

**Minutes** of a meeting of the Association’s South America Regional Committee held on 17 October 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	May 20242	Jun 20242	Jul 20242	Oct 2024
John Chatten	Fugro	Attended	Attended	Attended	Attended
Daniel Marins	Subsea 7	Attended	Attended	Apologies	Attended
Bart Kramer	TechnipFMC	Attended	Attended	Apologies	Attended
Michel Teicher	Sistac	Attended	Attended	Apologies	Attended
Renata Cortes	CBO	Attended	Apologies	Attended	Attended
Pedro Guesse	Oceaneering	Attended	Attended	Absent	Attended
Talita Scarcela	Maersk Training	Apologies	Apologies	Part-Time	Apologies
Cicero Lopes	Posidonia	Apologies	Apologies	Absent	Absent

Legend:

<input checked="" type="checkbox"/> Attended	<input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> S Substitute	<input type="checkbox"/> Apologies	<input type="checkbox"/> Absent	<input type="checkbox"/> N/A
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Also present or joining via videoconference were:

Jennifer Evans	IMCA
Paulo Veronesi	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 & Jennifer**

## 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 Review action points

Summary table of previous action points were discussed and updated where necessary.

A thorough update was given on the progress of the translation process. Four IMCA DP documents have been translated and proofread however only two are published on the website as the others are awaiting revision. Three further documents have been translated and are awaiting proofreading.

### **3.3 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 Review Regional Meeting**

### **4.1 Discussion & thoughts**

Those who attended the South America Regional in September offered their thoughts on the event. Though well attended it was felt that there appeared to be a lack of energy and interaction. It was noted that there was many new faces at this meeting, due to the natural transitions of promotion and movement from offshore to onshore and this could be a reason for the unwillingness to participate.

However it could be that the presentations failed to hit the mark with the audience.

The Slido poll results could offer insights into what the region would like to see in the future. These are to be shared with the committee to aid future planning.

**Action: Jennifer**

## **5 2025 Seminar Planning**

### **5.1 Agree months & dates**

IMCA events team have requested both regional meeting dates as soon as possible, to begin securing services.

The committee discussed the months for next years regional meetings in Rio. It is their desire to continue with the March meeting and look to move the second yearly meeting back to end of October/early November, all dependent on local holidays.

Local holiday dates to check, confirm selection of dates and provide to Events team.

**Action: Daniel & Jennifer**

### **5.2 Agenda discussion**

Discussed the return to more linked subject matter presentations.

### **5.3 Venue**

The IMCA events team have agreed to consider moving the event location back to the Hilton in future, following feedback from the secretariat. Will be dependent on costings.

### **5.4 Seminar Subgroup**

An idea was presented to the committee that a small sub-group of the committee volunteer for regional planning each year. This will

## 6 Update from IMCA

### 6.1 DP Committee

An update was given M220 was in its final stages and will shortly be available to finalise the Portuguese version.

### 6.2 Diving Committee

The committee heard of the success of the recent Ships Husbandry conference in Singapore, with over 200 in attendance.

### 6.3 Legal

Margaret has been busy for the past 5 weeks attending meetings in the IMO, with discussion covering subjects like STCW and GHG. We hope to be able to provide a full update at the next meeting.

## 7 Development of a carbon intensity metric for offshore sector

### 7.1 Regional Approach – Brazil Navy

In September two meetings were held with the Brazilian Navy (BN).

The first was introduction of IMCA to the new Vice Admiral at the DPC, by John & Paulo. This successful meeting lead to arrangement of the second meeting between the Navy's Diving Division and IMCA, to which Daniel and Paulo attended.

The diving division were keen to establish a regular meeting with IMCA. Michel Teicher is to be our point of contact with them.

Paulo to write formal minutes of the meeting on the 27<sup>th</sup> Sept and share with the Brazilian Navy and the committee.

**Action: Paulo/ Jennifer**

The BN diving division have previously translated some of the IMCA diving documents. Jennifer to confirm whether these translated documents can go through our proofreading quality assurance process.

**Action: Jennifer**

## 8 Business Development in the Region

As above in 7.1 and Paulo provided details on his work with the Brazilian Navy and updates on prospect members hoping to join in the near future.

## 9 Any other Business

### 9.1 New member request

A request has come in from Raphael Aureliano, company DPA at Technip FMC to join the South American Committee. It was confirmed that there is available space and that two members from the same company is permitted within a committee.

Jennifer to contact Rapheal to welcome him and provide all the necessary new joiners information.

**Action: Jennifer/IMCA**

There was a question on whether there are any discipline gaps within the committee?

Committee asked to consider and if any identified are there any known people to fill the void.

**Action: Committee**

## 10 Summary of action items

Action	Responsible	Target
2.0 Letter to committee members about attendance	Chair/ Jennifer	Dec 2024
4.1 Share slido results with committee	Jennifer	Oct 2024
5.1 Check local holidays and propose regional meeting dates to Events	Daniel/ Jennifer/ IMCA	Nov 2024
7.1 Formal minutes of meeting for 27 <sup>th</sup> Sept meeting	Paulo/Jenifer	Nov 2024
7.1 Can we use BN translated documents	Jennifer/IMCA	Dec 2024
9.1 Provide welcome pack to new committee member	Jennifer	Nov 2024
9.1 Identify is any discipline gaps within the committee	Committee	Dec 2024
Introduction of Captain Gonda to Chair	Renata	Ongoing
Further Petrobras connections / introductions	IMCA / Renanta	Ongoing
Proofreading of translated IMCA documents, ahead of issuing	IMCA / Committee	Ongoing

## 11 Date and location of next meetings

Committee would like a further meeting before the Christmas break. Will look for a suitable Thursday end Nov/ early Dec.

 <small>John Chatten (Jan 24, 2025 09:18 GMT-3)</small>	John Chatten	24/01/2025
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Signed as a true record

Name

Date

# 20241017- Minutes of meeting

Final Audit Report

2025-01-24

Created:	2024-12-19
By:	Jennifer Evans (jennifer.evans@imca-int.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAApesOxTwHX9ejRagZcHNLy66ZmPNpQbv

## "20241017- Minutes of meeting" History

-  Document created by Jennifer Evans (jennifer.evans@imca-int.com)  
2024-12-19 - 3:01:26 PM GMT
-  Document emailed to John Chatten (john.chatten@fugro.com) for signature  
2024-12-19 - 3:01:38 PM GMT
-  Email viewed by John Chatten (john.chatten@fugro.com)  
2025-01-24 - 12:17:33 PM GMT
-  Document e-signed by John Chatten (john.chatten@fugro.com)  
Signature Date: 2025-01-24 - 12:18:46 PM GMT - Time Source: server
-  Agreement completed.  
2025-01-24 - 12:18:46 PM GMT