

ITK Project Terms of Reference

Project Blue Ridge

Context

bp continues to receive external pressure for its membership in the American Petroleum Institute (API) due to misalignments on climate policy. With a planned update to bp's trade associations review anticipated for late March 2021, bp must understand the risks and mitigations associated with withdrawing from API should the company decide to terminate its membership.

Scope and deliverables

It is important to note that a decision has not yet been made for bp to depart API. This effort aims to detail risks and recommend potential mitigations for bp ending its membership with API should bp decide to terminate its membership.

Stakeholders and governance

Stakeholders on the Project Team were selected based primarily on their interactions with API. Internal stakeholders to inform were selected as a representation of US business group and/or functional leaders, some with experience interacting with API. This group may also recommend additional, though limited, Project Team members.

All stakeholders listed below will be read-in via an ITK letter.

Steering Committee	Dave Lawler, bpX/bp America (API Executive/Board) Mary Streett, C&A Americas Joe Ellis, US C&A (API Federal Affairs) David Bickerton, Central C&A Becky Raftery, Legal
Project Managers	Sarah Lucas, US Communications Lance Williams, US Government Affairs
Project Team	Downey Magallanes, US Policy (API International/Climate) Heidi Keller, US Policy (API Climate/Pipelines/Safety) Elizabeth Komiskey, GoM (API Upstream) Valerie Corr-Hanserd, US Government Affairs (API Downstream/Midstream) Tom Miller, P&C (API Fuels/Mobility) Dawn Constantin, GPTA (API Market Development) Jorge Cuesta, GWO (API GIS/Standards) Rob DiValerio, S&OR (API Downstream PSM) Richard Osmond, S&OR (Center for Offshore Safety) Ken Comey, Refining (API Health and Environment) Rob Guido, Tax (API Tax) Bob Miner, US Government Affairs (API State Relations) Sam Knaizer, bpX (API Upstream/State Relations) JP Fielder, US Communications (API Comms) Meg Baldino, US Communications Phil Grainger, Central C&A

	Antony Andrews, Investor Relations John Phillippe, Legal
Inform – internal stakeholders	Starlee Sykes, GoM (API Upstream Committee) Amber Russell, Refining Doug Sparkman, bp Solutions (API Downstream Committee) Orlando Alvarez, Gas and Power Trading Americas Janet Kong, Global Oil Americas Clive Christison, Fuel Supply and Midstream (API Midstream Committee) Aleida Rios, Innovation and Engineering (API GIS/Standards) Jaqui Freeman, Tax Patricia Gallery, Remediation Management Louise Jacobsen Plutt, Hydrogen and CCUS Craig Marshall, Investor Relations Mark Crawford, Legal Richard Harding, P&C – Mobility & Convenience

Timeline

An expedited timeline is recommended, kicking off immediately after the new year.

Date	Activity	Accountability
Dec. 15	M Streett approves Terms of Reference	M Streett
Dec. 15	ITK letter drafted	S Lucas / B Raftery
Dec. 17	ITK letter sent to internal stakeholders to inform	S Lucas
Dec. 17	Calendar invitations sent to Project Team and Inform stakeholders	S Lucas
Jan. 7	ITK launch call with Project Team	Project Managers / Project Team
Jan. 11	Board pre-read due	M Streett
Jan. 12	ITK informational call with Inform stakeholders	Project Managers / Steering Committee / Inform Stakeholders
Jan. 13	Project Team check-in call	Project Managers / Project Team
Jan. XX	Board discussion and recommendation	M Streett
Jan. 20	Project Team input complete	Project Team
Jan. 25	Draft summary of risks/mitigations complete for review	S Lucas / L Williams (Project Managers)
Jan. 27	Review of summary complete	J Ellis / B Raftery
Jan. 28	Summary of risks/mitigations agreed by D Lawler and M Streett	D Lawler / M Streett

Feb. XX	Discussion at LT level including final decision	D Lawler / M Streett / D Bickerton
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