

Minutes of a meeting of the Association’s Marine eCMID Committee held on 12 December 2024 from 10:00 BST 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	March 2024	June 2024	Sept 2024	Dec 2024
Sujit Viswanathan (Chair)	DNV	Attended	Attended	Attended	Attended
Kerrie Forster (Vice-Chair)	Workboat Association	Attended	Attended	Attended	Attended
John Morrison	BP	N/A	Attended	Apologies	Apologies
Bo Kiel Jespersen	Ørsted	Attended	Attended	Attended	Attended
Jennifer McCaul	Scottish Power	Attended	Attended	Attended	Apologies
Robert Hunter (alternate)	Scottish Power	N/A	N/A	N/A	Absent
Kevan Smith	Subsea 7	Apologies	Attended	Apologies	Attended
Vladimir Shuvaev	TechnipFMC	Attended	Absent	Apologies	Attended
BL Taylor-Hamilton	Siemens Gamesa Renewable Energy	N/A	Attended	Part-Time	Attended
Mike Schwarz	IIMS/MSA	Apologies	Attended	Attended	Attended
Elle Bryant	IIMS/MSA	N/A	Attended	Attended	Attended
Sharon Holland	IIMS/MSA	Substitute	Attended	Attended	Attended

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

Also present or joining via videoconference were:

Mark Ford	IMCA	Marine & Quality Manager
Jennifer Evans	IMCA	Technical Adviser – Marine
Andy Goldsmith	IMCA	Technical Consultant - Marine
Adam Hugo	IMCA	Head of IT

3 Minutes of the previous meeting

3.1 Approval of minutes

The minutes of the 19 September 2024 meeting were agreed upon without amendment and would be duly e-signed by the Chair as an accurate record.

The action items from the previous meeting were reviewed and updated as necessary.

IIMS had identified that Zoom had the capacity to translate their course in real-time on delivery. Multilingual members of the committee agreed to assist IIMS with testing the function prior to roll out in future courses.

Action 1: Committee

It was noted that a meeting between the eCMID committee and G+ committee had not been arranged and agreed to prioritise this in early 2025. This was to understand the driving force behind the additional G+ audit and if IMCA could help in any way.

Action 2: Jennifer, Mark & Rhys

A new Offshore Wind supplement was suggested as an option to bridge the gap. If so, such a supplement could potentially be based on the G+ document 'Good practice guideline on the safe management of small service vessels used in the offshore wind industry'.

Action 3: Committee

3.2 Matters arising from minutes

There were no matters arising that were not covered by the agenda.

4 Objectives and status report

4.1 2024 Objectives

The committee objectives for 2024 were reviewed as follows:

1. Assess eCMID survey results and action on any identified improvements [Ongoing]
2. Produce eCMID inspection findings analysis report to also include Q&A data [Completed]
3. Introduce categorisation of questions based on risk [Completed]
4. Develop International Workboat Code of Practice [Ongoing and will continue into 2025].

The committee were updated that the workgroup to develop an International Workboat Code of Practice had been established and its kick-off meeting had been held on 9 December. The group had set an initial target to get a draft version of the new code to the eCMID committee in Q3 of 2025.

The workgroup would continue to approach appropriate people to join the workgroup as identified.

Action 4: Workboat Code Workgroup

The strategic objectives were reviewed to ensure they remained aligned with the workplan and it was agreed that they should align with the strategy and objectives of IMCA and not just the Marine Division.

4.2 eCMID Statistics

Adam Hugo provided an update on recent activity which was all positive, including 7.5% growth in eCMID inspections and 16% growth in eMISWs, and significant growth in key markets such as North America, Taiwan and Japan.

The report included analysis of supplement use, where it was suggested that attention should be on those that were not selected often and, therefore, their continuing value.

As agreed at the previous meeting, Adam was to prepare a few slides to share key statistics, set out the latest system improvements and show how all parties can use the analytics hub. These could be made available on the website and shared more widely.

Action 5: Adam Hugo

5 Policy and Procedures

5.1 Report Quality Assurance Review

Andy Goldsmith provided an overview of the quality assurance reviews he had undertaken on inspection reports. 113 reports from 27 countries have been reviewed over the past 27 months, as follows:

- 57 eCMID reports
- 56 eMISW reports

So far, each reviewed report has been from different individuals and equally split between new and experienced AVIs. It was agreed that AVIs scoring less than 50% would be reviewed after the new revisions were released.

Andy was asked about how he approached the task and whether the process was defined in writing. He agreed to produce some QA procedures notes, in case another member of the secretariat was required to undertake this work in the future.

Action 6: Andy Goldsmith

Following on from a point raised in the September meeting on 'appetite for and method to give feedback to individuals', Andy shared a template letter that could be used to relay feedback back to AVIs. The letter was well received, but further work was required to de-personalise its contents.

It was yet to be decided how these would be administered – direct email or through website notifications, but it was reiterated that the purpose of providing feedback to the AVI was not to point out their mistakes but to provide both positive and negative feedback to ensure that the AVIs continue to learn, evolve and improve themselves and the scheme.

Action 7: IMCA secretariat, IMCA Comms.

It was asked whether AVIs could (and should) be rated and whether technology like AI could help perform this. It was agreed that any rating scheme would not be to discourage the AVIs, but to allow them to see their progress as they improved.

In-app instructions and/or an option to add a pre-written disclaimer was on the future development roadmap.

Action 8: Adam Hugo

Andy presented a case study of where an eCMID template had mistakenly been chosen for a vessel less than 500GT. It was again hoped that forthcoming system changes would hopefully reduce or prevent these errors from occurring.

5.2 Findings categorisation

Adam apologised that implementation of the new revisions of M149 & M189 had been delayed from release, due to IMCA website and other IT team commitments. Now that the new website was live, this was a high-priority task for the department. It was also intended to recruit a third IT team member in 2025.

A proposed bridging document between M149 & M189 would now be analysed during the development of the Workboat Code Workgroup.

Action 9: Adam

5.3 IMCA M167 revision

The new revision of M167 would be released with the updated inspection templates shortly.

It was agreed that section 7.2 on anonymity should be updated to set out that reports were accessible for internal checking by the IMCA secretariat.

5.4 Data Protection (GDPR)

As per the September meeting.

IMCA M167 includes:

4.4.2: “Previous versions of the eCMID report required ‘Crew Qualifications’ to be recorded. However, it has been recognised that personnel may change vessels on such a frequency that the record may not be of significant value unless requested by the client or needed by the vessel operator for their own purposes. Names and other identifying details must not be included, given data protection considerations.”

4.4.4 (current Rev. 4.2, becoming 4.4.5): “Data protection and privacy regulations must be considered, with care taken to omit or obscure any personal identifiable information”.

M167 would be reviewed with respect to the importance of data protection. A section on system security and data protection, for guidance and reassurance, would also be included.

Action 11: IMCA secretariat, committee

5.5 Branding

Adam set out a proposal to simplify and standardise inspection template titles, using the stronger eCMID brand for all existing and new templates, and avoiding a confusing proliferation of new acronyms.

It was recalled that the guidance on selecting a vessel template had been simplified to eCMID for vessels >500GT and eMISW for those <500GT. This proposal would further simplify matters for users and potential users.

The committee agreed with the general proposal but undertook to consider whether the proposed names below were appropriate or needed further modification. Adam would circulate for review by year end prior to implementation.

Reference	Current title (abbreviated)	Proposed title
IMCA M149	eCMID	eCMID Vessel Inspection (>500gt)
IMCA M189	eMISW	eCMID Small Vessel Inspection (<500gt)
IMCA R006	None (potentially eROVID)	eCMID ROV System Inspection
Future	–	eCMID [X] Inspection

6 Inspection Templates

6.1 eCMID and eMISW Inspection Templates

eCMID Issue 14 and eMISW Issue 7 were to be released imminently.

6.2 Remote & ROV Division Update

The R006 audit template continued to be updated in line with the eCMID format. Adam was due to attend the next workgroup meeting and would provide feedback to our committee in Q1. Accreditation aspects were still being planned but were expected to include initial use of AVIs with ROV experience ahead of a full accreditation scheme being implemented.

Further work regarding AUV operations and audit was expected to take place in 2025, once the ROV template had been released.

6.3 Aquaculture Sector

After extensive talks with Kerrie, the aquaculture sector had unfortunately chosen not to adopt the IMCA eCMID scheme and instead was going to prepare its own industry-specific audit scheme. It was agreed that IMCA's door would always be open to them in the future if they wished to return to this.

7 Online System

Adam Hugo reported on the online system and reviewed updates due for release with the updated inspection templates. He also set out the following items in the early planning stages for 2025:

- Modifications to enable implementation of the ROV template
- Exploration of potential API access for system users
- Authentication and security updates
- Specific training site

It was noted that IMCA communications regarding system updates now included a description of how upload fees were being reinvested to improve the system and agreed that this should continue.

The committee asked for an update on the previous analysis of system costs and revenue, including how it was being used to fund improvements. Adam and Mark agreed to prepare this for the next meeting.

Action 13: Mark Ford, Adam Hugo and IMCA Comms

8 Inspector Accreditation – AVI Scheme

Mike gave an update from IIMS, with fantastic news of a noticeable uplift in applications and course bookings, so much so that additional courses have been laid on in Q1 2025.

Mike had been invited to open the NAMS (North America Marine Surveyors) conference, where he had incorporated some IMCA eCMID slides which had received a very positive response. Following the conference, IIMS have been approached by some prospective inspectors who were now being accessed for equivalent competency.

Mike also provided updates from IIMS including:

- The next AVI newsletter was due for release in January 2025. Draft content from IMCA IT on the latest system changes was requested.
- The revalidation process had been streamlined, just in time for a large portion of AVIs due for their 5-year renewals in 2025.
- The November Festival of Knowledge had been the best attended festival yet, with some good feedback.
- The AVI scheme would be 10 years old in May 2025. This was a wonderful milestone that IIMS intended to celebrate, suggesting a tie-in to the next Festival of Knowledge and perhaps a joint event with IMCA.

Action 14: IIMS, Adam Hugo, Mark Ford, Jennifer Evans

8.1 AVI statistics

There was positive data across the year, and 2025 was getting off to a great start with January course fully booked and an additional course added for February. The course start time had been adjusted to accommodate candidates attending from the USA.

The AVI CPD system was now available via desktop browsers, as well as the existing app. This had been well received with good uptake.

9 Communication and Publicity

9.1 IMCA

Adam Hugo provided an update on communications activities within the IMCA secretariat:

- The new IMCA website had been launched in November 2024.
- IMCA bulletins and safety campaigns continued
- Updates were planned for user guides and videos

It had been identified that internally at IMCA, not everyone knew about or understood the eCMID system, so a lunch & learn session was planned to expand people’s knowledge.

Action 15: IMCA secretariat

9.2 IIMS

The IIMS team provided an update on their plans, including the next Festival of Knowledge possibly in May 2025 and the next eCMID AVI Newsletter in January 2025.

10 Any Other Business

10.1 Committee Membership

The diversity of the committee, as highlighted more generally by the IMCA Board, was discussed. Representation from other regions was discussed. As an emerging market for the scheme, North America was identified and it was agreed to initially invite Dustin to the Q1 meeting and to ask for his assistance in expanding the committee. The Q1 meeting would be arranged with a later start time to accommodate the time difference.

Action 16: Jennifer

With the upcoming introduction of the ROV scheme, it was agreed to invite Roger Moore to future meetings and to consider whether a permanent representative from the ROV division should be invited in future.

Action 16: Jennifer

The committee had also received a selection of requests to join the committee, which were reviewed. Successful candidates would be contacted by Jennifer, and the necessary arrangements would be made to welcome them to the committee. The new members would be asked to provide a short personal introduction on their professional background and role during their first committee meeting.

Action 17: Jennifer

11 Summary of Actions

No.	Action	Responsible	Target
1	IIMS have identified that Zoom has the capacity to translate their course on deliver. The multilingual members of the committee	Committee	Mar 25

	have agreed to assist IIMS with testing the function prior to roll out in future courses		
2	Arrange meeting with G+ committee & eCMID committee	IMCA Secretariat	15 Jan 25
3	Review G+ code of practice for Offshore Wind Supplement possibilities	All	Q1 2025
4	Provisional draft of Workboat Code of Practice	Workboat code workgroup	Q3 2025
5	Slide pack showing eCMID improvements and analytics usages	Adam	Q1 2025
6	Continue QA process, review AVIs gaining less than 50% and write QA procedure notes	Andy	Ongoing
7	eCMID QA feedback options to be discussed	IMCA Comms & Secretariat	Q1 2025
8	Add pop-up or possible alternative disclaimer choice	Adam	Q1 2025
9	Commence a bridging analysis for eMISW and compare the questions with eCMID. This will be carried out alongside the International Workboat Code workgroup	Workboat code workgroup	Q3 2025
10	Adam to update M167 section on anonymity, to include that reports are checked internally by the IMCA secretariat only	Adam	Q1 2025
11	M167 to be reviewed in regards to GDPR message	Adam, Committee	Q1 2025
12	Continue work on new ROV and AUV inspection templates. Plan accreditation aspects.	Mark, Roger, Andy	Ongoing
13	Review revenue and costings of recent improvements. Promote where possible	Mark, Adam, IMCA Comms	Q1 2025
14	IMCA secretariat to confirm whether we can liaise with IIMS over a joint celebration for the eCMID scheme 10 th birthday	Mark, Jennifer	Q1 2025
15	Hold a lunch & learn session at IMCA to expand internal knowledge of the scheme.	IMCA secretariat	Q2 2025
16	Invite IMCAs Dustin & Roger to join future meetings	Jennifer	Q1 2025
17	Coordinate with IT & MSG to induct the new members to the committee	Jennifer, IT & MSG	20 Dec 2024
18	Progress communications plan	Adam, Mark, Jennifer, IMCA Comms	Ongoing

12 Date and Location of Next Meetings

The dates for 2025 meeting were discussed and provisional dates suggested as follows, with the later time of 12.30 to accommodate the USA:

- 13 March 2025 via Teams
- May possible in-person meeting,, coordinating with the Festival of Knowledge/AVI anniversary
- 9 September Teams or in-person at IMCA's London offices
- 11 December via Teams.



Sujit Viswanathan

20/03/2025

Signed as a true record

Name

Date






20241212 eCMID Committee Minutes

Final Audit Report

2025-03-20

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