



International Users Group of ISPO-certified organizations

MINUTES OF THE MEETING OF ASSOCIATES

Location: Inntel/Mainport Hotel, Leuvehaven, Rotterdam

Date: Thursday, June 22, 2017

Present during the meeting:

Board:

mr. J.W. Bentinck (Willem)
mr. K.M. Duncan (Kurt)
mr. B.A.L. Dockx (Bruno)
mr. J.F. van den Hoek (Jan Frans)
mr. C.C. Kline (Chris)
mr. K.A. McLean (Keith)

mr. H. van der Lugt (Henk)
mr. A. Leemborg (Hans)

Netherlands - Amsterdam-IJmond (chairman)
Trinidad & Tobago (vice-chairman)
Belgium - Antwerp-Brabo (secretary)
Netherlands - Rotterdam-Rijnmond (treasurer)
Australia - Brisbane (member)
Scotland - Edinburgh (member)

Netherlands - IUG (IUG administrator)
Netherlands - IUG (incoming IUG administrator)

Associates:

000 - NLC/NLBV

001 - Rotterdam-Rijnmond

002 - Brabo Antwerp

003 - Amsterdam-IJmond

004 - Varna Pilots

005 - Noord-Eemshaven

006 - Forth Pilots

007 - Trinidad Tobago

008 - Liverpool

009 - Brisbane

Mr. Joost Mulder
Ms. Slivia Linssen
Mr. Tjitte de Groot
Mr. Elco Oskam
Mr. Rob Keijzerwaard
Mr. Joost Leenhouts
Mr. Wouter Smit
Mr. Daniel Porsius
Mr. Chris Wouters
Mr. Diederik Cogghe
Mr. Ronny Detienne
Mr. Johan van der Laan
Mr. Rob Gerrits
Mr. Guustaaf Morer
Ms. Mariya Todorova Mihaylova
Mr. Bert Oldenbeuving
Mr. Bas Deen
Mr. Robert Keir
Mr. Michael Cramond
Mr. Donnie MacInnes
Mr. Tim Wingate
Mr. Ian Cumming
Mr. Kurt Duncan
Mr. Matt Easton
Mr. Nev Dring
Mr. Chris Kline



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011 - DİTAŞ Deniz İşletmeciliği ve Tankerciliği A.Ş	Mr. Murat Kotraci
012 – Port of Tyne	Mr. Yucel Yildiz
013 – Scheldemonden	Mr. Alex Castle
	Mr. Alan Jameson
	Mr. Fred Kuipers
	Mr. Edwin Schoon
016 – Port of Cork	Mr. Bastiaan Bijvank
	Mr. Nick Bourke
	Mr. Aidin Fleming
017 – Palma de Mallorca	Mr. Pere Marroig Sancho
	Mr. José Pérez Lorente
018 – DP World Dubai	Mr. Nasser Ali Sabt

Observers:

Danmark - Danish Pilots	Mr. Søren Westerkov
	Mr. Ivar Svane
	Mr. Brian S. Nielsen
	Mr. Anders L. Thomsen
Oman - Sohar	Mr. Harold Roosenboom
	Mr. Rodger Ebelthite
Norway - Norwegian Pilotservices	Mr. Erik blom
	Mr. Johannes Sivertsen
	Mr. Vibeke Rasmussen

Not present during the meeting:

Board:

Mr. L. Al-Murtaji (Lafi)	Kuwait – KOC (member)
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Associates:

- 010 – Port Hedland
- 014 – Kuwait KOC
- 015 – Abu Dhabi Marine Services LCC Safeen

Chairman of the meeting:

Mr. Willem Bentinck

Minutes secretary:

Mr. Hans Leemborg



MINUTES OF THE MEETING OF ASSOCIATES

1. Welcome/opening.

Chairman opens the meeting at 13:30 and welcomes everybody especially the observers. It's the first time for pilot organizations who are interested in ISPO-certification to attend the meeting to get an impression of the responsibilities of the IUG. They do not have the right to vote.

2. Announcements from the board.

Since the last meeting there have been no new pilot organizations ISPO-certified.

There is no news about the pilot organizations who have indicated to be working on certification. The associates in the regions are asked to try to get some more information about the progress (if any).

In the last meeting of associates the proposal was made to translate the ISPO-code in the Spanish language. José Pérez Lorente and Pere Marroig Sancho present the translation of the ISPO-code in the Spanish language to the chairman. The translation was done by an official translation agency. The chairman thanks José and Pere for the timeless effort in correcting all the nautical and technical terms in this document.

The Arabic translation is still under progress.

3. Minutes of the IUG meeting in Abu Dhabi October 19th 2016.

No written comments have been received and no comments were made during the meeting. The minutes have been approved.

4. Financial Statements.

• **Financial Report 2016**

The treasurer explains the figures of the Financial Report 2016. The transition from the RABO bank to the ABN AMRO bank is a fact and hopefully this results in easier auditing by the auditors.

The result of 2016 shows a small profit. In 2016 the costs of the administrator is above budget due to extra Working Group meetings (amendments to ISPO, internal regulation and strategic plan and the Abu Dhabi conference). Costs and travel expenses by existing members for the extra Working Group meetings have not been charged.

Both internal financial auditors, Aidan Fleming and Edwin Schoon, have gone through the figures of the Financial Report 2016. The reports of the auditors were sent to all members. The auditors propose the Board to be discharged in respect of the management carried out and advises the members to approve the Financial report 2016.

There are no comments and the Financial Report 2016 has been approved.

• **Budget 2017**

Last year in Abu Dhabi it was decided the contribution remains €25 per pilot. The main cost for the IUG is the cost of the hours worked by the administrator. With the result of 2016 the equity is ≈ €40000.



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- **Policy membership fee**

The IUG Board wants a strategic policy regarding the annual IUG subscription fee and to formalise the relationship between the subscription fee and the minimum and maximum required financial reserves of the IUG. Therefore a guideline was made based on a subscription fee of €25. The subscription fee will have to be increased when the minimum threshold of €20000 is reached and can be reduced when the highest threshold of €100000 is reached.

The Board has concluded that a minimum threshold of €20.000 is not sufficient and therefore proposes to increase the minimum threshold to €40.000,-. This leads to an increase of the subscription fee next year with €10 to €35 per pilot each organization.

The chairman has indicated he will send an email to the associates with a statement about the increase of the subscription fee.

- **Guideline Granting Financial Support**

In the past the ISPO conferences were organized by organizations with sufficient financial means. To enable organizations without sufficient means to finance an ISPO conference this guideline was made. The maximum available amount for a conference is €20000. An application of the requested amount must be submitted to the board. The Board evaluates the application and decides whether to grant the amount available in full or in part.

5. New financial auditor.

Following the discussion of last year it is more practical to change the new financial auditor every two years. This means Capt. Aidan Fleming and Capt. Edwin Schoon are eligible for re-election. There are no objections for re-election. Capt. Aidan Fleming and Capt. Edwin Schoon have been re-elected as the financial auditors.

6. Budget 2018 & Membership Fee.

Treasurer explains the figures of the budget 2018 and membership fee. The Brisbane Marine Pilots organization will put in a request for financial support of €10000 to organize the ISPO conference in Brisbane, there will be a small loss in equity for 2018 if we approve a contribution of € 35 per pilot. The budget 2018 has been approved.

7. New board member / Composition of IUG Board

Capt. Jan Frans van der Hoek is stepping down due to his retirement. Capt. Tjitte de Groot is the only candidate. The meeting approves the appointment of Capt. Tjitte de Groot as successor of Capt. Jan Frans van der Hoek. The chairman thanks Capt. Jan Frans van der Hoek for all the work he has done for ISPO/IUG to bring it where it is now and wishes him a prosperous retirement. Capt. Jan Frans van der Hoek thanks the chairman for the nice words and wishes all associates all the best and hopefully a steady growth for the next coming years of ISPO certified organizations.



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8. Strategic Plan

Capt. Chris Kline gives an explanation of the strategic plan and asks the meeting for feedback regarding the strengths, weaknesses, opportunities and threats.

Page 5 of the strategic plan has been filled in.

To safeguard the suitability and added value of ISPO we have to review ISPO as described in ISPO Part C chapter 7 in 2020/2021.

Therefore we will carry out a Gap analysis with a standard or document related to the ISPO. These reviews might result in amendments to the ISPO Code. It is better not to make yearly amendments to the ISPO unless of course important developments make an interim amendment necessary.

The working group conducted a GAP analysis last year between ISPO and ISO 9001: 2015 to review the differences and similarities. As shown in Lloyd's presentation and following the discussion in the working group it can be concluded that the chapters in ISO 9001: 2015 versus what has been described in ISPO is similar. Only paragraph 6.3 "Planning Changes" in ISO 9001:2015 is described in more detail than in ISPO paragraph 10.2. The question now is whether we want to adjust this in the (near) future or not.

In order to ensure that the articles of ISPO Part C are being followed it is necessary to make ISPO part C 'auditable'. The board has discussed the feasibility of certifying the IUG according to ISO 9001. The board has come to the conclusion that ISO 9001 certification for the IUG is not feasible as this would lead to an unwanted and confusing mix between ISO and ISPO.

We will continue with the strategic plan in the coming years and ask the meeting for feedback.

9. IUG Administrator.

Capt. Henk van der Lugt steps down as administrator of the IUG. The chairman thanked Henk for all his efforts in recent years and hands him a farewell present.

Henk uses the opportunity to express a word of thanks. Hans Leemborg is appointed as his successor.

10. Composition of IUG Working Group.

Capt. Hans Leemborg will replace Henk van der Lugt in the working group. This means the working group consists of:

Mariya Todorova Mihaylova	Varna Pilots, Bulgaria
Bruno Dockx	Brabo Antwerp, Belgium
Silvia Linssen	Dutch Pilot organization
Chris Kline	Brisbane, Australia
Lennox Bailey	Trinidad & Tobago
Tim Wingate	Forth Pilots
Hans Leemborg	Administrator

11. Promotional activities.

The conference can be regarded as a promotional activity and is very important. It is always difficult to measure the spin-off of such an ISPO conference but keep in mind that ISPO conferences will interest more pilot organizations to get ISPO certified.



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Promoting the ISPO at 'neighbouring' pilot organizations in your region is another option, but these activities take place on a voluntary basis.

More suggestions were made from the meeting, such as guidelines for working/rest hours, use of PPU and a common IAD-database. Using social media when discussions on LinkedIn marine forums for example take place we must grab the opportunity to make ISPO known to third parties.

12. Location of 2018 (Brisbane) and 2019 (to be decided) IUG meeting.

The location for the conference in 2018 is Brisbane, the dates are October 17th and 18th. Palma de Mallorca indicates they want to organize the conference in 2019. It is quite a challenge for such a small organization. We realize it is impossible to organize it as extensively as here in Rotterdam. More important is to see and speak to each other and to learn from each other.

13. Any other business.

DP World Dubai has indicated they want to organize the conference in 2020.

The chairman gives a small evaluation of the conference here in Rotterdam. He thanks the associates and appreciates the effort of everyone present here.

14. Closing.

Chairman closes the meeting at 15:10.