

Ref: SSA/076/19/EML

1 July 2019

To: All SSA Members

SSA COMMITTEES & SUB-COMMITTEES (2019/2021)

Dear SSA Members,

We apologise for an error in the email address provided in the earlier committee/ sub-committee nomination form. We have rectified the error and attached the amended form in this email.

We seek your kind understanding to send all nomination forms to: ssa.admin@ssa.org.sg . Forms that were sent to registration@ssa.org.sg and ssa.admin@ssa.org.sg are well received.

Once again, we seek your kind understand and encourage all members to actively participate in the various committee and sub-committees in SSA.

In anticipation of the formation of a new Council, the Secretariat is making preparations by inviting members to volunteer for the 7 SSA Standing Committees and 3 Sub – Committees. As the Standing Committees in the Organisation Chart are subject to the endorsement of the newly-elected SSA Council (2019/2021), a provisional SSA Organisation Chart can be found in **Annex 1** for your information.

Standing Committees

As it stands, the current scope of work identified with each of the 6 Standing Committees is as follows:

- **International** Committee
This Committee will examine regional and international macro-economic and shipping policy issues that affect international shipping;
- **Legal & Insurance** Committee
This Committee will examine proposed or new rules and regulations, in areas of maritime law and marine insurance, which are being developed by national or international bodies and which have bearings on the shipping industry;
- **Marine Fuels** Committee
This Committee will examine technical and policy issues that are of direct concern to the supply of marine fuels in the Port of Singapore.
- **Offshore Services** Committee
This Committee will examine technical and policy issues that are of direct concern to the offshore shipping industry.

- **Services** Committee
This Committee will examine domestic issues in areas of ship agency, ship operations, port services, cruises, training for office personnel and any other service related issues;
- **Technical** Committee
This Committee will examine technical issues emanating from the International Maritime Organization and other international and regional organisations, especially in relation to safety, security, environmental and crewing standards;
- **Young Executives Group Committee**
This Committee will provide young middle management executives under the age of 45 with an opportunity to participate actively in the Association's activities.

The current terms of reference for each of these 7 Standing Committees can be found in **Annex 2***

Sub-Committees

The Sub-Committees currently associated with the International, Marine Fuels, Offshore Services, Technical and Services Committees are as follows:

International

- Tax Sub-Committee

Marine Fuels

- 2020 Global Sulphur Cap Sub-Committee
- Mass Flow Meter Sub-Committee

Offshore Services:

- Training, Development & Education Sub-Committee

Services:

- Cruise Sub-Committee

Technical:

- Maritime Safety & Security Sub-Committee
- Operation, Training & Manning Sub-Committee

The current Terms of Reference for each of the above Sub-Committees are provided in **Annex 3***.

Invitation to Nominate Volunteers

We therefore invite SSA Members to nominate/volunteer to participate and contribute actively in the works and activities of the various SSA Standing Committees and Sub-Committees.

If you or any of your colleagues have expressed interests in furthering the interests of SSA, please **complete the attached nomination form** and return it to the SSA Secretariat latest by **5 JULY 2019** to ssa.admin@ssa.org.sg .

* Members of the various Committees and Sub-Committees will be asked to adopt the Terms of Reference for the 2019/2021 term at the first meeting of each Committee/Sub-Committee.

Criteria for nominations:

- **Please note that your nominee(s) must be a senior staff currently working in a SSA Member Company – nominations from companies that are not SSA members are strictly prohibited.**
- The nominee should be knowledgeable and competent in the areas covered by the Committee/Sub-Committee that he or she will be participating in.
- The nominee is a **permanent** representative and is expected to contribute time and effort in the works of the Committee/Sub-Committee. Whilst we welcome members to participate, it is however advisable that one should not take on too many Committees/Sub-Committees such that his or her work in the company will be affected.
- The nominee, if unable to attend a meeting, should send an alternate to attend on his or her behalf but such alternate must be a **permanent** alternate.
- In view of space constraint in the SSA conference room, the appointed Chairman of the Committee or Sub-Committee will reserve the right to shortlist suitable nominees if the response to participate is overwhelming.
- The Secretariat will inform the nominee when he or she has been shortlisted to participate in the Committee/Sub-Committee.
- At any meeting of the Committee or Sub-Committee, only the main representative should attend. The alternate will stand in for the main representative if the latter is unable to attend.
- A company's representative may be removed if he or she is continuously absent from more than 3 consecutive meetings of the Committee/Sub-Committee unless the alternate representative attends on his or her behalf.

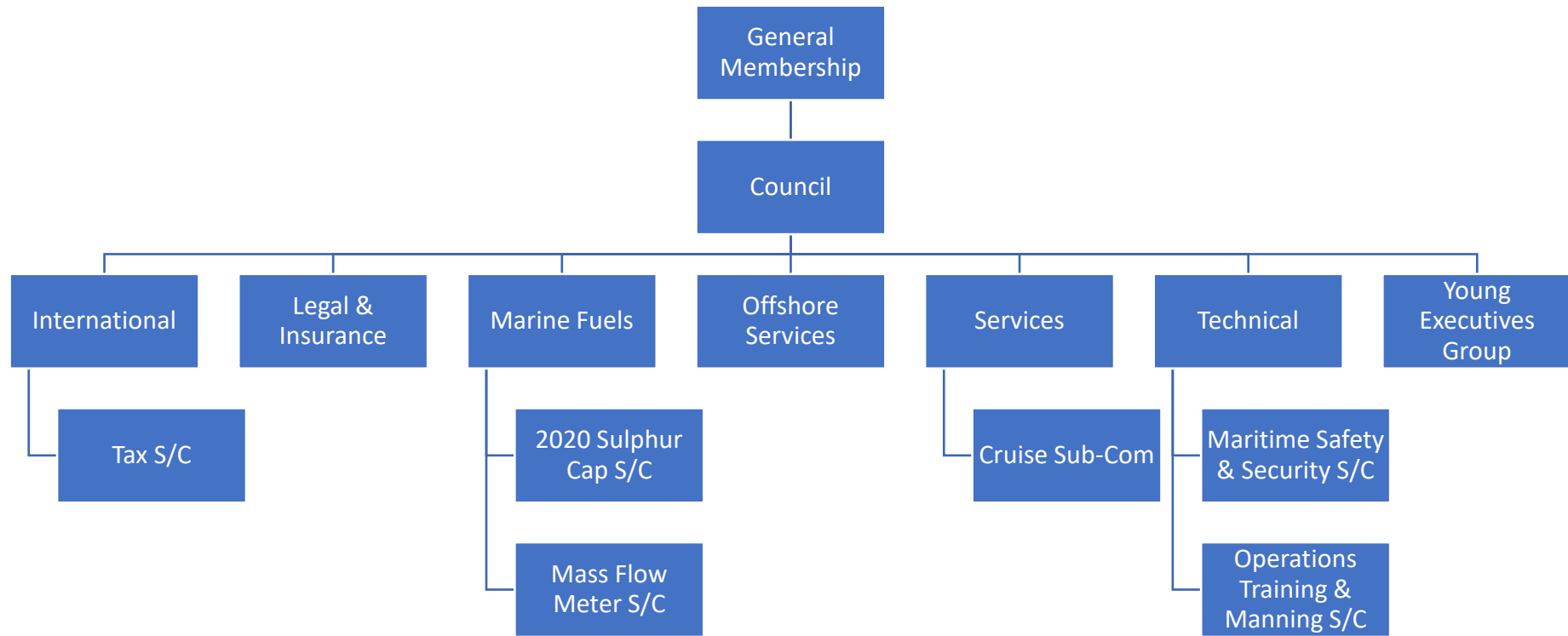
All attachments and forms can be found [here](#).

We thank you for your support and look forward to receiving your nominations to join the SSA Committees and Sub-Committees.

Best regards,

Tsui Chiang, Quek
Assistant Manager

SSA Organisation Structure (2017/2019)



**THE TERMS OF REFERENCE
OF SSA STANDING COMMITTEES
FOR 2017/2019**

A. International Committee

The role of the International Committee is as follows:

- i. to address policy issues affecting international shipping and trade;
- ii. to maintain relations with foreign shipping bodies to promote mutual interests to the benefit of international shipping and trade;
- iii. to make representations to governments or bodies, local or foreign on any policies or actions that directly or indirectly affect international shipping and trade;
- iv. to represent the Association at international shipping meetings and conventions; and
- v. to work with the national government on matters affecting international shipping and trade.

B. Legal & Insurance Committee

The role of the Legal & Insurance Committee is as follows:

- i. to review any proposed or new international conventions and regulations directly and significantly affecting Singapore ship operators and to advise the SSA Council or the appropriate SSA Committee or Sub-Committee on their potential effect on SSA Members and to make recommendations as to their adoption by Singapore;
- ii. to review any proposed or new Singapore legislation and regulations directly and significantly affecting Singapore ship operators and to advise the SSA Council or the appropriate SSA Committee or Sub-Committee on its potential effect on SSA Members and to make any recommendations;
- iii. to review, as the Committee considers appropriate, legal decisions of the courts of Singapore, England and other major maritime jurisdictions brought to the attention of the Committee and directly and significantly affecting Singapore ship operators and to advise the SSA Council or the appropriate SSA Committee or Sub-Committee on their potential effect on SSA Members and to make any recommendations;
- iv. to review marine insurance wording and market developments, and identify and seek to resolve any issues arising;
- v. to advise on ways to enhance the provision of marine insurance in Singapore;
- vi. to accept referrals from the SSA Council and, as appropriate, from the SSA Committees and Sub-Committees for advice on legal matters; and
- vii. to liaise with and make representations to the Attorney-General's Chambers and the Maritime Port Authority regarding the matters given in (a) to (f) above, but in all cases not to commit the SSA to any matters of policy without the prior approval of the SSA Council.

C. Marine Fuels Committee

The role of the Marine Fuels Committee is as follows:

- i. To address the national government's policies which affect the supply of marine fuel in Singapore;
- i. To make representations to government departments, statutory bodies, industry organisations or individuals on matters relating to marine fuel supply in Singapore;
- ii. To act as a bridge between the government and local marine fuel supplies in the dissemination of information and feedback concerning marine fuel activities in Singapore;
- iii. To evaluate and recommend procedures to improve the efficiency of marine fueling operations in Singapore;
- iv. To promote Singapore's reputation for reliability and high standards for the supply of marine fuel and;
- v. To develop and conduct vocational training courses, talks, seminars and conferences to encourage greater understanding and professional standards for marine fueling operations in Singapore.

D. Offshore Services Committee

The role of the Offshore Services Committee is as follows:

- i. to address all technical, safety, environmental and training issues and proposals that may affect the offshore & marine industry;
- ii. to address domestic and international policy guidelines, rules or regulations affecting the offshore & marine industry;
- iii. to make representations to governments or bodies, local or foreign, on problems or issues affecting offshore & marine operations in Singapore;
- iv. to work with regional and international industry associations in support of its courses of actions;
- v. to promote and protect the interests of SSA offshore & marine industry members in general; and
- vi. to promote and enhance Singapore's reputation as a hub for the offshore & marine sector

E. Services Committee

The scope of the Services Committee is identified as follows:

- a. Singapore bunkering activities
- b. Singapore ship operations, port services and ship agents activities
- c. Singapore cruise agents activities

The role of the Services Committee is as follows:

- i. to address the national government's policies which affect the shipping industry in Singapore, not already addressed by the International Committee;

- ii. to work with the national government on matters affecting domestic shipping and trade;
- iii. to make representations to government departments, statutory bodies, industry organisations or individuals on matters relating to domestic operations and policies affecting the shipping industry;
- iv. to network with other local industry organisations in furtherance of the objectives of the Association
- v. to promote Singapore's reputation for reliability and high standards in the marine industry, and;

F. Technical Committee

The scope of the Technical Committee is identified as follows:

- a. Dialogue with MPA on IMO related matters
- b. Discussion on Marine Environment Protection issues that concern
 - i. Air pollution
 - ii. Marine Pollution
- c. Discussions on Maritime Safety that involve
 - i. STCW/ILO/Seafarers
 - ii. Container shipping
 - iii. Bulk shipping
 - iv. Tankers/Chemical & Gas Carriers shipping
 - v. Maritime Security
 - vi. Misc (Other ship types)
 - Ro Ro
 - General Cargo
 - Passenger Ferries

The role of the Technical Committee is as follows:

- i. to address technical, safety, security, environmental and training issues and proposals of various bodies such as but not limited to the International Maritime Organisation and the International Labour Organisation, and which may affect the shipping industry;
- ii. to make representations to government departments and other relevant authorities;
- iii. to work with regional and international industry associations in support of its courses of actions; and
- iv. to develop standards in compliance with international conventions to enhance the marine industry in Singapore.

G. Young Executive Group Committee

The role of the Young Executive Group Committee is as follows:

- i. to provide an opportunity for young middle management executives, that are aged 45 and below and working in SSA member companies, to come forward and participate actively in the Association's activities.
- ii. to work closely with appointed SSA Councillors, who serve as mentors, to initiate, develop and organize educational and networking activities to further its activities.
- iii. to make, as tasked and when required to, appropriate recommendations and comments to the SSA Council as well as to other Committees, Sub-Committees and Working Groups in the SSA.
- iv. to ensure an interesting and relevant series of networking events and programs are developed for the benefit of YEG members,
- v. to maintain ongoing contact with governmental, educational or corporate organizations for suggestions on possible events and speakers

THE TERMS OF REFERENCE OF SSA SUB-COMMITTEES FOR (2017/2019)

a) 2020 Sulphur Cap Sub-Committee

The role of the 2020 Sulphur Cap Sub-Committee is as follows:

- i. to work together with stakeholders such as MPA, suppliers and surveyors to facilitate availability of compliant marine fuels in Singapore by 2020
- ii. to work together with stakeholders to ensure a smooth transition
- iii. to work together with MPA to ensure global enforcement standards are adopted to ensure a level playing field and to protect shipowners who would be able to provide evidence that compliant fuel is unavailable before entering into Port
- iv. to serve as a feedback unit to MPA on local port's operational issues

b) Mass Flow Meter (MFM) Sub-Committee

The role of the MFM Sub-Committee is as follows:

- i. to serve as a bridge between MPA and local Bunker Suppliers/Tanker Owners/Operators in the dissemination of information and feedback concerning mass flow meters operations in Singapore
- ii. to evaluate and recommend operational procedures to MPA to improve use of MFMs during bunkering
- iii. to evaluate and recommend training standards for use of MFMs during bunkering
- iv. to serve as a feedback unit for local Bunker Suppliers/Tanker Owners/Operators to MPA on local port's operational strategies and policies relating to the use of MFMs.

c) Cruise Sub-Committee

The role of the Cruise Sub-Committee is as follows:

- i. To promote and protect the interests of SSA cruise members; and
- ii. To promote and enhance Singapore as a hub for regional and international cruise shipping.

d) Maritime Safety & Security Sub-Committee

The role of the Maritime Safety & Security Sub-Committee is to consider any matter directly affecting maritime safety and security, such as:

- i. Collision regulations
- ii. Dangerous cargo

- iii. Fire Protection
- iv. Maritime Security - International Ship and Port Facility Security Code (ISPS Code)
 - v. Maritime Piracy (Initiatives for Anti-piracy(and armed robbery)) measures)
 - vi. Places of Refuge
 - vii. Port State issues including Port State Control
- viii. Safety of Navigation (AIS, ECDIS, LRIT)
- ix. Search & Rescue

e) Operation, Training & Manning Sub-Committee

The role of the Operation, Training & Manning Sub-Committee is as follows:

- i. to address operational, training and manning issues that may arise from international regulations pertaining to the seafarer (e.g. Safety Management – International Management Code for the Safe Operation of Ships and for Pollution Prevention (ISM Code), Training & Certification, the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) and the Maritime Labour Convention 2006 (MLC)) promulgated by various bodies such as but not limited to the International Maritime Organization and the International Labour Organization, and which may affect the shipping industry;
- ii. to co-operate with other educational institutions, local or foreign, to support and to promote seafarer training programs in-line with the training standards set by various bodies such as but not limited to the International Maritime Organisation and the International Labour Organization.
- iii. to work with regional and international industry associations in support of its courses of actions

f) Tax Sub-Committee

The role of the Tax Sub-Committee is as follows:

- i. Formulate international tax position papers to the interest of shipping and offshore marine companies in Singapore;
- ii. Address international taxation issues including Double Taxation Agreements, Freight Tax, and other issues regulated by DTAs, etc affecting shipping and offshore marine companies in Singapore;
- iii. Review new or existing Singapore tax regulations directly affecting Singapore shipping and offshore marine companies;
- iv. Represent the Singapore shipping and offshore marine industries in giving advice, providing feedback and/or making recommendations to relevant government agencies and stakeholders in Singapore on international taxation matters affecting shipping and offshore companies in Singapore;

59 Tras Street, Singapore 078998

E-mail: ssa.admin@ssa.org.sg

Tel: 6305 2260 Fax: 6222 5527

Website: <http://www.ssa.org.sg>

COMMITTEE NOMINATION FORM
(Please submit by 5 JULY 2019)

Date: _____

The Executive Director
Singapore Shipping Association
59 Tras Street
Singapore 078998

E-mail: ssa.admin@ssa.org.sg
Fax: 6222 5527

SSA COMMITTEES & SUB-COMMITTEES (2019/2021)

The following representative(s) from our company wishes to serve in the following SSA Committees/ Sub-Committees for a two-year term (2019/2021):

A. OPERATIONAL COMMITTEES

B.

International Committee

Status	Name	Designation	Email
Main Rep			
Alternate			

Legal & Insurance Committee

Main Rep			
Alternate			

Marine Fuels Committee

Main Rep			
Alternate			

Offshore Services Committee

Main Rep			
Alternate			

Services Committee

Main Rep			
Alternate			

Technical Committee

Main Rep			
Alternate			

Young Executives Group Committee

Main Rep			
Alternate			

B. INTERNATIONAL Sub-Committees

Tax Sub Committee

Status	Name	Designation	Email
Main Rep			
Alternate			

C. MARINE FUELS Sub-Committees

2020 Global Sulphur Cap Sub Committee

Status	Name	Designation	Email
Main Rep			
Alternate			

Mass Flow Meter Sub Committee

Status	Name	Designation	Email
Main Rep			
Alternate			

D. SERVICES Sub-Committees

Cruise Sub-Committee

Main Rep			
Alternate			

E. TECHNICAL Sub-Committees

Maritime Safety & Security Sub-Committee

Status	Name	Designation	<i>Email</i>
Main Rep			
Alternate			

Operations, Training & Manning Sub-Committee

Main Rep			
Alternate			

We note that the Chairman of the respective Committees and Sub-Committees reserves the right to shortlist any of the candidates whom we have nominated.

Name of Contact Person : _____
(Mr/Mrs/Ms)

Designation : _____

Company : _____

Tel No : _____

Email : _____