



International Oil Insurers

117 Fenchurch Street, London EC3M 5AL Telephone: 01-488 2703

Cables: Intoil London

Telex: 8811323 OILINS-G

Your ref.

Our ref.

Date 26th October, 1978

Dear

Some weeks ago, Tom Redmond, our Technical Services Manager, approached a number of his chemical engineer colleagues and put forward the thought that it would be desirable if some sort of informal "club" could be set up as a forum for the interchange of views on problems relating to the oil, gas and petrochemical industries as they bear on insurance.

There was a general feeling in favour of this idea, and as a result a small steering committee was asked to produce some draft rules for the proposed forum and a list of those working in insurance companies, brokers, loss adjusters and other related organisations whose work was significantly concerned with oil insurances and who might be interested in becoming members. This has now been done, and I am writing to you as a potential member to enquire whether you would attend a meeting to be held in mid-January to consider the proposal more fully and, it is hoped, to get the project off the ground.

Mr Derek Drewitt of Imperial Chemicals Insurance Limited is prepared to act as the first chairman of the forum, and Messrs. R. Mitchell (Robins Davies & Little), K. Palmer (Sedgwick Forbes Overseas Ltd.), W.D.J. Price (Commercial Union Risk Management) and T.C. Redmond (I.O.I.) offer themselves as committee members. I am happy for the time being to undertake such secretarial duties as may be necessary.

The venue of the meeting in January will depend on the response to this letter, and I shall be grateful therefore if you will return the enclosed slip to me indicating whether you are prepared to come along. A reply before the end of November would be helpful, and the intention would be to circulate a copy of the draft "rules" to all those who are interested for consideration at the meeting.

I look forward to hearing from you.

Yours sincerely,

J.G. Booker

PROPOSED OIL & PETROCHEMICAL INSURANCE TECHNICAL FORUM

LIST OF POTENTIAL MEMBERS

sh J.M. Alexander Imperial Chemicals Insurance
V.N. Alexander International Oil Insurers
R.G. Anderson Purvin & Gertz

B.K. Baker Bain Dawes Ltd.,
A.C. Barnes International Oil Insurers
× J.G. Booker International Oil Insurers
J.E. Brimicombe Bain Dawes Ltd.
A. Buirski Robins Davies & Little.

L.A. Cambridge Purvin & Gertz
A.D. Craven Dr. J.H. Burgoyne & Partners
P.J. Cutler Willis Faber & Dumas Ltd.

R. Davies Insurance Technical Bureau
~~Mrs. M. Dennis~~ International Oil Insurers
D.F. Drewitt Imperial Chemicals Insurance

M.W. Eve Bland Payne

M.R. FitzGerald International Oil Insurers

S.J. Goldsmith Toplis & Harding & Partners
Dr. K. Gagan Dr. Keith Gagan & Associates

A.J. Hicks

T.J. Hudson

J. Humphrey

B.T. Instone

A.R. Jones

F.A.P. Lowe

X R.H.W. Mitchell

Dr. G. Munday

R.F. Neale

X L.W. Norval

K. Palmer

X W.D.J. Price

D.B. Pritchard

X T.C. Redmond

Mrs K. Rich

Dr. P.V. Rutledge

C.T. Bowering

Toplis & Harding & Partners

Bland Payne

International Oil Insurers

Thomas Howell Selfe & Co.

Commercial Union Assurance

Robins Davies & Little

Insurance Technical Bureau

Royal Insurance

Commercial Union Assurance

u/r

Sedgwick Forbes

Commercial Union Risk Management

Guardian Royal Exchange

International Oil Insurers

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Dr. J.H. Burgoyne & Partners

J.P.F. Thorpe

Dr. R.D. Thrower

G.L. Valentine

J.A. Wheeler

C.S. Windebank

J.C. Worsfold

H Whitehouse

Sedgwick Forbes

Robins Davies & Little

International Oil Insurers

Commercial Union Risk Management

Insurance Technical Bureau

Lloyd's Syndicates Survey Dept.



International Oil Insurers

117 Fenchurch Street, London EC3M 5AL Telephone: 01-488 2703

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Date 3rd January, 1979

Dear Mr. Instone,

As you possibly know, following an initiative by Mr Redmond, it is proposed to form a "club" for all those employed in insurance whose work is significantly concerned with oil and petrochemical insurances. This will be an informal forum to promote the interchange of views and ideas on technical problems relating specifically to the oil, gas and petrochemical industries bearing upon safety, loss prevention and insurance.

Although I.O.I. is keen to see the "club" getting off the ground successfully, and is lending its active support to this end, it is not a sponsor as such of the new body, which is intended to be an organisation run by its members, all of whom must be individuals in their personal capacity. However, it will obviously be in our interests if we are seen to be taking part, and individual members of our staff will certainly learn from the exchange of views, as well as being able to contribute to them. There is no obligation on you to join the forum but you would, I feel, benefit from membership, and if you decide to join, I.O.I. will bear your membership costs.

The first meeting will be on 30th January, 1979 and an agenda for that meeting is attached. Please let Mr Booker know whether you will attend.

Yours sincerely,

V.N. Alexander
General Manager

MEETING TO CONSIDER THE FORMATION OF
AN OIL AND PETROCHEMICAL INSURANCE
TECHNICAL FORUM

to be held in the Board Room of the Sedgwick
Forbes Group, 7th Floor, Sedgwick Forbes House,
33 Aldgate High Street, London, EC3N 1AJ, at
5.00 p.m. on Tuesday, 30th January, 1979.

AGENDA

1. Name of the "forum".
2. Approval of rules (see draft herewith)
3. Election of Committee
 - a) Chairman
 - b) Hon. Secretary
 - c) Hon. Treasurer
 - d) Four Committee members
4. Election of founder members en bloc.

THE OIL AND PETROCHEMICAL INSURANCE TECHNICAL FORUM

1. The organisation shall be known as the Oil and Petrochemical Insurance Technical Forum and shall be independent of any other body.
2. The object of the Forum shall be to promote the interchange of views and information on technical matters relating to the oil, gas and petrochemical industries, bearing upon safety, loss prevention and insurance.
3. Membership shall be open to individuals as follows:-
 - a) engineers and surveyors in the insurance industry or related occupations whose work is mainly or significantly concerned with oil, gas and petrochemical risks;
 - b) insurance underwriters and risk managers specialising in this field;
 - c) such others as the Committee may determine.

5 4. Applications for membership, proposed and seconded by members, shall be submitted to the Honorary Secretary and shall be considered by not less than four members of the Committee including the Chairman. If the applicant be then elected, his membership shall commence forthwith.

6 5. Membership may be terminated at the discretion of the Committee.

4 6. The affairs of the Forum shall be managed by a Committee consisting of a Chairman, an Honorary Secretary, an Honorary Treasurer and four other members, all to be elected for a term of one year at the Annual General Meeting. Four members of the Committee shall form a quorum.

7. Meetings shall be held at such time and place as the Committee may decide, and due notice of such meetings shall be given to all members.

8. The subscription to the Forum shall be f or such other amount as may be determined by the Committee payable to the Hon. Treasurer on or before each year.

9. The accounts of the Forum shall be certified annually by two Honorary Auditors who shall be appointed at the Annual General Meeting.

10. No alteration or addition shall be made to these rules except by a resolution carried by a two-thirds majority of the members at a meeting of the Forum, due notice of such proposed alteration or addition having been circulated to all members.

To: J.G.Booker
Administration Manager
International Oil Insurers, 117 Fenchurch Street, London EC3M 5AL

I am interested in the proposal to set up an Oil and Petrochemical Insurance Technical Forum and would be prepared to attend a meeting to be held in mid-January, 1979, to consider the project further.

Date (Signature)

BLOCK
CAPITALS
PLEASE

Name

Company

Address

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