

Minutes of a meeting of the Association’s Marine eCMID Committee held on 19 September 2024 from 10:30 BST via videoconference & at IMCA

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	Dec 2023	March 2024	June 2024	Sept 2024
Sujit Viswanathan (Chair)	DNV	Attended	Attended	Attended	Attended
Kerrie Forster (Vice-Chair)	Workboat Association	Attended	Attended	Attended	Attended
Bo Kiel Jespersen	Orsted	Attended	Attended	Attended	Attended
Jennifer McCaul	Scottish Power	Attended	Attended	Attended	Attended
Kevan Smith	Subsea 7	Attended	Apologies	Attended	Apologies
Vladimir Shuvaev	TechnipFMC	Attended	Attended	Absent	Apologies
BL Taylor-Hamilton	SGRE	N/A	N/A	Attended	Part-Time
Mike Schwarz	MSA	Attended	Apologies	Attended	Attended
Elle Bryant	MSA	N/A	N/A	Attended	Attended
Sharon Holland	MSA	Substitute	Substitute	Attended	Attended
John Morrison	BP	N/A	N/A	Attended	Apologies

Legend:

 Attended	 Part-Time	 Substitute	 Apologies	 Absent	 N/A
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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
Rhys Jones	IMCA	Technical Consultant – Marine
Roger Moore	IMCA	Technical Consultant – ROV

3 Minutes of the previous meeting

3.1 Approval of minutes

The minutes of the 20 June 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.

Andy has reviewed a selection of 10 HSC inspections as requested, he found that all were correct. It was suggested that the HSC supplement be given final review prior to the next revision release and consider if a question requires adding for ‘If the vessel has a valid HSOC certificate’.

Action 3: Andy Goldsmith

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 [Will continue into 2025 – currently being planned].

It was noted that Kerrie Forster and the IMCA secretariat would complete a provisional draft, with a workgroup to be established to continue the work in due course.

Actions 1 & 2: Kerrie Forster, Jennifer Evans, Mark Ford; Jennifer McCaul, Bo Kiel Jespersen, IIMS representative

The strategic objectives were reviewed to ensure they remained aligned with the workplan.

Mike gave an update on the efforts made to promote the eCMID globally, including approaching North America Marine Surveyors.

Jennifer McCaul gave feedback on the poor state of vessels being inspected in Japan for future projects. Due to the lack of AVIs in the region, they have to use their company-specific audit based on the eCMID.

Thoughts are welcome on where the future cadre of people will be coming from.

4.2 eCMID Statistics

Adam Hugo provided an update on recent activity. After reporting a noticeable annual decline in Q1, the trend has significantly moved in a positive direction across the globe on both eCMID and eMISW.

Inspections have been carried out for the first time in Japan.

The analytics hub has been quieter in recent months, but it is anticipated that it will change once the new updates have been released. Statistics were available for the committee as a Power BI report [in Teams](#). Adam was thanked for his work on this.

Adam was asked to put together a few slides to show the new improvements and how all parties can use the analytics.

Action 11: Adam Hugo

5 G+ Feedback

Rhys Jones provided background on an audit template that G+ had commissioned by consultants Seacroft, in response to the IMCA system not meeting their needs.

Both Jennifer M and Bo Kiel provided feedback that their companies had both trialled the audit template in the field, but the template was not at a point to be used or to take over IMCAs system.

An in-depth discussion was held about any specific requirements the G+ members may have that eCMID was not covering currently. If the purpose of eCMID was being misunderstood and companies were expecting more from the audit than it was originally planned for.

Open communication with G+ was required to understand the driving force behind the additional audit and if IMCA could help in any way. It was agreed to arrange a meeting between the eCMID committee and the G+ committee.

Action 12: IMCA secretariat

Would a new Offshore Wind supplement be an option to bridge the gap? If so, could the supplement be based on the G+ document 'Good practice guideline on the safe management of small service vessels used in the offshore wind industry' be an answer?

Action 13: Committee

6 Policy and Procedures

6.1 Report Quality Assurance Review

Andy Goldsmith provided an overview of the quality assurance reviews he had undertaken on inspection reports. 103 reports from 27 countries had been reviewed over the past 25 months, as follows:

- 51 eCMID reports
- 52 eMISW reports

So far, each reviewed report has been from different individuals, and Andy questioned whether this should continue or whether inspectors can now be repeated. Following discussion, it was agreed that AVIs scoring less than 50% could be reviewed to look for improvements.

Action 14: Andy Goldsmith

The QA reports from the last 3 months were compared to those reports reviewed in Q4 of 2022, and there appeared to be a slight overall improvement. The focus remains the same, and one area that required further awareness was the disclaimer section.

Possibility to add a pop up or option to add a pre-written disclaimer to be considered.

Action 15: Adam Hugo

The question was asked, 'Was there an appetite for and method to give feedback to individuals?' It was agreed that a system should be in place to offer feedback or a way to communicate with AVIs when errors were noted. Would blanket emails/newsletters to 'all' be enough and ensure no one feels singled out? Would direct communication be better or a mixed approach? Should an eCMID Quality Assurance email be set up in order to contact AVIs using a set template? Options were to be considered and presented at the next meeting. Once agreed, Comms would release an article on QA and the feedback process.

Action 16: IMCA secretariat, IMCA Comms.

IIMS agreed to review its training surrounding the use of photos during inspections and update where appropriate.

Action 4: IIMS

6.2 Findings categorisation

The new revisions of M149 & M189, with updates including the findings categorisations, have been live on the eCMID website for a number of weeks, but no comments have been received so far.

6.3 IMCA M167 revision

The new revision of M167 is live on the eCMID website for comment ahead of Oct release.

6.4 GDPR

At the recent Marine Renewables Committee meeting a question was asked 'Has GDPR been considered at any point, over the years and 14 revisions, with regards to photo contents?' Adam was able to provide the statements that currently exist within M167.

IMCA M167 includes:

4.4.2: "Previous versions of the eCMID report required 'Crew Qualifications' to be recorded. However, it had 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".

IIMS will review the current training and update to ensure that validation and revalidation courses cover this important topic.

Action 4: IIMS

M167 to be reviewed with considerations on the importance of GDPR and whether a section on system security and data protection, for guidance and reassurance should be included.

Action 17: IMCA secretariat, committee

7 Inspection Templates

7.1 eCMID and eMISW Inspection Templates

eCMID 14 and eMISW 7, have been live on the eCMID website for a number of weeks, but no comments have been received so far.

It was announced that the official release of the next revisions had been delayed due to the new IMCA website roll out, but they should be released later on in October.

7.2 Remote & ROV Division Update

Roger gave an update on the progress of R006 audit template, the questions and categorisations have been completed and the guidance notes were currently being undertaken.

Further work regarding AUV operations and audit was expected to take place in 2025.

7.3 Aquaculture Sector

Kerrie Forster reported positively about the feedback he'd received from the industry and was confident that a representative from the Aquaculture sector would be able to join at the Dec or March meeting. Kerrie will remain in contact and invite when suitable.

Action 8: Kerrie Forster

8 Online System

Adam Hugo reported on the online system and confirmed the following:

- Next stage of planning, late 2024 / early 2025:
 - Authentication/security project
 - Exploration of potential API access for system users.

It was asked if an update could be provided on how the revenue has been used to fund the improvements, so Mark will look into the figures. A communication release can follow to promote the work.

Action 18: Mark Ford, Adam Hugo and IMCA Comms

9 Inspector Accreditation – AVI Scheme

Mike Schwarz provided updates from IIMS including:

- The fabulous achievement of IIMS gaining its ISO:9001 accreditation.
- Ellie is the first point of contact for all new AVIs
- IIMS are simplifying their internal processes
- New 90 and 30 day reminders
- CPD now available on phone and desktop options
- IIMS are putting together a 2 hour training course aimed at educating people about the eCMID scheme, so for all others apart from AVIs.

9.1 & 9.2 AVI statistics

The meeting slide pack provided further information on the AVI scheme statistics.

9.3 AVI Course Feedback

Jennifer Evans recently took part in the September AVI validation course, along with a full house of 12 new AVIs. She offered her feedback on the positive notes of the course, which included the great presenting of the course by a current AVI.

It was noted the difficulty that some candidates had with the language, due to English not being their first language. Suggestions were made that in the future, skilled AVIs in other countries could be used to provide courses in more languages or if the course could be translated utilising Zoom or Teams translation functions. IIMS to investigate further.

Action 10: IIMS

The course was in need of updating following the recent changes about to come into force and it was feedback that M167 should be promoted more during the course, as a good source of information to AVIs. Also could live training of the eCMID app during the course be useful to future AVIs.

Action 4: IIMS

10 Communication and Publicity

10.1 IMCA

The updates on communications activities within the IMCA secretariat:

- The new IMCA website will go live on the 7th October 2024.
- IMCA bulletins and safety campaigns continued
- Updates were planned for user guides and videos

10.2 IIMS

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

11 Any Other Business

11.1 IMCA Live Events Programme

The remaining 'IMCA Live' events programme for 2024 was presented and was available in the meeting slide pack. IMCA's Global Summit is to take place in Utrecht in December 2024, and Iain Grainger has confirmed that eCMID will have a meet the expert stand during the event.

If there is a large enough contingent of the committee in person at the Global Summit then it may be an option to hold the next meeting on Thurs 5th December.

12 Summary of Actions


No.	Action	Responsible	Target
1	Provisional draft of Workboat Code of Practice	Kerrie IMCA secretariat	10 Dec
2	Establish workboat code workgroup	Bo-Kiel Jennifer M IIMS representative IMCA Jen	10 Dec
3	Review HSC supplement to review prior to release.	Andy	15 Oct
4	IIMS to review and update training their training, in regards to new updates, GDPR and the use of photos during inspections.	IIMS	10 Dec
5	Commence a bridging analysis for eMISW and compare the questions with eCMID.	Kerrie	10 Dec
6	Continue work on new ROV and AUV inspection templates. Plan accreditation aspects.	Mark, Roger, Andy	10 Dec
7	Progress aquaculture initiative and report back.	Kerrie	10 Dec
8	Invite an aquaculture representative for a future committee meeting.	Kerrie	Ongoing

9	Progress communications plan	Adam, Mark, Jennifer, IMCA Comms	Ongoing
10	IIMS to look into translation of courses or AVI course presenters in different countries	IIMS	Q1 2025
11	Slide pack showing eCMID improvements and analytics usages	Adam	10 Dec
12	Arrange meeting with G+ committee & eCMID committee	IMCA Secretariat	10 Dec
13	Review G+ code of practice for Offshore Wind Supplement possibilities	All	Q1 2025
14	Continue QA process, review AVIs gaining less than 50%	Andy	Ongoing
15	Add pop-up or possible alternative disclaimer choice	Adam	10 Dec
16	eCMID QA feedback options to be discussed	IMCA Comms & Secretariat	10 Dec
17	M167 to be reviewed in regards to GDPR message	Adam, Committee	10 Dec
18	Review revenue and costings of recent improvements. Promote where possible	Mark, Adam, IMCA Comms	10 Dec

13 Date and Location of Next Meetings

The remaining 2024 meeting dates were presented as follows:

- Tuesday 10 December – via Teams – though option to bring forward to Thurs 5th December in Utrecht.



Sujit Viswanathan

12/12/2024

Signed as a true record

Name

Date






20240919 eCMID Committee Minutes

Final Audit Report

2024-12-12

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