

Minutes of a meeting of the Association’s South America Regional Committee held on 11 July 2024 from 12:00 via videoconference

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	Apr 2024	May 2024	Jun 2024	Jul 2024
John Chatten	Fugro	Attended	Attended	Attended	Attended
Daniel Marins	Subsea 7	Attended	Attended	Attended	Apologies
Bart Kramer	TechnipFMC	Apologies	Attended	Attended	Apologies
Michel Teicher	Sistac	Apologies	Attended	Attended	Apologies
Renata Cortes	CBO	Apologies	Attended	Apologies	Attended
Pedro Guesse	Oceaneering	Apologies	Attended	Attended	Absent
Talita Scarcela	Maersk Training	Apologies	Apologies	Apologies	Part-Time
Cicero Lopes	Posidonia	Apologies	Apologies	Apologies	Absent

Legend:

Attended
 Part-Time
 S Substitute
 Apologies
 Absent
 N/A

Also present or joining via videoconference were:

- Richard Purser IMCA
- Jennifer Evans IMCA
- Paulo Veronesi IMCA
- Jim Cullen IMCA

The importance of attendance was discussed and a reminder that it officially requires minimum of four members, aside from the IMCA secretariats, to make a quorum. John to send out a reminder to all committee members about attendance.

Action: Chair

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 Update from DP & MDMC Committees

4.1 DP Committee

An update was given on the work of the DP Committee – the DP 1 document is progressing nicely.

4.2 MDMC Committee – Pull back vessel work group

Progress continues to be slow. IMCA understands that people are busy in their professional and personal lives and this is contributing to the slow nature of the involvement.

5 Development of a carbon intensity metric for offshore sector

5.1 Regional Approach – Brazil Navy

John has approached Captain Walter and Lieutenant Igor to arrange meetings whilst IMCA are in Rio. Awaiting response.

Chair & V Chair to meet with Brazilian Navy .John to approach PA of the Vice Admiral to arrange meeting and follow up on collaboration.

Action: Chair/committee

Renata to make introduction between Captain Gonda and John

Action: Renata Cortes

6 Regional Meeting Planning

The next Regional meeting is scheduled for the 4th September 2024 in Rio, IMCA events team in final stages of contracts with new venue – Rio Othon Palace, Copacabana.

Hotel discount code to be distributed to committee

Action: IMCA events team

Confirmations come in from Dr Josue França, Siemens, Fugro and Saipem. Presentation titles and presenter names to be confirmed. RP to confirm Petrobras.

Action: IMCA/Committee

Talita has offered to present on behalf of Maersk Training. Suitable subject matter linked to lifting and 'Human factor' to be focus. Suggestion 'Small lifts - Complacency of the everyday'?

Action: Talita Scarcela

Still spaces left in the agenda so still looking for ideas and volunteers.

Action: IMCA/ Committee

7 BD for visiting team

The committee was informed that RP from IMCA Team will be in Rio the week before the regional meeting.

A meeting with Petrobras has been arranged in Macaé, Paulo to confirm a suitable day and travel arrangements to be discussed / confirmed.

Action: IMCA/Chair

Renata to confer Paulo over further contact opportunities within Petrobras

Action: IMCA / Renanta

8 Any other Business

IMCA have started the process of translating 6 documents to Portuguese. M117 has been issued and five more are going through the process. IMCA would like to issue more ahead of the regional meeting and require the documents to be proofed. John Chatten has offered to distribute around his team.

Action: IMCA/Chair

IMCA to arrange a committee team get together when in Rio.

Action: IMCA/Committee

9 Summary of action items

Action	Responsible	Target
2.0 Letter to committee members about attendance	Chair	August 2024
5.0 Chair & V Chair to meet with Brazilian Navy	Committee	Ongoing
5.1 Introduction of Captain Gonda to Chair	Renata	Ongoing
6.0 Hotel discount code to be distributed	IMCA	Sept 2024
6.1 Regional planning. Presentation names/ titles. Further confirmations required	IMCA/ Committee	August 2024
6.2 Talita to confirm subject matter of presentation	Talita	August 2024
7.0 Petrobras meeting in Macaé to confirm and travel arrangements	IMCA	Sept 2024
7.1 Further Petrobras connections / introductions	IMCA / Renanta	Ongoing
8.0 Proofreading of translated IMCA documents, ahead of issuing	IMCA / Committee	
8.1 Informal evening invite for Rio	IMCA	Sept 24

10 Date and location of next meetings

Next proposed meeting 8th August 2024

 <small>John Chatten (Aug 13, 2024 13:05 ADT)</small>	John Chatten	13/08/2024
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Signed as a true record

Name

Date

20240711- Minutes of meeting

Final Audit Report

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