

**UKOPA**

**Notes of the Website Working Group Meeting  
held on 7<sup>th</sup> March 2001 at Loughborough**

**Present:** Ross Michie, BGI – Chair  
Jane Haswell, Advantica  
Phill Jones, UKOPA Secretary

**Purpose of the Meeting**

To review the proposals for a UKOPA website originally prepared by Visual Software for discussion purposes (and circulated as UKOPA/00/0112), and agree a revised proposal for submission to the next meeting of the Association.

1. It was agreed that the initial website should be designed to provide basic information which would require little management in terms of updating. The initial website will not include a secure area, although this may be developed in future.
2. Using UKOPA/00/0112 as a template, a revised proposal was developed as follows:

Section 1 – UKOPA General Information

- Introduction (who / what is UKOPA) Page 1
- Mission Statement (Precis from ToR) Page 1
- Terms of Reference Page 2
- Membership Categories and Fees Page 3
- Current Members Page 4

Company	Company Representative	Company Web Link
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- Offer Details Page 5
  - Chairman ) + e-mail
  - Secretary ) addresses
  - Chairman of Working Groups ) and tel. nos.
- Working Groups – Terms of Reference Page 6

- UKOPA Activities (drop down menu?)
  - Review of 2000 Activities Pages 7 & 8
  - Key Issues for 2001 Pages 9 & 10
  - Key Achievements Page 11
  
- Key Dates (drop down menu?)
  - Meetings: - main committee Page 12
  - working groups
  - other
  - Industry Seminars
  - ACDS (HSE)
  - Legislation – timetable etc
  - Others?

3. Phill Jones to speak to Visual Software who developed the original proposal regarding:

- i) Preparation of a power point presentation (5 to 6 slides) to present above proposals to next meeting.
- ii) Provision of an estimate for developing the website.
- iii) Provision of an estimate for managing the site on instruction with updates on UKOPA Activities on a 6 monthly basis and an update of Key Dates on a monthly basis.

Action: P Jones

4. It was also noted that the website would need to be easily accessed via search engines using key words such as pipeline, pipeline industry, pipeline operators etc. This should be covered in the estimate.

Action: P Jones

Circulation:

R Michie  
J Haswell  
P Jones

Date:  
Ref: