



International Users Group of ISPO-certified organizations

MINUTES OF THE MEETING OF ASSOCIATES

Location: Rosewood Hotel, Abu Dhabi

Date: Wednesday October 19th 2016

Present during the meeting:

mr. Willem Bentinck
mr. Bruno Dockx
mr. Jan Frans van den Hoek
mr. Ronny Detienne
mr. Kurt Duncan
mr. Chris Kline
mr. Keith McLean

Amsterdam Pilots – IUG Board – Chairman
Brabo Pilots Antwerp – IUG Board – Secretary
Rotterdam Pilots – IUG Board – Treasurer
Brabo Pilots Antwerp – IUG Board – Member
Trinidad & Tobago Pilots – IUG Board – Vice-chairman
Brisbane Pilots – IUG Board – Member
Forth Pilots – IUG Board – Member

mr. Hans Leemborg
mr. Henk van der Lugt
mr. Bert Oldenbeuving
mr. Elco Oskam
mr. Joost Mulder
mr. Matt Easton
mr. Martin James
mr. Tim Wingate
mr. Alan Jameson
mr. Aidan Fleming
mr. José Pérez Lorente
mr. Nasser Sabt
mr. Ahmed Abdulhadi
mr. Lafi Al-Murtaji
mr. Hamad Al Marshoudi
mrs. Mariya Mihaylova
mr. Diederik Cogghe
mr. Xander van der Steen
mr. Edwin Schoon
mr. Tjitte de Groot
mr. Johan van der Laan
mrs. Silvia Linssen

Incoming IUG Administrator
IUG Administrator
Noord Netherlands Pilots
Rotterdam Pilots
Rotterdam Pilots
Liverpool Pilots
Liverpool Pilots
Forth Pilots
Port of Tyne
Cork Pilots
Palma de Mallorca
DP World, Dubai
Kuwait Oil Company-
Kuwait Oil Company
Safeen (Abu Dhabi)
Varna Pilots
Brabo Pilots Antwerp
Scheldemoniden Pilots
Scheldemoniden Pilots
Rotterdam Pilots
Amsterdam Pilots
Dutch Pilot Organization

Chairman of the meeting:

mr. Willem Bentinck

Minute's secretary:

mr. Henk van der Lugt



1. Welcome/opening.

Chairman opens the meeting at 13:30.

2. Announcements from the board.

Since the last meeting in Kuwait the following pilot organizations have been certified:

- Port of Cork (December 2015)
- Palma de Mallorca (February 2016)
- DP World Dubai (October 2016)

The following pilot organizations are known to be interested or are working towards certification:

- Tanger - Marrocco
- Petkim Pilot Organization - Turkey
- Waterford - Ireland
- Vigo - Spain
- Dublin - Ireland

Bahrein, Sevilla, Pasajes and Oregon have asked for information. Hong Kong pilots have a DNV certification. DNV is pressing HK pilots to move to ISPO.

All interested pilot organizations will be invited to attend the meeting in Rotterdam in 2017.

Mack Shipping, a German consultancy have asked for ISPO user group accreditation to assist pilot organizations in getting certified. As we are not an organization who accredits a consultancy we have declined their request.

3. Minutes of the IUG meeting in Kuwait on November 18th 2015.

There are no comments and the minutes are approved.

4. Approval of the 2015 Financial Statements.

Treasurer explains the figures of the financial statements. For 2015 we see a steady growth of equity.

The income of IUG is approximately €22.000. The total cost is about €12.700, so the profit is approximately €9.000 and added to the equity. The cost of the IUG is mainly attributed to the work of the administrator. Conclusion, we have more income than cost, which is a healthy situation. We are not rich, but this is not necessary, due to the fact that IUG is a foundation. The financial statement is audited by two associates, Edwin Schoon, Scheldemoniden Pilots and Robert Keir, Forth Pilots (not present at the moment). The two auditors are not members of the Board and are therefore having an independent role to check all the figures of the Financial Statement. They have approved the figures of the Financial Statement 2015 by signing the audit reports. These reports of the auditors were sent to all of you.

The financial statement 2015 is approved

5. New financial auditor.

Robert Keir, Forth Pilots steps down as financial auditor. Aidan Fleming, Cork Pilots is appointed as the new financial auditor next to Edwin Schoon, Scheldemoniden Pilots.



6. Budget 2017 & Membership Fee.

Treasurer explains the figures of the budget 2017 and membership fee. The equity is growing. In the board meeting it was decided to propose to keep the fee on €25.

The associates approve to set the membership fee 2017 on €25 per pilot.

If a small pilot organization would like to organise a ISPO conference and when the expenses are too high, they can ask the IUG for financial support.

7. Strategic Plan.

The strategic plan is presented and discussed.

The discussion leads to the following actions:

- The wording ISPO standard / code will be discussed in the board.
- ISPO has similarities with ISO 9001:2015. The working group will make a GAP analysis to see what the differences and similarities are between ISPO and ISO 9001:2015

8. Amendments to the ISPO.

- Paragraph 2.4.4 first dot in:

Marine Management Systems auditor as per IACS PR10 or IRCA Lead auditor as mandatory for ISO Certification Scheme Auditors.

- Paragraph 6.2. Audit Man-days; formula replaced by matrix and adjusted paragraphs

6.2 Audit Man-days

6.2.1 The following matrix gives an indication of the minimum amount of man-days needed for the initial certification audit, including the document review, always with a minimum of two days:

		Number of pilot voyages per year								
		1 -	5.001 -	10.001 -	15.001 -	30.001 -	60.001 -	120.001 -	240.001 -	480.001 -
		5.000	10.000	15.000	30.000	60.000	120.000	240.000	480.000	960.000
Number of pilots	1 - 5	2								
	6 - 10	2	2							
	11 - 15	2	2	2						
	16 - 30	2	2	2	3					
	31 - 60		3	3	4	5				
	61 - 120			4	5	6	7			
	121 - 240				6	7	9	11		
	241 - 480					9	11	13	15	
	481 - 960						13	15	17	19



- 6.2.2 The minimum amount of man-days can be reduced with $\frac{1}{3}$ if the pilot organization is also ISO certificated by the same classification society. The result of the calculation shall be rounded up and the minimum amount of man-days as mentioned in paragraphs 6.2.1, 6.2.3 and 6.2.4 must be respected.
- 6.2.3 The minimum amount of man-days needed for the annual periodical audits are $\frac{1}{3}$ of the amount calculated in paragraph 6.2.1, with a minimum of one day. The result of the calculation shall be rounded up.
- 6.2.4 The minimum amount of man-days needed for the renewal audits are $\frac{2}{3}$ of the amount calculated in paragraph 6.2.1, with a minimum of one day. The result of the calculation shall be rounded up.
- 6.2.5 The classification society must ensure that full coverage of the total scope of pilot services of the individual maritime pilot organization is taken into account for determining conformity or non-conformity with the ISPO requirements. The independent external third party audit should ensure that the assessment is based on determining the effectiveness of the management system in meeting the ISPO requirements.

The proposed amendments are approved.

9. Amendments to the Internal Regulation.

- Paragraph 5.5; Add new sentence after dot c;

5.5 At the general meeting, Board members shall be chosen from among candidates who:

- a) wish to stand for reappointment;
- b) are nominated by the Board;
- c) are nominated by at least 10% of the associates.

The IUG Board must call for candidates at least 56 days before the scheduled day of the meeting.

Candidates mentioned under a. and b. shall notify their candidacy to the IUG Board at least 28 days before the scheduled date of the Meeting. Candidates mentioned under c. shall notify their candidacy to the Board at least 14 days before the scheduled date of the Meeting.

The definitive list of candidates shall be in the possession of the associates at least seven days before the beginning of the meeting.

The proposed amendments are approved.



10. Composition of IUG Board.

Ronny Detienne will step down as a board Member. There was no response to the vacancy which was sent out 58 days before this meeting. Therefore according the internal regulation, it is up to the Board to find a candidate. The board is happy to announce that Capt Lafi Al-Murtaji, team-leader of the port operations of Kuwait Oil Company is willing to fulfil this vacancy.

11. IUG Administrator.

Henk van der Lugt will step down as administrator on 22nd June 2017. The IUG administrator is not a Member of the Board, not elected by the Board but appointed by the Board. According the articles (art. 11) of Association, the administrative work of the foundation will be done by a person designated by the Board on the responsibility of the chairman. The administrator has to work in close co-operation with the Chairman. Hans Leemborg has made himself available to take over the job of Henk van der Lugt. Hans is a former pilot in Rotterdam. He is 58 years old and last year October he retired. Hans will be appointed on the 22nd of June 2017 as Administrator of the IUG.

12. Composition of IUG Working Group.

The working group consists of:

- | | |
|---------------------|--------------------------------------|
| • Mariya Mihaylova | Varna Pilots |
| • Bruno Dockx | Brabo Pilots, Antwerp, Secretary IUG |
| • Silvia Linssen | Dutch Pilot Organization |
| • Chris Kline | Brisbane Pilots, Member IUG |
| • Lennox Bailey | Trinidad & Tobago |
| • Henk van der Lugt | Administrator IUG |

Hans Leemborg will join the working group as an incoming administrator to take over from Henk van der Lugt in June 2017.

Tim Wingate, Forth Pilots and member of the UKMPA board, is added to the working group.

13. Promotional activities.

Chairman coordinates the promotional activities. We have at the moment:

- The Website,
- LinkedIn and twitter are particularly used during, just before and after the conferences but over the year it is not very active

Any suggestions or ideas on promotional activities can be brought forward to Henk van der Lugt.

The first presentation of the conference about what ISPO is, the history and where we stand for must be held every conference again.

When discussions on LinkedIn marine forums take place we must grab the opportunity to make ISPO known to third parties.



14. Location of 2017 (Rotterdam) and 2018 (to be decided) IUG meeting.

The location for the conference in 2017 is Rotterdam, the dates are 21st and 22nd of June. Unfortunately this is during Ramadan. Next time this will be taken into consideration. The location for 2018 will be Brisbane. Probably October. Date to be announced.

15. Any other business.

The ISPO Code will be translated into Spanish language.

A slight change in the procedure in becoming a member of IUG is proposed. Now the administrator has to wait for a response of all members if they have any objections against the new member. From now on a mail with the advice of the Board to accept the new member will be sent and if you don't agree you have to respond by mail within two weeks. After those two weeks it will be automatically assumed that there is no objection for this new organization to become a member of the IUG. All members agree with this procedural change.

The e-mail address of the IUG will be changed to **IUG@ISPO-STANDARD.COM**.

16. Closing.

Chairman closes the meeting at 15:05.

Two handwritten signatures in blue ink, one on the left and one on the right, likely representing the Chairman and another official.