



European Tugowners Association

MINUTES OF EXECUTIVE COMMITTEE MEETING

**Tuesday 14th November at 9.30 hours
Holman, Fenwick Willan (HFW) LLP
Friar Court, 65 Crutched Friars
London EC3N 2AE**

The Chairman Mr. Muller opened the meeting at 9.30 hours welcoming all attendees. In particular, he greeted Mr. Lakkotrypīs from VTS who attended his first Executive Committee meeting.

1. Apologies for absence

The Chairman notified the attendees that the Secretariat received apologies for absence from:

Mr Rui Cruz
Mr Niels O. Henriksen
Ms Vivi Dreyer Rindebaek
Mr Jan-Wilhelm Schuchmann
Mr Alexander Gigilinis
Mr John A Nielsen
Mr Michael Staufeldt
Mr Gianni A.de Domenico
Mr Kasper Friis Nilaus
Mr Nicolas Tsavliris
Mr Pepijn Nuijten
Mr Nick Dorman
Ms Çiğdem Ulukol Cengiz

2. Minutes of the Executive Committee meeting held on Wednesday, 7th of June 2017 in Trieste

The minutes of the Executive Committee meeting held in London on Tuesday 22nd November, 2016 were unanimously adopted with only two small modifications, correcting the spelling of

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Mr. Christiaan de Block name and adding the year to the date of the last meeting in the first page.

3. **Matters arising from the minutes**

The Chairman notified the attendees that matters arising from the minute will be discussed in the agenda.

4. **Membership status with ETA**

The Chairman gave a review of the members that joined ETA since the previous Executive Committee. These are Kotug Smit UK and Targe Towing. Moreover, the Chairman pointed out that two more companies have applied for membership, ATA (TR) and Rebonave (PT). The Chairman asked for more information concerning ATA services for it is not clear in its membership application whether they operate in Turkish harbors. Mr. Erdinçler affirmed that this company only offers offshore services, it has no port towage concessions nor management contracts. The Chairman suggested the possibility of accepting ATA as an associated member which was generally agreed upon. The Chairman instructed the Secretary General to proceed in this manner in the event that it is confirmed that ATA do not have any harbor towage.

Rebonave application was approved by all Executive Committee participants. With these new additions the Association reaches the number of 86 full members and 33 associate members.

The Chairman also announced the changes of members in the Executive Committee, which include Mr. Dorman substituting Mr. Offin as the United Kingdom Deputy Representative. Moreover, the Chairman informs the meeting participants that the new Portuguese member, Rebonave will take up the seat of the Deputy Representative of Portugal in the Executive Committee. The Chairman also informed the Executive Committee that there is also an issue amongst the Turkish ETA members. Mr. Erdinçler agreed on discussing with Sanmar and Uzmar the representation on the Executive Committee.

5. **Honorary Members policy**

As of today, the Association has 4 honorary members, Mr. Mainzer, Mr. Callens, Mr. Dalrymple and Mr. Rendall. The Secretary General had distributed a proposal for new guidelines. Mr. Lindenau asked how was this issue dealt in the past. The Chairman explained that it was left at the discretion of the Executive Committee and the Board. Mr. Dalrymple intervened to inform the attendants that at the beginning the hotel expenses were not included while this has changed recently. The meeting participants approved the guidelines, which are attached to these minutes as Appendix One.

7. **Update report on the activities of the Secretariat**

The Secretary General gave a presentation summarizing the activities of the Secretariat during the last 6 months.

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The 2016 Annual General Meeting in Edinburgh adopted the mission and objectives of the Association. During the last semester the Secretariat has worked to implement that mission and to reach those goals with the different instruments it has at its disposal.

Increasing the profile of ETA

The Secretariat continued to strengthened cooperation with important stakeholders within the EU maritime policy sector. The Secretary General enumerated the different policy networks and collective campaigns ETA participates in, such as I AM (the transport chain new cluster); Waterborne TP (the main cluster on R&D in the maritime sector); and the More EU Budget for Transport campaign, which aimed at increasing the awareness of the EU institutions.

Moreover, the Secretariat also met with the heads of BTA and BATO , the British and Bulgarian tugowners associations.

The Secretariat has also focused its efforts on the EU institutions. At the present the main policy topics are the following: Port Reception Facilities Directive, Data Protection rules, the Maritime Single Window and Brexit. Moreover, ETA has been accepted to join the EU Ports Forum, after an expression of interest has been issued earlier this year. The EPF is composed of the Member States and 16 European Stakeholders. The main aim of the EPF is to provide advice to the Commission on initiatives to promote and support a uniform implementation of Regulation (EU) 2017/352 establishing a framework for the provision of port services and common rules on the financial transparency of ports. Its first meeting will take place on the 11th of December.

One of the objectives set out in the ETA strategy paper is to have a closer contact with IMO. The Secretary General described the efforts carried out by the Secretariat to seek IMO observer status, this included meeting a number of stakeholders and also a meeting with the IMO External Relations Office. The Secretary General outlined the issues related to receive observer status. Primarily this is since ETA was already an Observer but this status was removed in 1996 due to lack of participation and providing input in the meetings; also since ETA has tried to regain this status in 2010 with no success. The arguments for this rejection was a lack of clarity on how the association would contribute to the agenda and the fact that ETA was perceived not to have an international character.

Mr. Dalrymple intervened to suggest the possibility of collaborating with ISU, already an observer member, without asking again for membership. Mr. Tsavlis agreed on this idea and advocated for building synergies with ISU and ECSA instead of applying again for observer status. The Chairman regretted the current situation, as ETA has no chance to participate in important discussions such as tugboat stability rules. Mr. Lindenau agrees with the Secretariat in the need to join IMO and failed to understand how an association with international members and multinational companies cannot be considered as an international organization. The Secretary General acknowledged the difficulties linked to a new membership application, agreed on further contacting IMO officials and keeping the work to have a strong case if the Executive Committee finally and formally supports another application. She also highlighted the need for lobby with the council deciding on the observer status.

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The Board of ETA met up with the management team of EMSA to discuss on two topics, investment in maritime equipment available for antipollution operations and EMSA collected data. Regarding the first subject, the EMSA representatives agreed to pass information to ETA that should be distributed to its members. Concerning EMSA data, the Agency representatives outlined that the data belongs to the Member States but nonetheless if a formal request is lodged by ETA they would transmit this request to the Member States with their endorsement.

With respect to conferences and panels the Secretary General highlighted that ETA has been asked to be a speaker in the following events: *BTA Annual meeting; TOC Europe 2017; 8th Maritime Salvage & Casualty Response; PTST'17 Congress; 3rd Stakeholder Conference organized by Feport in cooperation with ETA, Sea Europe and ICHCA; Informa Salvage & Wreck conference*. The Secretariat was also present in a number of conferences and meetings held in Brussels throughout the 6 months.

Membership

The Secretary General informed the Executive Board that in the last 6 months the following companies have become full members: Rimorchiatori Laziali SPA; KotugSmit Towage (UK) Ltd; and Targe Towing Ltd. The following have been approached and an outcome is still awaited: Port of Lulea; Rebonave; ATA; P&O Cyprus; and Associated Icelandic Ports.

The following companies have been accepted as associate members: Wärtsila; Cummins Distribution Europe; Caterpillar Marine.

Continued efforts are being made to increase membership and also to regularly meet up with the current members.

Communication Actions

The Secretary General informed the Executive Committee that the website has been revamped, in this manner it is easier for the Secretariat to update the website and also now it is compatible with mobile devices and tablets. Also it is now linked to the social media tools of ETA. Moreover, there will be a members area which can be accessed so as to have all the documentation related to meetings and other material for the members.

The Secretary General also informed the members that the ETA newsletter, issued on the 5th day of every month, is the main means of communication with the members. The Secretariat produces 2 newsletters, one for the members and one for the stakeholders.

The ETA Secretariat continued in its endeavour to be more present in the social media and has also led a Twitter campaign with the name of #ETAfacts to raise awareness among followers on the importance of the sector.

Furthermore, the Secretariat has also designed a new communication item, Fact Sheets that contain in a summarized way information concerning EU policies and legislation. The Secretary General asked the meeting attendants to inform the Secretariat on the topics they might be interested on having new information.

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Finally, regarding **data collection** the Secretary General also informed the Executive Committee how the Association's data is being migrated from access to an online cloud based database, so members will be able to access their company data and to update it. In relation to this, the Secretary General informed the attendants that soon the Secretariat will contact the members to collect this year information and asked for collaboration.

Mr. Tsavlis, who praised the Secretariat's efforts to be at conferences and meetings also suggested the possibility of participating in exhibitions such as Posidonia Athens as another way for the Secretariat to raise its profile and find new partners.

8. **Upcoming initiatives**

The Secretary General announced to the Executive Committee that there are some new initiatives that the Secretariat wish to work on and these relate to added value for its members and communication. Hence the Secretary General outlined the initiatives for approval of the Executive Committee.

2nd event for members

In the last Executive Meeting the idea was floated of having a 2nd event for members. The Board of ETA proposed that this would take the format of a one day conference preceded by a dinner. This could possibly be held after the Executive Committee meeting of November to minimise travel for the members. This second event would be open to full and associate members. Mr. De Block expressed reservations concerning this initiative as it could be a failure in terms of attendance. Mr. Raaijmakers also intervenes to add the importance of such events and to define the right targets, whether this event would be organized for directors and owners, technical or security managers, etc. The Secretary General responded that this would primarily be for Directors and members of their staff who wish to attend. The Secretariat was thinking up of other activities for specific staff of the Members.

Competency Building

The Secretariat is proposing to hold workshops which can be seen as competency building targeted for members' staff. The initiative consists of a series of workshops next year on specific topics such as IMO Tier III, Green fuels (both topics suggested by the NTC); IMO tug stability guidelines; ILO working hours for seafarers and its affect on port workers; funding opportunities under H2020. These specialized workshops would be one afternoon long and would take place in Brussels.

Study

Concerning data gathering, the Secretary General highlighted how currently ETA is working on trends for the past 10 years and also cooperating with initiatives such as Portopia. Nonetheless she outlined that more information is needed and that therefore the Secretariat would like to contract a study which could give a better portrayal of the tug sector; such a study would be invaluable for ETA when meeting with EU institutions or IMO, and also give ETA members better insights on the industry, the latest trends and challenges. This could possibly be one study or a series of small studies.

Communication ETA brand

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The Secretary General also mentioned that the Secretariat would like to see uniformity in the overall ETA brand, communication tools, infographics, logo, etc. as it is necessary to keep on improving the visibility and profile of the Association. Hence the Secretariat would like to contract an agency to look into the ETA brand. The Chairman brought the idea of engaging a professional to write articles on behalf of ETA.

The Executive Committee had no objections to this initiative which the Secretariat wishes to undertake and the Chairman proposes approving a 10.000€ increase in the current budget to cover the additional expenses. The Executive Committee consents.

9. Interim accounts April 2016 to September 2016

The Secretary General gave an overview of the Interim Accounts in terms of revenue. In comparison with what was budgeted, there is a slight surplus due to the increasing number of members. The second revenue stream comes from the events, primarily the Annual Meeting which this year brought to Trieste more people than initially expected.

Concerning the expenditure, the Secretary General described how this is in line with what was budgeted. She highlighted that there was a slight increase in the expenditure of events due to the Annual Meeting, nonetheless this is compensated by the additional revenue from this event.

The Secretary General outlined the revised budget for ETA for the upcoming 6 months, taking into consideration also the €10K allocated to the new activities. This budget was agreed upon.

10. Nautical and Technical Committee (NTC)

The Chairman of the Nautical and Technical Committee and Vice-Chairman of the Executive Committee took the floor to describe the activities and initiatives the NTC has been working on. These are the Guidelines for Captains regarding towage in collaboration with EMPA, new attempts with IACS on the classification of bollards, and drafting new tow lines care and longevity guidelines. Moreover, among future possible initiatives the NTC will study the organization of workshops with experts on different issues as Tier III or LNG fueled tugs, or study the problem caused by underwater vibrations and noise.

Mr. Erdinçler intervened to describe his work on the new tow lines care and longevity guidelines. In January he will circulate his work and he expects to receive feedback from the ETA members. The plan is to publish these guidelines at the next Annual Meeting. Finally, Mr. Erdinçler demanded more exchange of information among ETA members to prevent failures and learn from each other's best practices.

11. Annual General Meeting- Antwerp May 2018

Mr. De Block on behalf of the hosting members described the different activities and venues in which the next Annual Meeting events will take place. The majority of items in the agenda are already decided but there is still nothing finalised for the social day. The intention this year is

to have a shorter ETA Conference and more time for networking. The Secretary General announced that the topic of the Conference will be the digitalization of the sector.

Mr. Tsavliris suggested inviting Commissioner Bulc as she is very interested in the digitalization of transport.

Moreover, the Chairman informed the attendants that associate member ABC requested organizing an activity during the Annual Meeting. As its programme is already fixed the only option would be to carry out a visit to the company's factory in Ghent on their own initiative the day before the beginning of the Annual Meeting.

12. Date and venue of next Executive Committee meeting

The Chairman informed that Antwerp will host the next meeting of the Executive Committee, that will take place in the Havenhuis on the 16th of May at 2pm.

13. Any other matters

The Chairman suggested ETA should look into the options related to the legal status of the Association, today a non profit organization according to Belgian law (ASBL – VZW). The Chairman questions the possible other options which ETA has since the current status is cumbersome when coming to VAT taxes and especially when it comes to the organization of activities in other countries such as the Annual Meeting. The Chairman, who brought the example of how ISU operates, recommended that the Secretariat look into the matter and let the Executive Committee know of the various options available and their impact on the Association. Mr. Mizzi, who reminded the Executive Committee of why a ASBL/VZW was formed, explained the complexity of the whole situation, under the current regime the members would need to go through a complex process to recover the VAT they pay for the Annual Meeting, nonetheless it is doable. He also explained how by being a not for profit organization ETA does away with having to submit annual management accounts and is not charged income tax on revenue. He thus highlighted the advantages and disadvantages of the two different systems.

The Chairman announced that the office rent is due for renewal. He suggests that the Secretariat looks into the going rate of rent of office space in Brussels so as to identify how the ETA office rent fairs with market prices. He also recommends that the rent is renewed for another year.

Finally, the Chairman announced that the contract of ETA Policy & Communications Officer, Juan Vergara has been renewed for an indefinite term. He also thanks Mr. Vergara for his work.

There being no further matters to be discussed, the meeting was declared closed at 12.00 hours.