



Minutes

IUG Meeting of Associates

Location : Rydges Hotel, Melbourne
Date/time : 10 October 2024, 14:00 – 15:00 (UTC+11)



Present at the meeting:

Board:

Capt. M. Easton (Matt)	United Kingdom – Liverpool (chairman)
Capt. J.A. Perez Lorente (José)	Spain - Palma de Mallorca (vice chairman)
Mr. B.A.L. Dockx (Bruno)	Belgium – Brabo, Antwerp (secretary)
Capt. J.J. van Driel (Hans)	Netherlands – Rotterdam-Rijnmond (treasurer)
Capt. T. Wingate (Tim)	Scotland – Forth Pilots (member)
Capt. Ahmed Sati (Sati)	UAE – P&O Maritime FZE (incoming member)
Mr. T. Lonsdale	Australia – Auriga Pilots (member)
Ms. Silvia Linssen	Netherlands – Dutch Pilot organization (incoming secretary)
Capt. A. Leemborg (Hans)	Netherlands - IUG (administrator)

Associates:

001 - Rotterdam-Rijnmond
002 - Brabo, Havenloodsen en Bootlieden CV, Antwerp
003 - Amsterdam-IJmond
006 - Forth Pilots
008 – Liverpool Pilots
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
024 - Flinders Port-Adelaide
025 - NQBP
027 - Auriga (WA, Melbourne and Reef)
032 – Mid West Ports

Not present with notice:

005 - Noord Eemshaven
011 - DİTAŞ Deniz İşletmeciliği ve Tankerciliği A.Ş
012 - Port of Tyne

Not present without notice:

007 - Trinidad Tabago
010 - Port Hedland
014 - Kuwait (KOC)
015 - SAFEEN- Abu Dhabi Marine Services LCC
019 - ADNOC Logistics & Services
023 - Corporacion de Practicos de Puerto de Santander S.L.P.
026 - Gladstone Marine Pilot Services
030 - Darwin Port Pilotage Pty Ltd.
031 - Southern Ports Pilotage Services



Observers:

PNG Ports Corporation
Newcastle
Port Phillip Sea Pilots

Attachments:

- Minutes meeting of Associates 12 October 2023
- Financial Report 2023
- Budget 2025 & membership fee
- Financial audit reports
- Transition Working group to Advisory Council
- Amendment 1, ISPO Control Manual, Chapter 6
- Amendment 2, ISPO Control Manual, Chapter 6, par 6.3
- Amendment 3, ISPO Control Manual, Chapter 1, Definitions
- Amendment 4, ISPO Control Manual, Appendix

1. Welcome/opening.

Chairman opens the meeting at 13:05 and welcomes 15 associates and 3 observers. A particular welcome to the observers. Unlike the associates, the observers do not have voting rights, but we will 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. You can create an account to log in and download the meeting documents.

2. Announcements from the board.

Since the conference and meetings in Amsterdam, the following announcements can be made:

- To date two pilot organisations, Plymouth Pilotage and Dan Pilots Greenland are ISPO accredited. There are 36 ISPO-certified organizations in total. Total pilots involved appr. 1410 (2023: 1385), 33 associates of IUG (1169 pilots, in 2023: 1110 pilots). We hope that NQBP and Tasmanian Ports will sign the IUG membership here at the conference. The Norwegians still have difficulties with the amount of membership fee and even considering quitting ISPO.
- It is known that several pilot organisations, e.g. Papua New Guinea, Tanger, Dublin, Finland and Casablanca are working on ISPO accreditation. Interest of ISPO is of Port of Duqm (Oman) and Ras Laffan Port (Qatar). A new LNG port under construction, Ardesier Port, in Scotland has also shown interest in ISPO for the new pilot organisation for this port.
- In April (21-26) the IMPA congress took place in Rotterdam. José, our vice chairman was present and gave a presentation in which he mentioned ISPO. It must be stated that it is a shame that we were not given a time slot to promote ISPO during this conference. The



argument is that we are a product, but we will continue to try to gain influence within the IMPA through our network.

- In May (21-24) the IHMA congress took place in Tangier. Matt, our chairman was there and gave a presentation on ISPO, which was very well received. He has made many contacts, including with the harbour master of Antwerp/Bruges in connection with the intention of the Brabo Group to give up ISPO accreditation. There has been no feedback on this intention so far.
- Highlights of the meeting of associates on 12 October 2023:
 - Minutes Meeting of Associates 22 September 2022, Cork approved
 - Financial statements
 - Financial report 2022 approved
 - Budget 2025 & membership fee approved
 - Resignation of Capt. Tjitte de Groot and Capt. Lafi
 - Appointment of Capt. Hans van Driel as IUG treasurer and Capt. Ahmed Sati as board member.
 - New Strategic plan 2022-2026 ISPO website, all documentation of meetings can be found and is downloadable from the website, by making an account on the login page.
 - Succession administrator
 - Location 2025 ISPO Conference in Dubai, 2026 in Turkey.

3. [Minutes of the IUG meeting of Associates on 12 October 2023, Amsterdam](#)

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

4. [Financial Statements.](#)

Financial Report 2023

The treasurer explains the figures of the Financial report 2023. The equity is still between the minimum and the maximum threshold. There was a positive result in 2023 because the host, Nederlands Loodswezen, did not claim IUG support for the ISPO conference in Amsterdam.

Travel- and accommodation costs are a little bit more than budgeted due to extra costs of attending the ANPRA conference in Colombia by José to promote ISPO. The back office costs have increased due to the increase in the administrator's activities. No costs for the working group this year. The ICT costs a little bit higher than budgeted.

The financial auditors Jasim Al Abri of Sohar Industrial Port Company SAOC and Andy McDowell of Port of Tyne checked the figures and found a negligible difference. They stated that the figures are correct. The treasurer thanks the financial auditors for their work. There are no further comments on the annual report and is hereby **approved**.

Budget 2025 & Membership Fee

The budget 2025 & membership fee is explained. Based on 1169 pilots, a negative result is forecast for 2025 due to rising costs in travel and accommodation, back office and costs for renewal registration of the trade mark ISPO.

The travel and accommodation costs item increases significantly with the reimbursement of travel and accommodation costs for board members based on the requirements in the amendment to the Internal Regulation, which will be explained by the chairman later.



This cost item depends on the location where the ISPO conference is held and how many pilot organizations will claim these costs. The best possible estimate of costs will be made every year.

In 2025, the registration of the ISPO logo/trademark must be renewed for 10 years. A quotation has been requested from the trademark office. Now that England has left the EU, there will be additional costs for registration in England. The board decided to opt for the package that has been applied in recent years, despite the additional costs. Global protection is not financially feasible.

The contribution costs for supporting the ISPO conference remain in the 2025 budget, but the board assumes that P&O Maritime FZE, our host for the 2025 ISPO conference, will not claim this contribution. If so, there will be a small positive result left for 2025.

The chairman gives an explanation about the two adopted board amendments at the last board meeting on 3 April 2024.

Mandatory IUG membership.

The chairman explains that there has already been discussion for a long time about making IUG membership mandatory. The most important thing is that ISPO continues to develop, by pilots for pilots and the IUG must remain independent.

It is therefore an undesirable situation that a difference arises between ISPO accredited pilot organizations that are and are not members of the IUG. The board believes that all ISPO accredited pilot organizations should therefore be obliged to be members of the IUG in order to create a level playing field. As a professional organization, we must ensure the further development of ISPO ourselves and not allow interference from third parties. In addition, every pilot organization must have the opportunity to have influence on the future of ISPO, participate in the working group (later agenda item 7) and provide board members.

To make IUG membership mandatory as per 1-1-2025, the ISPO Code and the ISPO Control Manual should be amended which is already done. The associates were informed and consultations have been held with the three recognised classification societies.

The classification societies only need to verify whether the pilot organization is a member of the IUG during the initial, annual and renewal audit before they can issue, extend or renew the certificate. An extra page for the classification societies on the ISPO website is been created for verification of IUG membership. The reference date is set on April 1 of the year.

If a pilot organization has not paid and an audit is carried out, a minor non-conformity will be drawn up by the classification society that must be resolved within 3 months. If the minor non-conformity is not resolved, the pilot organization will automatically lose its certificate. That means that if they want to become ISPO accredited again, they will have to carry out a full initial audit.

We expect it won't be really likely that some pilot organizations will drop out due to the mandatory membership. The pilot organizations that are not members have already indicated that they will become IUG except the Norwegians.

Travel and accommodation expenses board members.

The IUG is a non-profit foundation, which means that the board members are all volunteers and do not receive a remuneration for their activities. Until now, pilot organizations that supply board members have always financed the costs of travel- and accommodation for these board members to attend the ISPO conferences. At the moment most of those pilot organizations



feel financially penalized because the associates expect that the board and the back office guarantee the continuity and development of ISPO. Therefore the board considers it desirable to structurally include a cost item for the travel and accommodation costs of board members as per 2025 and to allow, in anticipation of the amendment Internal Regulation, an one-off additional cost item of ± € 17,000 to the 2024 budget to ensure that all board members are present in Melbourne at the ISPO conference and meetings.

This one-off cost item can be financed because the Dutch Pilotage Service (host of the 2023 ISPO conference) and Auriga Group, host of the 2024 ISPO conference do not claim and will not claim financial support from the IUG for these conferences. This means that there is more or less no negative impact on the IUG's equity.

There are no questions about these two board amendments.

With this explanation from the treasurer and chairman about the 2025 budget, there is no need to adjust the contribution. It remains € 45 per pilot in the organization for 2025.

The budget 2025 & membership fee is **approved**.

5. New financial auditor.

As agreed, the financial auditor rotates every two years. Therefore (Sohar Industrial Port Company SAOC) is stepping down. The Chairman thanked Captain Jasim Al Abri for his efforts, who unfortunately could not be present. Capt. Andy McDowell (the Port of Tyne) will continue for one year more and Capt. Harpreet Singh Dhaliwal (P&O Maritime FZE) steps forward as Capt. Jasim Al Abri's successor.

6. Election Board member / Composition of IUG Board

This year no board members will officially resign according the retirement schedule. However, the administrator has indicated a long time ago that he will stop his work for the IUG as of January 1, 2025.

A successor to Capt. Hans Leemborg has been sought for a long time and the board is pleased that Mr. Bruno Dockx is willing to continue as IUG administrator as of 1-1-2025. Bruno has been involved in the development of ISPO from the beginning and has been secretary since the IUG was founded. His extensive knowledge of the history of ISPO and his knowledge of quality and safety management systems will continue within the IUG when he succeeds Hans. This means that Bruno will step down as secretary. The chairman expresses a word of thanks to Bruno on behalf of the board and associates. He handed over a present and memento. He is pleased that the knowledge that Bruno possesses is retained within the IUG.

With this succession the vacancy of secretary must be filled. The board is pleased that they have found a new secretary in Ms. Silvia Linssen. Silvia Linssen of Nederlands Loodswezen is Quality and Safety advisor within Nederlands Loodswezen and DP of the four ISPO accredited associates in the Netherlands. She is member of the IUG working group since the founding of the IUG and the right hand/backup of the present administrator. Given the fact that the IUG is a Dutch foundation under Dutch law, she is the most suitable person to monitor all regulations within the IUG board. Therefore the board decides to nominate Silvia Linssen as a board candidate for the vacancy of IUG secretary. There were no opposing candidates. Ms. Silvia Linssen introduces herself to the associates. The associates have no objections to appoint Ms. Silvia Linssen as new board member/secretary.



7. Transition Working Group to Advisory Group.

In 2008 the IUG was established and made responsible for the ISPO Code and Control Manual. In order to achieve as much support as possible from the members to keep the ISPO Code, for pilots by pilots, up-to-date and to further develop it, a Working Group was set up to support the board with solicited and/or unsolicited advice.

In recent years, the working group has consisted of pilots from affiliated members and board members who have provided the board with invaluable advice/recommendations, such as with the revision of the ISPO Code and ISPO Control manual in 2021.

With mandatory IUG membership as of 1 January 2025, every ISPO accredited pilot organization will have an equal opportunity to contribute to the future of the ISPO Code and Control Manual. The title 'Working Group' covers no longer the function of this group and will be changed to 'Advisory Group'.

To achieve a more transparent process within the IUG, the composition of the Advisory Group should aim for a balanced geographical representation of the members and not including board members anymore. The IUG administrator acts as chairman/secretary for the Advisory Group.

The maximum number of representatives in the Advisory Group is 5-7 pilots. At the moment the Advisory Group consists of:

Mr. Bruno Dockx	IUG Administrator
Capt. Agha Umar Habib	Sohar Industrial Port Company SAOC, Oman
Capt. David McDonald	Auriga Group (Reef), Australia

The board is looking for volunteers. Capt. Andy White of Forth Pilots, Scotland steps forward to take place in the Advisory Group. The chairman welcomes him and wishes him success with his tasks in the Advisory Group.

8. IUG Administrator

Capt. Hans Leemborg will stop his activities as IUG administrator as per 1-1-2025. The IUG administrator is designated by the board on the responsibility of the chairman. He is the righthand of the chairman and responsible for all administrative work of the foundation IUG.

The chairman explains that Hans has been more than just carrying out his administrative duties. During the dinner on the first conference day, on behalf of the board, all associates and guests, he addressed Hans to thank him for all the efforts he has made over the past nine years to further spread ISPO around the world. 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, even his own successor. He thanks Hans and presented a gift and a special memento: a ship's bell with an inscription.

Captain Hans Leemborg was overwhelmed by this farewell and took the opportunity to say a few words. He thanked the chairman for his kind and warm words.

After 30 years of serving as a pilot in the port of Rotterdam, being IUG administrator was for me an opportunity to keep contact with piloting worldwide. Involved in the development of ISPO in 2000 and convinced of the usefulness of a quality management system for pilot organizations I started in 2016 as administrator. At that time there were 16 pilot organizations ISPO accredited.

Now, 9 years later, I am proud that we have 36 ISPO certified pilot organizations. A lot has changed over the past 9 years besides the increase in the number of members.



ISPO has been revised and now consists of the ISPO Code and Control Manual. The IUG is now the owner of the ISPO logo and a separate IUG logo has been created. A new website ISPO/IUG has been created where all documentation for members can be found.

I must say it was a pleasure for me being the righthand of the IUG chairman (first Willem and Matt for the last years) and being the spider in the web of the IUG to brought the IUG were it is now. It was a pleasure to have good contact with the associates, classes and interested pilot organizations, for which my sincere thanks.

There is one person I would like to thank especially. She is just appointed as the new IUG secretary, Silvia. She was my righthand and always there to support me in the past 9 years if I needed her help. I am happy for her that she is now taking a seat on the board. She is of great added value with her knowledge of quality and safety for the IUG.

Bruno, my successor, I wish you all the joy of being the new administrator as I have experienced those years. With all your knowledge since the founding of ISPO/IUG, the knowledge of the past is also preserved.

I would like to thank the board, the associates and all those I forgot to mention for the trust they have given me in the past 9 years. I am convinced that the IUG will continue to grow and that more pilot organizations worldwide will become ISPO accredited.

9. [Strategic Plan 2022-2026](#)

The strategic plan is the guideline for the policy of the IUG board. Amendments to the ISPO Code and ISPO Control Manual are part of the strategic plan. After the adoption of the Multi-site certification amendment on 12 October 2023, it became apparent that adjustments must be made to the ISPO Control Manual.

- Amendment 1: ISPO Control Manual, Chapter 6, par.6.2. Multi-site certification
With a new dot 6.2.3 it makes clear that the head office must be visited annually on the external audit and all sites once during the certification cycle.
It's clear that the head office must be visited annually. No questions or comments on this amendment. The amendment is **approved**.
- Amendment 2: ISPO Control Manual, Chapter 6, par.6.3.
Renaming Man-day to Audit-day is more appropriate in the current era. An omission in the paragraph numbers after the last amendment has been corrected.
No objections against renaming and the textual adjustments. The amendment is **approved**.
- Amendment 3: ISPO Control Manual, Chapter 1, Definitions
Renaming Man-day to Audit-day leads to a new definition.
No objections against the definition of Audit-day the amendment is **approved**.
- Amendment 4: ISPO Control Manual, Appendix Layout ICC.
For multi-site certification a new layout for the ICC is necessary. In consultation with the three Classes a new layout has been made with less tick boxes.
No objections against the new lay-out of ICC. The amendment is **approved**.



10. [Location of ISPO conference and meetings in 2025, 2026 and 2027.](#)

The board is pleased to have hosts for the ISPO Conference for the next three years.

In 2025 P&O Maritime FZE will be the host of the 2025 ISPO Conference on 27 and 28 November at the DP WORLD Pavilion, Expo city Dubai.

Capt. Harpreet Singh Dhaliwal gives an explanation about the venue. It will be a big event. The theme and speakers are not yet known. More information will follow as soon as possible.

For the 2026 ISPO Conference, DİTAŞ Deniz İşletmeciliği ve Tankerciliği A.Ş. has applied to organize the conference in Izmir, Turkey. Ditas is currently involved in renewing their consent. They hope to receive a decision in March 2025 on whether they will be allowed to continue piloting. If not, Sohar will take the place and host the 2026 ISPO Conference, otherwise in 2027.

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.](#)

A discussion took place about how we can reach countries where we have not yet ISPO accredited pilot organizations., like China, Vietnam, Japan, Indonesia, Korea and Hong Kong. South America is willing but under pressure of IMPA.

Consideration should be given to articles in trade journals and exercising more influence within IMPA. The Advisory Group can be of assistance.

There were no further questions or comments.

12. [Closing.](#)

The chairman thanks all associates for their input during this meeting and hopefully we meet again in Dubai. He wishes all attendees a good flight back. The meeting is closed at 14:05.