

Minutes of a meeting of the Association's Competence & Training Committee
held on 14 January 2026 from 10:00 at IMCA Offices London and online

1 Welcome and Attendance

The meeting was chaired by the committee Vice-Chair GS and hosted at the IMCA office in London and online. The chair welcomed members to the meeting. Apologies for absence were recorded, with the latest meeting attendance now as follows:

First	Last		Company	Position	27/01/2025	14/05/2025	17/09/2025	14/01/2026
Natalie	Carroll	NC	Boskalis Offshore	Chair	☑ Attended	☑ Attended	☑ Attended	☒ Apologies
Gavin	Smith	GS	Caledonia Competence	Vice-Chair	☑ Attended	☑ Attended	☑ Attended	☑ Attended
Andy	Butler	AB	Boskalis Offshore		☑ Attended	☑ Attended	☒ Apologies	☑ Attended
Jamie	Johnston	JJ	Sulmara Survey		☑ Attended	☑ Attended	☑ Attended	☑ Attended
Julian	Nelson	JN	Oceanscan Ltd		☒ Apologies	☑ Attended	☑ Attended	☑ Attended
Nicola	Rae	NR	TechnipFMC		☑ Attended	☑ Attended	☑ Attended	☑ Attended
Roland	Reid	RR	Rovop		☑ Attended	☑ Attended	☑ Attended	☑ Attended
Mark	Ross	MR	N-Sea		☑ Attended	☒ Apologies	☑ Attended	☒ Apologies
Jerry	Starling	JS	K Subsea Brunei Limited		☒ Apologies	☒ Apologies	☑ Attended	☑ Attended
Alex	Beck	AB	Fugro (Brazil)		N/A	N/A	☑ Attended	☒ Apologies
Stephen	Whyte	SW	Fugro (UK)		N/A	N/A	☑ Attended	☑ Attended
IMCA Representatives								
Roger	Moore	RM	IMCA	TA	☑ Attended	☑ Attended	☑ Attended	☑ Attended
Sara	McQuillan	SMQ	IMCA	Asst TA	N/A	☑ Attended	☑ Attended	☑ Attended
Rhys	Jones	RJ	IMCA	TA	N/A	N/A	N/A	☑ Attended
Patrick	Cliff	P	IMCA	Director of Comms	N/A	N/A	N/A	☑ Attended
Jamie	Chestnutt	JC	IMCA	COO	N/A	N/A	N/A	☒ Apologies
Argiro	Bell	AB	IMCA	Marine Admin	N/A	N/A	N/A	☑ Attended
Lou	Bendall	LB	IMCA	Head of People Experience	N/A	N/A	N/A	☑ Attended
Other Attendees								
Tessa	Hillebrants	TH	Heerema Marine Contractors	People Committee Chair	N/A	N/A	N/A	☑ Attended

The committee undertook full introductions and extended an extra welcome to the additional Secretariat and New People Committee Chair, Tessa Hillebrants.

2 Safety Briefing

The meeting began with a brief health and safety induction to the London offices. It was noted that the meeting was being recorded for transcription purposes.

3 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.

4 Minutes of the Previous Meeting

The minutes from the 2025 Q3 Competence and Training Committee meeting were presented, providing members with the opportunity to express any concerns or obstacles prior to approval. The minutes were approved for use.

5 IMCA Key Updates

5.1 IMCA Organisational/Governance Updates

LB and RJ briefed the committee on IMCA internal leadership changes, a refreshed mission and purpose, and a proposed governance review to align committees and boost Member engagement. This will result in a future strategy for the organisation. It was advised that this is still in development and further communications will be issued later in 2026.

Some internal reorganisation has occurred with LB highlighting the appointment of Jamie Chestnutt as Chief Operations Officer (COO) and the departure of IMCA's Technical Director, Jim Cullen and Director for Client Engagement (Europe and Africa), David Bloom.

The committee was also informed that Rhys Jones will transition into a new Head of Competence and Training role. This new role includes supporting the C&T committee. Therefore, Roger Moore will no longer remain as Technical Advisor for this committee.

5.2 Membership and Publications

RM provided detail on the current membership status and IMCA publications since the last meeting.

5.3 Events and Communications

The IMCA Director of Communications and Marketing (PC) provided information on the planned events for the year. This included proposals to weave Competence and Training topics into IMCA events/webinars. A summary of the Global Summit in 2025 was provided along with detail of the location and date for the 2026 Global Summit.

Members of the committee highlighted an opportunity to use social media to publicise the work of the C&T Committee on their personal accounts. GS requested further guidance around the appropriate use for members. PC suggested developing guidance for committees on how they can publicise IMCA business on LinkedIn. The IMCA Communications department will progress this.

Action: IMCA Communications department to develop social media guidance for Members. Update to be given at the 2026 Q1 Meeting

5.4 IMCA Annual Safety Statistics Report

PC discussed the IMCA Annual Safety Statistics report for 2025 and requested that Members submit their information for inclusion. It was highlighted that the document has been published since 1990 and is considered one of the leading sources of data for safety in the offshore construction sector.

It was mentioned by members of the committee that it would be useful to have a function to breakdown the data by division/committee.

6 Competence and Training Committee Activities (non-Workgroup)

6.1 Actions from the Previous Meeting

The 10 actions from the 2025 Q3 meeting were highlighted. Six were marked as complete, with four requiring further discussion during the meeting.

6.2 Competence Awareness Programme

SMQ discussed the Competence Awareness Programme previously discussed at the Q3 2025 meeting. It was highlighted that a workgroup had been formed and one meeting had occurred.

RJ and PC discussed the event highlighting the importance of Competence and Training for the member companies. In order to maximise the potential audience, it was suggested that, rather than a separate single event, IMCA would instead focus on delivering this topic extensively at the IMCA Global Summit. This approach also provides time to develop the future strategy for IMCA, in which C&T plays a central role. LB mentioned the future collaboration of the committee with the IMCA People committee and that a webinar on topics that cross both committees would be beneficial. A further update on a webinar will be provided at the 2026 Q1 meeting.

Action: RJ to provide an update on a proposed joint webinar between the C&T committee and People committee

6.3 IMCA People Committee

During the IMCA governance review, LB discussed a proposed governance structure that would move the Competence and Training committee in alignment with the People committee rather than the Operations committee. This would result in the chair of the C&T committee, sitting on the People committee. LB reiterated that this is in development with further information to be issued later in 2026.

6.4 C&T Guidance for Open Access

The group followed up on a discussion held at the 2025 Q3 meeting regarding the current access of IMCA Competence and Training documentation and whether for the benefit of the industry, this documentation should be made available for non-members (termed 'open-access'). Industry awareness of the documentation was discussed with JS highlighting that individuals may not be aware of what is available along with issues around access for transient personnel. It was identified that this would need to be part of a discussion within IMCA internally as to whether this would be an appropriate initiative to pursue. The C&T committee agreed to start by determining which documents would be deemed suitable as 'open-access' within the committees' library for future discussion. RM agreed to collect this information via a poll. RJ agreed to start internal conversations around the topic with a view to feedback to the committee at the next meeting.

Action: RM to poll committee to determine which C&T documents would be deemed as suitable as 'Open-Access'

Action: RJ to feedback to the committee at the 2026 Q1 meeting regarding the organisation's perspective on 'Open-Access' documents

6.5 Competence Framework Review

SMQ, RM, JN, and other committee members present followed up on previous discussions to review the four Competence Frameworks (C002, C003, C004, C005). It was agreed that these technical reviews could be concurrent and would require a member of the C&T committee to oversee and support the work of each technical division. Alongside the technical input, a need for a C&T working group to review the overall structure and language of the documents was highlighted to ensure consistency across the frameworks. RM and JN mentioned the recent new framework, C021 for inspection personnel could form a basis for the format of the documents. SMQ offered to engage with the Technical Advisors for each division (Diving, Marine, ROV, Survey) to determine when capacity would be available for each review.

Action: SMQ to engage with the TA of each technical division to determine capacity for undertaking competence framework reviews and update at the Q1 2026 meeting

6.6 Competence Management Scheme Accreditation and Guidance

SMQ provided an overview and update on the Competence Management Scheme Accreditation programme highlighting that all documentation and three trial audits were complete.

It was communicated by RJ and LB that a decision has been made to adjourn the current programme and it will be revisited following the IMCA internal governance and strategy review. RJ provided further context to the adjournment. It was highlighted that in the interim, a further document had been drafted that provided guidance for a company CMS. The committee discussed this new guidance with general agreement that this would not be necessary for the industry as the existing documentation is sufficient. Prior to a decision to withhold publishing this new guidance, it was noted that not all members were present and therefore SMQ offered to contact those non-present members to identify if they agree with the action. SMQ will communicate the outcome of this to the C&T committee via email.

GS highlighted the certificates due to the three companies who undertook trial audits as part of the development of the CMS accreditation. LB agreed to obtain information on the progress of this and feedback to the committee.

Action: SMQ will consult with C&T members who were unable to attend the meeting to confirm the decision to withhold general guidance on Competence Management Schemes and relay outcome to the committee

Action: LB to feedback on the progress of CMS Accreditation certificates for the trial companies.

7 C&T Activity – Workgroups

7.1 Competence Framework – Inspection (C021)

RM highlighting the publishing of IMCA C021 *Competence assurance and assessment: Subsea inspection*.

7.2 ROV Original Equipment Manufacturer Training Accreditation (R026)

RM explained the ongoing/proposed accreditation for Original Equipment Manufacturer (OEM) ROV training falling under guidance document R026. Debate commenced on the need for accrediting OEM-specific courses and the sustainability and demand for such schemes was discussed. This discussion concluded with a decision to pause this initiative with agreement by the C&T committee. This initiative is to be revisited for suitability in the future. As this initiative was instigated by the Remote Operations and ROV Committee, RM agreed to inform that committee along with any other relevant stakeholders of the stop on this work.

Action: RM to inform RS&ROV Committee and other relevant stakeholders of the stop on the ROV OEM Accreditation initiative

7.3 ROV System Inspector (RSI) Scheme (R027,R029)

RM provided an overview of the ROV System Inspector (RSI) Program which facilitates the use of digital audits of ROV Systems using the IMCA eCMID platform. Feedback on the existing Diving System Inspector programme was given by AB who identified onboarding and mentoring challenges experienced. It was identified that further information on those challenges from the Diving Division was required to feed into the RSI scheme. RM will investigate the feedback with the Diving Division and provide an update at the Q1 2026 C&T meeting.

Action: RM to investigate the Diving Division feedback, and the impact on the RSI Scheme, and feedback at the Q1 2026 Meeting

7.4 Next Meeting

The date of the next meeting (Q1 2026) was discussed but to determine the next date, feedback will be sought from the full committee. SMQ will send a poll to all committee members.

Action: SMQ to poll the members for a suitable date for the 2026 Q1 meeting.

8 Summary of Action Items

Action	Responsible	Target
IMCA Communications department to develop social media guidance for members. Update to be given at the 2026 Q1 Meeting	PC	Q1 2026 Meeting
Provide an update on a proposed joint webinar between the C&T committee and People committee	RJ	Q1 2026 Meeting
Poll committee to determine which C&T documents would be deemed as suitable as 'Open-Access'	RM	9 Feb 26
Feedback to the committee at the 2026 Q1 meeting regarding the organisations perspective on 'Open-Access' documents	RJ	Q1 2026 Meeting
Engage with the TA of each technical division to determine capacity for undertaking competence framework reviews and update at the Q1 2026 meeting	SMQ	Q1 2026 Meeting
Consult with C&T members who were unable to attend the meeting to confirm the decision to withhold general guidance on Competence Management Schemes, and relay outcome to the committee	SMQ	9 Feb 26
Feedback on the progress of CMS Accreditation certificates for the trial companies.	LB	14 Feb 26

Action	Responsible	Target
Inform RS&ROV Committee and other relevant stakeholders of the stop on the ROV OEM Accreditation initiative	RM	9 Feb 26
Investigate the Diving Division feedback, and the impact on the RSI Scheme, and feedback at the Q1 2026 Meeting	RM	Q1 2026 Meeting
Poll the members for a suitable date for the 2026 Q1 meeting	SMQ	26 Jan 26

9 Date and Location of Next Meetings

Proposed dates for next meeting:

2026 Q1 meeting: TBC: Hosted online or Aberdeen TBC by poll

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Signed as a true record	Name	Date