

# Downstream Fuel Distribution Forum (DFDF)

## Membership Management

### Revised July 2023 (version 5)

#### Background

The Downstream Fuel Distribution Forum (DFDF), although an unincorporated body, is nevertheless governed by its Terms of Reference (ToR), originally agreed in October 2013 and subsequently updated, latest version agreed in 2023. The DFDF Terms of Reference specify membership at the time they were written, but do not define a process for managing membership changes over time. As the MoU for the PDP scheme places obligations on member organisations and as the DFDF has received income from the PDP Scheme since 2014, it is therefore important that the terms of membership of the DFDF and how this membership will be managed are clear and agreed between the members.

#### Current Membership

The DFDF was re-established in 2012 at the request of the Secretary of State (SoS) at DECC in response to a request from the ACAS Chair. In that letter, with regard to membership, the SoS...

*"...would like to suggest that membership is drawn widely so that all interests are represented, including but not limited to [Sector Skills Councils], HSE and other relevant enforcing authorities, DfT, representatives of the Unite union, hauliers, relevant trade associations and oil companies as necessary"*

As from July 2023, the Forum will be called the Downstream Fuel Distribution Forum (DFDF). It was previously, from its inception in 2012, called the Downstream Oil Distribution Forum (DODF).

The DFDF, in its 2023 Terms of Reference, defines membership as:

#### Trade Bodies

- One member from UKPIA (United Kingdom Petroleum Industry Association)
- One member from DFA (Downstream Fuel Association)
- One member from UKIFDA (UK and Ireland Fuel Distributors Association)
- One member from Logistics UK
- One member from RHA (Road Haulage Association)
- One member from TSA (Tank Storage Association)
- One member from PRA (Petrol Retailers Association)

#### Hauliers

- Individual haulage company representation from Hoyer, XPO Logistics, Wincanton, Suckling Transport, Fuels Transport & Logistics, Greenergy, and Certas Energy.

#### Unions

- Four members from Unite (and other observers as required)
- Two members from URTU (United Road Transport Union)

### **Government Departments & Other Bodies**

- One member from Department for Energy Security and Net Zero (previously Department of Business, Energy and Industrial Strategy)
- One member from Department for Transport
- Other observers as required

### **ADVICE TO DFDF**

DFDF can request other organisations to attend in an advisory capacity depending on the issues under discussion.

### **DFDF CHAIR**

The meetings will be chaired by an independent chairperson appointed by the DFDF Members.

### **SECRETARY**

Secretarial services are provided by an independent consultant appointed by the Finance Committee in consultation with DFDF members.

### **Changes to DFDF Membership**

The current membership of the DFDF can be added to or subtracted from using the following mechanism:

**Joining DFDF:** applications to join the DFDF as a member should be made in writing to the DFDF Chair. Applications will be considered by the Forum. As the Forum operates by consensus rather than by voting, as specified in the DFDF terms of reference, the Forum will come to a consensus decision in considering the application.

**Leaving DFDF:** notification of intent to leave DFDF should be made in writing to the Chair and will be taken formally at the next scheduled meeting of the Forum.

**Recording of Changes:** The DFDF Terms of Reference will be updated to reflect any changes in membership.

**Funds Disbursement:** The Income and Expenditure management process, agreed by the Forum on June 25, 2013, specifies that were funds to be required to be distributed amongst members at some future date, a decision would be taken by the Forum members at that time on how best so to do.

**Changes to the Membership Management Process:** the above process for membership management remains in place unless and until changes are agreed by the Forum

**Effective Date: 19 July 2023**

**Version: Five**