

Agreement no: _____

**Agreement for participation in the
HFC forum**

between

.....
(Participant)

and

SINTEF
Safety

.....
(The Secretariat of the HFC forum)

concerning:

Forum for Human Factors in Control

Agreement – Forum for Human Factors in Control (HFC)

1 Purpose

This agreement regulates the membership of the Forum for Human Factors in Control (HFC forum). The agreement regulates the organization and implementation of HFC forum, as well as the rights and obligations of members.

2 Availability of Results

The HFC members assume that results produced by the HFC Forums are going to be made known to a wider breadth of Norwegian industry so that the industry can exploit the results in their commercial activities.

3 Participants in the HFC forum

Participating institutions in the HFC forum is the institutions paying their dues. See Appendix A for a list of members.

4 Responsibilities in the HFC forum

4.1

SINTEF is the responsible for the project, and appoints the Project Manager. The Project Manager consults with the Reference group.

The forum started as a collaboration initiated by Hydro, Statoil, IFE and SINTEF in 2005. These companies are represented in the Reference group

4.2 The following persons are represented in the Reference Group, as pr. 2013;

- *Arne Jarl Ringstad, Statoil (Chair)*
- *Koen van de Merwe, DnV*
- *Andreas Bye, IFE*
- *Marie Green, Human Centred Design*
- *Stig Ole Johnsen, SINTEF (Project Manager)*
- *Irene Wærø (SINTEF)*

4.3 The Head of the Reference Group is elected for a two-year period and has the deciding vote in a tie.

4.4 The Head of the Reference Group is responsible for ensuring that budgets are made and that annual report are presented to the HFC forum.

4.5 The Reference Group approves the framework for the HFC forum, prioritize activities and plans the meetings of HFC forum.

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- 4.6 The Reference Group will actively seek to recruit new members to the HFC forum.
- 4.7 SINTEF is the secretary to the reference group. SINTEF ensures that minutes from the Reference Group meetings are written.
- 4.8 The Head of the Reference Group are sending out calls for meetings with advance notice, usually not less than two weeks. Along with the calls for meetings follows an agenda and necessary documentation.
- 4.9 For projects financed by the HFC forum (or projects filling a special need) a Steering Committee should be established, comprised of members of the reference group.

5 Annual dues

- 5.1. SINTEF is invoicing the HFC members by the first of March with a fixed annual amount. Fee is at present NOK 25.000 for institutions with more than 15 employees, or NOK 12,500 for institutions with less than 15 employees. The fee covers:
 - a) Attendance at HFC forums biannual meetings (for 3 people for institutions with more than 15 employees, 2 for the other) with lunch and dinner
 - b) Free access to the results developed through HFC forum.

6 Responsibilities

- 6.1 Using the results from HFC Forum is at the parties' own risk, and no participants HFC-forum shall be liable to the other for consequential loss.

7 Ownership (Intellectual property)

- 7.1 Ownership of results from HFC forum is the institution that is responsible for the design, build and implementation of the project activities.

8 Utilization of results from HFC forum

- 8.1 Paying members of the HFC forum have the right to free, commercial exploitation of all results in their own operations (including the group that the member had to be a part of).

9 Publication and dissemination of results from the HFC forum

- 9.1 All members of the HFC forum have the right to inform the public about the projects implemented under the auspices of the HFC forum, including: Project title, Project Manager, Project Participants' names, overall objectives and a summary of the project.
- 9.2 The reference group makes decisions on what can be published by Project results and when and how this will happen.

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10 Term of Agreement and Applicable Law

10.1 This agreement to participate in the HFC forum comes into force upon being signed, and is terminated by a written withdrawal.

10.2 The agreement is subject to Norwegian law. Disputes to be resolved through negotiation or voluntary mediation. If this is not successful within one month after the negotiations have been requested, the dispute may be submitted to Trondheim District Court.

11 Documents in the agreement

11.1 The agreement consists of this document and the following annexes:

- Appendix A: Members of the HFC forum
- Appendix B: Work program for the HFC forum

12 Signature

The agreement is managed by SINTEF and it is signed by two copies. Each party retains a copy.

SINTEF

The HFC member:

Date: _____

Date: _____

Appendix A: Members of the HFC forum in 2011

- ABB
- ConocoPhillips
- DnV – Det Norske Veritas
- ENI Norge
- Høgskolen i Haugesund
- HCD - Human Centred Design,
- HFS - Human Factor Solutions,
- HmS Design og utvikling
- IFE
- Viju
- National Oilwell
- Siemens Oil and Gas
- Scandpower
- SINTEF
- STATOIL

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Appendix B: Work program for the HFC forum

Vision for the HFC forum:

"Professional forum to advance the use of Human Factors (Organizational, Cognitive and Ergonomics) in safety critical operations".

Main goal:

HFC forum is a professional network, with the purpose to improve human factors methods in design and operations of safe, secure and resilient operations

Activities in the HFC forum:

1. Exchange experience and ideas related to the design and operation of control systems * , including qualifications and training of personnel
2. Exchange experience and ideas related to " human factors " in control systems, by at least organizing annual user seminars
3. Support the development and use of CRIOP so that it remains a recognized HF methods.
4. Contribute to R & D projects concerning control system
5. Promote knowledge of good solution (i.e. best practices) related to the management and monitoring of integrated operations / e – Operations/ New ways of operations.
6. Contribute to the teaching at universities and colleges
7. Contribute to national and international standardization work

* The term "Control system" is based on an integrated MTO perspective – in addition the scope includes control rooms, emergency response centers , collaboration rooms , driller's cabin , crane cabin ..