MISSION AND GENERAL FRAMEWORK

Presented to

The 8th International Energy Forum
Osaka, Japan

September 23, 2002
1. Preamble:

For the past ten years, the Producer-Consumer Dialogue, renamed in 1999 the International Energy Forum has proven to be an effective means for informal discussion of important international energy issues leading to greater understanding and coordination among policy makers of the oil and gas producing and consuming countries. Since energy plays an important role in the economies of producers and consumers, and its trade constitutes sizable share of world trade, energy relations become vital to the health of the world economy. The dialogue, which started in Paris in 1991, covered issues affecting production, consumption, investment and trade. During this period, the dialogue reached a higher level of participation with broader and diversified subjects.

The IEF provides the framework for informal yet substantive dialogue between oil and gas producers and consumers at different levels and in particular the ministerial level, and on wide range of issues affecting the world energy markets, the world economy and the global environment. The IEF has no decision-making authority. It seeks to build confidence, exchange information and develop understanding of the underlying energy-related issues affecting the world community.

On November 17, 2000 in Riyadh, Saudi Arabia, His Royal Highness the Crown Prince of the Kingdom of Saudi Arabia in his welcoming address to the delegates of the Seventh International Energy Forum called for the establishment of a permanent secretariat for the International Energy Forum to work towards promoting a continuous dialogue between oil and gas producers and consumers at various levels. In his speech the Crown Prince offered that Saudi Arabia hosts the proposed Secretariat.
The initiative was welcomed by the energy ministers and head of delegations of the 56 countries and organizations who participated in the Forum. It was recognized that the Secretariat could hold great opportunities as a coordinating and preparatory structure to advance the dialogue. To that extent, the concept of establishing a permanent secretariat for the forum rests on the following:

a. Foster the concept of mutuality of interests by presenting the opportunity and creating the atmosphere for dialogue among oil and gas producing and consuming countries, as well as dialogue between governments and energy related industries.

b. Provide platforms to promote study and exchange views of the inter-relationship between energy, technology, the environment and economic growth and development.

c. Promote the role of stable and transparent energy markets for the health of the world economy, security of supply and demand, and the expansion of global trade in energy resources.


The Secretariat is an international and independent non-profit entity that structures and coordinates the activities of the IEF. It acts to maintain the informality of the dialogue and facilitates the channels of communication between oil and gas producers and consumers. Therefore, the main objectives of the IEF Secretariat are:

a. Strengthening the dialogue and co-operation between oil and gas producing and consuming countries, and international organizations in fields of common interest.

b. Ensuring the continuity of the dialogue between the biennial forums and follow up on international energy development.

c. Fostering and promoting the relationship between the energy industry and the governments of oil and gas producing and consuming countries through the active involvement of the industry in the activities of the IEF.
d. Broadening the dialogue to include international and regional energy issues. Although the dialogue is international in character, there are interregional as well as specific issues (oil, gas, renewables, technology, environment etc.) that emanate from the dialogue and need to be addressed and elaborated.

e. Facilitating contacts between the parties involved in oil and gas matters at all times.

f. Improving oil and gas data collection and dissemination among countries, international organizations and the industry, since the availability, comprehensiveness and coverage of data is a cornerstone to the relations between the parties involved in world energy relations.

g. Providing the necessary contacts among the relevant organizations involved in oil market forecasting by exchanging experiences on relevant inputs and parameters in the forecasting methodologies.

3. Functions of the International Energy Forum Secretariat (IEFS):

The operational responsibilities of the secretariat include, inter alia, the following:

a. Provide advisory, operational and logistic services to the host country of the biennial forum, to ensure wide and high level participation and in-depth dialogue.

b. Encourage the participation of countries, organizations and the industry in other IEF activities.

c. Facilitate and enhance the exchange of oil and gas data and Information among producing and consuming countries and organizations.

d. Organize seminars, exhibitions and roundtable discussions on relevant international or regional energy issues, for the purpose of continuing and enhancing contacts and dialogue.
e. Coordinate with other existing energy organizations for the fulfillment of its objectives.

f. Collaborate with other international and regional organizations as well as academic institutions and consulting houses in energy studies and research of concern to producers and consumers.

g. Prepare and disseminate regular reports, newsletters, final statements and press releases on IEF activities.

h. Facilitate regular communications and information exchange on behalf of the IEF countries and organizations with all parties of the oil and gas and other energy related sectors.

4. **Funding and Budgeting:**

The Secretariat, in order to operate as an independent international entity is to be funded through the following:

1. Voluntary Contributions by governments.
2. Contributions by the industry and individuals.
3. Self generated income from its activities.

5. **Structure of the Secretariat:**

The Secretariat of the IEF shall be lean with minimum staff to carry out the proposed functions. It shall consist of the Secretary General and such staff as may be required. The professional staff members shall be openly recruited based entirely on merits. The Secretary General and the senior personnel of the Secretariat shall enjoy in the territory of the Host Country of the Secretariat, diplomatic immunities and privileges. Such immunities and privileges shall be defined in a protocol to be agreed upon between Saudi Arabia and the Secretary General. Salaries and allowances shall be determined in accordance with what is applicable in similar international organizations. The initial structure of the Secretariat is as follows:
I. The Board:

A. Composition of the Board:

The affairs of the International Energy Forum Secretariat (IEFS) are vested in the Executive Board. The Executive Board shall consist of fifteen appointed representatives from the following countries and organizations:

1. The preceding host and co-hosts of the Forum (3).
2. The following Forums host and the co-hosts (3).
3. Representatives from IEA and OPEC (2).
The above countries and organizations shall, for the first term of the Executive Board, name the Member Countries or organizations from which the remaining members shall be appointed taking into account balanced regional representation between consuming and producing countries as well as developed and developing countries and their contribution to the Secretariat.

- The term of the Executive Board shall be two years, (to be extended for two more years).
- The chair of the Executive Board shall be the representative of the host country of the next biennial forum.
- The Secretary General shall be the Secretary of the Executive Board’s meetings.
- Each representative shall attend all the Executive Board meetings; however, a quorum of two-thirds of members shall be necessary for holding a meeting.
- A simple majority vote of attending representatives shall be required for decisions of the Executive Board.
- The meetings of the Executive Board shall be held at least once a year at the headquarters of the Secretariat Forum in Riyadh, Saudi Arabia, but they may also meet at the next host country of the forum or at other location as may be advisable.

B. Functions of the Executive Board:

a. Approve the program of the Secretariat.
b. Assist the host country in devising the theme and program of the biennial forum.
c. Approve the budget of the Secretariat.
d. Appoint the Secretary General.
e. Appoint the Auditor for the IEFS and determine the remuneration.
f. Approve the staff regulations of the Secretariat and introduce appropriate amendments thereto after consultation with the Secretary General.
g. Solicit and receive Suggestions from all countries and organizations participating in the forum concerning IEF programs and activities.
h. Set the criteria for the selection of the Advisory Committee
i. Review and change as appropriate the decisions
   governing the Secretariat and its operations.

II. **Advisory Committee:**

Business enterprises that contribute to the IEF Secretariat are assigned an
advisory role to the Executive Board and the Secretary General. It will
consist of representatives from the industries who make minimum
financial contribution to the IEF Secretariat to be set by the Executive
Board. The Advisory Committee shall advise the Executive Board and
the Secretary General regarding the work of the Secretariat and the
themes of the IEF activities.

III. **Secretary General:**

The Secretary General is the chief executive of the International Energy
Forum Secretariat and its authorized representative, who provides overall
guidance to its work, in particular in implementing the IEF programs and
developing and implementing the personnel policy and policies and
procedures for work.

Appointment of Secretary General is made by the Executive Board upon
nomination from countries participating in IEF and based on qualification
and experience of the nominee. Nominated person should be qualified
and fluent in English. The appointment is by a majority vote in the
Executive Board, for a single term of four years. The Secretary General
shall be completely independent in the performance of the assigned duties
but accountable to the Executive Board.

IV. **Technical Division:**

This Division will be responsible for supporting data exchange and
transparency as well as the research collaboration functions of the
Secretariat. It will comprise two departments

1. Data coordination Department
2. Research Collaboration Department
V. **Media & Public Affairs Division:**

This Division shall co-ordinate the Secretariat support for the activities of the IEF by preparing all needed information, documentations services and other support necessary before and after such activities. It works to strengthen the relations between the international media and the IEF. It comprises of two departments:

1. Media Department
2. Public Affairs Department

VI. **Finance & Administration Division:**

This Division in general is responsible for providing the Secretariat with all services in the area of recruitment and personnel administration, budgeting and financial planning and control, fund raising and general services. It comprises of two departments:

3. Finance & Budgeting Department
4. Personnel & Administration Department