

**KGOC
2019**

الشركة الكويتية لنفط الخليج (ش.م.ك.)
Kuwait Gulf Oil Company (K.S.C)



BUSINESS CALENDAR

Corporate Planning Group



الشركة الكويتية للنفط الخليج (ك.س.ك.)
KUWAIT GULF OIL COMPANY (K.S.C.)



2040
Values

Integrity

Acting in a trustworthy manner with the highest standards of ethics, respect and honesty.

Innovation

Developing and embracing new ideas, methods and approaches to solving challenges that create value.

Excellence

Encouraging strong performance, continuous improvement and a customer focus.

One Team

Caring for the interests of KPC and ensuring alignment to achieve corporate and State goals.

Partnership

Building and sustaining relationships that support growth and enhance operational excellence.

Caring for People

Creating a culture where people develop and grow, and are positively motivated to contribute to the success of others.

Commitment to HSSE

Respecting the environment and ensuring safety, security and the promotion of a healthy workplace wherever KPC operates.

Pride

Creating employee satisfaction on an individual level and promoting a sense of loyalty and belonging to KPC.



CEO Speaks

Firstly a Happy New Year ! As we close out 2018 and as 2019 begins to dawn, it seems like a great time to reflect on what we've accomplished and the plans that we have for future.

I'd like to start by telling you that I appreciate the hard work, commitment, and contributions by each one of you. I recognize that there will be obstacles and pitfalls along the way, but Inshallah, we will be able to overcome all of them with collective efforts.

In the upcoming year, my hope for everyone is to continue with our commitment, seek out opportunities for growth on new tasks and initiatives, and continue addressing the challenges head on. As we do this, I encourage everyone to look for ways to increase your participation and efforts in helping to make our company more effective, efficient, and sustainable in the future.

All the Best,

A handwritten signature in black ink, consisting of a large 'A' and a stylized 'Y'.

Abdulnaser Y. Alfulaj
Chief Executive Officer



Ag. DCEO
(Planning & Commercial
Affairs)

The global oil industry is now going through a rough phase with the low crude oil prices. It has become imperative for oil producing companies, including KGOC, to be more efficient and cost effective than ever before in a low oil price environment.

It is my strong belief that apart from KGOC implementing cost optimization initiatives, carrying out the activities of the organization in a proactive and timely manner also improves the organizational efficiency and thereby contributes towards the overall cost efficiency.

The KGOC business calendar is one of the many tools that is available to us to help in improving our efficiency by reminding us our tasks and responsibilities. I urge each and everyone one of you to frequently refer to this valuable document and derive the maximum benefit out of it.

I hope the New Year 2019 will bring in success and glory for all of us at KGOC.

Best wishes to all,

A handwritten signature in black ink, appearing to be 'Saeed M. Al-Shaheen'.

Saeed M. Al-Shaheen

Ag. DCEO (Planning & Commercial Affairs)



Manager
(Corporate Planning)

It is my pleasure to provide you with the 2019 KGOC Business Calendar. It has been our endeavor to publish the business calendar at the start of the year in order to make each and every employee aware of the activities or business processes that the company is going to perform throughout the year and the associated timelines.

Our values are fundamental and essential in creating an enduring and successful KGOC organization. They embody our collective commitment to the moral and ethical standards we believe are essential to our reputation and positive growth. Out of the eight KGOC 2040 Values, one of them is Excellence which means encouraging a strong performance, continuous improvement and a customer focus.

In this context the KGOC Business Calendar can be a valuable reference tool to help us plan our activities and take proactive action in our quest for Excellence.

Finally, I wish you all a very happy and successful 2019.

A handwritten signature in black ink, reading 'A. Hashem', with a long horizontal line extending to the right.

Abdullah S. Hashem
Manager (Corporate Planning)

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Key Highlights

Major Activities	Timelines
Quarterly updates to KPMs in KPC Hyperion System	17 th Jan, 18 th April, 18 th July and 17 th October 2019
Quarterly updates to SMAIP Performance Monitoring	24 th Jan, 25 th April, 25 th July and 24 th October 2019
Quarterly updates to KGOB Balanced Scorecard Reports	22 nd Jan, 23 rd April, 22 nd July and 22 nd October 2019
Submission of Manpower Plan to KPC for approval	24 th - 25 th July 2019
Submission of Draft KGOB Five Year Plan 2020-2024 and ECAP to KPC-CP	18 th - 22 nd August 2019
Issue 2020 OPEX Budget Outlook to KPC	18 th - 22 nd August 2019
Submission of Board approved KGOB Five Year Plan 2020-2024, ECAP & Risk Report to KPC-CP	9 th - 15 th September 2019
Submission of Strategic Initiative Terms of Reference to KPC through UPMO/USC	2 nd - 15 th September 2019
Prepare Annual Capital Budget (Arabic version) for KPC submission	16 th September - 15 th October 2019
Submission of 2020 OPEX Budget to KPC for approval	18 th November - 20 th November 2019
Target setting for 2020 KPMs and SMAIP	15 th September - 28 th November 2019

Notes:

KGOB's Planning cycle for all the major business activities such as Five Year Plan, Capital Budget, Target Setting is on Calendar year basis. Above mentioned dates are subject to change as per KPC's guidelines and Business requirements.

KGOC BUSINESS CALENDAR 2019

ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
1	Strategic Planning				09	16	23	30	06	13	20	27	03	10	17	24	31	07	14
2	KGOC Five Year Plan 2020-2024																		
3	Develop KGOC FYP Monthly Production Forecast	AM (W),AM (K),SP Team	Sun 03/03/19	Sun 31/03/19				03											
4	Review, consolidate and submit KGPC FYP Monthly Production Forecast to KPC	SP Team	Mon 01/04/19	Mon 15/04/19				01											
5	Issue KPC FYP Guidelines to KGOC FYP Team	SP Team	Wed 01/05/19	Thu 16/05/19					01										
6	WJO and KJO to submit Draft FYP	KJO,WJO	Sun 19/05/19	Thu 20/06/19						19									
7	Finalize comments on WJO and KJO Draft FYP with JOs	AM (W),AM (K),CPG,FAs	Sun 23/06/19	Thu 04/07/19							23								
8	JOs to present Draft WJO and KJO FYP to KGOC LC	KJO,WJO	Sun 30/06/19	Thu 11/07/19							30								
9	WJO and KJO to submit Final FYP (JOC endorsed for KJO)	KJO,WJO	Sun 14/07/19	Thu 25/07/19								14							
10	KJO to submit JEC approved FYP	KJO	Sun 28/07/19	Thu 08/08/19								28							
11	Finalize Draft KGOC FYP Templates	KGOC FYP Team	Sun 28/07/19	Thu 08/08/19								28							
12	Present KGOC Draft FYP to TLs/Mgrs/LC	SP Team	Sun 11/08/19	Thu 15/08/19									11						
13	Send KGOC Draft KGOC FYP & ECAP to KPC-CP and KGOC RM&I	SP Team	Sun 18/08/19	Thu 22/08/19									18						
14	KPC CP to send comments on Draft KGOC FYP	KPC-CP	Sun 25/08/19	Thu 05/09/19									25						
15	Incorporate KPC comments in KGOC FYP and prepare for Board Presentation and send Final Draft to RM&I in preparation for the board	SP Team	Sun 01/09/19	Sun 08/09/19									01						
16	Present Final Draft KGOC FYP to LC and KGOC Board	SP Team,MSG	Mon 09/09/19	Sun 15/09/19									09						
17	Send Final KGOC FYP, ECAP & Risk Report to KPC	SP Team	Mon 09/09/19	Sun 15/09/19									09						
18																			



ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
					0916233006132027031017240310172431071421280512192602091623300714212804111825010815222906132027031017240108152229051219													
19	Strategic Initiatives Terms of Reference (ToRs)																	
20	Requests AM(W) Group, AM(K) Group for finalization of ToR	SP Team	Wed 01/05/19	Thu 16/05/19					01	16								
21	Submission of ToRs by the respective Groups	AM(W),AM(K)	Sun 19/05/19	Thu 01/08/19					19				01					
22	Review, consolidate and sent to UPMO SI coordinator for review and forwarding to KPC for comments	SP Team	Sun 04/08/19	Thu 08/08/19								04	08					
23	Receive modified ToRs from the concerned Group after KPC comments	AM(W),AM(K)	Sun 11/08/19	Sun 01/09/19								11	01					
24	Consolidate, submit for approval of Sr.Management and sent to KPC through UPMO/USC	SP Team	Mon 02/09/19	Sun 15/09/19									02	15				
25																		
26	Strategic Initiatives Target setting	SP Team/AM(W) & AM(K)	Mon 16/09/19	Thu 28/11/19									16				28	
27																		
28	Strategic Initiatives Quarterly Performance Review & Approval	SP Team/AM(W) & AM(K)	Tue 01/01/19	Sun 20/10/19	01	20		01	21		01	21		01	20			
33																		
34	Long Term Energy Supply Demand to KPC	SP Team/AM(W) & AM(K)	Wed 01/05/19	Thu 30/05/19					01	30								
35																		
36	Mid Term Forecast to KPC & KOC as applicable	SP Team/AM(W) & AM(K)	Tue 01/01/19	Tue 15/10/19	01	15		01	15		01	15		01	15			
41																		
42	Short Term Production Forecast to KPC & KOC	SP Team/AM(W) & AM(K)	Tue 01/01/19	Sun 15/12/19	01	15	14	14	15	15	13	15	15	15	15	14	15	
55																		
56	KGOC Business Calendar 2020	All	Tue 01/10/19	Tue 31/12/19									01				31	

KGOC BUSINESS CALENDAR 2019

ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
					09	16	23	30	06	13	20	27	03	10	17	24	31	07	14
57																			
58	Capital Budget																		
59	Issue KGOC Capital Budget Guidelines and request Capital Budget submissions from WJO, KJO & HO Teams	OP&CB/SP/KPC	Mon 01/04/19	Sun 14/04/19					01										
60	Raise new Budget Proposals (BP)& Project Proposals (PP)	WJO/KJO/HO	Mon 15/04/19	Sun 28/04/19					15										
61	KGOC to review New BPs & PPs	OP&CB /Technical teams	Mon 29/04/19	Sun 05/05/19					29										
62	Joint review meeting for BPs and PPs	WJO/KJO/KGOC	Mon 06/05/19	Sun 12/05/19					06										
63	Revision of BPs & PPs (if required)	WJO/KJO/HO	Mon 13/05/19	Sun 26/05/19					13										
64	Approvals of New BPs & PPs	OP&CB /Technical teams	Mon 27/05/19	Sun 16/06/19					27										
65	Prepare & submit Draft CBC categorization of new programs to KPC (if required)	OP&CB /Technical teams	Mon 24/06/19	Sun 07/07/19							24								
66	Raise revised phasing of Carryover projects	WJO/KJO/HO	Mon 13/05/19	Sun 26/05/19					13										
67	KGOC to review Carryover projects	OP&CB /Technical teams	Mon 27/05/19	Sun 09/06/19					27										
68	Joint review meeting for Carryover projects	WJO/KJO/KGOC	Mon 10/06/19	Sun 23/06/19					10										
69	Final (if revised) phasing of Carryover projects	WJO/KJO/HO	Mon 24/06/19	Sun 07/07/19							24								
70	Approvals of revised phasing of Carryover projects	OP&CB /Technical teams	Mon 08/07/19	Sun 21/07/19							08								
71	Prepare Draft ECAP & FYP Capex summary	OP&CB Team	Tue 23/07/19	Mon 05/08/19								23							
72	Submit Draft ECAP & FYP Capex summary to KPC-CP	OP&CB Team thru SP Team	Mon 05/08/19	Thu 22/08/19								05							
73	KPC -CP to send comments on Draft ECAP	KPC-CP	Fri 23/08/19	Fri 30/08/19									23						
74	Incorporate KPC's comments in ECAP, FYP Summary	OP&CB Team	Mon 02/09/19	Sun 08/09/19									02						



ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
75	Present Annual Capital Budget, FYP Capex & ECAP to LC/ Audit Committee	OP&CB Team	Mon 09/09/19	Sun 15/09/19	09	16	23	30	06	13	20	27	03	10	15			
76	Present Annual Capital Budget, FYP Capex & ECAP to KGOC Board	OP&CB Team	Mon 09/09/19	Sun 15/09/19										09	15			
77	Submit FYP Capex & ECAP for KPC	OP&CB Team thru SP team	Mon 09/09/19	Sun 15/09/19										09	15			
78	Prepare Annual Capital Budget (Arabic version) for submission to KPC	OP&CB Team	Mon 16/09/19	Tue 15/10/19										16	15			
79	Receive and respond to KPC commenst on Annual Capital Budget (Arabic version)	KPC-CP, OP&CB Team	Wed 16/10/19	Fri 15/11/19											16	15		
80	Receive KPC approval of Annual Capital Budget and forward approved Capital budget to WJO/KJO and HO teams	KPC-CP, OP&CB Team	Sat 16/11/19	Mon 30/12/19												16	30	
81																		
82	KPC Hyperion -Capital Program Updates	OP&CB/WJO/K Concerned Tech Team		20th of 1st, 4th, 7th and 10th Month		◆	20		◆	20		◆	20		◆	20		
95																		
96	Provide capex updates for Monthly Major Capital Projects Report	OP&CB/PM/WJO Concerned Tech Team	1st of Month	20th of Month	01	20	20	20	20	20	20	20	20	20	20	20	20	20
109																		
110	Performance Management																	
111	KPC Hyperion Updates - KPM's	PM Team																
112	Q4 2018		Wed 02/01/19	Thu 17/01/19	02	17												
113	Q1 2019		Mon 01/04/19	Thu 18/04/19				01	18									
114	Q2 2019		Mon 01/07/19	Thu 18/07/19								01	18					
115	Q3 2019		Tue 01/10/19	Thu 17/10/19										01	17			
116																		

KGOC BUSINESS CALENDAR 2019

ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
117	2019 SMAIP Update	PM Team			09	16	23	30	06	13	20	27	03	10	17	24	31	07	14
118	Q4 2018		Wed 02/01/19	Thu 24/01/19		02													
119	Q1 2019		Mon 01/04/19	Thu 25/04/19					01										
120	Q2 2019		Mon 01/07/19	Thu 25/07/19							01								
121	Q3 2019		Tue 01/10/19	Thu 24/10/19										01					
122																			
123	KPC Individual Review Meeting (IRM)	PM Team																	
124	Q4 2018		Sun 20/01/19	Thu 31/01/19		20													
125	Q1 2019		Sun 21/04/19	Tue 30/04/19					21										
126	Q2 2019		Sun 21/07/19	Wed 31/07/19								21							
127	Q3 2019		Sun 20/10/19	Thu 31/10/19											20				
128	N.B.: the dates may be changed as per KPC advice																		
129																			
130	Update KGOC Balanced Scorecard Reports	PM Team																	
131	Q4 2018		Wed 02/01/19	Tue 22/01/19		02													
132	Q1 2019		Mon 01/04/19	Tue 23/04/19					01										
133	Q2 2019		Mon 01/07/19	Mon 22/07/19							01								
134	Q3 2019		Tue 01/10/19	Tue 22/10/19										01					



ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan						
					09	16	23	30	06	13	20	27	03	10	17	24	31	07	14	21	28	05	12	19
135																								
136	Monthly Performance Report (MPR)	PM Team																						
137	Jan. 2019		Wed 02/01/19	Thu 24/01/19		02																		
138	Feb. 2019		Sun 03/02/19	Thu 21/02/19			03																	
139	Mar. 2019		Sun 03/03/19	Sun 24/03/19				03																
140	Apr. 2019		Mon 01/04/19	Thu 25/04/19					01															
141	May. 2019		Wed 01/05/19	Thu 23/05/19						01														
142	Jun. 2019		Sun 02/06/19	Mon 24/06/19							02													
143	Jul. 2019		Mon 01/07/19	Thu 25/07/19								01												
144	Aug. 2019		Thu 01/08/19	Thu 22/08/19									01											
145	Sep. 2019		Sun 01/09/19	Mon 23/09/19										01										
146	Oct. 2019		Tue 01/10/19	Thu 24/10/19											01									
147	Nov. 2019		Sun 03/11/19	Sun 24/11/19												03								
148	Dec. 2019		Sun 01/12/19	Mon 23/12/19													01							
149																								
150	Quarterly Management Meeting (QMM)	PM Team																						
151	Q4 2018		Sun 27/01/19	Thu 31/01/19			27																	
152	Q1 2019		Sun 28/04/19	Tue 30/04/19						28														

KGOC BUSINESS CALENDAR 2019

ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
153	Q2 2019		Sun 28/07/19	Tue 30/07/19	09	16	23	30	06	13	20	27	03	10	17	24	31	07
154	Q3 2019		Sun 27/10/19	Thu 31/10/19														
155	N.B.:The meeting dates could be changed as per Senior Management request																	
156																		
157	KGOC Achievements Report To KPC (تقرير الأداء ربع السنوي)	PM Team																
158	Q4 2018		Wed 02/01/19	Thu 10/01/19	02	09	16	23	30	06	13	20	27	03	10	17	24	31
159	Q1 2019		Tue 02/04/19	Thu 11/04/19														
160	Q2 2019		Tue 02/07/19	Thu 11/07/19														
161	Q3 2019		Wed 02/10/19	Thu 10/10/19														
162																		
163	Target Setting: KPM, SMAIP 2020	PM Team	Sun 15/09/19	Thu 28/11/19														
164																		
165	Operating Expense Budget																	
166	Forward circular to WJO, EOR & KJO to prepare and submit 2020 - 2024 OPEX Budget	Budget & Cost Team	Sun 13/01/19	Sun 27/01/19	13	20	27	03	10	17	24	31	07	14	21	28	04	11
167	Forward circular to HO to prepare and submit 2020 - 2024 OPEX Budget	Budget & Cost Team	Mon 15/04/19	Mon 22/04/19														
168	Receive HO Groups 2020 - 2024 OPEX Budget	All Teams,Mgrs,DCEt	Mon 29/04/19	Sun 09/06/19														
169	Receive 1st Draft WJO, EOR & KJO 2020 - 2024 OPEX Budget	WJO,EOR,KJO Planning	Sun 21/04/19	Thu 25/04/19														
170	Receive Final Draft WJO, EOR & KJO 2020 - 2024 OPEX Budget	WJO,EOR,KJO Planning	Tue 28/05/19	Tue 18/06/19														



ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
171	Receive KGOC provisional manpower hiring plan from KGOC HR	MP Team	Sun 23/06/19	Thu 27/06/19	09	16	23	30	06	13	20	27	03	10	17	24	31	07
172	Receive KGOC detailed CAPEX with projects completion dates from KGOC OP & CB	OP & CB Team	Mon 22/07/19	Tue 30/07/19								22	30					
173	Receive KGOC oil production, gas production and flaring from KGOC Strategic Planning	SP Team	Mon 22/07/19	Thu 25/07/19								22	25					
174	Issue Initial Draft Five Year (2020 - 2024) Financials to KGOC Strategic Planning	Budget & Cost Team	Wed 31/07/19	Tue 06/08/19								31	06					
175	Issue 2020 OPEX Budget Outlook to KPC	Budget & Cost Team	Sun 18/08/19	Thu 22/08/19									18	22				
176	Issue Five Year (2020 - 2024) Financials to KGOC Strategic Planning	Budget & Cost Team	Sun 18/08/19	Thu 22/08/19									18	22				
177	2020 OPEX Budget presentation to KGOC Audit Committee	Budget & Cost Team	Tue 15/10/19	Tue 15/10/19												15		
178	KGOC Board approval of 2020 OPEX Budget	Budget & Cost Team	Thu 14/11/19	Thu 14/11/19													14	
179	Submit 2020 OPEX Budget to KPC for approval	Budget & Cost Team	Mon 18/11/19	Wed 20/11/19													18	20
180																		
181	Manpower Plan & Budget																	
182	Request feedback from all the Groups (HO & WJO)	Manpower Section	Sun 03/03/19	Thu 21/03/19				03	21									
183	Receive feedback from all the Groups (HO & WJO)	Manpower Section and Job Evaluation	Sun 24/03/19	Thu 18/04/19				24	18									
184	Consolidate and finalize the Manpower Plan	Manpower Section	Sun 21/04/19	Thu 02/05/19					21	02								
185	Discuss with concerned DCEO & obtain their approval	Manpower section and Manager HR	Sun 05/05/19	Thu 16/05/19					05	16								
186	Forward KGOC Manpower Plan to KPC for approval	Manpower Section	Wed 24/07/19	Thu 25/07/19								24	25					
187	Consolidate and finalize Manpower Budget	Manpower Section	Sun 21/04/19	Thu 23/05/19					21	23								
188	Discuss with concerned DCEO & obtain their approval	Manpower Section	Sun 05/05/19	Thu 30/05/19					05	30								

KGOC BUSINESS CALENDAR 2019

ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
189	Submit Manpower budget to KGOC Senior Management to obtain their approval	Manpower Section	Sun 02/06/19	Thu 20/06/19							02	20						
190	Submit the final approved Manpower Budget to Budget & Cost Dept.	Manpower Section	Sun 23/06/19	Thu 27/06/19							23	27						
191	KGOC Board for approval	Manpower Section	Mon 01/07/19	Thu 04/07/19							01	04						
192	Review and Finalize Manpower Budget	Manpower Section	Sun 07/07/19	Thu 11/07/19							07	11						
193	Submit Manpower budget to KPC Board for approval	Manpower Section	Sun 14/07/19	Thu 18/07/19							14	18						
194																		
195	Personnel Admin. & Industrial Relation																	
196	Field Visits	IR Team	Tue 01/01/19	Tue 31/12/19	01													31
197	Launching the first phase of newly Oracle Cloud (Fusion) System	PA Team	Tue 01/01/19	Sun 30/06/19	01							30						
198	Launching the second phase of newly Oracle Cloud (Fusion) System	PA Team	Mon 01/07/19	Tue 31/12/19							01							31
199	Conducting two Introduction Sessions About Fusion Leave Automation self-service (HO & WJO)	PA Team	Mon 01/07/19	Tue 31/12/19							01							31
200	Develop Monthly HR Magazine (HR Transmission)	PA & IR Team	Tue 01/01/19	Tue 31/12/19	01													31
201	Ongoing Update of KGOC Administrative Procedures as well as the new Oracle Fusion System to be in line with the KGOC 2040 Strategic Plan underpinned by KPC 2040 Strategic Directions.	PA & IR Team	Tue 01/01/19	Tue 31/12/19	01													31
202	Conducting Two Sessions about Personal Grievances Automatio self-service (HO & WJO)	IR Team	Mon 01/07/19	Tue 31/12/19							01							31
203	Launching Personal Grievances Automatio on Oracle System	IR Team	Mon 01/07/19	Tue 31/12/19							01							31
204																		
205	Information Technology																	
206	Oracle Development, support and Maintenance	IT Team	Mon 18/12/17	Tue 25/02/20														



ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
207	Schlumberger Software & Services Contract	IT Team	Sun 01/10/17	Mon 30/09/19	09	16	23	30	06	13	20	27	03	10	17	24	31	07		
					30															
208	Halliburton Software & Services Contract	IT Team	Thu 11/05/17	Fri 10/05/19																
					10															
209	Access Control System (ACS) for KGOC Head Office Main Gates	IT Team	Sun 01/04/18	Tue 31/03/20																
210	IT Infrastructure Contract	IT Team	Sun 08/04/18	Thu 07/04/22																
211	IT Security Project (Requirement is merged in Network Contract)	IT Team	Sat 01/12/18	Thu 01/12/22																
212	IT Network Infrastructure Upgrade & Maintenance	IT Team	Sat 01/12/18	Thu 01/12/22																
213	WJO Data Replication using NetApp Device	IT Team	Thu 17/08/17	Sun 16/08/20																
214	Oracle Fusion Implementation Contract	IT Team	Sun 14/01/18	Fri 13/01/23																
215	Technical Manpower for Information Technology Team	IT Team	Thu 01/11/18	Sat 30/10/21																
216	KGOC Enterprise Software Licenses & Related Services Contract	IT Team	Fri 08/03/19	Tue 07/03/23																
					08															
217																				
218	Health, Safety, Security and Environment																			
219	HSSE Annual report	HSSE Team	Mon 01/04/19	Tue 30/04/19																
					01													30		
220	HSSE Campaigns:																			
221	Road Safety Campaign	HSSE Team	Fri 01/03/19	Tue 31/12/19																
					01													31		
222	Occupational Health Campaign	HSSE Team	Mon 01/04/19	Tue 31/12/19																
					01													31		
223	Infrastructure Security(KGOC Infrasec expo)	HSSE Team	Fri 25/10/19	Sat 30/11/19																
					25													30		
224	Other HSSE activities																			

KGOC BUSINESS CALENDAR 2019

ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan																					
225	Fire and evacuation drills at all buildings at KGOC HO & Altujaria including the construction site, contractor office	HSSE Team	Tue 01/01/19	Tue 31/12/19	09	16	23	30	06	13	20	27	03	10	17	24	31	07	14	21	28	04	11	18	25	01	08	15	22	29	06	13	20	27	03	10	17	24	31
226	Implementation of KGOC HSSE Procedures as per KPC's new HSSE Management System	HSSE Team	Tue 01/01/19	Tue 31/12/19	01																				31														
227	Develop 2019 KGOC HSSE Objectives and Targets and communicate them with all groups accordingly	HSSE Team	Tue 01/01/19	Tue 31/12/19	01																				31														
228	Prepare and submit RoSPA award application	HSSE Team	Tue 01/01/19	Tue 31/12/19	01																				31														
229	Contractor HSSE Forum	HSSE Team	Sun 01/09/19	Sun 15/12/19														01					15																
230	Project Stand Up Day	HSSE Team	Tue 01/10/19	Fri 01/11/19															01			01																	
231	Security Threat Level Drill	HSSE Team	Fri 01/03/19	Tue 31/12/19						01															31														
232	Central HSSE Committee meetings	HSSE Team	Fri 01/03/19	Tue 31/12/19						01															31														
233																																							
234	Risk Management & Insurance																																						
235	KJO OIP Insurance Policy Renewal																																						
236	Insurance Market Risk Engineering Survey	RM&I Team	Fri 01/03/19	Wed 28/08/19						01											28																		
237	Asset Valuation Exercise	RM&I Team	Thu 07/02/19	Wed 28/08/19						07											28																		
238	Market Visit and Placement of Policy	RM&I Team	Fri 01/02/19	Tue 31/12/19						01															31														
239	WJO Property Insurance Policy Renewal																																						
240	Insurance Market Risk Engineering	RM&I Team	Fri 01/03/19	Sun 27/10/19						01											27																		
241	Asset Valuation Exercise	RM&I Team	Wed 01/05/19	Wed 27/11/19									01											27															
242	Prepare Underwriting Information for KPC CRMD	RM&I Team	Wed 07/08/19	Wed 09/10/19													07				09																		



ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan						
243	KJO Group Life Insurance Policy Renewal				0916233006132027031017240310172431071421280512192602091623300714212804111825010815222906132027031017240108152229051219																			
244	Renew/Place Policy	RM&I Team	Tue 01/01/19	Tue 31/12/19	01	[Yellow bar from Dec 01 to Dec 31]																	31	
245	KPC Group Medical Expenses Reimbursement Scheme																							
246	Prepare Underwriting Information	RM&I Team	Tue 01/01/19	Tue 31/12/19	01	[Yellow bar from Dec 01 to Dec 31]																	31	
247	Renew/Place Policy	RM&I Team	Tue 01/01/19	Tue 31/12/19	01	[Yellow bar from Dec 01 to Dec 31]																	31	
248	KPC Group Medical Insurance Scheme																							
249	Registration	All Employees	Tue 01/01/19	Thu 31/01/19	01	[Yellow bar from Dec 01 to Dec 31]																	31	
250	Place Policy	RM&I Team	Tue 01/01/19	Tue 31/12/19	01	[Yellow bar from Dec 01 to Dec 31]																	31	
251	KPC Group Life Insurance Policy																							
252	Place Policy	RM&I Team	Fri 01/02/19	Tue 31/12/19		01	[Yellow bar from Jan 01 to Dec 31]																	31
253	Salary Declarations Q1	RM&I Team	Sat 30/03/19	Sat 30/03/19																				
254	Salary Declarations Q2	RM&I Team	Sun 30/06/19	Sun 30/06/19																				
255	Salary Declarations Q3	RM&I Team	Mon 30/09/19	Mon 30/09/19																				
256	Salary Declarations Q4	RM&I Team	Tue 31/12/19	Tue 31/12/19																				
257	ERM Policy																							
258	Review ERM Policy	RM&I Team	Sun 07/04/19	Sun 30/06/19																				
259	Present ERM Policy Updates to ROC	RM&I Team	Sun 02/06/19	Sun 30/06/19																				
260	Publish Approved ERM Policy to ROC members and Top Management	RM&I Team	Sun 21/07/19	Wed 31/07/19																				

KGOC BUSINESS CALENDAR 2019

ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan					
					0916233006132027031017240310172431071421280512192602091623300714212804111825010815222906132027031017240108152229051219																		
261	Risk Register Update																						
262	Conduct ERM Workshops with all HO Teams	RM&I Team	Mon 01/04/19	Sun 30/06/19					01														
263	Risk Register / Annual Risk Assessment Exercise	All HO Teams / Risk Coordinators	Mon 01/04/19	Sun 30/06/19					01														
264	Update Risk Register on KPC's Operational Risk System (Thompson Rueters)	RM&I Team / Risk Coordinators	Sun 02/06/19	Sun 30/06/19						02													
265	Review Updates and obtain ROC Approval	RM&I Team	Sun 02/06/19	Wed 31/07/19						02													
266	Risk Index																						
267	Update 2019 Risk Index Status	RM & I Team	Tue 08/01/19	Sun 15/12/19	08	15	08	15	08	15	08	15	08	15	08	15	08	15					
280	Present Risk Index 2018 Results to ROC	RM&I Team	Mon 01/04/19	Tue 30/04/19					01														
281	Selection of Annual Risk Index for 2020	RM&I Team	Sun 15/12/19	Thu 16/01/20													15	16					
282	Key Group Risks																						
283	Update Mitigation plan for Key Group Risks	Respective KGR risk coordinators	Tue 01/01/19	Thu 31/10/19	01			31		01			30		01			31		01			31
288	KGOC Five Year Plan 2020-2024 Risk Report																						
289	Produce Risk Report upon receiving Final Draft KGOC FYP & International Marketing (Allocation & Prices)	SP Team / B&C Team / KPC CRMD	Thu 22/08/19	Thu 29/08/19										22				29					
290	Submit Draft Risk Report to KGOC Risk PMO	RM&I Team	Tue 27/08/19	Sun 01/09/19										27				01					
291	Update Risk Report with Risk-PMO comments and send second draft to KPC CRMD	RM&I Team / Risk-PMO	Sun 01/09/19	Sun 08/09/19										01				08					
292	Update Risk Report with KPC CRMD comments and KGOC Final Draft FYP from SP in preparation for the Board	RM&I Team / KPC CRMD	Mon 09/09/19	Sun 15/09/19										09				15					
293	Present Final Draft Risk Report to LC and KGOC Board	RM&I Team	Mon 09/09/19	Sun 15/09/19										09				15					
294																							



ID	Task Name	Accountable	Start	Finish	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
295	Quality Assurance				0916233006132027031017240310172431071421280512192602091623300714212804111825010815222906132027031017240108152229051219														
296	Conduct QMS Awareness/Workshop session(s) for Management & Employees	QA Team	Tue 01/01/19	Tue 31/12/19	01	[Gantt bar from Dec 01 to Dec 31]													31
297	Identifying opportunities of establishing QMS Business Procedure	QA Team	Tue 01/01/19	Tue 31/12/19	01	[Gantt bar from Dec 01 to Dec 31]													31
298	Establish an automated system of Existing QMS Business Procedure	QA Team	Tue 01/01/19	Tue 31/12/19	01	[Gantt bar from Dec 01 to Dec 31]													31
299																			
300	Public Relations & Information																		
301	Media Briefing	PR&I Team	Tue 01/01/19	Tue 31/12/19	01	[Gantt bar from Dec 01 to Dec 31]													31
302	Coastal Cleanup Campaign	PR&I Team	Thu 01/11/18	Sun 31/03/19															
303																			
304	Legal Affairs																		
305	Conduct a Legal Awareness (1st Quarter)	LA Group	Fri 01/03/19	Sun 31/03/19				01											
306	Conduct a Legal Awareness (2nd Quarter)	LA Group	Sat 01/06/19	Sun 30/06/19							01								
307	Conduct a Legal Awareness (3rd Quarter)	LA Group	Sun 01/09/19	Mon 30/09/19										01					
308	Conduct a Legal Awareness (4th Quarter)	LA Group	Sun 01/12/19	Tue 31/12/19													01		

Notes: Above mentioned dates are subject to change as per KPC's guidelines and Business requirements.

“Don't Work for recognition, but do work worthy of recognition”

HSSE Highlight of 2018



KGOC received the Gold Award in recognition of its practices and achievements in safety and health performance during the year 2017 from the Royal Society for the Prevention of Accidents (ROSPA), one of the most prestigious global awards in the field of occupational safety and health, which is recognized globally.

Companies operating in different sectors around the world, especially those operating in the oil industry, are competing to win this award in order to confirm their ability to manage operational risks and their commitment to health and safety practices.





2040 Domestic Upstream Mission and Vision

Mission

“We optimize the value of Kuwait’s hydrocarbon resources through exploration, development and production to ensure sustainability”

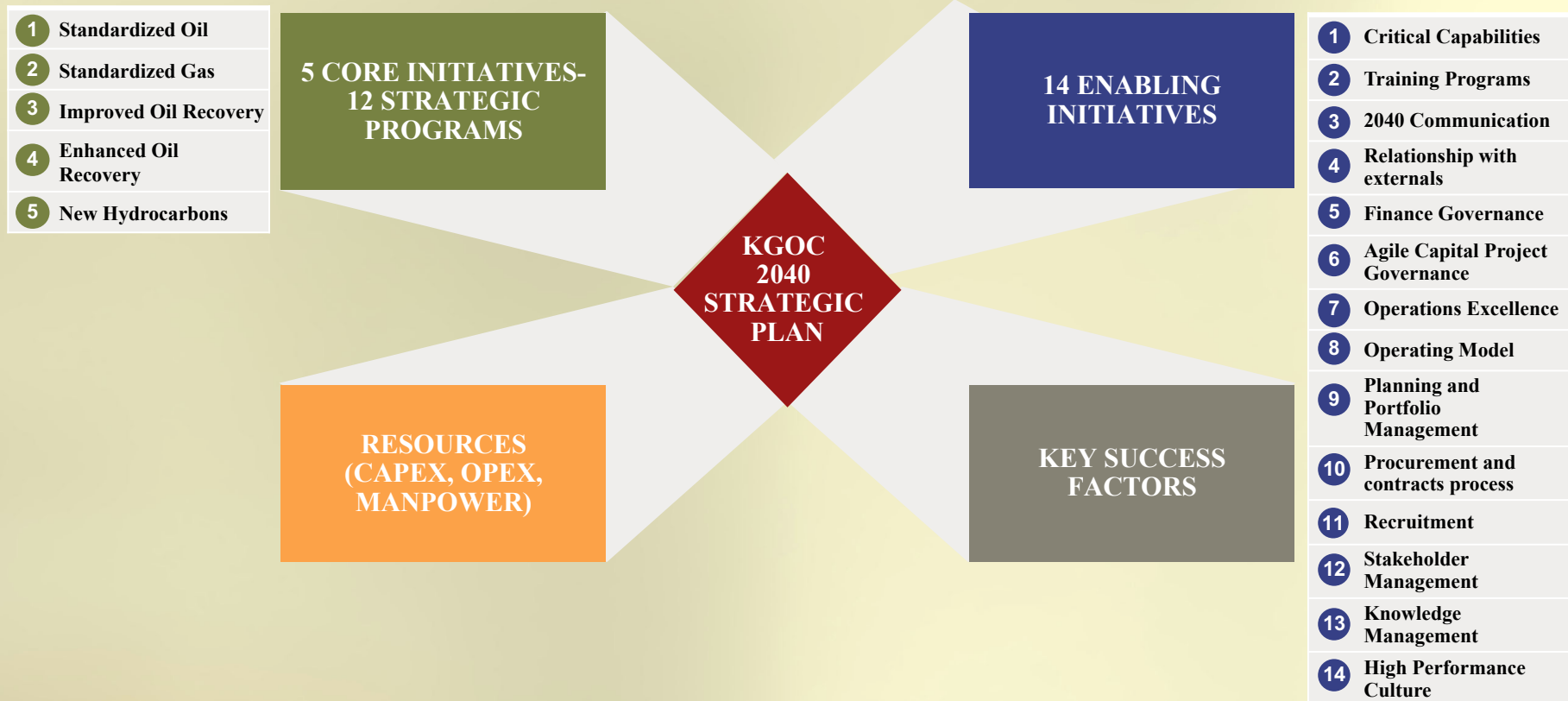
Vision

“To be an upstream leader recognized globally for excellence”



Elements of KGOC 2040 Strategic Plan

KGOC Corporate Planning Group in association with the Asset Management Groups and Functional Areas developed the KGOC 2040 Strategic Plan





Team Leader

(Strategic Planning)

We are entrusted with a wide-ranging inter related activities that we shall have to accomplish every year. For this purpose, we have compiled, like previous years, KGOC Business Calendar to keep ourselves alert and focused so that we are able to meet the required timelines.

In 2017, KGOC developed its 2040 Strategic Plan to meet KPC 2040 Strategic Directions, which envisages production resumption from 2018. We will continue to communicate on various aspects on KGOC 2040 Strategic Plan as current business situation provides us excellent opportunity to deep dive in first five years of KGOC 2040 Strategic Plan and be prepared irrespective of the start date.

I would like to convey my sincere thanks to all the Teams involved in preparing this 2019 Business Calendar and wish everyone a great year ahead.

A handwritten signature in black ink, appearing to read 'Basim I. Al-Rowaih'.

Basim I. Al-Rowaih
Team Leader (Strategic Planning)



BUSINESS CALENDAR

Corporate Planning Group



Published by: Corporate Planning Group