Minutes
IUG Meeting of Associates

Location : Jakarta Hotel, Amsterdam
Date/time : 12 October 2023, 14:00 – 16:00 (UTC+2)

Present at the meeting:

Board:

Capt. M. Easton (Matt)	United Kingdom – Liverpool (chairman)
Mr. B.A.L. Dockx (Bruno)	Belgium – Brabo, Antwerp (secretary)
Capt. T.S. de Groot (Tjitte)	Netherlands - Rotterdam-Rijnmond (treasurer)
Capt. T. Wingate (Tim)	Scotland – Forth Pilots (member)
Capt. J.J. van Driel (Hans)	Netherlands – Rotterdam-Rijnmond (incoming treasurer)
Capt. Ahmed Sati (Sati)	UAE – P&O Maritime FZE (incoming member)
Capt. A. Leemborg (Hans)	Netherlands - IUG (IUG administrator)

Not present with notice:

Capt. J.A. Perez Lorente (José)	Spain - Palma de Mallorca (vice chairman)
Mr. T. Lonsdale	Australia – Auriga Pilots (member)
Capt. L. Al-Murtaji (Lafi)	Kuwait – KOC (member)

Associates:

001 - Rotterdam-Rijnmond
002 - Brabo, Havenloodsen en Bootlieden CV, Antwerp
003 - Amsterdam-IJmond
005 - Noord-Eemshaven
006 - Forth Pilots
008 – Liverpool Pilots
011 - DİTAŞ Deniz İşletmeciliği ve Tankerciliği A.Ş
012 - Port of Tyne
013 - Scheldemonden
016 - Port of Cork
017 - Palma de Mallorca
018 - P&O Maritime FZE
020 - Woodside Energy Ltd
021 - Sohar Industrial Port Company SAOC
027 - Auriga WA
028 - Australian Pilotage Group (APG) PTY Ltd
029 - Australian Reef Pilots

Not present with notice:

010 - Port Hedland
014 - Kuwait (KOC)

Not present without notice:

004 - Varna Pilots
007 - Trinidad Tobago
015 - Abu Dhabi Marine Services LCC Safeen
019 - ADNOC Logistics & Services
023 - Santander Pilots
024 - Flinders Port-Adelaide
026 - Gladstone Marine Pilot Services
031 - Southern Ports Pilotage Services
032 - Midwest Ports Pilots

033 - Corporacion de Practicos del Puerto de Bahia de Algeciras S.L.P.
034 – P&O Maputo Mozambique
035 – P&O Maritime Cyprus BU

Observers:

Dublin Port Company
Plymouth Pilotage Service
Casablanca Pilots
Polish Maritime Pilots Association
Papuan Sea Pilots
Slovenian Maritime Pilots Association
Malta Maritime Pilots
Tanger Med Pilot Association
Dan Pilot Greenland
Epinal Luanda Pilots
Lisbon Port

Attachments:

- Minutes meeting of Associates 22 September 2022
- Financial Report 2022 IUG
- Budget 2024 & membership fee
- Financial audit reports
- Document increasing membership fee per 1-1-2024
- Amendments (2 and 4) ISPO Code and Control Manual
- Amendments (3 and 5) ISPO Control Manual, multi-site certification

1. Welcome/opening.

Chairman opens the meeting at 13:30 and welcomes 17 associates and 11 observers. The board behind the table is not entirely complete. Unfortunately, Capt. Lafi was not able to attend, Capt. José Perez and Mr. Trent Lonsdale have to catch their flight.
A particular welcome to the observers. Unlike the associates, the observers do not have voting rights, but we try to be transparent as much as possible.

This meeting is to inform you about all developments within the IUG of the last year.
The main purpose of this meeting is to approve the annual financial report, budget & contribution for next year, appointing new board members, discussing amendments and policy of the IUG.

The documents of this meeting can be downloaded from the website and will no longer be sent to you. On agenda item 9 we will show you how you can login to view the documents.

2. Announcements from the board.

Since the last meeting of Associates in Cork the following announcements can be made:

- 3 more pilot organisations are ISPO accredited:
  - P&O Maputo Mozambique.
  - P&O Maritime Cyprus
  - Tasmanian Ports Corporation Pty. Ltd.

  There are 35 ISPO-certified organizations in total. Total pilots involved appr. 1380 (2022: 1355), 32 associates of IUG (1110 pilots).

Thanks to Sati, who did a great job in guiding P&O Maputo and Cyprus in the process to ISPO accreditation. There are more organizations in the pipeline who probably will be accredited before next year's conference.
We know that still several pilot organizations are working hard on ISPO accreditation in Spain, Australia, England, Ireland, Finland, Sweden, Greenland, Angola, Qatar and Tangier. The Papua Sea Pilots had their document review but is not yet accredited.

- All pilot organizations affiliated with EMPA and IMPA have been invited to attend the ISPO conference. We are pleased that various interested pilot organizations are present. We will try to get a slot for a presentation at the IMPA congress in Rotterdam next year.

- José Perez visited Colombia and Panama.to give presentations to spread ISPO. Trent Lonsdale did the same on the AMPI conference last week.

- An interesting development is taking place in Australia. After our 2018 conference in Brisbane where ISPO was praised by Queensland's Minister of Transport, the contract of our associate BMP was no longer extended in 2020. It had to be cheaper. Now, a number of years later, politicians have decided that all pilot organizations within Queensland must implement a quality management system by 2024. They have recognized ISPO as one of the approved quality management systems.

  The chairman took the opportunity to reflect on the death of our great ISPO promoter Dr. Clive Sheard early this year. He has done a tremendous amount of work for ISPO and we are very grateful to him for that.

- Highlights of the meeting of Associates on September 22nd, 2022:
  - The financial report 2021 is approved.
  - The budget and membership fee 2023 is approved.
  - Resignation of Capt. Keith McLean
  - Appointment of Mr. Trent Lonsdale as board member.
  - New volunteers in the working group are Capt. Salem Al Menhali (Abu Dhabi Marine Services – Safeen), Capt. Agha Umar Habib (Sohar Industrial Port Company SAOC) and Capt. David McDonald (Auriga Group)
  - New Strategic plan 2022-2026
  - New website ISPO

3. Minutes of the remote IUG meeting of Associates on September 22nd, 2022..

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

4. Financial Statements.

- Financial Report 2022

The treasurer explains the figures. There was a negative result in 2022. An increase in revenues due to more members, but also a significant increase in costs, have led to the negative result.

The travel and accommodation costs for the administrator and the claim for financial support for the conference in Cork are less than budgeted. The back office activities of the administrator have increased in recent years to bring the IUG to a professional organization. A new website has been set up for this purpose with a one-off investment that was not budgeted but the board considered it desirable to renew the website. The old website was still linked to the Dutch pilotage organization. The working group costs are slightly higher

than budgeted. A new cost item ICT has been added as the annual recurring costs item for hosting and maintaining the website. These costs were formerly paid by the Dutch Pilotage.

The financial auditors Nick Bourke of the Cork Pilots and Jasim Al Abri of Sohar Industrial Port Company SAOC checked the figures and found a negligible difference. They stated that the figures are correct. The treasurer thanks the financial auditors for their work.

The equity is still between the minimum and the maximum threshold.

There are no comments on the annual report and is hereby **adopted.**

– Budget 2024 & Membership Fee

Despite that the equity is still between the range of decreasing or increasing the membership fee the board decided last March that the IUG membership fee must be increased. The treasurer explains that in recent years there has been a regular loss, which strongly depends on whether financial support will be used by the host to organize the conference.

The graph in the 'Increasing IUG membership fee' document clearly shows that equity will quickly decrease if we continue to stick to a membership fee of €35 per pilot in the organization. The 2024 budget drawn up with an increase of €45 per pilot even shows that a small loss will be incurred. It must be realized that there has been no increase in the membership fee in the last 8 years. In addition, if the administrator stops his work on January 1, 2025, a professional may have to be hired, which will increase costs even more if we cannot find a retired pilot to become the next administrator. Together with the current inflation and increasing costs for the IUG, the board has decided to increase the IUG membership fee to €45 as of 1-1-2024. The Associates were asked for comments. There are no objections from the associates of increase in the IUG membership fee to €45 per pilot in the organization.

The treasurer explains the budget 2024. The figures are based on 1110 members. Travel and accommodation costs are high due to the fact that the conference and meetings will be held in Melbourne. The back office costs are adjusted to the annual CPI index, just like the work group costs. There are still some steps to make on the website and a small investment budget is included. This still results in a small loss. We must understand that the total number of IUG associates has doubled the last eight years, but the total number of pilots certainly has not.

There were no questions asked and the budget 2024 and IUG membership fee is **adopted.**

5. New financial auditor.

As agreed, the financial auditor rotates every two years. Therefore Capt. Nick Bourke is stepping down. The chairman thanks Capt. Nick Bourke for his commitment. Capt. Jasim Al Abri (Sohar Industrial Port Company SAOC) will continue for one year more. Capt. Andy McDowell of the Port of Tyne steps forward as Capt, Nick Bourke's successor.

6. Election Board member / Composition of IUG Board

According to the retirement schedule of the board members, it is Capt. Lafi who will step down after seven years as a board member. Unfortunately, he cannot be present due to a reorganization within KOC. The chairman thanks Capt. Lafi for his commitment and work he has done for the IUG, especially the translation of the ISPO Code and Control Manual in the Arabic language.
To maintain a balanced geographical distribution within the board, Capt. Ahmed Sati has been put forward by the board as Capt. Lafi's successor. There were no opposing

candidates. Capt. Ahmed Sati introduces himself to the associates. The associates have no objections to appoint Capt Ahmed Sati as new board member.

Capt. Tjitte de Groot retired as per 1 July at the Rotterdam Pilots. According the Articles he must step down as treasurer of the IUG. Tjitte's successor is Capt. Hans van Driel. The fact that the IUG is a Dutch foundation with a Dutch bank account and the financial department of the Rotterdam Pilots carries out the financial activities makes Capt. Hans van Driel the logical successor of Capt. Tjitte de Groot. The associates have no objections to appoint Capt. Hans van Driel as the new board member and treasurer.

The chairman expresses a word of thanks to Capt. Tjitte de Groot on behalf of the board and associates. He handed over a present and memento on behalf of everyone.
Capt. Tjitte de Groot takes the opportunity to say a few words. He sketched a picture of how he came into contact with ISPO from the beginning with a blank piece of paper in 2000. Since 2000, he has always been involved in one way or another with ISPO and in recent years has served as treasurer within the IUG. He thanks the board members for the good cooperation and especially Silvia Linssen and Hans Leemborg who have assisted him in many ways. He wishes his successor every success.

For next year 2024 no board members will step down according the retirement schedule. If you are interested in joining the board in the future, you are expected to send a motivation letter.

- Composition working group

The working group consists of volunteers from the associates who meet when suggestions or ideas come from the board or associates. The working group views and investigate them in order to provide ~~an~~ advice to the board to implement or carry out these suggestions or ideas. In the past year, the working group didn't come together.

The board is always looking for volunteers to support ISPO. At the moment the working group consists of seven members:

Bruno Dockx	Brabo Antwerp, Belgium
Silvia Linssen	Dutch Pilotage organization, The Netherlands
Tim Wingate	Forth Pilots, Scotland
Salem Al Menhali	Abu Dhabi Marine Services LCC – Safeen
Agha Umar Habib	Sohar Industrial Port Company SAOC
David McDonald	Auriga Group (Reef)
Hans Leemborg	IUG administrator, the Netherlands

- Administrator

Captain Hans Leemborg already indicated last year that he will stop his activities as IUG administrator as of January 1, 2025. A successor must be found. According to the Articles (11) the administrative work of the foundation will be done by a person designated by the board on the responsibility of the chairman. No vacancy will be advertised, but we looking for a suitable Dutch candidate due to the fact that the IUG is a Dutch foundation.
The board hopes to find a suitable successor behind the scenes in the coming days.

7. Strategic Plan 2022-2026

The new strategic plan for 2022-2026 has been drawn up. The strategic plan describes the goals for the next five years with the resulting actions to be taken, who is responsible and when it is to be implemented. The strategic plan also describes that a comparison with other standards must be investigated to keep ISPO up to date.

– Amendment 2, other standards.

In the past we regularly got questions to implement in the ISPO Code elements from other standards, such as environment, sustainability, etc. Some of them are minimal described into ISPO. The board is of the opinion that the ISPO Code focuses on the operational functioning of the pilot organization and does not consider it desirable to allow ISPO to grow again with elements that do not belong to our core business. Therefore, it is proposed to include an extra paragraph in the foreword of the ISPO Code. **Amendment 2.**
The secretary explains why the IUG wants to amend the ISPO Code. He explains that ISPO is a quality and safety system of pilotage. We have to stay to our core business. If a pilot organization is voluntarily or obliged to implement other standards outside ISPO, the ISPO framework allows to combine with other standards.

Some questions were asked about the extent to which an auditor will ask about other standards. It became clear that the auditor will not ask questions about other standards, because the audit is conducted on the ISPO Code.

Amendment 2, other standards is **adopted.**

– Amendment 4, periodical verification.

Last year, an amendment was adopted that attempts to bring uniformity to the periodic verification in the ISPO Control Manual. This adjustment still caused confusion. **Amendment 4**, periodic verification, is submitted to the meeting.

A brief explanation is given about the windows of an annual audit in which one can make an appointment for an audit. The classification societies are short on auditors and it is the responsibility of the ISPO-certified organizations to make an appointment on time within the given windows. The amendment now clearly indicates the windows through a timeline.

Amendment 4, periodical verification is **adopted.**

8. Multi-certification

The question has arisen whether multi-site certification is possible for ISPO from one of our associates, who has three pilot organizations operating in the same country.
In consultation with the three classification societies, a lot of work has been done to achieve multi-site certification.

– Amendment 5, multi-site certification.

This amendment makes it possible for a pilot organization to opt for multi-site certification under certain conditions.

It is up to the classification societies to determine whether a pilot organization meets the conditions. There must be a head office and one management system.
There has been a long discussion about man-days for auditing. It is up to the classification societies to decide how to make the allocation to visit all sites once every five years, but in any case the head office will be audited every year. The matrix can be maintained by applying the total number of pilots and services from all sites.

Most associates are one site, but we can imagine that pilot organizations elsewhere in the world may see opportunities to become ISPO accredited. There were no further questions.

Amendment 5 is **adopted**.

– Amendment 3, definitions

With regard to the terms for multi-site certification that are also common within the classification societies, the definitions are also updated to avoid misunderstandings.

Amendment 3 is **adopted.**

9. ISPO website

An update is given on the developments of the website. A password protected page has been created for the (board) members of the IUG on which the documents of the board and associates meetings can be downloaded of the last 8 years.

To get access, you must create an account that will be activated by the administrator. The board members have access to both, the board meetings and the meeting of associates. The associates only have access to the associates meeting.

Other options such as payment of the contribution and exchange of implementation of ISPO components by various associates will be developed further this year.

A proposal was made to think about the possibility to implement a forum on the website as well.

10. Location of ISPO conference and meetings in 2024 and 2025.

The 2024 ISPO Conference will be held in Melbourne, Australia on 9 and 10 October hosted by the Auriga Group.
A poll was held as to who would like to send a delegate to Down Under next year. One third of our associates are in Australia and the poll suggests that the conference will be well attended.

The meeting asked whether the conference could also be made hybrid, but the danger is that no one will come anymore. In practice, people get to know each other better by meeting face to face.

It is customary to look two years ahead of who wants to organize the ISPO conference to give the associates the opportunity to create a budget. In 2025 P&O Maritime FZE will be the host of the 2025 ISPO Conference in Dubai.

For the 2026 ISPO Conference, DİTAŞ Deniz İşletmeciliği ve Tankerciliği A.Ş. has applied to organize the conference in Izmir, Turkey.

Keep in mind that the conference must be related to ISPO. Check the guideline on the website if you as an associate has interest to host a conference. In the past we usually had a DP meeting in the morning on the first day, which was always well attended. Due to the use of a theme this year, there were so many speakers that the DP meeting was canceled. We want to see if we can bring that back next year.

If anyone has good ideas or themes for a conference, just us know.

11. Any other business.

There were no further questions.

The Chairman would like to thank everyone who made this conference possible, but there is one person he would like to thank in particular and that is the Administrator. ISPO/IUG has

not been able to function in recent years if Hans has not done his job as he does it. He brings everything together and sorts everything out. If you look at the website, it's Hans. Always available which is not in proportion to what he is reimbursed. Hans has set his deadline to stop his activities as of January 1, 2025 very firmly. We have tried with the board and others to change his mind, but that did not work.
As a thank you for his dedication, the chairman handed him a present.
Hans was indeed very surprised that his efforts were so appreciated and thanked the chairman for his kind words.

12. Closing.

The chairman thanks all associates for their input during this meeting and hopefully we meet again in Melbourne. He wishes all attendees a good flight back. The meeting is closed at 14:30.