

**Minutes** of a meeting of the Association’s Europe and Africa Regional Committee held on 4 June 2024 from 10:00 BST via videoconference

Members present or joining via videoconference are recorded in section 2, with the following also attending:

Mary Ntamark (MN)	IMCA
David Bloom (BD)	IMCA
Grace Ellsworth (GE)	IMCA

## 1 Competition law compliance policy

The IMCA Competition Law Compliance Policy, which had been circulated with the meeting agenda, was drawn to the attention of all present.

## 2 Welcome and attendance

The chair welcomed members to the meeting. Apologies for absence were recorded, with the latest meeting attendance now as follows:

Name	Company	16 Jan 24	30 Jan 24	25 Apr 24	4 Jun 24
Cinthya Lopes (CL)- Chair	Simwave	Attended	Attended	Attended	Attended
Rolf Røssland (RR)- Vice	NUI	Attended	Attended	Attended	Absent
Andrew Laing (AL)	Unique	Absent	Attended	Attended	Attended
Jannie Scholtz (JS)	Marine Mackay	Attended	Attended	Attended	Absent
Ekkehard Stade (ES)	Global Maritime	Absent	Absent	Attended	Attended
David York (DY)	Saipem	N/A	Attended	Absent	Attended
JP Kearns (JK)	Stena	N/A	N/A	Attended	Attended
Anthony O’Toole (AO)	XOCEAN	N/A	N/A	N/A	Absent

Legend:

Attended
  Part-Time
  S Substitute
  Apologies
  Absent
  N/A

## 3 Minutes of the previous meeting

### 3.1 Approval of the minutes

The minutes were agreed and were duly signed as an accurate record by the Chair.

### 3.2 Matters arising from the minutes not covered by the agenda

There were no matters arising from the minutes that were not covered by existing agenda items.

## 4 Proposal for next regional

Since the last meeting **MN** and **GE** met with the IMCA events and communications team. **MN** updated the committee that there was limited IMCA budget for a full Europe regional event in 2024, therefore it will have to be

a smaller meet the members type event. Therefore it will help the constraints to have a member host the meeting. The goal is to have between 30-40 people in attendance.

Four options for location were discussed:

1. **Hamburg**- It was agreed at the previous meeting that situating it close to another event in Europe could boost attendance and interest. It was discussed to have it close to the WindEnergy event in Hamburg in September. However, **ES** advised that Global Maritime does not have the capacity to host many people in their offices and a venue would have to be hired.
2. **Aberdeen**- **DB** suggested using the Global Underwater Hub in Aberdeen as a venue since IMCA has a working relationship with them and would likely get a discounted price. It was also suggested that Subsea7 in Aberdeen may have space in their offices to host. **MN** and **DB** will look into these options in Aberdeen.
3. **London/Sutton**- Another option considered was having it in London/Sutton with a half day in Subsea7's offices followed by a visit to IMCA's office. It was advised that IMCA's offices are too small to be able to host the goal number of 30-40 attendees.
4. **Netherlands**- **CL** suggested having it before or after the IMCA Global summit in Utrecht in December. **CL** offered to host it at Simwave's offices

**Post Meeting Notes**- Subsequent conversations with the IMCA events team indicate it would be challenging to have comms support close to the time of the global summit.

The group agreed that sometime in September in Aberdeen would be the best choice from the above options

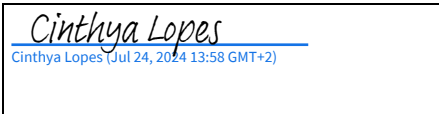
**MN** and **GE** will enquire with the venue options in Aberdeen and confirm a specific date with the IMCA events team. Additionally, **MN** and **GE** offered to draft a working agenda to discuss at the next meeting. **ES**, **JK** and **DY** volunteered to think of possible presenters or themes.

## 5 Summary of action items

Action	Responsible	Target
Enquire with Global Underwater Hub and Subsea7 about possible venue in Aberdeen	MN/DB	14 <sup>th</sup> /06/2024
Fix specific date with IMCA events	MN/GE	7 <sup>th</sup> /06/2024
Brainstorm potential speakers/ presentation themes	All members	1st/07/2024
Draft proposal/ working agenda and share with committee	MN/GE	1 <sup>st</sup> /07/2024

## 6 Date and location of next meetings

2<sup>nd</sup> July 2024 10am BST via videoconference

 <small>Cinthya Lopes (Jul 24, 2024 13:58 GMT+2)</small>	Cinthya Lopes	24/07/24
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Signed as a true record

Name

Date


# Europe and Africa Regional Committee

Final Audit Report

2024-07-24

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