

TERMS OF REFERENCE																																														
PROJECT TYPE : AUDIT						Revision No: -2																																								
PROJECT NAME : SPE BRUNEI SECTION FINANCIAL AUDIT 2004						Date: 5 th January 2005																																								
PROJECT DESCRIPTION : Annual requirement as per SPE Brunei Section Rules and Constitution, Rule XII																																														
OBJECTIVES OF THE AUDIT																																														
To verify the SPE Brunei section financial statement for the financial year from 1st April 2004 until 31st March 2005.																																														
BACKGROUND NOTES																																														
<p>The Society of Petroleum Engineers is the largest individual membership organisation serving professional engineers, scientists and managers in the exploration and production worldwide. More than 50,000 professionals from the oil and gas producing regions around the world are members of SPE. In 1997 a SPE section was set up in Brunei Darussalam with an objective to collect, store and disseminate the technology to our members in this country. Our members consist of good representation from the Government bodies, Brunei Shell Groups and other local and international contractors. To date we have about 100 members in Brunei consisting BSP, Total and other service companies operating in Brunei, including University of Brunei Darussalam. SPE Brunei section actively organise several activities such as SPE Evenings/visits and also other social events where such meetings and events will ensure that our Society fulfill its objective.</p> <p>For the year 2004/2005, a total of 7 activities have been carried out with 2 remaining activities are planned before the end of the financial year. The table below summarised the activities:</p> <table border="1"> <thead> <tr> <th>YEAR</th> <th>SPE EVENING</th> <th>DATE</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>2004</td> <td>AGM 2003-2005 Minutes of Meeting</td> <td>10th March 2004 Venue: Orchid Garden Hotel</td> <td>Sponsored by SPE Brunei</td> </tr> <tr> <td></td> <td>"Would You Know a Good Decision if You Saw One?" by Mr. Reidar B Bratvold</td> <td>10th March 2004 Venue: Orchid Garden Hotel</td> <td>Sponsored by SPE Brunei Ticket sales</td> </tr> <tr> <td></td> <td>"Downhole Water Separation" by Mr Andrew K Wojtanowicz</td> <td>8th April 2004 Venue: Rivera Hotel, Kuala Belait</td> <td>Sponsored by SPE Brunei Ticket sales</td> </tr> <tr> <td></td> <td>"Well Testing Management: Impact on Reservoir Evaluation & Well Productivity" by Mr Giovanni Da Prat</td> <td>20th May 2004 Venue: Seri Kandi Restaurant, Kuala Belait</td> <td>Sponsored by Expro \$750 Ticket sales</td> </tr> <tr> <td></td> <td>SPE Committee meeting</td> <td>12th July 2004 Venue: PU Office, BSB.</td> <td>Sponsored by SPE Brunei</td> </tr> <tr> <td></td> <td>"Sand Control Challenges in Offshore Sabah" by Mr Karim Shaikh</td> <td>5th October 2004 Venue: BSRC, Kuala Belait</td> <td>Sponsored by Halliburton \$600 No ticket sales</td> </tr> <tr> <td></td> <td>Dynamic Production Optimisation Using Transient Multi-phase Simulation to Maximise Profit" by Juan Carlos Mantecon</td> <td>24th November 2004 Venue: BSRC, Kuala Belait</td> <td>Sponsored by SPE Brunei No ticket sales</td> </tr> <tr> <td>2005</td> <td>SPE Committee meeting</td> <td>24th January 2005 Venue: BSM Office, BSB.</td> <td>TBA</td> </tr> <tr> <td></td> <td>Reservoir Management Strategies: Applications and Examples of Best Practices by John Nnaemeka Ezekwe</td> <td>7th March 2005 Venue: BSRC, Kuala Belait</td> <td>TBA</td> </tr> </tbody> </table> <p>This audit will be the first audit to be carried out for the SPE Brunei section since it was launched in 1997. The SPE Financial statement begin from 31-March to 1-April of every year, for this purpose the section treasurers will submit the financial report directly to SPE.</p> <p>References: 1. SPE Brunei Section rules and Constitution, Rule XII</p>							YEAR	SPE EVENING	DATE	REMARKS	2004	AGM 2003-2005 Minutes of Meeting	10th March 2004 Venue: Orchid Garden Hotel	Sponsored by SPE Brunei		"Would You Know a Good Decision if You Saw One?" by Mr. Reidar B Bratvold	10th March 2004 Venue: Orchid Garden Hotel	Sponsored by SPE Brunei Ticket sales		"Downhole Water Separation" by Mr Andrew K Wojtanowicz	8th April 2004 Venue: Rivera Hotel, Kuala Belait	Sponsored by SPE Brunei Ticket sales		"Well Testing Management: Impact on Reservoir Evaluation & Well Productivity" by Mr Giovanni Da Prat	20th May 2004 Venue: Seri Kandi Restaurant, Kuala Belait	Sponsored by Expro \$750 Ticket sales		SPE Committee meeting	12th July 2004 Venue: PU Office, BSB.	Sponsored by SPE Brunei		"Sand Control Challenges in Offshore Sabah" by Mr Karim Shaikh	5th October 2004 Venue: BSRC, Kuala Belait	Sponsored by Halliburton \$600 No ticket sales		Dynamic Production Optimisation Using Transient Multi-phase Simulation to Maximise Profit" by Juan Carlos Mantecon	24th November 2004 Venue: BSRC, Kuala Belait	Sponsored by SPE Brunei No ticket sales	2005	SPE Committee meeting	24th January 2005 Venue: BSM Office, BSB.	TBA		Reservoir Management Strategies: Applications and Examples of Best Practices by John Nnaemeka Ezekwe	7th March 2005 Venue: BSRC, Kuala Belait	TBA
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WORK REQUIRED																																														
1. Review the financial transactions for the said financial year. 2. Review the financial statement produce by the Treasurers. 3. Auditor will present a report in the next AGM which is planned in Q2 2005.																																														
DELIVERABLES/SCHEDULES																																														
1. Verified the yearly accounts and present a report to AGM of the section / Q1 2005																																														
MANPOWER AND TIME ESTIMATES																																														
Person	Indicator	Responsibility	Man-days (net)																																											
Hj Amirrudin Hj Manaf	PU	Treasurer 1	2 day																																											
Pg Iskandar Pg Suhaili	EPE/11	Treasurer 2	2 day																																											
Hj Nawawi Hj Ahmad	WPE/4	SPE member No	2 day																																											
Kenneth Newn	DPE/1	SPE member No	2 day																																											
			Total : 8 days																																											
APPROVED BY	CHAIRMAN	VICE CHAIRMAN	VICE CHAIRMAN 2	VICE CHAIRMAN 3	SECRETARY	TREASURER																																								
	Hj.Zainal Abidin Hj. Md.Ali, BSP	Hj.Hussin Ali , PU	Pg.Yasmin Pg.Mohammad, BSM	Hj.Kamaludin Bungsu, DM	Yap Sin Fah, EPE/1	Hj Amirrudin Hj Manaf, PU Pg Iskandar Pg Suhaili																																								
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