



**Society of Offshore Marine Warranty Surveyors**

**Board Meeting**

**Wednesday 11<sup>th</sup> August 2021 – 14:00 BST**

**Attendees:-**

James Vavasour (JV) Stephen Norman (SN) Doug Devoy (DD) Vishal Sharma (VS) David Ballands (DB) John Munnings-Tomes (JM)	Ian Stewart (IS) Ekkehard Stade (ES) Aureliano Schirripa (AS) Sean Hogue (SH) Hector Grant (HG) Alison Cooper (AC)
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Ref	Item	Action	Due Date
1	<b>Apologies for Absence</b> Michael Chan, James Miller, James Laybourn, Jonathan Vine		
2	<b>Minutes of the meeting held on 14/7/2021</b> Item 5 'JMT produced a SOMWs update...' to be amended to 'JMT produced a JRC update...'.  The minutes were then unanimously approved.		
3 A	<b>Membership Committee Report</b> <b>SOMWS member recommendations</b> Four new Full Members were proposed by David Ballands and seconded Vishal Sharma and unanimously approved by the Board.  One new Associate Member was admitted  A time limit has been introduced in terms of screening panel clarification. If a candidate has not responded to a clarification within 30 days then an email reminder is to be sent. If, after a further 30 days, a response has not been received, a final reminder will be sent asking the candidate to respond within 30 days after which time their application will be screened as per their original		

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B	<p>application and/or clarifications already received. Therefore the maximum time for a candidate to respond is 90 days. DB to update the guidance documentation.</p> <p><b>Sponsor requests</b> Because of GDPR we are unable to provide a list of members and email addresses. Currently we approach potential sponsors and ask if they are willing to sponsor. We still have a candidate who does not have a sponsor.</p> <p>Should we have a more detailed screening process for those applicants who do not have a sponsor? Various options were raised during the meeting as to how we can manage this:</p> <ol style="list-style-type: none"> <li>1. Underwriters submit some form of verification back to SOMWS regarding the applicant.</li> <li>2. Nominate board members (who are not on the screening committee) to organise an interview with the applicant.</li> <li>3. Have a proxy act as a sponsor.</li> </ol> <p>To be discussed as an agenda item for the September meeting.</p>	DB	8/9/2021
C	<p><b>Additional Category Application cost</b> The application form for existing members to apply for additional categories is now available on the website. At the AGM it was agreed that from 1<sup>st</sup> January 2022, a fee of £10 per additional category on top of the £50 application fee for the first would be payable. Once approved as a member, an annual fee of £10 per annum per additional category on top of the £115 annual fee for the first category would be applied. If applying before 31<sup>st</sup> December 2021 then it was unanimously agreed that the fee will be</p>	HG	8/9/2021

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	<p>gratis. If an Associate is applying to become a full member then they need to pay the £50 application fee. If successful they then pay the additional difference pro-rata from their existing £92 to £115 for the remainder of their membership year. AC to advise members who wish to apply for additional categories that they can now do so free of charge until 31 Dec 2021.</p>	AC	13/8/2021
<p>4 A  B  C</p>	<p><b>Communications report</b>  <b>SOMWS Membership Database System</b>            SN met with a web developer who said that as the current database is made up of different web packages and there is no easy fix. We are waiting on independent feedback from another developer. We then need to make a decision as to whether we should re-tender for the database work.</p> <p><b>Website update</b>            SH is now a co-admin on the website and is looking at improving traffic numbers to the website.</p> <p><b>LinkedIn update</b>            There are now two admins and we should start to see some improvements. SH received a list of all the SOMWS members from HG and has been inviting them to join the group. Once we get everything on-going we will ask members to enter their membership number onto their personal profile.</p>	SN	8/9/2021
5	<p><b>SOMWS / JRC Working Group Report</b>            The JRC did not meet this month, the next meeting is in September. JRC members are currently being asked to prioritise eight potential workstreams equally split between renewables and commercial offshore energy to guide the Risk Engineering Subcommittee.</p>		



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	<p>JRC hope to see Project Cargo on their website before the next SOMWS meeting. JMT hopes to give a more thorough report at the next meeting.</p>	JMT	8/9/2021
6	<p><b>Industry Liaison Group (ILG)</b>            The meeting with Mel Raven, Chair of the JRC, took place discussing the main areas of focus. One of the points discussed is the continuity of marine warranty. There are three main areas – how it works, where we are going and technical and what the contract relationship is like. Each require more discussion.</p> <p>We did not come to a conclusion as to whether it was felt to be a good idea to embrace contractors, operators and developers to be corporate members of SOMWS.</p> <p>The minutes of the meeting were circulated earlier today.</p>		
7 A	<p><b>Secretariat</b>  <b>2021 Management accounts</b>            HG presented the balance sheet and P&amp;L. Finances are in good shape and ahead of budget.</p>		
8	<p><b>Events</b>            Due to the current Covid-19 pandemic there will be no physical events taking place for the foreseeable future.</p>		
9 A	<p><b>Any other business</b>  <b>Platform lift in WA</b>            Looking at recent incidents there is perceived loss associated with MWS. One of the JRC requirements is that the marine warranty is not changed out. When we start to look at incidents we can see a change out of MWS could mask a critical issue</p>		



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	<p>previously identified but not passed on to the new MWS.</p> <p>JMT said on a previous project where this happened a formal handover was suggested however the client pushed back on this. Assuming there is a JRC scope of work in place there should be no opposition to a comprehensive handover. However, as a minimum, concerns should be communicated to the underwriter / broker and new MWS.</p> <p>SN agreed a high level handover sheet is required. JV said there is a big difference between a major offshore installation having a proper handover and one that does not, although his would be difficult for smaller one-off projects.</p> <p>This will be picked up between ILG and JRC</p>	SN & JMT	8/9/2021
	<p><b>Date of next meeting:</b> Wednesday 8<sup>th</sup> September 2021 @ 14:00 BST (13:00 GMT)</p>		