



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD



GUIDELINES ON NIGRIAN CONTENT CONSULTATIVE FORUM IN THE OIL AND GAS INDUSTRY (NCCF)

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1.0 INTRODUCTION

The Nigerian Oil and Gas Industry Content Development NOGICD Act was signed into Law on 22nd April, 2010, by His Excellency, President Goodluck Jonathan. The Act established the Nigerian Content Development & Monitoring Board ("NCDMB") as the sole agency of Government for implementation of Nigerian content and enforcement of the provisions of the Act by all operators, contractors, alliance partners, project promoters and other relevant stakeholders involved in activities connected to the oil and gas industry.

Section 57 of the NOGICD Act 2010 allows for NCDMB to form a Nigerian Content Consultative Forum (NCCF) as a platform for information sharing and collaboration within the Nigerian oil and gas industry information on upcoming projects, available local capacities and policy proposals relevant to Nigerian content development. The NCCF is to be made up of key industry stakeholders, government and regulatory agencies.

Section 58 of the NOGICD Act 2010 provides that the NCCF shall be made up of key industry stakeholders, government and regulatory agencies and representatives from the following sectors:

Engineering, Fabrication & Construction, Shipping & Logistics, Finance, legal & Insurance Services, Materials & Manufacturing, Information & Communication Technology (ICT), Education & Training, Petroleum Technology Association of Nigerian (PETAN) and any other professional service nominated by the Board.

2.0 DEFINITION

- Act
- Nigerian Oil and Gas Industry Content Development Act
- NCDMB
- Nigerian Content Development & Monitoring Board (The Board)
- Executive Secretary
- Director of Planning, Research and Statistics
- Oil and Gas Industry
- Nigerian Content Consultative Forum
- Sectorial Working Groups

3.0 OBJECTIVE

The key objectives of the NCCF are outlined as below:

- To identify issues and responsibilities.
- To propose interventions that can address issues and harness opportunities.
- To recommend the necessary policy changes required to influence Nigerian Content growth and capacity development.
- To develop programs and projects for the execution of identified interventions.

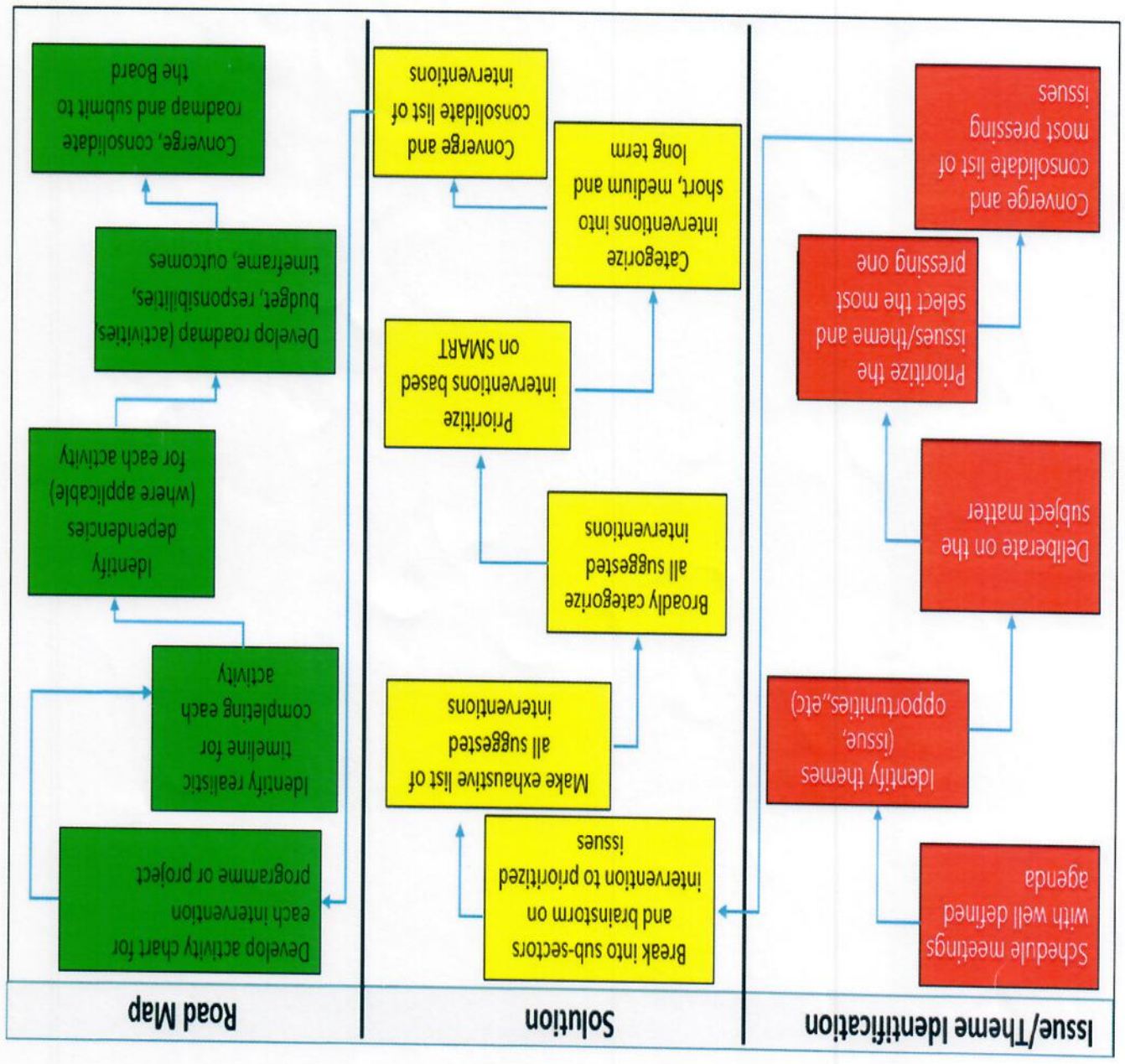
4.0 OPERATING MANDATE

Focus Area	Engineering	Fabrication and Construction	Shipping and Logistics
	<ol style="list-style-type: none"> 1. Human capital development (skills upgrade, international certification) 2. Design Engineering infrastructure development 3. Design Engineering Software development 	<ol style="list-style-type: none"> 1. Capacity and capability development (equipment upgrade, skills upgrade/in-house training capabilities) 2. Infrastructure development (yard upgrade, establishment of integration yards and establishment of new yards) 3. International certification of yards 4. Workload sharing model between tier 1 and tier 2 & 3 yards 	<ol style="list-style-type: none"> 1. Marine vessel ownership 2. Rig ownership 3. Marine vessel and rig repairs & maintenance 4. Rig and Vessel construction

<p>5. Human capital development (sea time attachments, skills upgrade, international certification, simulation training)</p>		
<p>1. Financing business development projects (non-contract financing such as vessel acquisition before contract, infrastructure development and training investment) 2. Insurance cover on Nigerian owned assets and foreign owned assets operating in Nigerian waters</p>		<p>Finance, Legal and Insurance Services</p>
<p>1. Participation of O&G manufacturing community in NOGIPS –(establishment of shop floors for manufacturing within the industrial parks, JV formation with OEMs) 2. Integration of O&G manufacturers into R&D clusters (local material substitution group) 3. International standardization of locally made products</p>		<p>Materials and Manufacturing</p>
<p>1. Software development 2. Assembly of ICT hardware 3. Leveraging NCDMB Data and Digital centers for information management within the industry</p>		<p>Information and Communication Technology</p>
<p>1. Ownership of drilling tools by Nigerian companies or Nigerian subsidiaries of international companies 2. Human capital development (skill upgrade, international certification, attachment slots in PETAN member companies) 3. Maintenance of drilling tools in Nigerian workshops 4. Participation in R&D clusters (technology development group)</p>		<p>Petroleum Technology Association of Nigeria (PETAN)</p>

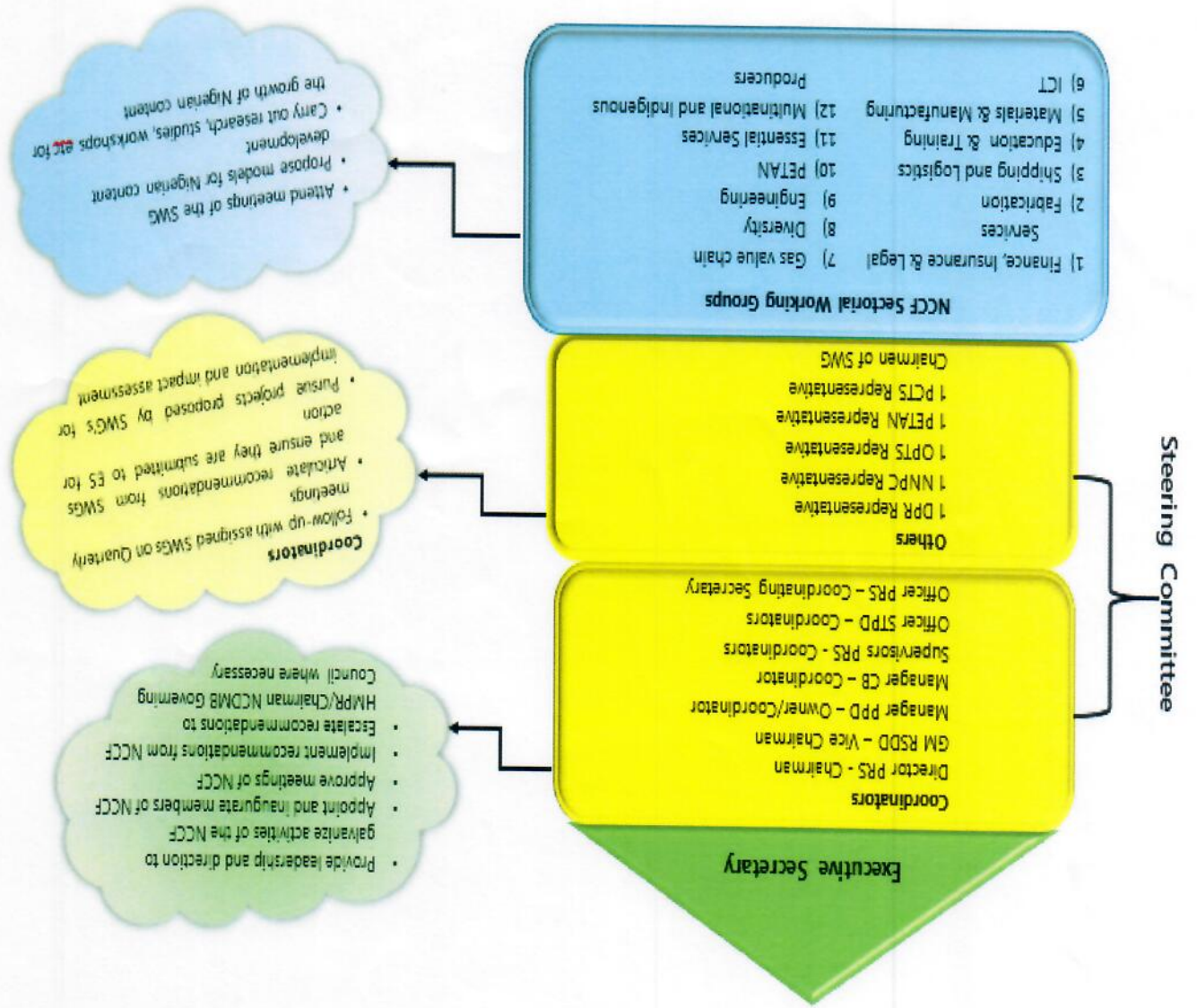
<p>1. Establishment of Training centers of Excellence (TCE)</p> <p>2. Participation in R&D clusters (basic research)</p> <p>3. Leveraging NCDMB individual competency data base in NJQS for talent sourcing, training and attachment in the oil and gas industry</p> <p>4. Partnership models with other institutions with similar HCD mandate such as PTDF and PTL.</p>		
<p>1. Development of Sectorial Linkage</p> <p>2. Policy proposals relevant to the oil & gas industry</p>		
<p>1. Contracting process / cycle</p> <p>2. Vendor development</p> <p>3. Information on upcoming project for indigenous capacity</p>		<p>Multinationals & Indigenous Producers</p>
<p>1. Policy recommendations for the growth of the gas sector</p> <p>2. Recommendations to the Board regarding major upcoming Projects and gas linkage sectors</p> <p>3. Carry out projects and research to identify issues and opportunities that affect the Gas value chain</p>		<p>Gas Value Chain</p>
<p>1. Studies to identify issues, opportunities and provide recommendation on matters that affect women in the oil & gas industry</p> <p>2. Work towards the improvement in women participation in the industry</p> <p>3. Recommendations to the Board promoting all-inclusive gender policies</p>		<p>Diversity</p>

5.0 PROCESSES AND ACTIVITIES FLOW CHART



6.0 GOVERNANCE STRUCTURE OF NCCF AND THEIR ROLES

Three (3) major structures exist in the governance of NCCF. The structures and their roles are as follows:



7.0 NCCF OPERATING PROTOCOL

The operating protocol of the NCCF as follows:

Membership:

- Key stakeholders in respective sector including Regulators, Operators, Service companies
- Nomination is by submission of expression of interest to the Board

- NCDMB shall be responsible for hosting meetings
- The Board is also responsible for financing projects recommended by SWGs
- Two Budget streams: 1) NCCF Quarterly SWG meetings
- 2) NCCF Project Implementation

NCCF budget:

- Various channels of communication shall be established including NCDMB website, Teleconferencing, WhatsApp.

Communication:

- proffer solutions
- Steering committee to deliberate on ideas as they emerge from the NCCF and the Board
- The Steering committee shall manage interface between NCCF stakeholders and as Secretary
- Each SWG shall be assigned a dedicated desk officer from NCDMB who will serve as chairman
- SWG member shall appoint a vice chairman whose tenure would run concurrently with chairman. This is to enable SWG's hold meetings even in the absence of the chairman
- SWG members shall appoint a chairman from among themselves who will serve for 2 years

Governance:

- Nominated member shall serve for 2-year tenure, subject to renewal

Tenure:

- Membership is entirely voluntary
- Each member organization shall nominate a single Representative to attend SWG meetings

- NCCF SWGs to produce budgets for execution of proposed initiatives which are to reflect Responsible parties, Costs, and Timelines.
- Budgets for execution of proposed initiatives to determine Project implementation budgets for the NCCF.
- Funds to be provided from the 1% NCCDF contributions.
- NCDMB shall be responsible for flight tickets, accommodation and feeding for physical meetings for SWG representatives who are based outside state of meetings
- *Meals provide for single representative, Alcohol not included, and Accommodation provided according to meeting Time Frame.

8.0 MEETING MANAGEMENT OF THE NCCF

Meeting Locations:

S/No	Description
1	Virtual Meeting as need arise (Minimum once quarterly)
2	Physical meetings (Maximum once quarterly). Location dependent on Primary base of majority of SWG members

Meetings:

- SWG members shall hold meetings every quarter
- Meetings shall be focused and agenda driven
- When a Chairman is in-disposed, The vice chairman shall seat-in to ensure meetings hold
- Meetings strictly for registered members of the NCCF
- CEO's may nominate company representatives when they are not available
- Secretaries shall allow a minimum of 2 weeks notification period for Physical SWG meetings to the secretariat
- Secretaries shall allow a minimum of 48 hours notification period for Virtual SWG meetings to the secretariat

within the NCDMB Board

- NCDMB participation in the NCCF limited to SWG Secretaries that are officers

- Chairman and Secretary to sign final copy of SWG meetings

9.0 NCCF KEY PERFORMANCE INDICATORS (KPIs)

S/N	Measure	Target
1	Number of meetings held in a year per SWG	4
2	Number of recommended projects delivered in a year	1
3	Number of Steering Committee meetings in a year	2

NB:

Confidentiality: Team issues stay within the team unless consensus to do otherwise is reached. Team members are never to identify "who said what" outside the team meeting, unless agreed to by the team

Buddy System: Each member will select a "buddy" within the team. This person is responsible for fulfilling the team member's role in his/her absence, as well as for gathering all relevant material and bringing the team member up to speed for the next meeting

Code of Conduct: Each member should adhere to NCCF code of conduct provide by Board

10. REVIEW

This operating procedure may be reviewed based on consensus across the Sectorial working groups.