

Minutes of a meeting of the Association's South America Regional Committee
held on 19 December 2024 from GMT 12:00 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	Jun 2024	Jul 2024	Oct 2024	Dec 2024
John Chatten	Fugro	Attended	Attended	Attended	Attended
Daniel Marins	Subsea 7	Attended	Apologies	Attended	Attended
Bart Kramer	TechnipFMC	Attended	Apologies	Attended	Apologies
Michel Teicher	Sistac	Attended	Apologies	Attended	Apologies
Renata Cortes	CBO	Apologies	Attended	Attended	Attended
Pedro Guesse	Oceaneering	Attended	Absent	Attended	Attended
Talita Scarcela	Maersk Training	Apologies	Part-Time	Apologies	Apologies
Cicero Lopes	Posidonia	Apologies	Absent	Absent	Attended
Raphael Aureliano	TechnipFMC	N/A	N/A	N/A	Apologies

Legend:

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

Jennifer Evans

IMCA

The importance of attendance was discussed and a reminder that it officially requires minimum of four members, aside from the IMCA secretariats, to make a quorum. John to send out a reminder to all committee members about attendance.

Action: Chair & Jennifer

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 2025 Seminar Planning

Discussed the requirement to differentiate between committee meetings and regional planning meetings. Jennifer to reach out for volunteers to form the planning team of 2025.

Action: Jennifer

Dates

March 11th & November 5th have been identified as potential dates for the 2025 regional seminars.

The new event venue form was discussed and the requirements for the venue discussed, including the necessity for breakfast snacks on arrival i.e pao de queijo.

Agenda discussion

Discussed the return to more linked subject matter presentations. How we need to focus on what the committee has achieved in the past years and what the future holds.

Change the agenda format to three sessions, with two in the morning and one after lunch. Involve the audience more with potential workshops in afternoon and if budget allows a Networking reception drinks to encourage people to stay till the end.

5 Update from IMCA Global

John Chatten provided excellent feedback on the IMCA Global Summit, which he personally attended in early January in Europe.

He discussed how the theme centred on collaboration and provided great value and valuable networking opportunities.

Next years Global Summit has been announced that it will be held in November in Asia, though exact location yet to be decided.

6 Business Development in the Region

Looking forward to 2025, the committee want to discuss and understand the strategy for the region and IMCA globally.

Armed with that knowledge it will be easier to align the South America Committees 2025 objectives and help with the business development in the region.

To provide the committee with clear strategy of IMCA.

Action: Jennifer & Paulo

7 Any other Business

There was a question on whether there are any discipline gaps within the committee?

Committee asked to consider and if any identified are there any known people to fill the void.

Action: Committee

With the new year fast approaching Jennifer reminded the members that the committees objectives will be due to be renewed and that the Terms of Reference requires reviewing and updated if required. She will send out the relevant documents to be reviewed for the next meeting.

Action: Jennifer & Committee

8 Summary of action items

Action	Responsible	Target
Reach out for volunteers and establish regional seminar planning team John Chatten	Jennifer	Jan 2025
Provide clear strategy of IMCA, globally and regionally	Jennifer & Paulo	Q1 2025
The BN diving division have previously translated some of the IMCA diving documents. Jennifer to confirm whether these translated documents can go through our proofreading quality assurance process.	Jennifer/IMCA	Q1 2025
Identify is any discipline gaps within the committee	Committee	Q1 2025
Introduction of Captain Gonda to Chair	Renata	Ongoing
Further Petrobras connections / introductions	IMCA / Renata	Ongoing
Proofreading of translated IMCA documents, ahead of issuing	IMCA / Committee	Ongoing
Send Terms of Reference and IMCA documents for review	Jennifer	Jan 2025
Refresh on Terms of Reference, IMCA Bye-laws and Governance handbooks and consider the objectives for 2025	Committee	Q1 2025
To arrange 2025 meetings and ensure 0800 start time locally in Brazil.	Jennifer	Q1 2025

9 Date and location of next meetings

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

Committee Meetings

- Q1 - 12th February 2025
- Q2 - 14th May 2025
- Q3 - 13th August 2025
- Q4 - 12th November 2025

Regional Meetings & Face to Face

- Face to Face Committee Meeting & Dinner – 10th March 2025
- Regional Seminar – 11th March 2025

- Face to Face Committee Meeting & Dinner – 4th November 2025
- Regional Seminar – 5th November 2025

Seminar Volunteer Group

- To be arranged

<div>John Chatten</div> <div>John Chatten (Feb 19, 2025 16:35 GMT-3)</div>		19/02/2025
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Signed as a true record

Name

Date

20241219- Minutes of meeting

Final Audit Report

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