	IADC UBO & MPD Committee Meeting	2nd Quarter Meeting April 10-11 2014 Madrid, Spain
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DAY 1 - Thursday April 10th 2014

Welcome, Announcements & Safety Moment.

Martin Culen welcomed the UBO-MPD committee, thanked Respol and MPO for hosting the meeting and for providing the coffee and lunches.

Scott Maddox (IADC) reviewed the IADC Anti-Trust Guidelines. The guidelines can be retrieved in their entirety from the IADC web site.

Frederic Jacquemin (Pacific Drilling) then presented a safety moment on “*dropped objects and hand injuries*”. He presented a personal example of an offshore trip, where the helicopter downdraft caused an unsecured lid to fall on a person. Luckily the individual was OK – but highlighted that dropped objects may come from different and unusual places. Common sense also is important to prevention. People need to be proactive to prevent dangerous situations and injuries. Brian Tarr, Paul Francis and Martin also shared personal experiences.

1Q14 Meeting Minutes - Review


People commented that the minutes from the last meeting had not been uploaded to the website and hadn’t been distributed to everyone for review. The group decided to distribute via email later in the day prior to voting on acceptance on day 2.

Martin gave a quick update on the Certification effort and to a letter that was being drafted to DNV. Dennis Moore commented on his understanding on the status.

Introduction of Committee Members and Guests.

Each attendee gave an introduction including company name and work location. See Appendix 1 for the detailed list of the attendees.

- Feedback was received from some conference participants that more content and structure is required on the IADC committee landing page to inform everyone of the committees agenda.

	IADC UBO & MPD Committee Meeting	2nd Quarter Meeting April 10-11 2014 Madrid, Spain
---	---	--

Subcommittee reports

Following are the updated as provided,

- **UBO Subcommittee – Isabel P**

Isabel provided an update. Not too much progress, but working on API 92U and needs further review.

- **MPD Subcommittee – John K, Per Cato**

Currently the group is reviewing the operating environment aspects of the guideline for PMCD subsea BOP stack. Last meeting Per Cato and the team were reviewing the engineering section and have made progress, but needs further breakout and review. Bob is currently re-writing the introduction to the MCD Surface document – restructuring to match subsea format. The committee is soliciting further assistance to complete the document.

Documents currently being worked on,

- PMCD – Subsea stack (work in progress)
- MCD – Surface stack (work in progress)
- MPD Subsea stack (planned)
- 92M – MPD Recommended practice: Brian – no further work. Graphical items need to be updated.
 - Bob advised that Drawings available in Norsok D010
 - Per Cato – Well barrier drawings come from Statoil. Per Cato can get higher resolution source file for the well barrier drawings for inclusion in 92M, but the group decided to approach Well Barrier first.
 - 92 M ABP MPD Surface Stack

It was clarified that DGD was not part of the above efforts.


Martin encourages the subcommittee to update the last few outstanding elements and finalize the document.

Before closing out this subcommittee’s report, the custodian of the various documents were reaffirmed,

- 92M ← Brian G
- PMCD S/S ← John K
- MCD Surface ← Bob G
- MPD ABP S/S ← Gavin (needs confirmation)
- Overall Document ← Sara S
- 92U ← Isabel

- **DGD Subcommittee – Frederic J**

Frederic provided the update and informed the group that since the last meeting the subcommittee has been working on the (4) techniques diagrams. Breakout sessions need to visit how to communicate DGD information on website. Classification tree may need to be revised (with inclusion of new Statoil acronyms in a noncommercial format). Future DGD workshop structure, format and content need to be discussed.

	<p style="text-align: center;">IADC UBO & MPD Committee Meeting</p>	<p style="text-align: center;">2nd Quarter Meeting April 10-11 2014 Madrid, Spain</p>
---	--	---

- **HSE Subcommittee – CJ Bernard (not present) & George M**

No action to report from the HSE subcommittee
Need to revisit guidelines in 2014

- **Training Subcommittee – CJ Bernard (not present) & George M**

No action to report
MPD Curriculum defined but needs to be reviewed.

- **Outreach Subcommittee – Brian**

No action to report.

- Use conference as center for outreach
- Ideas – Brochure (not done).
- Scott (IADC) – mentioned at a past meeting IADC is represented by 9 additional chapter liaisons worldwide (e.g. Asia, Europe, Australia etc), need to develop some material that can be distributed.
- **Regulatory Liaison Subcommittee – Per Cato & George M**

No detailed update

George M – In September came up with flow chart of who to contact with BSSE in relation to MPD. Need to distribute – either email or website.

- **Certification Task Group – Martin C**


Martin provided a quick recap on the DNV certification document. A Letter was written by David P and CJ to DNV (Mr Handal) to discuss issues in DNV-E101 (especially with definitions such as 8.1.2). The letter was then reviewed with the group.

Only response received from DNV was an acknowledgement and their commitment to review.

Paul F then provided a further update,

- SLB's Norway package is now DNV certified
- Equipment was tested and certified at Ullrigg in Stavanger
- Norsok D-10, rev 4 requirements were then discussed
- Procedures and Training was highlighted
- Equipment Specification / Setup
- Equipment Performance

A discussion then followed on DNV certification philosophy & potential impairments to business practice. Concern was expressed about multiple classification schemes – e.g. ABS, DNV and lack of cross compliance. The committee then discussed the new course of action and strategy on how to approach and engage DNV again. Group consensus is to push forward as an initiative.

	<p style="text-align: center;">IADC UBO & MPD Committee Meeting</p>	<p style="text-align: center;">2nd Quarter Meeting April 10-11 2014 Madrid, Spain</p>
---	--	---

ABS suggested an idea on a Design specification for MPD choke manifold – this idea needs to be further discussed.

- **API16RCD Subcommittee – Martin C**

Martin provided a quick recap of the last meeting. Revisited new edition and cleaned up – this was re-submitted to API. API provided feedback (Table 3, 5, notes) – which they require clarification on prior to ballot.

New work – look at Operational testing standards, which go above and beyond manufacturing specs. This will continue in the breakout session.

A quick update from last meeting - Monogramming requirements & application were revised. API is making changes.

Changes to be made to E2 – content wise for current license holders is not substantially different to E1.

Discussion was halted to enable session to progress but needs to be revisited in breakout session.

Discussion


ABS suggested an idea on a Design specification for MPD choke manifold – this idea was further discussed with views both for and against being expressed.

Consensus – not overwhelming support for this initiative. This issue will be parked for now.

Breakouts

- DGD subcommittee breakout
 - IADC subcommittee website – material and links review
 - DG 2015 conference – format discussion
 - Review of objectives and tasks for the DG subcommittee for 2014
- MPD subcommittee breakout
 - PMCD S/S drafting session
 - 92 M - Introduction
- Training subcommittee breakout
 - Cleanup of UBO / MPD curriculum
- UBO task group breakout
 - 92U
- API 16RCD task group breakout
 - Revisions required by API

DAY 2 - Friday April 10th 2014

	IADC UBO & MPD Committee Meeting	2nd Quarter Meeting April 10-11 2014 Madrid, Spain
---	---	--

Welcome, Announcements & Safety Moment


Upcoming Committee Meetings schedule

Discussion on dates and sponsoring for upcoming committee meetings resulting in the forecast below:

Meeting	Dates	Location	Host / Sponsor	Confirmed?	Tie-back
3Q 2014	Sep 3-5	Bergen	Enhanced Drilling	YES	SPE ATW Sep 1-2
4Q 2014	Dec 9-11	Houston	IADC / Shell	NO	-
1Q 2015	Feb 10-12	Houston	Weatherford	NO	-
2Q 2015	Apr 15-16	Dubai	MPO / Blade	NO	MPD/UBO/DGD Apr 12-14
3Q 2015	Sep 15-17	Amsterdam	Shell	NO	-
4Q 2015	Dec 8-10	Houston	MI-Swaco (SLB)	NO	-

Breakout reports

- DGD subcommittee breakout (Frederic)
 - IADC subcommittee website
 - group reviewed and edited graphic presenting hierarchy of all DGD techniques
 - agreement reached to upload on the IADC committee website three documents:
 - Hierarchy PowerPoint of DGD techniques
 - 4 posters showcasing DGD techniques
 - DGD attributes comparison table
 - DG 2015 conference
 - Committee look at history of DG workshop over last 4 years and discussed benefits and drawbacks of organizing 1/an independent DG workshop at OTC or other event, 2/a DG workshop the day before MPD conference in Dubai, 3/ blend in with the MPD conference.
 - Considerations was given to audience profile and targets, interactivity of a workshop format, evolution of DG from technology showcase to actual case studies
 - Committee elected to option 3/ blend in DG with MPD conference over 2.5 or 3 days and improve the overall conference format to allow for diverse audience and encourage participation and exchange.
 - Suggestions made to held keynote, committee update and selected papers in each of the 3 morning, and plan interactive activities in the afternoon: panel session with extended Q&A, prepared debates, case studies discussion with the author, breakout with reduced audience and choice of topics from onshore UBO to MPD implementation, to DG deployment
 - Review of objectives and tasks for the DG subcommittee for 2014
 - Assist in organization of Dubai 2015
 - Encourage paper submission at various IADC conferences

	IADC UBO & MPD Committee Meeting	2nd Quarter Meeting April 10-11 2014 Madrid, Spain
---	---	--


- Regularly review DG techniques classification and ensure any update is reflected in all educational material (posters, attributes table, hierarchy, MPD selection tool...)
 - Consider adding DG specific comments to MPD training guidelines in the future
 - We are postponing the redaction of API 92 DG until further experience and established practices
 - Consider organizing lunch & learn, half-day or full day educational workshops in 2015 targeted towards wide audience to complement annual MPD conference
 - Support outreach activities

- 92M PMCD breakout report (Per Cato)
 - Review of 92M PMCD subsea document. Chapter 10 review completed.
 - Several individual action items identified to be completed prior to Q3 meeting.
 - Once those actions are complete (in a month time) final draft document will then be sent to the whole committee as pre-read
 - Comments will be reviewed and incorporated in the document at the Q3 meeting

- 92M Surface stack MCD report (Bob Goodwin)
 - First draft submitted to comment within one month.
 - George will not be able to attend Q3 meeting. Lead will be taken by Sarah and Dennis to review current status of the document and capture comments and action items at the Q3 meeting

- Training subcommittee breakout (George)
 - UBO fundamental / UBO supervisory curriculum reviewed and finalized.
 - MPD fundamental curriculum drafted based on UBO original format, encompassing surface/subsea but excluding PMCD and DGD specifics. Those techniques can be added later on the curriculum either as addendum or new documents following the same format.
 - This draft will be submitted within the subcommittee for final edition.
 - Goal is to send a final draft to the whole committee by mail for pre-read and vote on the document at the Q3 meeting
 - If a company desires to get its MPD training accredited by IADC, their training program would have to be evaluated against the IADC MPD curriculum by a subcommittee member to obtain accreditation.

- UBO task group breakout (Brian)
 - 92U issue with contentious wording on the matrix
 - 2 options: address only matrix change as originally intended or revise 92U completely
 - John K made a motion to update now the matrix only via API, and reopen the document likely around Q2 2015 next year to review the whole 92U document, to be reviewed in the sequence below. Frederic J seconded. All in favor.
 - 92M PMCD subsea
 - 92M MCD surface
 - 92U
 - 92M ABP subsea


 IADC	IADC UBO & MPD Committee Meeting	2nd Quarter Meeting April 10-11 2014 Madrid, Spain

- API 16RCD task group breakout (Martin)
 - Revisions were required by API to remove prescriptive statements from notes and annexes
 - Discussion of the latest status of 16RCD e2 to gain insight from the broader committee
 - New document being drafted to define operating procedures and testing requirements, separate from the API 16RCD manufacturing specifications. Actual delivery mechanism to be agreed (Operating Standard vs. addendum to manufacturing specifications...)

1Q14 Meeting Minutes


- Motion to adopt the 1Q14 meeting minutes raised by Frederic, seconded by Harish and all in favor.

Meeting adjourned by Martin at 3pm


	IADC UBO & MPD Committee Meeting	2nd Quarter Meeting April 10-11 2014 Madrid, Spain
---	---	--

Appendix 1: Attendees List

Name		Company Name
Harish	Patel	ABS
Oscar	Gabaldon	BLADE ENERGY PARTNERS
Andre	Perales	CANRIG DRILLING TECHNOLOGY
Dale	Straub	CHEVRON
Jimmy	Lozano	CHEVRON
Andras	Gaspar	CONTITECH RUBBER INDUSTRIAL LTD
Kaydree	Uzelman	ELITE ENERGY PRODUCTS LTD
Roger	Stave	ENHANCED DRILLING
Ahmet	Duman	GE OIL & GAS
Owen	Clark	HALLIBURTON ENERGY SERVICES
Isabel	Poletzky	HALLIBURTON ENERGY SERVICES
Saad	Saeed	HALLIBURTON ENERGY SERVICES
Ray	Bullock	HALLIBURTON ENERGY SERVICES
Mike	Vander Staak	HESS CORPORATION
Scott	Maddox	IADC
Denis	Moore	MARATHON OIL
Ron	MacInnes	M-I SWACO
Paul	Francis	M-I SWACO
Bastiaan	Liezenberg	MI-SWACO - DYNAMIC PRESSURE MANAGEMENT (DPM)
Shantur	Tapar	NATIONAL OILWELL VARCO
Tracy	Mossman	NEXEN CNOOC
Frédéric	Jacquemin	PACIFIC DRILLING
Guilherme	Vanni	PETROBRAS
Emmanuel	Nogueira	PETROBRAS
Ken	Downs	PRUITT TOOL
Jason	Shaffer	PRUITT TOOL
John	Van-Vegchel	RESEARCH AND TEACHING SERVICES

	IADC UBO & MPD Committee Meeting	2nd Quarter Meeting April 10-11 2014 Madrid, Spain

Juan	Beltran	SCHLUMBERGER
Blaine	Dow	SCHLUMBERGER
Sara	Shayegi	SHELL INTERNATIONAL EXPLORATION & PRODUCTION
Brian	Tarr	SHELL INTERNATIONAL EXPLORATION & PRODUCTION
Tom	Askeland	SIEM WIS AS
George	Medley	SIGNA ENGINEERING CORP
Bob	Goodwin	SIGNA ENGINEERING CORP
Per	Berg	STATOIL
Dag	Molde	STATOIL AS
Stewart	Wilson	Strata Energy Services
Emad	Bakri	TOTAL
Iain	Sneddon	TRANSOCEAN OFFSHORE
John	Kozicz	TRANSOCEAN OFFSHORE
James	Chambers	WEATHERFORD
Ryan	Haggins	WEATHERFORD
Brian	Grayson	WEATHERFORD

	<p style="text-align: center;">IADC UBO & MPD Committee Meeting</p>	<p style="text-align: center;">2nd Quarter Meeting April 10-11 2014 Madrid, Spain</p>
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Appendix 2 – MPD/UBO Committee Document Status

Document Title	Custodian	Status	Date
API R92U	Isabel	Revision currently with API, however, some proposed changes have not been incorporated into document.	Dec 5 2013
92M CBHP Surface Stack	Dave	Currently with API for consideration as a RP.	Dec 5 2013
92M PMCD Subsea Stack	John / Sara	Currently being worked by Committee.	Dec 5 2013
92M PMCD Surface Stack	Bob Goodwin	Initiated but stalled.	Dec 5 2013
HSE Guidelines	CJ Bernard	Changes to document proposed....	Dec 5 2013
API 16RCD	Martin Culen	e1 reaffirmed and edits to proposed e2 finalized.	Dec 5 2013



**IADC UBO & MPD
Committee Meeting**

**2nd Quarter Meeting
April 10-11 2014
Madrid, Spain**

Appendix 3: Action Item Tracker snapshot as of April 11th 2014

MPD/UBO Committee Action Tracker						
#	Assigned To	Issue	Action	Initiation Date	Desired Completion Date	Status
1	I. Poletzky	Determine status of document with API.	Contact Roland at API	Dec 5, 2013	14 Mar. 2014	Open
2	S. Shayegi	PMCD Best Practices	Follow up with Bob	June 06, 2013	01 Dec. 2013	Open
3	M. Culen	RCD16 End User List	Complete List	June 06, 2103	01 Dec. 2013	Open
4	M. Culen	Write articles and updates for drill bits and drilling contractor magazine. Conduct interview – note, very broad action and will be an ongoing process as necessary.	Chase SC chairs for Updates	June 06, 2103	01 Dec. 2013	Open
5	M. Culen	Content for Subcommittee Web Pages (DGD and MPD have content, may need content for UBO only)	Chase SC chairs for Updates	June 06, 2103	01 Dec. 2013	Open
6	M. Vander Staak	Air Drillers in Committee	Reach out to air drillers and invite into committee	June 06, 2103	01 Dec. 2013	Open
7	B. Grayson	Role of outreach subcommittee seems ill defined	Develop mission statement for outreach subcommittee	12 Sept 2013	01 Dec. 2013	Open
8	I. Poletzky	Curriculum has been circulated within IADC	Action was taken to review status of document in Frankfurt lead by Ryan, and Brenda's recommendations from IADC.	05 December 2013	12 February 2014	Open
9	M. Culen	Engagement of certifying authorities regarding MPD activities	Finalize and send letter to DNV	14 Feb 2014	15 Mar 2014	Open



**IADC UBO & MPD
Committee Meeting**

**2nd Quarter Meeting
April 10-11 2014
Madrid, Spain**

MPD/UBO Committee Action Tracker

#	Assigned To	Issue	Action	Initiation Date	Desired Completion Date	Status
	B. Grayson P. Francis	Diagrams for 92M need to be re-drawn	Brian G to send current drawings to Paul Francis Contact Well Barrier out of Norway and ask them to redraw diagrams for 92M.	11 April 2014	03 Sept. 2014	Open
	M. Culen	Clean up PMCD S/S document over the course of this meeting	Martin to get in touch with Scott P and Earl D to clarify deliverables on the Well Control liaison function	11 April 2014	03 Sept. 2014	Open
	S. Maddox	Current version of HSE guideline on website has comments included.	Post clean version of HSE Guidelines	11 April 2014	03 Sept. 2014	Open
	M. Vander Staak	Committee Roster outdated	Static roster of committee needs to be revised	11 April 2014	03 Sept. 2014	Open
	M. Culen	Distribute Martin's presentation given at MP Conference	Martin to send IADC overview presentation to Mike/Brian, who will edit for distribution	11 April 2014	03 Sept. 2014	Open
	G. McCloud	Flow chart needed for BSEE Contact	George to contact IADC to distribute flowchart	11 April 2014	03 Sept. 2014	Open
	C. Bernard	DNV Follow up	Certification task group to follow-up with DNV again	11 April 2014	03 Sept. 2014	Open
	M. Culen	Location and Sponsor needed for 2Q 2015	Martin to contact MPO-Aker for possible training facility to be used in Dubai for Q2 meeting	11 April 2014	03 Sept. 2014	Open
	All	Companies need to confirm meeting sponsorship	All companies who volunteered to host/sponsor to officially confirm by Q3 '14	11 April 2014	03 Sept. 2014	Open
	F. Jacquemin	Update DGD Page on IADC Website	Frederic J to meet with IADC IT rep to ensure updates and links are captured online as intended	11 April 2014	03 Sept. 2014	Open




**IADC UBO & MPD
Committee Meeting**

**2nd Quarter Meeting
April 10-11 2014
Madrid, Spain**

MPD/UBO Committee Action Tracker

#	Assigned To	Issue	Action	Initiation Date	Desired Completion Date	Status
	S. Maddox	Communicate with IADC Conference team regarding MP 15	Scott to debrief committee decision with Leesa (IADC) and update MP15 steering committee and conference advertising material according	11 April 2013	01 May 2014	Closed
	G. McCloud	Develop Accredited Training Program	George to follow up with Linda to review IADC accreditation process and ensures right persons from the MPD/UBO training subcommittee take part in the accreditation committee.	11 April 2014	03 Sept. 2014	Open
	M. Culen	Ballot API 16 RCD	Martin to send cleaned up document to get back at API and then released for ballot at e.2	11 April 2014	03 Sept. 2014	Open
	B. Grayson	API 92U Task Group	Brian to contact Rolland (API) to review process for members on this committee interested in being part of the API 92 task group as well.	11 April 2014	03 Sept. 2014	Open

	IADC UBO & MPD Committee Meeting	2nd Quarter Meeting April 10-11 2014 Madrid, Spain
---	---	--

Closed action Items

1	M. Culen	CBHP Best Practices Document	Send sanitized Riser Tension Curve to Sara	12 Sept 2013	01 Dec. 2013	Closed
2	Scott Maddox	Well Control committee coordination	Scott to advise committee when next Well Control Meeting is	05 December 2013	12 February 2014	Closed
3	Scott Maddox	HSE Guidelines.	Send CJ the latest version of the document	05 December 2013	05 December 2013	Closed