

Work Group 45 (WG45) – Accidental Release

Preparedness & Response



Introduction

SGMF is a collaborative, inclusive, membership-based non-governmental organisation (NGO).

We support the adoption of low and zero carbon marine fuels by developing and sharing industry best practice and fact-based knowledge. Our organisation advocates the use of these fuels only when done safely, responsibly and sustainably.

SGMF's mission is to facilitate the maritime sector's transition towards decarbonisation. For us, *the future is clear*.

Scope and Deliverables

This working group will develop accidental release and response guidance for ship owners, operators, fuel suppliers and ports/terminals involved in the use and bunkering of alternative fuels which include;

- LNG
- Ammonia
- Methanol
- Hydrogen

This guide is aimed at providing information and best practice in responding to accidental releases involving these fuels that be incorporated into;

- Safety Management Systems
- Emergency Response Plans
- Crisis Management Protocols
- Communication protocols between alternative fuels bunkering stakeholders
- Specifications

Scope of Work:

This focus group shall investigate and review the existing best practice from both the shore based and the maritime industry for the different fuels.

Where current best practice is primarily from shore industries (Ammonia, Methanol, Hydrogen) the WG shall translate this into guidance suitable for adoption in the maritime industry, in particular onboard vessels but also in a port environment.

This work shall consider the diverse regulatory frameworks to which this guidance may apply.

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Proposed potential deliverables of the Working Group:

The initial proposal around the contents will be a guideline that covers the following;

- General Guidance (Covers All Fuels)
- Fuel Specific Guidance
 - LNG
 - Ammonia
 - Methanol
 - Hydrogen

The Working Group shall consider how best to present the guidance taking into account 'Future Proofing' the guideline.

Proposed timeline and commitment:

- Anticipated duration 2 years
- face to face meetings (to be decided at first meeting)
- virtual meeting/Teams calls
- review rounds
- WG start date Q3/4 2025
- Submission to TC26 Q2 2027

Open Vacancies

SGMF members with a technical background and relevant understanding of the Accidental Release Response and Preparedness Working Group scope of work, are invited to apply for the vacancies.

Please Note:

Before applying, please consider the following requirements:

1. Applicants must have a strong technical background on the topic under discussion and ideally hold a technical role in their organisation.
2. Applicants **must have actual proven technical experience:**
 - a. In operating of and overseeing Release Response with a preference for the alternative fuels listed either shoreside or onboard vessels AND/OR
 - b. In managing safety and response in a port / terminal /production plant environment AND/OR
 - c. In providing technical safety services for release response with a preference for alternative marine fuels experience
3. Each WG's member will be required to actively work on drafting or reviewing proposals, or other outputs in their own time outside the WG meetings.

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4. Each WG's member will be required to regularly participate to WG meetings for the duration of this **working group 18 month**.
5. SGMF invites all members to apply.
 - a. Members will be selected based on the criteria above,
 - b. Based on experience, first-come and first-serve basis, and a mix of business interests.
 - c. Applications should be submitted using SGMF provided link.
 - d. SGMF Secretariat may appoint members or experts from or outside of the membership directly to ensure that sufficient skills are provided.
 - e. Applications from ship owners, operators, alternative fuel suppliers, terminal operators and port authorities are invited.
 - f. **A total of 15 vacancies** are available at this stage.

Joining Instructions

Vacancies for this focus group are now open please follow the instruction below::

- a. Please fully read Focus Group scope of work (this document)
- b. Register your interest to by completing the online form TBC with the information of the person that will be participating in the working group.
- c. Please explain what skills and experiences you as member and your organisation will bring to the WG.
- d. Your application will be processed by the SGMF secretariat.
- e. Applications will be processed on the principle of merit and experience on the subject and first-come first-serve basis.
- f. **Closing date for applications is 15th September 2025.**

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Annex 1: Responsibilities of Focus Group Members

Meetings

Virtual WG meetings will be conducted with all members by Teams. WG members can propose to host a face-to-face focus group meeting at one of their premises. These might be held in different locations, requiring worldwide travel.

Ways of Working

Documents, working papers and information will be stored on SGMF Working Group and External Teams Site, with a specific Channel for members of the WG to access.

Comments and drafting will be on a master document within the Teams Channel in order to record comments and edits made and to provide traceability of the work.

WG members will receive an invite to the **SGMF Working Group and External Team** and a second invitation to the **Accidental Release Preparedness and Response Channel**.

Confidentiality

All documents and records pertaining to the work of a WG should be maintained by the Secretary. All WG documents are, in general principle, to be regarded as confidential to the WG members.

It is, however, recognised that a member may wish to consult with colleagues within his company to form a better judgement or understanding. Where this process takes place, care should be taken to ensure such documents are not circulated widely or freely within the members' companies or to third parties.

Occasionally, it may be appropriate to release a specific document or draft to a third party. This shall only take place after consultation with the SGMF General Manager. All such releases shall strictly be from the Secretariat to the designated party or parties, and not via a member of the WG.

SGMF will provide summaries of WG meetings to the wider membership.

Anti-trust

Please find here guidance notes for the conduct of all SGMF meetings that are intended to avoid infringement of laws covering 'anti-competitive practices' as have been well established within the country jurisdictions' of the SGMF membership organisations.

SGMF Bye-laws include clauses on prohibitive activities, the relevant parts are as follows;

Not engage in fixing or regulating freight, charter, or other transportation rates or in fixing vessel management or operating fees or the terms and conditions of any of these;

Not engage in any activity which is in contravention of the laws of England and Isle of Man or the laws applicable to any member.

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Refrain from any activity that involves the collection or the dissemination of commercial data, or activities that may be construed as representing the commercial interests of any or all of its members.

Notwithstanding these bye-laws the following lists summarise the principal do's and don'ts for participants in any SGMF meeting.

Do

Ensure that the minutes/agendas and notes are produced and circulated to all attendees and accurately reflect the discussions and the decisions therein.

Ensure that the meeting discussion is kept as far as in possible to the agenda topics. It is recommended that any AOB items is discussed with the Chairman and/or the secretary of the meeting before proceedings commence. Do object if an improper or questionable subject is raised and of not satisfied with the response ensure your objection is recorded in the minutes and leave the meeting.

Do Not

Discuss or make agreements or decisions on any of the following: Prices, rates, production capacity, inventories, sales, purchases, prospects, costs, business plans not publicly available, employee packages or benefits, restrictions of capacity or outputs, restriction of supply for a product or service, limitations on the quality of a product, blacklisting or boycotting of suppliers or customers.

Documentation

The Secretary should ensure that proper documentation is created and safely archived at each stage of the WG.

Comments and drafting will be on a master document within the Teams Channel in order to record comments and edits made and to provide traceability of the work.

WG meetings' minutes will be captured in action points format to record relevant points and decision-making processes.

Reporting

The Chair/Secretariat will give a progress report to each TC meeting, this report may include submission of draft documents.

The Chair may take this opportunity to seek guidance or clarification from the TC.