grid to capture and implement good ideas in furtherance of the group objectives.