

Minutes of a meeting of the Association’s Remote Operations & ROV Committee held on 25 February 2025 from 09:00 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 RM 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	Position	09/04/2024	12/09/2024	12/12/2024	25/02/2025
Rene Van Der Starre	SS7	Chair	Attended	Attended	Attended	Attended
Darren Shannon	Oceaneering	V/Chair	Attended	Attended	Attended	Apologies
Craig Campbell	Fugro		Apologies	Attended	Apologies	Attended
Doug Middleton	ROVOP		Attended	Attended	Attended	Apologies
Ewan Emslie	Saipem		Attended	Apologies	Apologies	Attended
Graeme Russell	TechnipFMC		Attended	Attended	Attended	Attended
Gordon Low	Rovco			Apologies	Attended	Apologies
John Leonard	Sapura Energy			Attended	Apologies	Apologies
Kevin Porter	DOF Subsea	APAC	Apologies	Attended	Attended	Attended
Mahesh Govindan	IKM Subsea Singapore	ME&I		Attended	Attended	Apologies
Malcolm Rennie	Mermaid		Attended	Attended	Attended	Apologies
Mike Leijerzapf	Allseas		Apologies	Attended	Attended	Attended
Paul Watson	McDermott	America	Apologies	Attended	Attended	Apologies
Sabine Smith	Boskalis			Attended	Apologies	Attended
Tom Baguet	Jan De Nul			Attended	Attended	Apologies
Tommy Adebayo	Total Marine Technology			Attended	Attended	Apologies
					Attended	
Roger Moore	IMCA	Technical Adviser	Attended	Attended	Attended	Attended
Sara McQuillan	IMCA	Assistant Technical Adviser				Attended

Legend:

 Attended	 Part-Time	 Substitute	 Apologies	 Absent	 N/A
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Also present or joining via videoconference were:

Roger Moore	IMCA	Technical Adviser
Jim Cullen	IMCA	Technical Director
Sara McQuillan	IMCA	Assistant Technical Advisor

3 Introduction from Sara McQuillan

An Introduction was given by Sara on her previous roles before joining IMCA and her current position as Assistant TA working for RM on the ROV, Survey and C&T Committee’s.

4 Minutes of the previous meeting

4.1 Approval of the minutes

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

4.2 Matters arising from the minutes not covered by the agenda

RM read out last minutes and covered R006. eCMID updates with Adam were agreed. There were no other matters arising from the minutes that were not covered by existing agenda items.

5 IMCA Updates

5.1 RM discussed how the new IMCA website is now live and has received very positive feedback from users. With the IMCA IT department being busy, it may impact the publishing of some documents.

5.2 IMCA membership continues to grow with membership numbers up to 808.

5.3 Rene gave an update on the operations committee noting that a new chair has been elected – Cynthia Lopez. Jim noted that this was a great addition to that committee and it was positive to have the chairperson elected from an IMCA supplier member. Voting for the position of Vice chair of the operations committee will commence in the near future.

5.4 The Competence and Training Committee remains busy with many documents for review around Training accreditation and Class A simulator approval. There has been progress with CMS and Inspection competencies which includes a redesigned Subsea Inspectors logbook and the new ROV system inspector training program (T-RSI) which will become an IMCA internal Project.

5.5 A Diving committee update was read by RM highlighting that the team is very busy at the moment with their various activities and audits. RM highlighted that Steve Sheppard received an award at Subsea Expo last week for Outstanding contribution to the subsea industry. This was a recognition of his ongoing work in the IMCA Diving division. If anyone need more information on the diving committee please contact Bill.Chilton@imca-int.com

5.6 A Survey committee update was given by RM. Document reviews and workgroups are ongoing specifically on Multibeam Echosounders, Deep water acoustics, USBL systems, Metrology and Shared use of sensors for ROV and Survey operations. There are also 2 new documents – LBL Array adjustments and Heavy lift positioning support.

5.7 The Environment and Sustainability committee workgroup on Life Below Water have published guidance on underwater noise. This year they intend to relaunch the self-assessment tool which will be available on the IMCA website. E&S are also investigating E-Learning on resource use and the circular economy

and may launch some relevant podcasts on these subjects. A slide was shown of the various E&S objectives for 2025.

- 5.8 A slide was shown of the upcoming IMCA events worldwide for 2025 highlighting the IMCA Global Summit in November and encouraging members to register for the event.

6 Objectives and Work Items

- 6.1 RVDS gave an update on R006 document. Review comments will be taken from the Excel file and transferred to a word format for ease of reading and review. Relevant members will be contacted to provide this review. Overall the document is in a good place following a great effort from members. A test review is required by the eCMID team for RM to organise. The next stage will be to have the document tested by some relevant companies.

Action: RM to arrange test audit with document R006 by the eCMID team.

- 6.2 Document R009 was not discussed as no members of the work committee were in attendance.

Action: RM and RVDS to arrange a catch up meeting with DS. Late March proposed.

- 6.3 RM discussed document R023 for AUV audits. GR highlighted that an AUV can fall under the requirements for either a USV or an AUV depending on the type of vehicle and circumstances it is being operated in. Several members agreed that the Survey Committee should also be involved with the document at some stage. Clarification is required as to whether the document will be an audit document or a bridging document between existing publications (e.g. – S028/R023, AUV Audit guidance Document, R004). GR agreed to chair a working group for document R023. Since none of the present committee members are currently using AUV'S, RM requested that members send him a list of potential individuals who specialise in AUV's within their companies who could support the work of the working group.

Action: RM to email members requesting a list of potential individuals who could support the R023 working group.

- 6.4 RM discussed document C005 requesting assistance with reviewing the document for new Remote Pilot Competencies.

Action: RM to email members offering place on working group for review of C005

- 6.5 RVDS highlighted document R011 which may require some amendments, specifically around the annual requirements – clarification is required within the document and possibly removal of the annual function test. RM will start a review process for this document.

Action: RM to create a draft version of R011 for review and email out access to the document.

7 Any other business

- 7.1 Jim queried if any of the committee members had any topics to raise to the operations committee and highlighted that the committee is always open to hearing from other committees.
- 7.2 RM mentioned time was available to discuss any safety topics. This will be non-minuted and treated as confidential.

8 Summary of action items

Action	Responsible	Target
Review of document R006 by the eCMID team.	RM	March 2025
Arrange a catch up meeting with DS. Late March proposed.	RM/RVDS	March 2025
Email members requesting a list of potential individuals who could support the R023 working group.	RM	March 2025
Email members offering place on working group for review of C005.	RM	March 2025
Create a draft version of R011 for review and email out access to the document.	RM	March 2025

9 Date and location of next meetings

May 26th -28th TBC 09:00-11:00 UK -Online or In person

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Signed as a true record

Name

Date