

**Minutes** of a meeting of the Association's South America Regional Committee held on 12 February 2025 from GMT 11:00 via videoconference

## 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:

Name	Company	Jul 2024	Oct 2024	Dec 2024	Feb 2025
John Chatten	Fugro	Attended	Attended	Attended	Attended
Daniel Marins	Subsea 7	Apologies	Attended	Attended	Attended
Bart Kramer	TechnipFMC	Apologies	Attended	Apologies	Attended
Michel Teicher	Sistac	Apologies	Attended	Apologies	Attended
Renata Cortes	CBO	Attended	Attended	Attended	Attended
Pedro Guesse	Oceaneering	Absent	Attended	Attended	Apologies
Talita Scarcela	Maersk Training	Part-Time	Apologies	Apologies	Absent
Cicero Lopes	Posidonia	Absent	Absent	Attended	Attended
Raphael Aureliano	TechnipFMC	N/A	N/A	Apologies	Attended

Legend:

<input checked="" type="checkbox"/> Attended	<input checked="" type="checkbox"/> Part-Time	S Substitute	✉ Apologies	Absent	N/A
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Also present or joining via videoconference were:

Jennifer Evans	IMCA
Paulo Veronesi	IMCA
Roger Moore	IMCA
Mary Ntamark	IMCA

## 3 Minutes of the previous meeting

### 3.1 Approval of the minutes

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

### 3.2 Review action points

Summary table of previous action points were discussed and updated where necessary.

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

There were no matters arising from the minutes that were not covered by existing agenda items.

## 4 Global IMCA

### 4.1 Mary Ntamark

Environmental Sustainability Committee: Mary introduced herself and the work of the Environmental Sustainability Committee, highlighting their focus on raising awareness, regulatory changes, and best practices. She invited participants to get involved and share insights.

Life Below Water Interest: John expressed interest in the "Life Below Water" work group within the Environmental Sustainability Committee, emphasizing its relevance to their work and his personal passion for the topic.

South America Representation: Jennifer and Mary discussed the lack of South American representation in the Environmental Sustainability Committee. Mary agreed to check with the regional membership and explore options for co-opting a representative.

**Action: Mary**

### 4.2 Roger Moore

ROV and Survey Committees: Roger introduced himself and provided updates on the ROV Divisional Committee, Offshore Survey Divisional Committee, and Competence and Training Core Committee. He mentioned the new CMS accreditation and various training programs.

Competence and Training Committee Vacancy: Roger announced a vacancy for a South American representative on the Competence and Training Committee, following Celio's resignation. Jennifer will send an email to the committee seeking volunteers.

**Action: Jennifer**

## 5 Terms of Reference Review

The committee members reviewed the 2017 edition of South America committees Terms of reference and agreed on a couple of minor amendments. The updated version is available in the Sharepoint.

## 6 2025 Committee Objectives

Jennifer presented the committee's objectives for 2025, including promoting IMCA within the region, tackling pertinent issues, and maintaining relationships with state oil companies and flag authorities.

It has been proposed to form a working group to address the language barrier challenges in the region. The group will identify core documents for translation and explore ways to improve communication. Petrobras Documentation Requirements: Paulo and Michel emphasized the importance of having all documentation in Portuguese for Petrobras, as they do not accept documents in foreign languages. They discussed the need for accurate translations and tracking revisions.

Jennifer will seek permission from the CEO to form the working group.

**Action: Jennifer**

Jennifer will update the objectives and send out to the committee for final approval.

**Action: Jennifer**

## 7 Business Development in the Region

Navy Collaboration Follow-Up: John and Paulo discussed the need to follow up on the collaboration points agreed upon with the Navy, including defining focal points and developing a working plan. They plan to revisit the Navy for an update.

**Action: Paulo**

## 8 March 2025 Seminar Updates

### 8.1 Dates

A face to face committee meeting has been arranged in the Hilton on the afternoon of the 10<sup>th</sup> March, with a committee dinner afterwards. The meeting will ensure that all plans are on track and provide an opportunity for in-person discussions.

### 8.2 Agenda and Topic Discussion

The agenda for the upcoming regional meeting was shared. It will include sessions on committee work, market updates, and a workshop on fuel savings and emissions. The changes to the agenda are aimed to keep participants engaged throughout the day.

The committee discussed the need for an additional presentation slot at the regional meeting, focusing on topics related to fuel savings, emissions, and remote operations. They will explore potential speakers and presentations.

Jennifer will send out a copy of the agenda to the committee and requests for potential ideas for the final presentation slot to be sent in.

**Action: Jennifer**

### 8.3 Registration and Promoting

The registration for the regional is open and the committee are asked to register and promote the event.

**Action: All**

## 9 Any other Business

None

## 10 Summary of action items

Action	Responsible	Target
Identify is any discipline gaps within the committee	Committee	Q2 2025
Proofreading of translated IMCA documents, ahead of issuing	IMCA / Committee	Ongoing

Seek permission from the CEO to start a work group to address the challenges of the language barrier.	Jennifer	Q2
Environmental Sustainability Committee has no SA representative. Mary to check with the regional membership and explore options for co-opting a representative.	Mary	Q2
Send an email to the committee members asking for volunteers to join the Competency & Training committee.	Jennifer	14/02/2025
Follow up on the minutes from the joint meeting with the Navy to ensure progress on agreed collaboration points.	Paulo	Q2
Open an email chain to coordinate and schedule meetings for Jennifer and Roger while they are in Rio.	Jennifer	14/02/2025
Share Regional agenda with committee	Jennifer	14/02/2025
Identify and confirm a speaker for the additional presentation slot at the regional meeting.	All	21/02/2025
Update the committee objectives as discussed and send them out for approval.	Jennifer	21/02/2025
Committee to register and promote the Regional event	All	10/03/2025

## 11 Date and location of next meetings

The proposed dates for the 2025 committee and regional meetings. These are just an initial guide and still subject to change.

### Committee Meetings

- Q2 - 14<sup>th</sup> May 2025
- Q3 - 13<sup>th</sup> August 2025
- Q4 - 12<sup>th</sup> November 2025

### Regional Meetings & Face to Face

- Face to Face Committee Meeting & Dinner – 10<sup>th</sup> March 2025
- Regional Seminar – 11<sup>th</sup> March 2025
- Face to Face Committee Meeting & Dinner – 4<sup>th</sup> November 2025
- Regional Seminar – 5<sup>th</sup> November 2025

*John Chatten*  
[John Chatten \(May 21, 2025 15:40 ADT\)](#)

John Chatten

21/05/2025

Signed as a true record

Name

Date

# South America Regional Committee

Final Audit Report

2025-05-21

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## "South America Regional Committee" History

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