



EIC TRADE MISSION TO IRAQ

11th - 15th February 2012

Supported by:



BOOKING NOW!

PRIORITY BOOKING FOR MEMBERS UNTIL FRIDAY 9th DECEMBER

The EIC is organising an oil and gas trade mission to Basra in Iraq.

Missioners will have the opportunity to attend organised group meetings with key local players, as well as incorporating a briefing meeting presented by qualified speakers with in-market experience and the opportunity to meet with local companies.

Why Iraq?

As Iraq works to rebuild its economy and infrastructure after years of war and internal strife, the engagement of UK businesses will be an important factor in the success of those efforts. During the past several years, in the face of many political challenges, Iraq's economy has made impressive strides. Iraq's gross domestic product, which was \$57 billion in 2007, has grown to more than \$80 billion in 2011. In its 2010–2014 national development plan, the government has budgeted more than \$186 billion for some 2,700 projects in different sectors.

Iraq holds one of the principal hydrocarbon reserves in the world. With proven reserves estimated at 143 billion barrels, the country's undiscovered oil reserve is considered to have the second largest reserve in the world — possibly 300 billion barrels. Iraq also has reserves of gas of 3.2 trillion cubic metres, and is also rich in other minerals, including sulphur, phosphate and iron.

There are also many opportunities in the country's power sector, as the government has targeted billions of dollars to restore and meet Iraq's increasing need for power. Areas of opportunity include power plants, transmission and distribution, and renewable energy.

As Iraq moves forward with its new government, there are tremendous opportunities for UK companies to develop business.

Full benefits of participation:

- Opportunity to participate in pre-arranged group meetings and networking reception.
- Logistical assistance from an EIC Mission Manager and support/advice on markets from EIC.
- Inclusion in mission brochure (circulated in advance of mission).
- Assistance with travel arrangements
- Security logistics managed by Edinburgh International, our security partner.
- Shared logistical costs (for example, OMIS (UKTI costs, brochure and translation, ground transport, security detail for duration of visit, Hostile Environment Training, networking reception catering etc).
- A chance to network and exchange information with other missioners.
- Support from UKTI through the British Embassy in Iraq



For further details please contact:

Laura Tavernor
Overseas Events Manager
laura.tavernor@the-eic.com

OR Harriet Fray
Overseas Events Administrator
harriet.fray@the-eic.com



www.the-eic.com

DRAFT ITINERARY - IRAQ

Please note that this is a *tentative* itinerary, designed to give you an idea of the intended format of the mission.

Day/Date	Activity/Programme	Notes
Saturday 11th February Am/pm	DUBAI Missioners assemble in Dubai for Hostile Environment Training	
Sunday 12th February pm	BASRA Missioners assemble in Basra In Country Briefing with UKTI/FCO staff	
Monday 13th February am – pm eve	BASRA Company visits/Group Meetings Networking Reception	Wishlist of Companies that will be approached for meetings in Basra: Southern Oil Company South Gas Company Iraq Drilling Company Shell BP Exxon Mobil Foster Wheeler Conoco Phillips Weatherford Petrofac Mott MacDonald Schlumberger TRC International
Wednesday 14th February am – pm	BASRA Company visits/Group Meetings	
Thursday 15th February am – pm	BASRA Company visits/Group Meetings Missioners depart for UK on Emirates flight via Dubai	Please note the above is a guideline to the companies EIC and UKTI will approach for meetings once we have the minimum delegation numbers required for the mission. There will be 6-8 meetings planned in Basra during the working day during the trade mission dependant on acceptance of the mission delegation and ground transport considerations, and all will be invited to the networking reception.

THE MISSION PROGRAMME

Local Briefings: Once in **Basra** there will be a country briefing to update participants on the economic and political situation and local trading conditions and requirements.

Meetings: Group meetings will be organised by UK Trade & Investment in Baghdad alongside the EIC London and Middle East (Dubai) offices. These will include key players within the industry including representatives from both national and international operators as well as international EPC contractors active in the market. The final programme will be tailored to suit Missioners' requirements as closely as possible.

Once your booking is confirmed you will be asked to complete a **Supplementary Data Form** with the names of companies and individuals you would like to see included in the programme or invited to the reception. It is the intention to organise structured group visits. Missioners may get some free time to arrange individual meetings (we advise this to be within the hotel to avoid security/transport issues and this will be confirmed with the final itinerary).

Additional Application Notes: Participating companies should ensure that the representative on the mission has authority and is competent to discuss the supply of the products or services they wish to sell. In addition they need to be able to meet all the costs of their participation.

Delegate Numbers: Total numbers are limited to 20 missioners to ensure group members receive the best value as possible during the visit, however please note we will require a minimum of 10 missioners in order for this mission to go ahead.

PLEASE DO NOT BOOK ANY TRAVEL UNTIL YOU RECEIVE FURTHER INSTRUCTIONS FROM THE EIC.

INSURANCE

The EIC strongly recommends that individual missioners and their respective companies ensure that they are adequately covered by appropriate insurance, as the EIC does not accept responsibility for the consequences of any failure in this regard. This should be done well in advance of the visit to ensure adequate cover. The easiest way to do this is to contact your existing security provider for increased cover.

Should your own security provider not be in a position to help, The EIC's insurance provider will be able to help with travel insurance to Iraq.

For further details and to book insurance please contact The EIC broker for more information.

Barry Cummins Cert CII Insurance and Risk Advisor

Towergate Risk Solutions Northampton
Woodlands House, The Avenue, Cliftonville, Northampton NN1 5SY
DDN: 01604 887318 Fax: 01604 887301
Mobile: 07917 708862
Email: barry.cummins@towergate.co.uk
Website: www.trsnorthampton.co.uk

Please note: When you speak to Barry, please mention that you are participating in the EIC Trade Mission to Iraq.

UK BRIEFING

There will be a briefing in London prior to the mission to cover various aspects, such as a security, market, culture etc. Please note that this is obligatory for all missioners. Failure to attend will jeopardise the delegate place on the mission, for which no refund will be given.

HOSTILE ENVIRONMENT TRAINING

All missioners must have Hostile Environment Training (HET) prior to the visit to Iraq and it is included in the cost of the mission. The EIC will arrange for HET in Dubai on the 11th February (day prior to departure to Basra) for all missioners and is compulsory unless a valid certificate of completion of HET training can be provided.

A hotel in Dubai for one/two nights prior to the mission will be required. The EIC will have a block booking, more information will follow. **Location of training and cost of the hotel in Dubai will be confirmed in due course, following confirmation of mission.**

If you cannot attend the training in Dubai then you will need to produce a valid certificate to the EIC to that effect from a reputable provider. Please note that the EIC recommend a refresher prior to your visit to Iraq and the training is included in the cost of the mission.

GROUND TRANSPORTATION AND PERSONAL SECURITY DETAIL

The EIC will be using **EDINBURGH INTERNATIONAL** for the security in Iraq. www.edinburghint.com

EI has an extensive and unbroken track record of supporting commercial, development and government contracts in Iraq since 2003. Operating throughout Iraq in support of clients, EI provides bespoke and flexible security solutions to individual client requirements. These include both static guarding and mobile security.

EI will provide the EIC with a Mobile Security Team (MST) sufficient to move the required number of delegates. The configuration used will depend on the final number of delegates.

The MST team will be led and managed by an expatriate Team Leader (TL) who has extensive experience of both the role and the southern Iraq environment. The TL will produce a written risk assessment prior to each journey. The TL will be supported by one or two expatriate Deputy Team Leaders (DTL), depending on the number of delegates. All journeys will be mission managed from EI's Operations Centre in Basra. EI operates a full communications suite along with Track 24 allowing vehicle tracking and communications to be maintained across southern Iraq.

EI maintains an Operations Centre in Basra to provide mission management and strategic support to EI projects in southern Iraq. The Operations Centre provides the following capabilities on a 24/7 basis:

- Highly experienced management oversight
- Full spectrum communications
- Satellite tracking of all EI vehicles
- Up-to-date intelligence picture and threat advisory
- Mapping and planning aids

Vehicles

- Vehicles will be fully serviced and maintained by EI, with morning, evening and weekly inspections being undertaken and logged to ensure that vehicles are in good working order.
- All EI vehicles employed in support of EIC tasks will be fitted with Track 24 real time vehicle tracking systems which are monitored at all times by the EI Operations Room located in the EI HQ in Basra.
- Each vehicle will be fitted with VHF communications equipment as well as comprehensive Advanced Trauma Life Support equipment for the treatment of injuries until full medical support can be reached.
- Vehicle convoys will be equipped with the appropriate equipment to mitigate any mechanical breakdowns or malfunctions that may occur while transporting EIC personnel. Each vehicle will carry a file containing EI company registration and licenses, specific vehicle registration documentation and all weapon registration forms and weapons serial numbers at all times.
- In addition to the communications fitted to vehicles, all MST personnel are issued with hand-held VHF radios and will carry local mobiles.

TRAVEL

Flights: Emirates

The group will be expected to be on the same flight in and out of Iraq to ensure best security. Once the mission is confirmed and we have set numbers we will give you the exact flight to book.

At the moment average costs are:

Dubai to Basra with Emirates is approximately £500 return travelling economy.

London to Basra with Emirates is approximately £850 return travelling economy, including stopover in Dubai prior to mission for HET training.

Please wait for further instructions from the EIC before booking flights.

Accommodation:

- **Accommodation in Basra**

Accommodation in Basra (bed and breakfast and wireless internet) is included within the communal charge. This is facilitated by the security company to ensure best possible security for the group during the mission. The hotel the group will be staying in is the Basra International Hotel.

The accommodation will be confirmed closer to the time based on any changes in area security.

Please note: There is **no option** to stay in a different hotel to the rest of the group for logistical reasons.

- **Accommodation in Dubai (pre mission for HET training)**

The EIC will make a block reservation depending on how many of the group require accommodation in Dubai. Details will be given in due course. Please note this is an additional cost to the communal charge, only accommodation in Basra is included.

Visas

UK citizens do require a visa for the visit to Iraq.

Edinburgh International, the appointed security company will facilitate the visa process along with the assistance of the British Embassy in Baghdad for UK passport holders. The cost for this is included within the mission.

Holders of passports from other countries may need to source the visa application process individually or pay a surcharge. Please advise on application if you are a holder of a non-British passport.

The EIC will advise successful applicants on how to apply for visas once the list of missioners has been established.

The mission cost also includes an airport facilitation service offered by Edinburgh International which will ensure that delegates are processed through the immigration process first and should clear the airport within thirty minutes. The normal immigration process generally takes around four hours and can frequently be in excess of six.

**Final deadline for application forms:
Friday 6th January 2012**

FINANCE

1. Management Fee

To cover the costs incurred by the EIC in organising this mission, a non-refundable Management Fee is being levied for the participant from each company as follows:

Member of EIC **£400** (one person per company)

Non-member **£550** (one person per company)

2. Communal Charge

The Communal Charge includes all of the items listed below.

Basra

- Pick up at airport, transfer to secure accommodation in PSD convoy
- Visa facilitation for UK passport holders and facilitation through customs. Holders of passports from other countries may need to source the visa application process individually or pay a small surcharge.
- Three nights' accommodation in a secure facility, bed and breakfast and wireless included
- Transport around Basra with PSD convoy
- Security throughout
- Transfer to the airport in PSD convoy
- Hostile Environment Training prior to the mission in Dubai
- Mission OMIS (UK Trade & Investment fee for assistance with mission)
- Production of UK Delegation Brochure (translated into Arabic)
- UK briefing prior to mission
- Meeting room hire/catering
- Networking Reception in Basra including room hire, catering etc
- Mission Gifts for meeting hosts
- Mission Leader for group

The communal charge is **£4,400 per delegate.***

**The cost above is as accurate as possible but may be subject to an increase dependant on hotel costs and security requirements at the time of visit to Iraq. This is not expected at time of mission launch.*

Please note that the EIC has to settle invoices prior to the mission and pay "on-site" bills. To minimise the EIC's exposure, therefore, we must ask for the communal charge shown on the application form at the end of this notice to be paid at the time of booking.

3. Cancellation Charges

In the event of cancellation of the mission for reasons beyond the control of the EIC, all communal costs committed to the date of cancellation will be charged to the companies who would have participated. In the event of cancellation by an individual company, the company's proportion of the communal costs incurred up to the date of cancellation will be charged. The management fee is payable forthwith in any event.

4. Payment

Management Fee: Payable with application form to the EIC

Communal Charge: Payable with application form to the EIC

FAQs

I would like to make my own travel arrangements and fly out independently from the group.

For Iraq you will be expected to fly with the group from Dubai to Basra to ensure that best possible security is given to the group. It will not be possible to stay in a different hotel in Iraq from the rest of the group for logistical reasons.

Our Company is UK-registered but I would like to have someone from our Iraq office to participate in the mission.

As long as it is the UK-registered company being promoted, we would be delighted to have them in the group. They must ensure that they arrive at the hotel each day ready to be transported with the rest of the group to each meeting.

I would like to have two representatives from our Company on this mission.

This will only be allowed if the mission is under-subscribed. At this stage, the interest is overwhelming and therefore space is limited to one person per company. However should you wish for more than one delegate to attend please let us know and if there is space available once all the applications have been received at the closing date we will accommodate your request.

We are new to this market. Why is this trip such a good idea for us?

EIC Trade Missions are an ideal way to 'dip your toe in the water'. It is an excellent introduction to a new market, enabling you to gain from the experience of others in the group while in a supportive environment. The visit will give you a good grounding, introducing you to key people in the market, an opportunity to gain an understanding of the business culture whilst meeting valuable contacts that can be followed up on subsequent visits.

We already have substantial experience in these markets. Why is this trip such a good idea for us?

EIC Trade Missions are an ideal way to strengthen existing business relationships as well as establish high level contacts with some of the key players in the oil and gas sector.

We only wish to participate in some of the meetings, is this possible?

Missioners are expected to participate in all meetings with the group. We find that it reflects badly on the rest of the group if missioners dip in and out of meetings as all of you are listed in a brochure and the meetings have been confirmed based on the whole group attending.

What does the communal cost cover and why are they subject to change?

For the Iraq mission the costs cover all of the items listed on the 'Finance' page.

Please see previous pages for information on security, visas, insurance and Hostile Environment Training.

APPLICATION PROCEDURE

Members of the EIC have priority booking for one week only until Friday 9th December 2011 due to high levels of interest. Please book your space as soon as possible to avoid disappointment.

Since places will be awarded on a first come, first served basis in order of receiving signed application forms, please complete the EIC application form and fax or email to harriet.fray@the-eic.com at the EIC as soon as possible.

PLEASE NOTE: We will require a questionnaire to be completed by each delegate upon return from the mission.

**APPLICATION FORM - Please return your form to harriet.fray@the-eic.com
no later than 6th January 2012**

- a) I wish to participate in the mission and will pay the appropriate contribution towards Communal Costs.
- b) I understand the terms and conditions of participation and accept the cancellation terms.
- c) I enclose/will forward a cheque covering i) & ii) below for £_____ made payable to Energy Industries Council. *(Alternatively you can pay by bank transfer or credit card - Nat West plc - Sterling Account: 05501288 - Sort Code: 60-15-33)*
- i) the appropriate **Management Fee** *(The management fee is payable forthwith in any event)*
- | | |
|---------------|-------|
| Member of EIC | £ 400 |
| Non-Member | £ 550 |
- ii) the **Communal Charge of £4,400** per person*
- *The cost above is as accurate as possible but may be subject to an increase dependant on hotel costs and security requirements at the time of visit to Iraq. This is not expected at this time. Unsuccessful applicants will be given a full refund.*

If you wish to pay by credit card, please supply details below. Upon confirmation of the transaction, EIC will send you a receipt.

Card Number		Card Type	
Start Date		Expiry Date	
Name on Card		Signature	

- d) Is your business a “potential or developing exporter?” Yes No
- e) Is your business “new to market”? Yes No
(Has it exported to Iraq within the last 12 months?)
- f) Confirmation of the acceptance of the mission will be advised in due course and specific terms and conditions advised.
- g) I agree to complete the post event questionnaire

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no later than 6th January 2012**

CONTACT NAME: _____	POSITION: _____
COMPANY NAME: _____	COMPANY REGISTRATION NUMBER: _____
ADDRESS: _____	
DIRECT LINE: _____	DIRECT FAX: _____
SWITCHBOARD: _____	MOBILE: _____
E-MAIL: _____	WEBSITE: _____
SIGNED: _____	NAME: _____
DATE: _____	BRITISH PASSPORT HOLDER? YES <input type="checkbox"/> NO <input type="checkbox"/> OTHER _____

Please note that your application covers only the company or business declared above unless you have our consent in writing. We reserve the right to ask for proof of the eligibility of your company or business and the credentials of your representative as a condition of attendance at the mission. Representation or promotion of any company or business not named in the application or otherwise having our written consent may result in your exclusion from the event without any right to a refund.