

Oman Chapter Steering Committee DROPS Action Log			Last Updated:	11-Jul-18				
Action Id	Title	Description	Owner	Company	Target Date	Closed date	Notes / Updates	Status
1	Bi Monthly Meetings of DROPS Steering Group	Proposal to hold meetings at hotel locations between 5pm to 7pm on second Wednesday of every second momnth commencing on 8th November 2017.	ALL	ALL	30-Sep-17	20-Sep-17	No comments received to disagree with the proposal. OXY will host the first meeting at a location TBA. Likely that Park Inn will be venue for the first meeting.	Closed
2	Mission Statement	Develop Oman Chapter mission statement for upload to DROPS Global website. To be approved by group before submitting to DROPS Global.	John Punter	OXY	23-Sep-17	20-Sep-17	Draft statement submitted to Allen Smith for upload. Uploaded along with a DROPS Oman logo.	Closed
3	DROPS Website and Email	Contact DROPS to get access to use the Oman Chapter website along with access to shared email account.	John Punter	OXY	30-Sep-17	20-Sep-17	Mail forwarder set up to John Punter who will forward all mail to members of the steering committee. Mostly training enquiries so far that have been forward straight to DROPS Admin.	Closed
4	DROPS Safety Alerts	It was agreed that we would develop a simple template for fast sharing of incidents which would remove all details of the company involved, exact locations and aim to give basic facts to try and encourage sharing.	Nabil Al Afifi	BP Oman	31-Mar-18	9-May-18	Nabil provided a good draft by 2nd October 201. Circulated to the group for discussion at the next meeting on 8th November. Committee reviewed the templates and suggested addiotion of a unique ID along with 'Flash Alert'. Nabil to complete by 30th November. Version 3 was discussed on 14th March. Minor changes to be made by Nabil by 21st March 2018. Agreed during the meeting on 9th May that this is now considered the final version.	Closed
5	WhatsApp Group	Look at developing an Oman Chapter WhatsApp group	TBA	TBA	31-Dec-17	20-Sep-17	DROPS Global have not used this method of communication before - and have some issuses with the safety of data shared in this way. John Punter set up a WhatsApp group for the steering committee members.	Closed
6	Oman Society of Contractors	Contact OSC to ask they would like to have a representative on the DROPS Chapter Steering Committee.	John Punter	OXY	30-Sep-17	30-Sep-17	No contact made so far. Suggested to contact a construction contractor - will approach STS and ask their HSE Manager to join. Avinah B (STS Group HSE Manager) has joined the steering group.	Closed
7	OPAL Newsletter	Steering committee to write a small article for the next OPAL newsletter	John Punter	OXY	30-Nov-17	17-Dec-17	JP to draft an article for review. Artice circulated for review and then approved version sent to Dr. Ramesh for publication.	Closed
8	Social Media	Investigate how we can use Twitter and LinkedIn	Sulaiman Al Sulaimi	OOCEP	31-Aug-18		Note received back from DROPS Global - needs to be discussed further at the next meeting. This can be addressed within the role of Media & Communications Coordinator. Action delyaed for a few months awaiting the appointment of a Media Coordinator. No further action since last meeting - awaiting charter publication.	Open
9	Interface with other GCC Chapters	Look at how we can better interact with local colleagues	John Punter	OXY	31-Dec-18	1-Jun-18	Ongoing dialogue. Not clear at this stage how simple this will be - but the forum may be a good way to have others get involved. No further action at this stage.	Closed
10	Organise 2018 Forum	Work towards forum in Q4 2018. It now looks likely that this will have to be in 2019.	ALL	ALL	31-Aug-18		Sulaiman to contact and events manager to gauge costs and timescales for an event hosting 500+. Arun to look at a smaller 'meeting' to host around 100 DROPS Champions. The latter is a loose idea only. 9th May Update - some early contact but the year ahead in Oman is very heavy with events. Dr Ramesh suggested co-sharing another event in October. He will share details with the group. After further consultation with the group it was decided to not proceed with this second option. The group will work towards a large scale event in 2019. Sulaiman has made contact with an events planner and they can organise at no cost to the group - so he will speak with them to start thinking about Q2 2019 as a target.	Open
11	Arrange banners for use at DROPS Chapter Events	Come up with design and manufacture for banners	Sulaiman Al Sulaimi	OOCEP	31-Aug-18		Sulaiman asked for hi-definition version of the logo. Some discussion with Allen Smith. Discuss at next meeting. Format and text agreed. Sulaiman to work with Mohammed Al Mughairi. Ongoing item - Sulaiman and Mohammed will continue working together on this. Good progress and interactions between Sulaiman and Mohammed - with support from Allen Smith. Mohammed Al Mughairi will circulate images of the mock up version to the group imminently.	Open

12	Terms of Reference	Develop TOR and roles and responsibilities	Arun Abraham	PDO	31-Jul-18	12-Jul-18	Arun offered to use a PDO model and draft TOR for the group. This will include branch postions as detailed within the minutes of meeting from 14th March 2018. Arun completed the draft within initial time frame, and comments were intergrated during the 9th May 2018 meeting. Agreed more detailed roles and responsibilities - and made some good adjustments. Need to agree this at the July meeting. The charter was agreed by all attendees and Version 1.0 dates 29th May 2018 is the curent live document. To be shared via the DROPS Global website - Oman page.	Open
13	Making use of the Oman DROPS Page	Ensure that all of our content is uploaded and maintained on the webpage.	John Punter	OXY	31-Jul-18		Start compiling items that can be upoaded - including minutes of meeting, the incident templete and the charter.	Open
14	OPAL HSE Event in October 2018 - DROPS Speaker and Stand	We would like the opportunity for a committee member to present our activities at this conference. Additionally we would like a small stand to share information.	Dr. Ramesh	OPAL	31-Jul-18		Dr Ramesh to feedback accordingly.	Open

15	Development of Oman DROPS Library	Pool all of the many pieces of information that have been developed into a central resource.	Scott Murray	Shell	30-Sep-18		Start to consider how this may be achieved - with the main aim of sharing information as widely and as freely as possible.	Open
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