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**Minutes** of a meeting of the Association's Marine Renewable Energy Committee  
held on 12 September 2025 from 10:00 BST via videoconference

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## 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:

Alan MacLeay (Chair)	Subsea	Attended
Antony Milligan	Scotish Power	Apologies
Aseem Dhingra	DNV	Apologies
Beate Hildenbrand	G+	Attended
Billy Moss		Attended
Charlotte Hjort	Maersk Oil	Attended
Fritz Wiedermann	Van Oord	Apologies
Gareth Potts	RWE	Attended
Kerrie Foster	Workboat Association	Attended
Maarten de Wit	Ampelmann Operations B.V.	Attended
Nicky Harding	SGRE	Apologies
Norman Skillen	Jan De Nul	Apologies
Paul Young	HSE	Apologies
Peter Lawson	MCA	Attended
Ruurd Boersma	Acta Marine Offshore Services B.V.	Apologies
Sebastian Janssen	Boskalis Offshore	Apologies
Sophie Wilcox	Ijuboa	Apologies
Steve Myers	North Star Renewables	Attended
Thomas Jahnsen	Vattenfall	Apologies

### IMCA Secretariat

- Rhys Jones
- Argiro Bell

The chair welcomed members to the meeting. Apologies for absence were recorded.

## 3 Minutes of the previous meeting

The minutes were agreed and were duly signed as an accurate record by the Chair.

## Matters arising from the minutes not covered by the agenda

### 3.1.1 Committee Membership and Engagement:

The committee discussed the current composition of the committee, the addition of Norman Skillings, and ongoing efforts to ensure the right mix and size, with input from Gareth, Steve Myers, and others regarding attendance and engagement.

**Committee Size and Composition:** Alan and Rhys reflected on the committee's history, noting its previous large size and subsequent downsizing for manageability. They discussed the need to balance inclusivity with effectiveness, considering whether to expand the committee again as more international players express interest.

**New Member Introduction:** Rhys announced that Norman Skillings of ~~Jan de Nul~~ would join the committee, highlighting Norman's background in fabrication and floating projects. Alan supported this addition, citing Norman's relevant experience.

**Attendance and Apologies:** Rhys and Alan reviewed attendance for the meeting, noting several accepted, tentative, and declined invitations. They agreed to avoid scheduling meetings on Fridays due to recurring conflicts for some members, such as Harry.

**Review of Committee List:** Rhys and Gareth discussed updating the committee list, with Gareth noting that two members had moved to RWE. The group agreed to check in with non-responding members to confirm their current status.

### 3.1.2 Competition Compliance Policy

**Reminder:** Rhys reminded the participants about the competition compliance policy, emphasizing that they should not discuss pricing or anything anti-competitive. He also mentioned that a new updated policy is expected, but no substantial changes have been informed yet.

### 3.1.3 Safety Flash Submissions

Rhys and Kerrie Forster discussed the need to facilitate an increase in safety flash submissions from members. Kerrie suggested tracking media releases, safety flashes, and external events to monitor the committee's success in meeting objectives.

**Proposal:** Kerrie Forster proposed that the committee should have a recurring slide in meetings to visualize the success of their objectives by tracking the number of media releases, safety flashes, and external events attended.

### 3.1.4 Communication and Advocacy Plan

**Suggestion:** Alan MacLeay suggested revisiting the communication plan and creating an advocacy plan for 2025. This plan should include external relationships and communication with membership, as well as tracking media releases, safety flashes, and external events 11 12.

**Strategy:** Alan emphasized the need for a communication strategy that includes both external relationships and internal communication with members.

## New and Revised Documents

- Practice for the operation of Class 1 DP vessels
- M269 Dynamic Positioning Station Keeping Review – Incidents and events reported in 2024
- M220 rev.3 - Recommended Practice on Operational Activity Planning
- M140 rev. 2 - Recommended Practice for Specification and Use of Capability Plots
- M149 Issue 14 – eCMID Vessel Inspection ( $\geq 500\text{gt}$ ) – formerly the Common Marine Inspection Document
- M189 Issue 7 – eCMID Small Vessel Inspection ( $< 500\text{gt}$ ) – formerly known as eMISW, applicable to small workboats and other vessels.
- M167 Rev. 5 – Guidance on the IMCA eCMID System
- M268 Recommended

## 4. Walk to Work Guidance and HSE Engagement:

The committee held an extensive discussion on the Walk to Work (W2W) guidance, recent HSE scrutiny, industry competence, and the need for improved communication and training, with Beate and Kerrie Forster contributing perspectives on regulatory engagement and OEM involvement.

**HSE Inspections and Industry Response:** Steve Myers reported increased HSE activity and whistleblower reports related to offshore wind, with Alan and Gareth noting more frequent inspections and letters. Gareth described challenges in obtaining required information from vessel operators and highlighted gaps in operator competence regarding gangway systems.

**Competence and Training Gaps:** The group identified a lack of technical understanding among gangway operators and marine crew, with Gareth and Alan emphasising the need for improved training and standardised induction processes. Suggestions included posters, toolbox talks, and alignment with crane training standards.

**Industry-Regulator Communication:** Rhys and Alan discussed the importance of engaging HSE proactively, proposing workshops to familiarise inspectors with M254 guidance. Beate and others supported formalising invitations and communication to encourage regulator participation and reduce misunderstandings.

**OEM and Stakeholder Involvement:** Kerrie Forster relayed feedback from OEMs such as Barge Master and Safeway, who expressed a desire for a dedicated walk to work user group and initial support before contributing to guidance documents. The group agreed to facilitate engagement through workshops and one-to-one meetings.

**Next Steps for Guidance and Engagement:** The committee agreed to organise further workshops, involve more OEMs, and consider a survey of the workforce to identify competence gaps. They also discussed the need for a standard assurance pack for developers and the importance of capturing lessons learned in future revisions of M254.

## 5. Committee Objectives 2025 – 2026

The committee reviewed progress on committee objectives for 2025, including the development of guidance for diving on offshore wind projects, the expansion of walk to work guidance, and the need for developer input and global engagement.

**Diving Guidance for Offshore Wind:** Rhys noted that work on specific IMCA guidance for diving in offshore wind, requested by DDMC, would be delayed until 2026. Alan and others emphasised the importance of developer involvement and highlighted recent issues with vessel husbandry and SAT diving.

**Walk to Work Guidance Expansion:** The committee discussed the completion of phase one of M254, plans for phase two focusing on competence, operator training, and awareness, and the inclusion of additional OEMs and stakeholders. The need for practical training and standardized induction was highlighted.

**Global and Regional Engagement:** Rhys described efforts to involve regional committees and stakeholders from outside Europe, including events in Asia and the Americas, to ensure guidance reflects global practices and challenges.

## 6. Buoy Operations

The Committee discussed the outcomes of a joint workshop on LIDAR buoy operations, identifying gaps in risk management, safe design, and responsibility allocation, and agreed to develop a buyer's guide or risk register to address these issues.

**Workshop Outcomes and Industry Gaps:** The workshop revealed that equipment manufacturers often see their responsibility as ending at delivery, while operators and developers expect more involvement. The group agreed on the need for clearer risk allocation and safe-by-design principles.

**Next Steps for Guidance:** Alan and Kerrie Forster supported the creation of a buyer's guide or pre-populated risk register to help manage risks in LIDAR buoy procurement and operation, with the possibility of issuing a safety flash to disseminate best practice.

## 7. Safety Training & Medical Requirement

The committee discussed HSE concerns regarding first aid and medical training, the adequacy of current standards, and the need for improved medical needs assessments and supplementary training, with reference to ongoing and planned work by G+.

**HSE Letters on Medical Training:** Alan reported that HSE had raised concerns about the sufficiency of GWO first aid training, prompting some companies to provide additional training for first aiders, particularly regarding oxygen administration and analgesics.

**Medical Needs Assessment:** Steve Myers and Beate discussed the importance of robust medical needs assessments tailored to site-specific risks, noting that current practices vary and may not always meet HSE expectations. The group agreed that awareness of available options and proper assessment is essential.

**G+ Workstream on Medical Requirements:** Beate confirmed that G+ would initiate a dedicated workstream on first aid and medical needs assessment, aiming to raise awareness and provide practical guidance for small teams and remote operations.

## 8. Regulatory Engagement

The committee provided updates on engagement with regulators such as HSE, BSEE, and international forums, highlighting challenges with communication, regional differences, and upcoming events in Korea and Newfoundland.

**HSE and BSEE Engagement:** Rhys and Beate reported ongoing difficulties in engaging BSEE, with limited external participation allowed. HSE engagement remains a focus, with plans to formalise invitations and align industry messaging.

**International Regulators Forum:** Rhys and Beate will attend the International Regulators Forum in Newfoundland, aiming to present industry priorities and align with other regulators such as NOPSEMA and Canadian authorities.

**Regional Regulatory Events:** Beate described upcoming G+ events in South Korea, including a regulator session and workshops on electrical safety and fabrication, as part of efforts to improve regional implementation of guidance.

## 9. Partner updates:

Beate and Kerrie Forster provided updates on G+ and Workboat Association activities, including new publications, safety campaigns on manual handling and hand injuries, and plans for future campaigns on movement around ships and extreme weather.

**G+ Publications and Campaigns:** Beate highlighted recent G+ publications on marine coordination, data reporting, and manual handling, as well as upcoming campaigns on lifting safety and extreme weather preparedness.

**Workboat Association Initiatives:** Kerrie Forster described the association's focus on hand and finger injuries, the impact of improved PPE, and plans for a campaign on movement and situational awareness aboard increasingly complex vessels

## Any other business

No further business was discussed.

**Summary of action items**

Action	Responsible	Target
<b>Diving Accident Reports:</b> Retrieve and circulate the report of the three fatal diving accidents to the committee for review and lessons learned.	Alan	December 2025
<b>Committee Attendance and Membership Review:</b> Check in with committee members who have not responded to recent meeting invites to confirm their current status and update the membership list as needed. (Rhys)	Rhys	December 2025
Review and correct the attendance list in the previous meeting minutes to accurately reflect who attended.	Rhys	December 2025
<b>Regulator Engagement Letter</b> Draft and send a formal letter to the HSE inviting them to attend committee meetings, participate in the next phase of M254 work, and offer a workshop to support their understanding of the guidance.	Rhys	TBC
<b>Operator Competence Communication:</b> Develop and implement a communication plan to ensure all offshore management teams, vessel masters, and gangway operators have read and understood the updated <b>M254 guidance</b> , including consideration of sign-off or feedback mechanisms.	Alan	TBC
<b>Walk to Work End User Materials:</b> Create simple, accessible materials (e.g., posters or cards) summarising key safety points and failure modes for walk to work systems to be displayed at operator stations and used in toolbox talks.	Alan & Maarten	TBC

**Location of next meeting:**

The next online meeting **2nd December 2025 11:00-14:00 UTC**.

**2026 Proposed Meeting Dates :**

Wednesday 18<sup>th</sup> February face to face, Wednesday 13<sup>th</sup> May online, Wednesday 16<sup>th</sup> September online, Wednesday 4<sup>th</sup> November online.

	Alan MacLeay	21/01/26
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Signed as a true record

Name

Date