

**The Federation of European
Maritime Associations of
Surveyors and Consultants**



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President 2015 – 2017
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Ad-Hoc Committee Meeting

Monday 27th February 2017

Held at Rotterdam, Netherlands

Present:

Henk Arntz (President)	NIVRE, Netherlands
Edward Verberght	BAMTES, Belgium
Jean-Pierre Mortreux	CEEMF, France
Pierre-Jean Jannin	CEEMF, France
Dimitrios-Charalampos S.Pappas	HMTCA, Greece
Rene van Dijk	NIVRE, Netherlands
Raymond Gauvain	UPEM, France
Gunnar Pihl	VDSS, Germany
Laila Rodriguez Lopez	President's Assistant
Paul Owen	Secretary

Notes

1. Opening of the meeting by the President

The President opened the meeting at 10:30 by welcoming all those present. He invited members to introduce themselves to the meeting.

2. Outline of programme and procedures

The President announced that the purpose of this special ad-hoc committee meeting was to discuss and agree membership requirements with a view to establishing a common standard for all FEMAS Member Associations.

3. Discussion about standards per requirements item

The President introduced each category as itemised on the previously circulated spreadsheet and led the discussion on each item.

4. Conclusions

It was agreed that the following items should form part of the membership requirements in order for individuals to obtain FEMAS Registered Status:

It was noted that some Associations have different classes of membership. The following membership requirements are intended for full Members but may be relevant for other categories in some Associations.

The underlined headings below refer to the headings on the spread sheet.

Personal Information

- It was agreed that all 11 categories listed in this section were relevant, however, some Associations had differing requirements, for example, SCMS has a world-wide membership whereas Netherlands has a requirement for Dutch nationals only, others have an emphasis on European requirements. It was agreed that all **FEMAS Registered Surveyors should have a 'European' nationality**.
- Agreed that there should be **no minimum age** as this was self-limiting due to experience and qualifications required. Also, **no maximum age**. Experience as a surveyor is key.
- **FEMAS Registered Surveyors** must comply with FEMAS qualification requirements. Just because an Association is a member of FEMAS does not mean that all their members can be FEMAS registered.
- Members should **not have criminal convictions**.
- **Judicial Status** refers to previous criminal convictions or other situations which may bar an applicant from gaining membership/registration.
- There was a discussion on **conflict of interest** requirements. The members present stated how they handle this requirement.
- A surveyor **should have a maritime background** (marine experience), this might be from serving at sea as an engineer/captain, a naval architect or perhaps as a shipyard manager.
- Surveyors may have **wide experience or be limited to a small range of experience**, such as paint coatings.

Company / employer information

- It was noted that many surveyors worked for themselves and not for a company, This section was up to the individual member associations.

Required information for application.

- It was agreed that at least two professional recommendations and references are required.
- The **presentation of completed survey reports** is up to the national associations.
- A statement that applicant is of **good conduct** with no conflicts of interest is required.
- A copy of **ID Documents** should be requested.
- Proof of **PI Insurance** to cover the jobs within scope of knowledge and experience being undertaken by the individual should be required.
- Associations must have a **Code of Conduct**, must check that surveyors are not in breach of the code (by accepting bribes, criminal convictions, breaches of confidentiality, integrity and act independently, respect for colleagues, jobs are taken within individual's scope of knowledge and experience, monitoring complaints against individuals).

Payment of application fee

- This is left up to the national associations.

Training – education requirements.

- At last 3 years **surveying experience**.
- Marine **experience** and/or degree in naval architecture.
- **Experience** to satisfaction of the associations board.
- Sworn in by chamber of commerce – Not applicable.
- Recognised by national authority – Not applicable.
- Application approval by Association Board – Not applicable.

Association training programme consisting of:

- Member associations should have a CPD (Continuing Professional Development) programme.

Experience requirements

Already discussed.

Code of Conduct elements

- There should be **no conflict of interest**. A list of conflicts will be provided if required.

Permanent Education requirements.

- See training programme above

Definite cause for exclusion

- Bankruptcy
- Criminal conviction

Other memberships within associations

- Associates
- Trainees
- Candidates
- Affiliates
- Honorary

The above categories of membership cannot be FEMAS Registered Surveyors.

Notes:

A. The completed membership requirements may form a useful guideline for new associations along with existing member's Statutes and Bye Laws.

B. Each association to provide feedback on the acceptability of the above requirements.

5. Plan of action on further development of membership requirements

The above conclusions will be discussed at the ExCo meeting on 30 March.

The intention is to add the agreed membership requirements to the Statutes and Bye-Laws.

6. Discussion on general set-up of basis and requirements for FEMAS SLA

The President explained that the Service Level Agreement (SLA) would be a standard document that all FEMAS members could use when requesting another surveyor, whether or not a FEMAS Registered Surveyor, to conduct a survey, to agree on the conduct of a particular survey and the level of report required.

Members stated that they provide very detailed list of information required on a case by case basis and could not see how an SLA would assist.

7. Plan of action on further development of FEMAS SLA

The President requested any suggestions on SLA and added that this will be discussed at the ExCo meeting to see if there is a way forward.

8. Any Other Business

Gunnar repeated his suggestion that Association events be advertised amongst all members.

Gunnar suggested that FEMAS offers day workshops or seminar events.

Pierre-Jean suggested that such seminars are combined with other events.

Jean-Pierre – commented that there was no recent news on the website and suggested it include information on what is happening in FEMAS.

Secretary – requested those present to ensure they requested to be connected to our LinkedIn account. (Login and search for FEMAS).

9. Date and Place of next meeting

Date and place of the next meeting depends on the results of ExCo.