IAATO 2019 Annual Meeting Agenda
Westin Hotel
Cape Town, South Africa
April 30 – May 3, 2019

#IAATO2019
Version 12: April 28, 2019

Sunday 28th April 2019
Chair’s briefing, Chair & Secretariat
Place: Marco Polo
(1000 – 1300)

Executive Committee, Secretariat, FC Chair, and Meeting Chair Only
Place: Sir Francis Drake
(1400 – 1800)

Monday 29th April 2019
Education and Outreach Working Group
Place: Sir Francis Drake
(0800 – 0930)

Growth Management Working Group Meeting
Place: Marco Polo
(0930 – 1100)

Climate Change WG
Place: Dassen Island
(0930 – 1100)

Executive Committee, Secretariat, FC Chair, and Meeting Chair Only
Place: Marco Polo
(1100 – 1330)

Field Operations Committee Meeting
Place: Sir Francis Drake
(1100 – 1330)

Marine Committee
Place: Sir Francis Drake
(1330 – 1530)

Membership Committee Meeting
Place: Dassen Island
(1330 -- 1550)

Members Town Hall Meeting: Secretariat Re-Org & IAATO Code of Conduct
Place: Diaz/DaGama
(1600 – 1800)

Registration Desk
Place: In front of Grand Ballroom
(1500 – 1800)

SOCIAL EVENT: IAATO Icebreaker Welcome Reception
Wine Tasting
Place: Westin Hotel ON19 Restaurant
(1830 – 2000)
Day 1: Tuesday 30th April 2019
[Morning Session: IAATO Operators and Associate Members Only]

0800 – 0830 Registration desk open
0830 – 1800 Meeting times
1100 – 11:30 Coffee & Tea Break
1300 -- 1430 Lunch – Restaurant 37
1600 – 1630 Coffee & Tea Break

1. Welcome & Introductions (0830 – 0900)
   a. Welcome
   b. Remembrances
   c. Approve Chair of Meeting
   d. Reading of Antitrust Admonition
   e. Adopt IAATO 2019 Meeting Agenda
   f. Approve Minutes of IAATO 2018 Meeting

2. Secretariat & Other Administrative Reports (0900 – 0930)
   a. Executive Committee Report
   b. Executive Director Report

3. Financial Review (0930 – 1030)
   b. Overview of new Chart of Accounts
   c. Budget comparison and year-to-date
   d. Proposal to Reduce Not for Profit Membership Dues

4. Secretariat Re-Org Discussion (1030 – 1100)
   a. A General Plan for a New Secretariat
   b. Fiscal forecast for FY 2019-20

   Tea & Coffee Break (1100 – 1130)
   Special Memorial Gathering for Arnaud Dhallenne, Sophie Labruhe Marconnet and Sarah Auffret in the Prince Edward Island Room on the Mezzanine Level

5. Membership Committee (1130 – 1300)
   a. Welcome New Associate members:
      i. New Associate Members: Falkland Island Tours & Travel, Steppes Travel
   b. Applications for Consideration:
      i. New Applications
         Provisional Operator to Operator status: Albatros Expeditions -- Q&A
         Associate to Provisional Operator: Cookson Adventures
         Provisional Operator: Princess Cruises
         Associate: Caissa Tourism Group, Lamei Tours, Across Latin America, Damien Shipyards, The Polar Commitment, Mystic Cruises, Pelorus, Pro Fuel -- Q&A
   c. IAATO Observer Scheme
      i. Hurtigruten (Fram), White Desert results
      ii. IAATO Observer Scheme Guidelines
      iii. IAATO Observer Proposed Schedule
LUNCH (1300 – 1430)

- Citizen Science and IAATO: Where to from here? – Sir Francis Drake
- Yacht COMMITTEE LUNCH MEETING – Marco Polo

Membership Committee Discussions continued. (1430 – 1600)
  d. Voting on member applications
     (Closed session for Operators only)

Tea and Coffee Break (1600 – 1630)

6. Bylaws and Governance (1630 – 1800)

  a. Bylaws Committee Report
     i. Amendments to general Terms of Reference for Committees
     ii. Executive Committee voting proposal
     iii. Meeting Proxy confidentiality
     iv. Proposed Bylaws changes to Education element
  b. Care & Concern Policy update

SOCIAL EVENT: Cocktail Party (1830 – 2000)

Place: Two Oceans Aquarium
Busses leave Westin at 1830
Day 2: Wednesday 1st May 2019

[Meeting Agenda]

Morning Session: IAATO Operators Only
Afternoon Session: Open to All IAATO Members and Invited Observers

0800 – 0830  Registration desk open
0830 – 1800  Meeting times
1030 – 1100  Coffee & Tea Break
1200 – 1330  Lunch – Restaurant 37
1500 – 1530  Coffee & Tea Break

7. Report on Compliance  
   *(Closed session for Operators only)*
   a. Report on Compliance
   b. Consideration of Whale Strike Mitigation Measures.

8. Voting on Committee seats; other outstanding proposals  
   *(Closed session for Operators only)*

LUNCH
   • AECO MEMBERS LUNCH MEETING – Restaurant 37 – The Chef’s Table
   • DEEP FIELD & AIR OPS MEETING

9. Antarctic Gateway Committee
   a. Gateway Committee Report
   b. Ushuaia
   c. Other Gateways
   d. Next Steps

10. IAATO Code of Conduct
    a. Review of 2018-19 season incidents and reputation management
       i. An overview of 2018/19 Seasonal Incidents
    b. IAATO Code of Conduct
       i. Proposed Bylaw change

Tea & Coffee Break

OPEN SESSION COMMENCES Welcome to non-IAATO member participants; introductions  

11. Managing for Tourism Growth
    a. Update on Managing for Growth Proposals & Actions
    b. “Redefining the Antarctic Experience”
    c. Database Upgrade and Ship Scheduler Advancements
    d. IAATO Professional Standards
    e. Tourism Growth Management Workshop Proposal

IAATO 2019 Meeting Agenda  4  V12 ~ April 28, 2019
12. Regulatory bodies engagement (1700 – 1800)
   a. Antarctic Treaty Consultative Meeting
   b. Committee for Environmental Protection (CEP)
   c. CEP Tourism (Netherlands) Workshop
   d. COMNAP
   e. CCAMLR (IAATO Supporting MPAs)

SOCIAL EVENT: Annual Gala Dinner ~ Gold Restaurant (1900 – 2300)
Dress is Smart Casual.
Day 3: Thursday 2nd May 2019
Open Session

0900 – 1800  Meeting times
1030 – 1100  Coffee & Tea Break
1300 -- 1430 Lunch – Restaurant 37
1600 – 1630  Coffee & Tea Break

13. Supporting Science  (0900 – 1030)
   a. SCAR/IAATO Systematic Conversation Plan (SCP) update
   b. COMNAP Fellowship
   c. Citizen science
   d. Environmental Research (Oceanites)

Tea & Coffee Break  (1030 -- 1100)

14. Communications and Education & Outreach Update  (1100 – 1200)
   a. IAATO Communications Update
   b. Website update
   c. IAATO Film Proposal/Rationale
   d. Antarctic Ambassadors Update

15. Environmental Protection – Clean Seas and Climate Change  (1200 - 1230)
   a. IAATO & AECO Clean Seas Update and Reducing Waste Guidelines
   b. Climate Change Working Group Update

LUNCH  (1300 – 1430)
   • OPTIONAL LUNCH MEETINGS WITH TREATY PARTY REPRESENTATIVES
   • FIELD STAFF LUNCH MEETING – Sir Francis Drake

16. UKAHT Update from Port Lockroy  (1430 -- 1500)
17. Update from New Zealand Antarctic Heritage Trust  (1500 -- 1515)
19. Update from Arctic Expedition Cruise Operators (AECO)  (1515 – 1530)
20. GSGSSI Update  (1530 – 1600)

Tea & Coffee Break  (1600 – 1630)


22. Yacht Committee  (1700 -- 1800)
   a. Report from Yacht Committee:
      i. Summary of seasonal yacht activities and any other information
   b. IMO: Polar Code II

SOCIAL EVENT:  (1830 – 2000)
Cocktail Hour – Shackleton Whiskey Tasting
Place: Westin Hotel – Restaurant 37
Day 4: Friday 3rd May 2019
Open Session

0830 – 1230  Meeting times
1000 -- 1030  Coffee & Tea Break

23. Marine Committee  (0830– 0930)
   a. Marine Committee Report
   b. IMO Updates
      i. Results of SSE6
   c. RPAS for Navigational Use

Tea & Coffee Break  (1000 -- 1030)

24. IAATO Operations  (0930 – 1200)
   a. Field Operations Committee report
   b. Emperor Penguin Working Group
   c. Support Material:
      i. FOM Feedback and Updates- Moving Forward
      ii. Online Assessment Platforms Update
      iii. Polar Field Staff Conference 2019 Update
      iv. Proposed Guidelines / Revised guidelines / Advisory Notes
         a. Helicopter Guidelines
         b. Elephant Point Site Guidelines
         c. Ship Scheduler Booking Guidelines and Time Slot Change
         d. Elephant Seal Weaner Guidelines for Expedition Staff and Crew
         e. Revision: Yankee Harbour Site Guidelines
         f. Revision: Half Moon Island Site Guidelines
         g. Updated: IAATO RPAS Statement
         h. Revision: IAATO Submersible Guidelines

25. Any Other Business  (1200 – 1230)
   a. IAATO 2020 – Providence, RI USA update
   b. IAATO 2021 – TBD update

26. IAATO 2019 Annual Meeting closes  (1230)

Immediately on meeting closure:
Wrap-up Session: Outgoing & Incoming Executive Committee, Finance Committee Chair, Secretariat & Meeting Chair Only
Room:
Thank you to our sponsors: