Minutes of a meeting of the Association's Remote Operations & ROV Committee held on 12 September 2024 from 12:00 via/at Online

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, and as we have new members this was read out in full by Roger and location online confirmed.

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	05/09/20	20/02/20	09/04/20	12/09/20
Rene Van Der Starre	SS7	Attended	Attended	Attended	Attended
Darren Shannon	Oceaneering	Apologies	Attended	Attended	Attended
Craig Campbell	Fugro	Apologies	Attended	Apologies	Attended
Doug Middleton	ROVOP	Apologies	Apologies	Attended	Attended
Ewan Emslie	Saipem	Attended	Attended	Attended	Apologies
Graeme Russell	TechnipFMC	Attended	Attended	Attended	Attended
Gordon Low	Rovco	N/A	N/A	N/A	Apologies
John Leonard	Sapura Energy	N/A	N/A	N/A	Attended
Kevin Porter	DOF Subsea	Apologies	Apologies	Apologies	Attended
Mahesh Govindan	IKM Subsea Singapore	N/A	N/A	N/A	Attended
Malcolm Rennie	Mermaid	Apologies	Attended	Attended	Attended
Mike Leijerzapf	Allseas	N/A	Attended	Apologies	Attended
Paul Watson	Mcdermott	Attended	Apologies	Apologies	Attended
Sabine Smith	Boskalis	N/A	N/A	N/A	Attended
Tom Baguet	Jan De Nul	N/A	N/A	N/A	Attended
Tommy Adebayo	Total Marine Technology	N/A	N/A	N/A	Attended

Legend: ☑ Attended   ☑ Part-Time   S Substitute   ✉ Apologies   Absent   N/A

Also present or joining via videoconference were:

Roger Moore	IMCA	Technical Advisor

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   Objectives and Work Items

4.1   Roger Advised committee on new IMCA policy to not record meetings unless that was the wish of the committee, this was to get more people involved in discussions. IMCA only used these internally to assist with accuracy of minutes. Roger highlighted location of previous minutes for new members.

4.2   IMCA policy on attendance at meetings was highlighted by Rene and he mentioned the above 3 strikes traffic light system in section 2, whereby if you don't attend for 3 consecutive meetings then this member would be asked to step down.

4.3   Round table introductions were heard from all attending to highlight backgrounds of all new committee.

4.4   IMCA update was read out by Roger, he highlighted the new website release date of 7th October 2024, as well as date for next operations committee which Rene will attend.

Action: Rene to provide feedback after meeting

4.4   Roger gave an update on the document review process, where these were stored online, access to them and working groups, a lead was then selected for each document.

4.5   Roger gave an update on R006, in its new Ecmid format to be online with other departments and outlined the new upcoming ROV System Auditors Scheme and Trainee ROV system auditors course that would start when this document has been completed. It will also mark the start of verified ROV system auditors on the IMCA website similar to Marine and Diving as well as a portal for uploading ROV audits completed so these can be used again and again over the validity term rather than repeating audits for multiple clients. Doug raised a point on question in R006 and had some feedback from an auditor.

Action: Doug Middleton to draft an email to this auditor for feedback.

4.6   Roger gave an update on R009 Mobilisation document which is also being reviewed. This has lots of comments all ready but needs to be ratified and then republished. Section on remote ops to be added same as we did for R004

Action: Darren Shannon to add section on remote operations to R009.

4.7   Workgroup Leads: Ewan was selected as Lead for R019, Rene was lead on R006, with a workgroup involving Doug Middleton, Graham Russell, Kevin Porter, Mike Leijerzapf assisted by Roger Moore. Darren Shannon agreed to lead R009, with working group of Tommy Adebayo, Sabine Smith, and Tom Baguet.

4.8   Rene raised the subject of topic groups and invited anyone to put forward a topic at these meetings. Rene discussed deployment analysis, or analyser's on vessels to assist in the working window. Sabine mentioned that she had seen analyser discussion coming up more and more often, John had also faced issues with this in his companies' operations. Graeme also put forward the question whether we would see a move towards live conditions and monitoring stations in the near future. Deployment analysis is in operation on walk to work and in Norway already (U102).

Action: Darren Shannon to add Deployment analysis to R009

5   Any other business

5.1   IMCA Events were discussed, and Roger called for numbers of attending at the global event in Utrecht December 3-4th.

Action: Roger to email all for availability at Global.

6   Summary of action items

Action	Responsible	Target
To provide feedback after Operations meeting	Rene Van der Starre	Oct 2024
Email to auditor for feedback on R006 questions.	Doug Middleton	Oct 2024
Add section on remote operations to R009	Darren Shannon	End Oct 2024
Add Deployment analysis to R009	Darren Shannon	End Oct 2024
Email for Global event availability	Roger Moore	Oct 2024

7   Date and location of next meetings

December 12th 11:00-3:00 UK -Online

Rene Van Der Starre Rene Van Der Starre (Dec 12, 2024 12:51 GMT)	Rene van der Starre	12/12/24
Signed as a true record	Name	Date

20240912 Remote Systems & ROV Division Management Committee

Final Audit Report   2024-12-12

Created:	2024-12-12
By:	Roger Moore (Roger.Moore@imca-int.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAr936BhgMk-LH0H9Cf4s9LWkDSzT4oE0X

"20240912 Remote Systems & ROV Division Management Committee" History

📄 Document created by Roger Moore (Roger.Moore@imca-int.com)
2024-12-12 - 12:27:15 PM GMT

✉️ Document emailed to Rene Van Der Starre (rene.vanderstarre@subsea7.com) for signature
2024-12-12 - 12:27:19 PM GMT

📄 Email viewed by Rene Van Der Starre (rene.vanderstarre@subsea7.com)
2024-12-12 - 12:50:45 PM GMT

🖋️ Document e-signed by Rene Van Der Starre (rene.vanderstarre@subsea7.com)
Signature Date: 2024-12-12 - 12:51:53 PM GMT - Time Source: server

✅ Agreement completed.
2024-12-12 - 12:51:53 PM GMT