

ANNUAL GENERAL MEETING OF ISCO TO BE HELD FROM 4.30 PM UNTIL 6.00 PM ON TUESDAY 6th MAY, 2014, IN SHOW OFFICE “A” AT THE INTERNATIONAL OIL SPILL CONFERENCE, SAVANNAH, GEORGIA, USA.

AGENDA

1. President's welcome to members and guests. Apologies for absences.
2. Approval of the Minutes of the ISCO Annual General Meeting held at Wednesday 10th April 2013 at the Spillcon Conference at the Cairns Convention centre, Queensland, Australia. [Copy of the minutes is in Attachment – Agenda Item 2]
3. Executive Committee and ISCO Council – Re-elections and confirmation of Mr Dennis van der Veem as a Member of the Executive Committee (EC). [Attachment - Agenda Item 3]
4. Appointment of Nominating Committee for 2014-2015. [Attachment – Agenda Item 4]
5. ISCO International Forum on Group V (Non-buoyant) Oils to be held in Detroit, USA on 9-10 September 2014 [Attachment - Agenda Item 5]
6. ISCO Secretary's Report [Attachment - Agenda Item 6]
7. Financial Report [Attachment- Agenda Item 7]
8. Review of current levels of annual membership fees and whether certain historic “free memberships” should be discontinued [Attachment - Agenda Item 8]
9. The ISCO Newsletter - (1) Should non-members be required to pay a subscription for the Newsletter or should they be required to join if they want to continue receiving it ? (2) Should there be a “free list” for limited number of people (for example, government officials) (3) ISCO Newsletter production and distribution options. [Attachment - Agenda Item 9]
10. Paper on proposed “Country Pages” on ISCO Website [Attachment – Agenda Item 10]
11. ISCO Support for USCG Initiative at IMO – International Offers of Assistance and International Resources [Attachment Item 11]
12. Discussion: Need for ISCO to be more pro-active in developing Response Industry – Government co-operation
13. Reappointment of Kleinman Graham as Auditor
14. Any other business.
15. Next AGM [Consider option of Interspill – Amsterdam 24-26 March 2015]
16. President's concluding remarks and End of Meeting

ATTACHMENTS

AGENDA ITEM 2 – APPROVAL OF MINUTES OF PREVIOUS AGM

MINUTES OF THE ANNUAL GENERAL MEETING OF ISCO HELD ON WEDNESDAY 10th APRIL 2013 AT THE SPILLCON CONFERENCE AT THE CAIRNS CONVENTION CENTRE, QUEENSLAND, AUSTRALIA.

Attendees - David Usher, Hon.FISCO (President), Mary Ann Dalgleish (Membership Director), John Wardrop (Member of ISCO Council for Australia), Dr Merv Fingas (Member of ISCO Council for Canada), Steve Reilly (representing Corporate Member, Lamor Corp.), Brian Johnston (representing Corporate Member, Rutter Inc.), John Brinkman (representing Corporate Member, Imbibitive Technologies America Inc.), Saskia Sessions and Paul Kelway (representing Corporate Member, Sea Alarm Foundation), Ben Cropley, Narelle Warde, Ray Lipscombe and Marie Tenneys (representing Corporate Member, Oil Response Company of Australia Pty. Ltd.), Dennis Brand and Eric Shelley (representing Titan Salvage and ISCO Corporate Member, Marine Response Alliance). Guests included Khalid Al Dossary and Saleh Zahrani (Saudi Aramco) and John Elliot.

Apologies - John McMurtrie, Hon.FISCO, Secretary, Marc Shaye, Hon.FISCO, (Member of Executive Committee), Li Guobin (Member of Executive Committee), Jan Allers, FISCO (Member of ISCO Council for Norway), Dr Douglas Cormack, Hon.FISCO,

Meeting Summary - The meeting started at 5:20 pm and was chaired by David Usher, President with assistance of Mary Ann Dalgleish, ISCO Director of Membership.

David welcomed members and guests to meeting. Attendees introduced themselves and the companies they were representing.

Mary Ann Dalgleish spoke on the need for additional members.

Steve Reilly of Lamor and Eric Shelley of Titan Salvage were thanked for their contribution to the refreshments served at the meeting.

John Brinkman of Imbiber Beads discussed ISCO's involvement in IMO and how important this involvement is. Also discussed Deep Water Horizon and why there is a difference in amounts of oil shown disbursed by different groups. There was a discussion among the group as to possible reasons for those differences.

Attendees agreed to share names and email addresses of attendees among the group. Mary Ann Dalgleish will send to each attendee.

Guest Speaker - John Wardrop gave an excellent speech on the Australian Spill Control Association which is a professional association for Australia based practitioners involved in aspects of oil and hazardous chemical response.

Approval of Minutes of the 2011 AGM - The minutes of the previous meeting were presented for approval. A motion to accept the minutes as written was made by Dr Merv Fingas and seconded by John Wardrop, the minutes were approved.

Election of Members to the Executive Committee - The current Members of the Executive Committee are -

Mr David Usher, Hon.FISCO (President)

Mr John McMurtrie Hon.FISCO (Secretary)
Rear Admiral M. L. Stacey, CB, Hon.FISCO (UK)
Mr Marc Shaye Hon.FISCO (USA)
Mr Dan Sheehan, Hon.FISCO (USA)
M. Jean Claude Sainlos (France)
Mr M. Kerem Kemerli (Turkey)
Mr Paul Pisani (Malta)
Mr Simon Rickaby, FISCO (UK)
Mr Li Guobin (China)
Capt. Bill Boyle, MNI, FISCO (UK)

Of the above, only Mr Li Guobin and Mr Simon Rickaby had completed their three year terms of office since last elected.

Both Simon Rickaby and Li Guobin were re-elected. No proposals were received from the Nominating Committee for new candidates for election to the Executive Committee.

Appointment of Nominating Committee for 2013-2014 - In conformance with the Constitution the Nominating Committee comprises three members of the Executive Committee and two other Members.

It was agreed that the Nominating Committee will consist in David Usher, John McMurtrie, Capt. Bill Boyle, John Wardrop and John Brinkman.

Confirmation of existing Members of Council and receiving of nominations for additional Members of Council. - The meeting was advised that no Members of Council had indicated a wish to stand down and no nominations were received for new Members of Council.

During 2012 two further appointments were made to the Council. Following an election by members in India, Captain D.C. Sekhar became the new Member of Council for India. In Brazil, following the appointment of former Council Member, Captain Bill Boyle, MNI, FISCO, as a new member of the Executive Committee, Mr John Cantlie was appointed as Member of Council for Brazil following on consultation and the unanimous approval of all members in Brazil.

The meeting confirmed the appointment of the Members of Council.

ISCO Secretary's Report - The Meeting agreed to accept the Secretary's Report. Proposed by John Brinkman and seconded by John Wardrop. The motion passed.

Financial Report - A motion was made to accept the Financial Report. The motion passed.

Re-appointment of Auditor - A motion was made to re-appoint Kleinman Graham as auditors. The motion passed.

Re-appointment of Secretariat Manager - A motion was made to re-appoint Balbithan Ltd. as manager of the ISCO Secretariat. The motion passed.

Next AGM - The next AGM will be held next year and members will be notified of place and time.

AGENDA ITEM 3 – EXECUTIVE COMMITTEE AND ISCO COUNCIL

Since last elected in 2011 David Usher, John McMurtrie, Marc Shaye, Dan Sheehan, Jean Claude Sainlos and Kerem Kemerli have completed three year terms of office.

None of these members have indicated that they wish to stand down and it is understood that they are all willing to stand for re-election for a further term of office.

Likewise none of the current members of ISCO Council have indicated that they wish to stand down.

Under these circumstances it is proposed that the above-mentioned members of the EC be re-elected for a further term of office, that the appointment to the EC currently co-opted member Mr Dennis Van der Veem be confirmed and that the continuation in office of the current Members of the ISCO Council should also be approved.

In October 2013 the Nominating Committee unanimously approved the nomination of Mr Dennis Van der Veem to fill a vacancy on the ISCO Executive Committee (EC).

Mr. Van der Veen graduated in 2007 from the Open University in Environmental Sciences, specialising in environmental risks in the marine transport of hazardous goods. He has 20 years of professional experience in environmental sciences, of which 10 years with the Dutch Institute for Applied Sciences TNO and 12 years at the Dutch governmental agency Rijkswaterstaat. Currently he is managing director of the consultancy firm ASCC. In both the positions at Rijkswaterstaat and at ASCC Mr. Van der Veen is internationally recognized as expert on remote sensing and bioremediation.

Mr. Van der Veen has executed and managed a number of projects, including EU-projects and EU-workshops on topics dealing with oil spill response, law enforcement and remote sensing of spills. He is co-author of the IMO Guidelines on Bioremediation and is currently working on the Action Plan for implementation of IMDG-Code in Turkey.

AGENDA ITEM 4 – NOMINATING COMMITTEE

Before the conclusion of an Annual General Meeting the President shall appoint a Nominating Committee to make recommendations to the following Annual General Meeting for appointments to the Executive Committee. In conformance with the Constitution the Nominating Committee comprises three members of the Executive Committee and two other Members.

AGENDA ITEM 5 – INTERNATIONAL FORUM ON GROUP V (NON-BUOYANT) OILS; OTHER FUTURE ISCO EVENTS

ISCO President David Usher will inform the meeting about the International Forum being held in Detroit on 9-10 September 2014 and discuss opportunities for ISCO to hold other future events.

AGENDA ITEM 6 – SECRETARY'S REPORT

This year ISCO celebrates its 30th Anniversary. The organization was incorporated in London on 9th October 1984.

Departed and very sadly missed – During 2013 we were saddened by the deaths of Rear Admiral Michael L. Stacey CB and Duncan Lyon. Both were Honorary Fellows of ISCO and founding members who over many years made an outstanding contribution to the organization. Obituaries were published in the ISCO Newsletter and can be found in the archive (Michael Stacey in Issue 394, Duncan Lyon in Issue 406)

Membership - Membership of ISCO currently stands at 180 spread over 43 countries with a breakdown as follows –

1.	Executive Committee Members not included in other categories	11
2.	Members of Council not included in other categories	22
3.	Honorary Fellows	6
4.	Fellows	6
5.	Members	7
6.	Associate Members	1
7.	Industry Partners	8
8.	Corporate Members	75
9.	Individual Members	44

We are pleased to welcome 21 new members who have joined since our last AGM.

- Sie Econad (Ukraine)
- Prof. Albert V. Condello III (USA)
- Oil Response Company of Australia
- Mark R. Murphy MISCO (USA)
- Markleen Ltd. (UK)
- Helvio Aventurato (Brazil)
- Lenilson Macedo (Brazil)
- Thiago Rocha (Brazil)
- Dennis Van der Veen (Netherlands)
- Andrew B. Ray MISCO (Qatar)
- Commander USCG (Ret.) Steven A. McCall (USA)
- Environmental Protection Engineering SA (Greece)
- SeaHow Meritaito Ltd. (Finland)
- Midlinx Consulting Inc. (USA)
- Koseq BV (Netherlands)
- Chemtex Inc. (USA)
- RS Aqua Ltd. (UK)
- Joint Marine Environ Guard Ltd. (Nigeria)
- Jamie Campbell (UK)
- Russell Kam Kong Shum (UK)
- Polestar Maritime Ltd. (Nigeria)

Need to grow ISCO membership - ISCO funding is wholly dependent on membership fees. We need more members in order to generate income needed to further develop ISCO initiatives and the services provided for our members. All Members, and particularly Members of ISCO Council, are asked to help by introducing new members.

ISCO Newsletter – See Agenda Items 9 & 10

ISCO Website – See Agenda Item 11

ISCO Support for causes that are of Interest to Members - ISCO works to defend and promote the interests of its members wherever there is a need and a clear mandate from our Members. ISCO is currently working on the development of improved knowledge-based contingency planning for marine incidents. This will fully take into account the fate of oils and HNS as controlled by their physical and chemical properties and their interaction with atmosphere, sea and shorelines. The means by which spills may be curtailed and the effectiveness of response techniques assisted by natural evaporation, dispersion, solution, and degradation will be fully addressed.

ISCO Delegations to 2014 IMO OPRC-HNS TG15, PPR and MEPC 65 meetings - ISCO President David Usher, Secretary John McMurtrie and Dr Douglas Cormack represented ISCO at the IMO OPRC-HNS Technical Group meeting

ISCO Honorary Fellow Dr Douglas Cormack represented ISCO at the IMO Pollution Prevention & Response (PPR) and MEPC meetings.

International Oil Pollution Compensation Funds (IOPC Funds) – As announced in the ISCO Newsletter, ISCO has been granted Observer Status at IOPC Funds and is actively advising the organization on industry capabilities and other practical aspects of oil pollution response. Honorary Fellow, Dr Douglas Cormack is representing ISCO at London meetings of the IOPC Funds.

Events Attended – ISCO President David Usher and Membership Director Mary Ann Dalglish manned the ISCO booth at Clean Gulf held in Tampa, Florida in November 2013, reporting a high level of interest in ISCO's activities and initiatives.

The same month, ISCO Secretary John McMurtrie participated in the Arctic Oil Spill Conference held in Oslo, Norway and met with several of our corporate members. ISCO mounted a small display, attracting much interest from delegates, some of which have since become members of ISCO.

ISCO Member of Council for Croatia Mr Darko Domovic represented ISCO at the MEDEXPOL 2013 - Workshop on Regional Response Capacity and Co-ordination for Major Oil Spill in the Med. Sea, organised by REMPEC. His report on this event was published in Issue 416 of the ISCO Newsletter.

AGENDA ITEM 7 – FINANCIAL REPORT

Profit and loss account for the year ended 31st March 2013

	2013 £	2012 £
Turnover	6,511	12,180
Administrative expenses	(12,348)	(13,228)
Profit/(Loss) on ordinary activities before taxation	(1,048)	(1,048)
Tax on profit/(loss) on ordinary activities -	-	-
(Loss)/Profit for the year	(5,837)	(1,048)

Note – Cash at bank at 11 April 2014 = £ 8,148.35

Balance sheet as at 31st March 2013

	2013 £	2012 £
Current assets		
Cash at bank and in hand	8,534	8,903
Creditors: amounts falling due within one year	(12,337)	(9,869)
Net current (liabilities)/assets	(6,803)	(966)
Total assets less current liabilities	(6,803)	(966)
Net (liabilities)/assets	(6,803)	(966)

Capital and reserves

Called up share capital	2	2
Profit and loss account	(6,805)	(968)
Shareholders' funds	(6,803)	(966)

AGENDA ITEM 8 – REVIEW OF ANNUAL MEMBERSHIP FEES

Secretary John McMurtrie will speak on this matter. His recommendations are (1) that annual Membership Fees should be increased; (2) That, with the sole exception of Honorary Members, all members should be required to pay their membership fees within a maximum of 3 months of due date; and (3) that the Executive Committee be directed to implement changes. Written comments received from Members of Council and other members will be taken into account, together with the views expressed by members at the meeting.

For information, the current membership fees are –

Corporate Members, Industry Partners and Individual Members

Corporate (> 500 employees)	£ 1,650	\$ 2,600	€ 1,900
Corporate (100-499 employees)	£ 1,320	\$ 2,100	€ 1,500
Corporate (50-99 employees)	£ 660	\$ 1,100	€ 765
Corporate (10-49 employees)	£ 330	\$ 530	€ 405
Corporate (< 10 employees)	£ 165	\$ 270	€ 190
Industry Partner ¹	£ 165	\$ 270	€ 190
Individual Member ²	£ 65	\$ 105	€ 75

Professional Members

Assessment Fee	Student Member	Associate Member	Member	Fellow
Once only payment	Free	£100 / US\$160 / €125	£100 / US\$160 / €125	£100 / US\$160 / €125
Annual Dues		Associate	Member	Fellow
Annual payment *	£30 / US\$50 / €35	£75 / US\$120 / €85	£125 / US\$200 / €145	£150 / US\$240 / €175

AGENDA ITEM 9 – NEWSLETTER MATTERS

Should non-members be required to pay a subscription for the Newsletter or should they be required to join if they want to continue receiving it?

Since its inception in July 2005 the weekly newsletter has been made available free of charge to members and non-members alike on the basis that the widest possible circulation would raise the profile of the organization and encourage growth in membership.

Feedback from members and readers in more recent years on whether non-members should pay or not has been mixed and because of this no action has been taken. However, the majority of non-members receiving the newsletter are not supporting ISCO by joining, even at the currently very low membership fees. A decision is required.

Production and distribution options - The ISCO newsletter is distributed to subscribers which includes members and non-members. The standard process is that an email goes out to all the subscribers on a Sunday with a link to the website

where they then click on a download button to download a pre-prepared .pdf document.

Recent statistical analysis is showing that that less than 50% of subscribers open the email and only about 50% of those who open the email actually download the newsletter document. So this essentially means that less than 25% of those in the subscription list (currently 1,400) open and look at the newsletter.

It has been discussed that this sort of "hit rate" does not compensate for the amount of work involved in producing the newsletter and it may be more effective just creating and publishing news items directly onto the site as they arise.

This has several benefits -

- Saves time in producing a physical newsletter document
- Drives more people to the website to catch up on the news which they will read directly on the site
- With more people visiting the website, then more advertising opportunities are created
- Create a larger and more structured "library" of news items - the current .pdf document is not searchable whereas the website is.
- All in all this would create more engagement with the website thus making it a more valuable asset to ISCO

Note that it could be an option to keep the traditional newsletter format and its distribution running in parallel but this would involve extra work. As a minimum the usual "covering letter" could be continued with links to individual news/articles items posted on the website. Members' views on the best way forward are needed.

AGENDA ITEM 10 – PROPOSED “COUNTRY PAGES”

It has long been discussed that there should be "country pages" on the website that allows members from each country to find out more about other members in that country. After a lot of trial and error out web support, Mike Watson of MWA Digital has installed powerful functionality that adds "social networking" to the site which allows members to "connect" with each other in a similar way to Linked-in and Facebook.

However this functionality is not meant to replace Linked-in but rather to help create and manage "groups" and "events".

So now the "country pages" project will use this "social networking" functionality to allow members to set up their own groups which will primarily be "country pages"

Each member can then join as many country page groups as they wish allowing them to interact with other members in that group.

Currently when members log in they can see the "members menu" and when they clicks the little plus sign that next to "Members Area" and then "Country Groups" then they will see 3 trial groups have been set up. Two open "Country Groups" and a closed and private "Management Committee" group.

Any member can join any open country group but the functionality exists to have invite only groups.

So with a list of various country groups to join (after they have been set up) this will allow members to "network" with other members in that group.

By adding the power for members to choose which groups to join then this frees up a lot of administration time from actually managing each group.

Each group will have a country representative that manages that group.

It is proposed that a training document be produced and circulated to members explaining more fully how it all works which will include screen shots etc.

This functionality has several benefits -

- Increases networking between members and allows members to connect and hopefully meet with other members in their country of residence or operation.
- Pass country page updating responsibility on to a designated representative in each country to potentially arrange local meet-ups etc
- Increase traffic to the web site from this added functionality

If we add the increased traffic which will be generated from publishing the news directly onto the site to the increase in traffic from this added "social networking" then again. far more activity will take place on the site thus making the site an even more valuable commodity.

AGENDA ITEM 11 – ISCO SUPPORT FOR INTERNATIONAL OFFERS OF ASSISTANCE INITIATIVE

The International Offers of Assistance (IOA) initiative and the linked International Response Resource Inventory (RRI) is an IMO Project introduced by the US Coast Guard two years ago following on experience gained during the response to the Deepwater Horizon oil spill.

In the midst of a very large oil spill, having the appropriate response equipment at the exact time and location needed, throughout the duration of the response, is crucial. Facility in acquiring essential equipment from within the affected nation may not be enough to provide all the needed resources to manage an effective response. Obtaining critical response resources from international sources must be done in a coordinated manner, with a comprehensive process that allows for a number of key considerations.

International offers can be grouped into five categories:

- .1 Government to Government;
- .2 private sector to private sector;
- .3 private sector to Government;
- .4 private sector-through-Government to Government;
- .5 offers coordinated by Regional Organizations on behalf of governments.

And ISCO has been particularly concerned with categories 3 and 4, working in meetings of the IMO OPRC-HNS Technical Group and participating in numerous teleconferences to advance the project. ISCO also formed an internal IOSC Working Group which has its own web page within the Members' Area of the ISCO website. All ISCO members can find out more information in the IMO Work Groups section.

The IOA/RRI project is all about international co-operation and it is therefore entirely appropriate that the spill response community, represented by ISCO, is actively involved in this project. The IOA/RRI Core Group includes representatives of the

USCG, EU, REMPEC, ITOPF, governmental agencies and operators of major stockpiles (Members of the Global Response Network (GRN) - OSRL, MSRC and others). ISCO is the ONLY member of the IOA Core Group representing private sector response contractors, equipment manufacturers, consultants and training providers). Not surprisingly, RRI discussions have tended to focus on the response resources available from the large stockpiles owned by GRN members. They are easily identifiable, easy to list and not a problem to provide 24/7 contact information. However, within the private sector there is an enormous resource of experienced response contractors, manufacturers of equipment and materials, people with specialised know-how and trainers - and a great many of these players are members of ISCO. Because there are so many it is not easy to ensure that private sector resources are properly integrated within the RRI project and what is needed is a global organisation that can provide an interface for contacting and mobilising private sector resources. With its worldwide membership, ISCO would seem to be an obvious choice to fulfil this role and, with this in mind, a suggestion has been made that the interface between governments and responsible parties should be provided by ISCO. Such a role would be entirely within ISCO's mission - "To raise worldwide preparedness and co-operation in response to oil and chemical spills, to promote technical development and professional competency, and to provide a focus for making the knowledge and experience of spill control professionals available to IMO, UNEP, EC and other organisations". Note also, that if ISCO can step up to fulfil this role, it would have very positive implications for our organisation and represent a major progression in the support we provide for our members. The problem for ISCO is - how can we set up the mechanisms to provide the suggested interface for accessing private sector resources in an effective but economical way?

Currently ISCO's efforts are not progressing as well as we would have wished largely because the time that your Secretary can allocate is severely limited and active support from other ISCO members has been very limited.

David Usher and John McMurtrie will be participating in an IOA Progress Meeting being convened by the US Coastguard this week on Friday morning. Interested members are invited to speak to David Usher and/or John McMurtrie after the end of the AGM.

