

Overview

The IAATO 2019 meeting was held April 30 to May 3 in Cape Town, South Africa and was attended by 182 participants. The final participant list can be found at the end of this document as Appendix A.

The draft agenda and the attendee briefing notes along with the meeting papers list of background papers and proposals discussed at the meeting were posted on the IAATO website prior to the meeting and are archived there for members' reference in the members-only section of the website. Click [here](#) to access these.

During the meeting, members were asked to vote for IAATO Committee and Working Group membership for the 2019-20 fiscal year. The resulting committees and working groups are listed in Appendix B of this document.

The list of Action Points and Decisions resulting from this meeting can be found at the end of this document as Appendix C.

All sessions on Tuesday, April 30th were open to IAATO members only – including Operators, Provisional Operators and Associates.

Agenda Item 1. Welcome & Introductions

Remembrances were offered by Executive Director, Damon Stanwell-Smith, for Arnaud Dhallenne and Sophie LaBruhe Marconnet, who were lost at sea, and for Sarah Auffret, who was lost in the Ethiopian Air crash.

Executive Committee Chair, Terry Shaller, asked the room for a motion to approve the Chair of the Meeting, Werner Stambach. There was a motion to approve Werner Stambach as Chair of the Meeting. The motion was seconded. Werner Stambach was approved as Chair of the meeting by unanimous consent.

The Meeting Chair noted that there were 42 voting members in the room so there was a quorum. It was noted that the minutes recorders were Janeen Haase, Director of Governance & Administration and Erin Delaney, Operations Assistant.

The Meeting Chair read the IAATO Antitrust Admonition.

The Meeting Chair then asked for a motion to adopt the meeting agenda Version 12. There was a motion to adopt and it was seconded. There were no objections and the agenda was adopted.

The Meeting Chair then asked members to approve the Minutes of the IAATO 2018 meeting in Newport, Rhode Island, USA. There was a motion to approve and it was seconded. There were no objections. The meeting minutes were approved unanimously.

DECISION: Werner Stambach was approved unanimously as Meeting Chair.

DECISION: The IAATO 2019 Agenda V12 was adopted unanimously.

DECISION: The IAATO 2018 Meeting Minutes were approved unanimously.

52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101

Agenda Item 2. Secretariat & Other Administrative Reports

Agenda Item 2a. Executive Committee Report

Terry Shaller read notes from Rob McCallum and Andrew Prossin, both members of the EC, who were not able to be present at the meeting. Terry Shaller gave an overview of the previous year's activities and outlined the tasks ahead of members at the meeting, such as the IAATO Observer scheme becoming mandatory, the IAATO Code of Conduct, mitigation of whale strikes, the new database, Ship Scheduler and the real time Ship Scheduler.

He informed members that following the EC meeting in Oslo in October 2018, the EC started to participate in the secretariat weekly team meetings, saying that it was at this point that the EC was made aware of the workload on the secretariat. The most important decision of this meeting, he said, was to support the reorganization and additional staffing of the secretariat.

He briefly outlined the new process for committee membership and asked members to please be sure to confirm their committee participation ahead of the vote to be held later in the meeting. He then asked for volunteers to stand for the EC and other committees and asked members to be sure to confirm their eligibility for the committee they wanted to stand for first.

Agenda Item 2b. Executive Director Report

IAATO Executive Director, Damon Stanwell-Smith, gave his report. [Please click here for the full presentation.](#)

Agenda Item 3. Financial Review

Agenda Item 3a. Finance Committee Report (FY 2017-18 and 2018-19)

Ute Hohn-Bowen, Chair of the Finance Committee, gave the overview of Fiscal Year 2017-18 and 2018-19. The Meeting Chair then asked members to approve the final audited accounts for 2017-18. There was a motion to approve and it was seconded. The Meeting Chair asked if there were any objections. There were none.

DECISION: The FY 2017-18 finances were approved and accepted unanimously.

The Meeting Chair asked for questions or comments on the 2018-19 accounts.

The Meeting Chair asked the members to approve the projected accounts for 2018-19. There was a motion to accept and it was seconded. The Meeting Chair asked if there were any objections. There were none.

DECISION: The FY 2018-19 projected finances were approved and accepted unanimously.

Agenda Item 3b. Proposal to Reduce Not for Profit Membership Dues

Janeen Haase gave an overview of the proposal.

The Meeting Chair asked for any questions or objections to approving the proposal. There were none.

The proposal was adopted as shown on the screen and posted with the meeting papers on the IAATO website.

DECISION: The Proposal to Reduce Not for Profit Membership Dues was approved.

Agenda Item 4. Secretariat Re-Org Discussion

Agenda Item 4a. A General Plan for a New Secretariat

102 The Chair of the Executive Committee gave an overview of the plan and the rationale for the new
103 secretariat as delivered to members with the meeting papers.
104 Terry stressed the importance of doing this mindfully and strategically. He reviewed the effect this
105 will have on the Association's budget and outlined some specific examples of overall increases for
106 the next year in addition to the increases earmarked for the secretariat enhancement. Terry stated
107 that the input from members at the Town Hall meeting on Monday evening was very useful and
108 thought provoking. The basic proposal was shown on the screen for members to consult during the
109 discussion.

110
111 ***GENERAL PROPOSAL FOR A NEW SECRETARIAT***

112 *In order to move forward on a reorganization of the Secretariat in line with the increasing size and*
113 *complexity of their workload, the Executive Committee proposes the following:*

- 114 1) *That the present Secretariat be increased from 8 to 11.5 personnel,*
115 2) *That this increase be phased in as soon as appropriate, following thorough consultation with*
116 *experienced members of the IAATO community through the mechanism of an advisory group, and*
117 *mindful of a preference for people based in the United States*
118 3) *That the Executive Committee appoint an Acting Executive Director, effective July 1, 2019, to*
119 *oversee and manage this reorganization,*
120 4) *That the responsibilities of the Acting Executive Director include, but not be limited to, working*
121 *with the Executive Committee and the special advisory board to*
122
 - 123 • *Spearhead the creation of a new IAATO Strategic Plan*
 - 124 • *Implement new management protocols and standard operating procedures for IAATO*
 - 125 • *Oversee the final design and installation of a new database with functionalities that both*
 - 126 *support the day to day operations of the organization and enable sophisticated data analysis*
 - 127 *to inform future decisions*
 - 128 • *In coordination with the Executive Committee, manage the recruitment and hiring of new staff*
 - 129 *in accordance with the Strategic Plan, and with the approval of the Executive Committee,*
 - 130 *including the hiring of a new Executive Director*
 - 131 • *Manage the handover of responsibilities to the new Executive Director*

132
133 The Meeting Chair opened the floor for discussion.

134 A member emphasized the importance of being strategic and efficient in this process. The member
135 offered their strong support for the process.

136 A member asked that the recruitment should be limited to people in Rhode Island or willing/able to
137 relocate there.

138 The EC responded to this comment stating that the emphasis would be on finding the right people
139 first and location second and that the EC understood the value of having people working face to face
140 but that the qualifications and right person were of paramount importance.

141
142 The EC also clarified that the organigram was an illustration of how the committee sees the way
143 forward and not set in stone at this point. The job specific job descriptions are still to be created and
144 finalized.

145 A member asked for Terry Shaller to give an overview of his qualifications and how his proposed role
146 as Acting Executive Director would be developed.

147 A member wondered how all of this re-organization can go ahead efficiently without a new strategic
148 plan in place.

149 Another member noted that we should be looking for a new Executive Director (ED) to be a
150 corporate management person. The EC confirmed that this is the direction they are looking in for
151 this position.

152 A member reiterated the importance of the strategic plan and felt that there was too much in the
153 proposal and worried about delaying the hiring of a new permanent ED. This member also worried

154 about the desire of some members to have people based mainly in the Rhode Island office and
155 reiterated the importance of getting the right people and that this would limit the pool of people.
156

157 The EC responded to these comments saying that the Association will never be a finished project as
158 it would continue to evolve as needed and stressed that there are already effectively Deputy EDs
159 within the secretariat. The EC felt that the Secretariat is in no condition to be turned over to
160 someone who is wholly unfamiliar with IAATO and the industry.
161

162 Terry Shaller clarified why it would be him as Acting ED and how it would work with his current job
163 at Ponant. He would resign from Ponant June 30, 2019 if this were to be accepted and then become
164 an employee of IAATO as of July 1, 2019. He reviewed his academic and professional background for
165 members.
166

167 A member then commented that the commitment to updating the strategic plan is important and
168 vital and stressed the importance of business continuity. The member asked if this would leave the
169 secretariat still running around trying to keep everything running and not actually changing anything.
170 The member noted that there were some proposals coming up that may have to be voted down
171 because we will still not have the bandwidth within the secretariat to accomplish them. She
172 emphasized the importance of the advisory group.
173

174 Another question was asked about the advisory group hoping for clarification that this was to be an
175 interim advisory group for the process of the re-org. The EC confirmed that it would ask anyone who
176 was interested in becoming a member of the advisory group to approach the EC to discuss. The
177 advisory group would be an informal group of people as advisors and should be a fixed group.
178

179 A member made a motion to adopt this general proposal and it was seconded.

180 The Meeting Chair reminded members that they would still have to vote to approve the budget for
181 this as well.

182 The proposal was put to a vote by a show of cards.

183 Yes 40

184 No 0

185 Abstain 2

186 **DECISION: The Secretariat Re-Org proposal was adopted as above.**

187

188 Agenda Item 4b. Fiscal forecast for FY 2019-20

189 The Chair of the Finance Committee gave the budget forecast for the 2019-20 fiscal year
190

191 The Meeting Chair opened the floor for questions.

192 One member had a concern about how much information is available to the Finance Committee and
193 asked if they have regular access to this.

194 The FC Chair responded that the FC members would not have direct access to QuickBooks stating
195 that the Finance Committee can ask for any reports from the secretariat.
196

197 EC noted that one of the frustrations of the secretariat is to get accurate income data and that it is
198 accurate what members are reporting. The EC stated that with the new database this process will
199 run more smoothly. It is an ongoing issue and it is being addressed.
200

201 The Meeting Chair asked for a motion to pass the 2019-20 budget. There was a motion and it was
202 seconded. The Meeting Chair then asked for any objections to passing this budget.
203

203

204 **DECISION: The 2019-20 budget was approved with the re-organization costs.**

205 **NB:** Agenda Item 14c. IAATO Film Proposal was not approved. The \$48,000 budget for that has been
206 removed from the approved budget which is available [here](#).

207

208 [Agenda Item 5. Membership Committee](#)

209 [Agenda Item 5a. Welcome New Associate members](#)

210 John McKeon, Chair of the Membership Committee (MC), gave an overview of the IAATO
211 membership in the past year and welcomed new Associate Members: Falkland Island Tours & Travel,
212 Steppes Travel. He then gave an overview of the Associate membership applications submitted for
213 vote at this meeting. He also gave a brief overview of the Provisional Operators applying. He gave
214 the recommendation of the Membership Committee to put forward all of the applicants for
215 membership.

216 [Agenda item 5b. Applications for Consideration:](#)

217 *Provisional Operator to Operator status:* Albatros Expeditions

218 *Associate to Provisional Operator:* Cookson Adventures

219 *Provisional Operator:* Princess Cruises

220 *Associate:* Caissa Tourism Group, Lamei Tours, Across Latin America, Damen
221 Shipyards, The Polar Commitment, Mystic Cruises, Pelorus, Pro Fuel

222

223 The Meeting Chair noted that both *Albatros Expeditions* and their Observer, Lisa Kelley, were in the
224 room to comment on their observation and their bid to become an Operator at this meeting. Lisa
225 Kelley noted that she had a very good experience on board and found that they had gone to great
226 lengths to correct any deficiencies from the previous observation trip.

227 The Meeting Chair opened the floor for discussion.

228 A member of the Membership Committee made a note that this is a good example of how our
229 system works.

230 There were no further comments.

231

232 *Cookson Adventures for Provisional Operator*

233 Adam Sebba made the presentation for Cookson Adventures.

234 Discussion:

235 The Chair of the Membership Committee re-confirmed that the committee endorsed this application

236 A member thanked Cookson Adventures (CA) for the improvement and for listening to advice and
237 felt they were prepared to join.

238 A member of MC asked which committees they would join. They indicated joining the Yacht
239 Committee and possibly Deep Field, etc.

240 The Secretariat appreciated the increased communication and thanked CA for the improvement.

241 A member representative who was a part of one of the expeditions endorsed their operations and
242 adherence to guidelines.

243 Another member wanted to understand how robust is their contracting – citing difficulties with very
244 wealthy clients asking for things that are outside the guidelines. For example, how robust is the
245 company's ability to say, "No."

246 Adam confirmed that they are more than ready and have much experience saying, "No."

247 A member asked if they were willing to take an observer on board and they replied that they are still
248 willing to take an observer on board in this year.

249 Another member called for members who work directly with Cookson Adventures to recuse
250 themselves from the vote.

251 The Chair of the Membership committee stated that the committee did not feel that this was
252 necessary or warranted.

253 A member asked for examples when they might have had to say "No" to a client in the past season.

254 Cookson replied that they had not needed to say no this past season, and this was partly due to
255 preparation with clients prior to each trip. They also noted that the permits are very specific about
256 what one can do and not do.

257
258 *Princess Cruises for Provisional Operator*

259 Paul Beggs gave an overview of Princess' proposed operations in Antarctica. He outlined that the
260 reason they left IAATO originally was because of the heavy fuel oil ban. He stated that the reason
261 they are able to return to Antarctica – they can now put their bigger ships through the Panama Canal
262 and bring them more easily to Antarctica.

263 The Chair of the membership committee confirmed that the committee endorsed this application.
264 A member asked about the allegations in the news about the Carnival Corp oil and plastic dumping
265 issue. Paul clarified that they are part of the corporation, but this issue is not specifically involving
266 Princess.

267 A member asked if there had been discussion within the company on how they would propose
268 bringing the ship back into Antarctica given the issues above and with the stricter rules south of 60.
269 Paul confirmed that Princess has every intention of complying with these rules.

270
271 A member of the committee reminded members of Princess' previous time as a member, during
272 which they had high involvement with IAATO committees, etc.

273
274 The Meeting Chair asked for more questions. There were none.

275
276 The Meeting Chair moved the discussion to the Associate applicants and asked if members had any
277 questions about the three Chinese membership applicants. There were no questions.

278
279 The Chair moved on to *Mystic Cruises* and *Damen Shipyards* and asked if there were questions on
280 either of these applications. There were no questions.

281
282 The Chair moved to *The Polar Commitment* and asked if there were questions from members.

283 A member asked Anne Kershaw for more elaboration on exactly what the organization does.
284 She responded saying that their aim is to fill the gap in working with the National Antarctic Programs
285 (NAPs) and the private sector to lessen the impact on the continent. It is a consultancy to help the
286 NAPs prioritize and streamline their operations.

287 A member asked how this would be funded.

288 Anne noted that they are fully funded for five years through a private benefactor. They do not
289 charge a fee.

290 There were no further questions.

291
292 *Pelorus* was discussed next. The Chair opened the floor for questions. There were none.

293
294 The final application, *Pro Fuels*, was discussed next. The floor was opened for questions.

295 A member asked what is the legality of bunkering on the peninsula.

296 IAATO does not have a standpoint on this. Some permitting authorities do allow companies to do so.
297 There were no further questions.

298
299 Agenda Item 5ci. IAATO Observer Scheme

300 *Hurtigruten (Fram), White Desert*

301 Damon, who was the Observer, gave an overview of the Hurtigruten (Fram) observer report, which
302 was distributed to members with the meeting papers.

303 The Meeting Chair opened the floor for discussion.

304 Discussion:

305 The Chair of the EC acknowledged that concern had been raised in some quarters about the
306 appropriateness of the Observer traveling with his family and the possibility of a conflict of interest.
307 Terry reported that the EC had discussed the issue with Damon and enclosed a note in his personnel
308 folder about the incident.

309
310 Karin from Hurtigruten addressed the conflict of interest. This was the second observation in 24
311 months and both were voluntary. This is a very good internal check for us and it helped immensely.
312 A member indicated that it seemed to be a gold standard report.

313
314 Amanda then gave an overview of the *White Desert* observer report, which was distributed to
315 members with the meeting papers. Amanda noted that she had travelled also with two
316 representatives of the UK FCO.

317 The Meeting Chair opened the floor for comments/questions.

318 A member asked about the concurrent UK FCO observation and whether IAATO had received a copy
319 of the FCO report.

320 Amanda responded that it was our understanding from the UK FCO that this was an internal
321 document and could not confirm if this would be shared.

322 Patrick Woodhead confirmed that it is an internal document and White Desert thanked IAATO for
323 the Observation.

324 A member stated that IAATO should be more diligent in ensuring that what IAATO members put on
325 their websites is accurate.

326

327 Agenda Item 5cii. IAATO Observer Scheme Guidelines

328 Lisa Kelley gave an overview of the proposed guidelines and the Observation requirements were
329 shown on the screen, which were delivered to members in the meeting documents.

330 The Meeting Chair opened the floor for questions.

331 A member asked if there was a separate Observer scheme for deep field. Lisa confirmed that there is
332 a separate document for deep field.

333 A member questioned the qualifications requirement. Also noted that the trip insurance should be
334 mandatory and there should be clarification of who is paying. The member mentioned that they had
335 looked at the schedule and was concerned that we do not have enough qualified observers to take
336 this on and wondered how are we going to screen these observers.

337

338 Lisa confirmed that the points raised could be taken into consideration. Insurance language is
339 purposely vague, but the language could be made stronger and/or clearer. Lisa confirmed the need
340 to increase the observer pool. She confirmed that the member must also agree to who the observer
341 is and will be notified prior to the observation.

342

343 A member asked what would the status of the report be after the process is complete.

344 Lisa responded that we are not currently planning on sharing the reports with competent
345 authorities.

346 A member suggested tapping in to field staff as observers and Lisa noted that we would need to be
347 careful of conflict of interest.

348 A member asked about berthing and whether members have a choice of which ship is observed.

349 Lisa clarified that each new vessel would have an observer and the others would be rotated on 5-
350 year basis.

351 A member asked if we had considered working with AECO on this observer scheme and Lisa
352 confirmed that we would look into this.

353

354 There was a motion to accept these documents and it was seconded.

355 The Meeting Chair asked for any objections to adopting these documents.

356 There were no objections. It was noted the revisions requested in the discussions would be added to
357 the existing document before finalization.
358 **DECISION: The IAATO Observer Guidelines were approved by members unanimously.**
359 **ACTION: A note will be added to the Observer Guidelines stating that the operator has the right to**
360 **refuse the specific observer if they deem necessary.**

361
362 Agenda Item 6. Bylaws and Governance

363
364 Agenda Item 6a. Bylaws Committee Report

365 Amendments to general Terms of Reference for Committees

366 Terry Shaller went through the proposed changes to the TORs for the Marine Committee. The
367 proposed changes were shown on the screen and were shared with members with the meeting
368 papers.

369 The Meeting Chair opened the floor for questions. There were none.

370 The members adopted the changes to the Marine Committee TORs without objection.

371 **DECISION: The changes to the Marine Committee TORs were approved as proposed.**

372

373 Agenda Item 6aii. Executive Committee voting proposal

374 Terry Shaller reviewed the proposed EC Terms of Reference (TORs) changes which were shown on
375 the screen and were disseminated to members with the meeting papers.

376 The Meeting Chair opened the floor to discussion and asked members to discuss the first part of the
377 proposal – to elect EC members for an initial term of three years.

378 A member agreed that we need consistency in the EC but feels that members should have the
379 opportunity to review the EC each year.

380 Another member said, “if it’s not broken don’t fix it.” The member also agreed that continuity is very
381 important, but every other committee is voted on annually and it gives the members buy in and in
382 turn is a way to show confidence in the elected members of each committee.

383 A third member supported this sentiment.

384 An EC member explained that this proposal stemmed from there being many people wanting to be
385 on the EC and the potential for there being a majority new people on the EC and this is designed to
386 prevent that.

387 A member stated that they felt the whole group present in the room is experienced enough to not
388 vote five new people onto the EC.

389 A member suggested that this has not happened and is only a theory and we could revisit when/if it
390 happens.

391 One member endorsed this proposal

392 The meeting chair asked if the EC would be willing to withdraw the proposal and take on all of the
393 discussion points that have been raised in this meeting.

394 The EC Chair confirmed that the committee would withdraw the proposal if necessary.

395 The EC Chair then asked the rest of the committee if they would rather withdraw the proposal or let
396 it go to the vote and risk it being voted down.

397 The EC confirmed that it would like to continue with the vote.

398 There was a motion to vote on the first part of the proposal for a term of three years.

399 The vote was done by a show of cards.

400 YES 23

401 NO 11

402 ABSTAIN 6

403 **DECISION: The Motion was approved for a three-year term for EC members as proposed.**

404 The Meeting Chair asked if the EC is satisfied with such a tight vote and asked if they would like to
405 continue or withdraw the proposal. The EC wished to continue.

406

407 The Meeting Chair moved on to open the floor for discussion on the second part of the proposal to
408 allow the members of the EC to vote on the Chair of the committee rather than a vote by the
409 operators.

410
411 A member felt it was very important that the membership gets to vote for the EC Chair as the face of
412 the association.

413 Another member agreed that the members should be able to vote on the EC Chair.

414 A member of the EC agreed with this from the members and the EC decided to withdraw the second
415 part of the proposal.

416 **DECISION: The second part of the proposal to have the EC only vote on the EC Chair was**
417 **withdrawn.**

418

419 Agenda Item 6aiii. Meeting Proxy confidentiality

420 Terry Shaller reviewed the rationale for these proposed bylaws changes. The changes were shown
421 on the screen and were circulated to members with the meeting papers.

422 The Meeting Chair opened the floor for discussion.

423 Terry clarified that membership in a committee is with the understanding that members must be a
424 full-time employee of that company.

425 Members offered changes to the language of the proposal, which were shown on screen.

426

427 *Section N.*

428 *All Members and their representatives, as a condition of Membership, are to be bound by the*
429 *IAATO Antitrust Compliance Admonition, the IAATO Antitrust Guidelines and non-disclosure*
430 *of extraordinary, sensitive or proprietary matters as determined by the Executive Committee.*

431 There was a motion to accept the proposal as shown on the screen and it was seconded.

432 The members adopted the changes to the bylaws as shown without objection.

433 **DECISION: The meeting proxy bylaws changes were adopted as proposed.**

434

435 Agenda Item 6aiv. Proposed Bylaws Changes to Education Element

436 The changes to the bylaws education element was reviewed and shown on the screen as also
437 circulated to members with the meeting documents.

438 The Meeting Chair opened the floor for questions. There were none. There was a motion to accept
439 and it was seconded.

440 The members adopted the changes to the bylaws as shown without objection

441 **DECISION: The proposed changes to the education element were adopted as proposed.**

442

443 Agenda Item 6b. Care & Concern Policy update

444 Janeen Haase gave members a brief update on the implementation of the Care & Concern policy
445 stating that it was up and running and is so far functioning as envisaged.

446

447 Agenda Item 7.

448 Agenda Item 7b. Consideration of Whale Strike Mitigation Measures.

449 Lisa Kelley gave an overview of the Whale Strike Proposal, which was delivered to members with the
450 meeting papers.

451 The Meeting Chair opened the floor for discussion.

452 A member reported back on having trialled the program during the past season. They found no big
453 difference in their operation with the speed limit.

454 A member asked about the known whale strikes and their location. Lisa said they were outside the
455 area in the proposal.

456 Another member shared their experience with their trial of the program where they found there
457 were a few occasions where it was inconvenient for reaching some landings but overall it seems to
458 have been taken up quite easily.

459 A member stressed the importance of telling the story and also about the reduction in underwater
460 noise pollution that slower speeds accommodates.

461 Lisa confirmed that the Treaty is focusing on the underwater noise issue (specifically Germany) so
462 this is very timely.

463
464 The proposal was changed to the 10knt speed or, with a whale strike mitigation program within the
465 ship management system and an additional watchman, being mandatory.

466 **ACTION: The Secretariat was tasked with developing whale strike research/information.**

467
468 There was a motion on the floor to approve this proposal as amended and it was seconded.
469 The vote was conducted by consent. The Meeting Chair asked for any objections. There were two
470 objections.

471 YES 36

472 NO 3

473 ABSTAIN 3

474 **DECISION: The Whale Strike Mitigation proposal as amended was approved.**

475 **DECISION: The actual latitude/longitude will be added to the document and the geographic area**
476 **will be clearly defined.**

477

478 [Agenda Item 9. Antarctic Gateway Committee](#)

479 Agenda Item 9a. Gateway Committee Report

480 *Ushuaia*

481 Ute Hohn-Bowen, Co-Chair, gave an overview of the committee year, outlining meetings with
482 Argentinian authorities, the meeting in Puerto Madryn with President Macri, and the Argentine
483 Transport, Tourism and Foreign Minister. She reported that she had urged the government to be
484 prepared for the increase that is coming in our industry. She informed members that IAATO was
485 planning to have an EC meeting in October in Buenos Aires. She also reported that Maximo Gallo
486 said that an 80m extension of the pier in Ushuaia is planned stating that they have plans for a new
487 port exclusively for cargo vessels as well as a new cruise terminal. The funds for the projects have
488 been reserved so the project should be safe if there is a change in the government.

489

490 *YPF – Fuel Survey*

491 Lisa Kelley gave an overview of the fuel survey which was conducted noting that we received 20
492 responses so there is a good basis to share with YPF. She encouraged members to speak with their
493 Argentine shipping agent representatives.

494 A member made the point that aircraft fuel is also very important to discuss with them.

495

496 *Other Gateways*

497 Diana Galimberti, Co-Chair, gave an overview Falklands (Malvinas) and Chile.

498

499 She spoke about the development of the new pier in Puerto Williams, Chile and the new bunkering
500 barge there. She said there was no major news from Punta Arenas. However, the airport there is
501 becoming quite congested. The works on the runway there have not been completed.

502

503 The Meeting Chair opened the floor for questions.

504 A member asked about improvements to the airstrip at Puerto Williams.

505 Diana said there had not been any significant improvements.

506

507 Regarding activities in the Falklands (Malvinas), she thanked the Falkland Island Tourist board. There
508 is much interest in working with IAATO in the Falklands (Malvinas). She read a letter from the
509 Falklands Islands Government.

510
511 Robyn Woodhead then gave an update on the work over the past year with the South African
512 Department of Environmental Affairs (DEA), which was concerned mostly with encouraging them to
513 attend the IAATO meeting in Cape Town. She outlined various meetings both higher level organized
514 meetings and more informal meetings. There were several DEA representatives present at the
515 meeting in Cape Town.

516 IAATO has met with the South Africa RCC about having a joint SAREX in the next year and there is
517 enthusiasm about this possibility. The SAREX would focus on air activity in Antarctica.

518 The Meeting Chair opened the floor for questions.

519 Richard Skinner of TAC (The Antarctic Company) stated that there is no legislative infrastructure
520 within the government to issue permits in South Africa.

521

522 Agenda Item 10. IAATO Code of Conduct

523 Agenda Item 10a. Review of 2018-19 season incidents and reputation management

524 Skip Novak (Pelagic) outlined the incident that occurred with his company this past season. The
525 charterers exhibited abusive behaviour principally toward a woman on the crew to the point of
526 being physically abusive and threatening and the situation escalated. The department of transport
527 and the FCO were alerted by a crew member's sister. Skip informed members that help from IAATO
528 members came within hours and the woman was safely removed from the yacht. He also noted that
529 the skipper made a very detailed log – hour by hour – which was all reported to the UK FCO.

530 Skip then noted the lessons learned from the incident for members.

531 The issue of vetting passengers was considered, but in reality, he said, there is really nothing
532 operators can do other than vetting them medically and that is never foolproof.

533 He noted it would have been helpful to find out where the HMS Protector was immediately, but due
534 to security HMS Protector does not show up on AIS. He looked for input from the members in the
535 room saying, if there is such a threat on board, what assets does an operator try to bring in. They
536 had no way of knowing where the HMS Protector was at the time.

537 He did confirm that they did receive immediate help from IAATO, both the Secretariat and members.

538 He also made sure to emphasize that it is not as simple as just calling either the Chilean and
539 Argentine Coast Guard.

540

541 The Meeting Chair opened the floor for questions. There were none.

542

543 Amanda Lynnes then gave an overview of the communications element of handling this incident and
544 how it relates to reputation management issues. She urged members to please immediately get in
545 touch with the IAATO secretariat to help.

546 Lisa added to this saying that not only does it protect the reputation of the operator and the
547 industry, but also the competent authorities do come to IAATO and it is helpful if we know ahead of
548 time so we can help as much as possible.

549

550 Lisa gave a synopsis of the season's incidents. ([see PPT](#))

551

552 Agenda Item 10b. IAATO Code of Conduct

553 *Proposed Bylaw change*

554 Lisa gave an overview of the Code of Conduct to replace the Wilderness Etiquette. ([see PPT](#))

555 She pointed out that operators had the Code of Conduct draft to trial during the 2018-19 season and
556 asked the Meeting Chair to open the floor to discussion.

557 The Meeting Chair opened the floor for questions.

558 A member noted that this is primarily a marine concern and wanted clarification on what members
559 would be voting on. The member expressed concern about Part I of the document.

560 The Meeting Chair confirmed that members would be voting on the entire document.

561 Lisa confirmed that the language about runways was strictly concerning the Air/Cruise industry.

562 The Meeting Chair suggested that members only vote on Part II in response to member comments
563 about Part I.

564 It was decided that members only vote on Part II as the Vessel Code of Conduct.

565 There was a motion made to vote on Part II and it was seconded.

566 YES 42

567 NO 0

568 ABSTAIN 0

569 **DECISION: The IAATO Code of Conduct Part II as Marine guidelines has been approved. There will**
570 **be subsequent parts to cover Deep Field and Air/Cruise sectors developed and then voted on.**

571

572 The Meeting Chair then conducted a vote on the proposed bylaws change to accompany this Code
573 of Conduct adoption.

574

575 The Suggested new bylaws changes were shown on the screen and as captured below:

576

577 *“Article III: Membership Section L.*

578 *All Members, as a condition of Membership, are to participate in and be bound by the IAATO*
579 *Rules of Procedure of enforcing Compliance and the IAATO Codes of Conduct relevant to their*
580 *Activities, as adopted.”*

581

582 There was a motion made to vote on the bylaws change as above and it was seconded.

583 YES 42

584 NO 0

585 ABSTAIN 0

586 **DECISION: The IAATO bylaws changes were approved as presented.**

587

588 Tomas Holik then gave an overview of the Aurora elephant seal incident on Salisbury Plain, SG. He
589 said a passenger was attacked by a large male elephant seal in an unprovoked attack. The ship’s
590 doctor was called to the site and was there within minutes. The incident was reported to the base at
591 KEP.

592 Tomas then outlined the lessons learned from the incident:

- 593
- 594 • Advise people to stay on their feet.
 - 595 • The ship’s doctor sent pictures of puncture wounds to hospital in Stanley ahead of time so that
596 they could prepare their resources ahead of time. This was a great help to the hospital
597 emergency team.
 - 598 • Peter Carey gave advice that being taller is safer, i.e., the seals feel threatened if a person is
599 taller so standing would help to keep them at bay.

600 Lisa noted that IAATO received many reports that elephant seals were very late this season and had
601 harems up higher on the beach later than usual. The IAATO FOC will create Draft Elephant Seal
602 Guidelines for the 2019-20 season.

603

604 Open Session for Members and Invited Guests commenced.

605

605 [Agenda Item 11. Managing for Tourism Growth](#)

606 Damon gave an update on the progress made and work remaining on managing for growth
607 proposals and actions adopted as our “four pillars”. ([see PPT](#))

608

609 Agenda Item 11b. "Redefining the Antarctic Experience"
610 Amanda gave an update on the work done thus far on "Redefining the Antarctic Experience" ([see](#)
611 [PPT](#)). She also reviewed the proposal to codify guidelines for members' marketing and PR practices
612 in the IAATO bylaws and showed the changes on the screen and as disseminated to members with
613 the meeting papers.

614 The Meeting Chair opened the floor to discussion. There were no comments.

615

616 *Article II Objectives, Section E*

617 *"Members' marketing and PR related efforts and those of their travel partners and*
618 *promotional agencies will endeavour to manage the expectations of guests regarding the*
619 *Antarctic experience in a generally agreed manner."*

620

621 The vote was conducted by consent. There were no objections and the proposal was accepted
622 unanimously.

623 **DECISION: The bylaws will be changed as proposed.**

624

625 Agenda Item 11c. Database Upgrade and Ship Scheduler Advancements

626 Lisa Kelley gave an overview the database upgrade and ship scheduler work that has been
627 accomplished over the past year and looking to the future. She reminded members that there are
628 two working groups involved in this as well, the Managing for Growth and the Ship Scheduling
629 working groups. Lisa also gave a brief synopsis of the Tier vs. Points systems being considered. She
630 also outlined the release stages of this project noting that the aim is to have the Live Ship Scheduler
631 up and running for the coming season (September 2019).

632

633 Alan Easton of Boxmodel then demonstrated the database work done thus far. He showed a mock-
634 up on the screen for members and gave an overview of the system.

635

636 The Meeting Chair opened the floor to discussion.

637 A member asked for clarification on the actual point v. tier model.

638 Lisa clarified that the idea behind this tool is for members to give an idea what they think the best
639 system (tier vs. points) system would be best for the organization.

640 A member asked for clarification on how the points were assigned. Lisa confirmed that they were
641 based on site popularity.

642 A member asked if there was already a timeline in mind for going through that.

643 Lisa clarified that we will be concentrating on Release II (the database) because that will be needed
644 to create the live ship scheduler.

645 A member asked if members would have a chance to see this before the next annual meeting.

646 Lisa confirmed that they would.

647 A member was concerned about the Live Ship Scheduler for the coming season – in reference to the
648 2006 collapse of the ship scheduler – and wondered if there is a contingency plan in case this
649 happens to the new one.

650 Alan Easton said that we could run both systems simultaneously for some time. There will be
651 rigorous testing, and they are very aware of the importance of this system.

652 A member brought up the terminology – points, buying, etc. and said that it was very important that
653 it was about the sites and nothing else.

654 A member asked what types of training were being developed for field staff who will be using the
655 system.

656 Lisa confirmed that we are looking into training options and exploring webinar systems, etc. It is very
657 much in the plan, and we will make sure people have access to the training.

658 Alan confirmed that the Live Ship Scheduler will be a web-based system.

659

660 Agenda Item 11d. IAATO Professional Standards
661 Damon gave an update on how the IAATO professional standards work has progressed. He explained
662 that we reached out to the major operators that work in the Arctic and the Antarctic and the sharing
663 has occurred and we are in the process of developing a straw man to develop this.

664
665 Agenda Item 11e. Tourism Growth Management Workshop Proposal

666 Damon introduced the proposal for another tourism growth management workshop. The proposal
667 was shown on the screen and was posted on the website with the meeting documents.

668 The Meeting Chair opened the floor to discussion.

669 A member asked if we could have at least three months warning prior to the meeting date to make
670 travel arrangements, etc.

671 A member pointed out that there is a lot on the plate of the Secretariat, and there is need to
672 prioritize.

673 There were no objections, and the proposal was adopted.

674 **DECISION: We will conduct a managing for growth meeting in the 2019-20 season**

675

676 Agenda Item 12. Regulatory bodies engagement

677 Agenda Item 12a. Antarctic Treaty Consultative Meeting

678 Damon gave an overview of the previous ATCM meeting in Argentina and looking forward to the
679 meeting in Prague in July. He noted that five delegates had been sent from IAATO, including three
680 from the Secretariat and two from IAATO operators. He said that IAATO presented potential growth
681 outcomes and that papers concerning unpermitted yachts were submitted as this is a topic of
682 concern for IAATO members. Biosecurity is high priority at ATCM which is supported by IAATO and
683 will be continued to be discussed at the upcoming ATCM meeting in Prague 2019.

684

685 Agenda Item 12b. Committee for Environmental Protection (CEP)

686 Amanda gave an update on the CEP explaining that IAATO is involved in the intersessional groups
687 and is in contact with various stakeholders. Tourism has remained a priority to learn about the
688 environmental impact. There will be a SCAR workshop before the CEP meeting to identify ASPAs and
689 actions to support development of the ASPA system. She noted that a checklist has been developed
690 for future reviews of site guidelines as well as one for existing sites and one for new sites. ([see PPT](#))

691

692 Agenda Item 12c. CEP Tourism (Netherlands) Workshop

693 Damon Stanwell-Smith gave an overview of the workshop and said that it was a productive meeting.
694 A fresh approach was created based on past years of Antarctic Tourism. A lot of discussion around
695 competent authorities applying same standards for all tourist operations and a discussion around
696 new activities and assessment of those such as heli-skiing. There was a discussion on compliance and
697 non-permitted yachts and Russarc was specifically discussed at the meeting. The workshop
698 acknowledged the need for all visitors to the Antarctic – not just tourists – to be made aware of the
699 guidelines.

700 A member asked Damon for his take on the most important recommendations from the CEP
701 workshop report.

702 He indicated the strengthening of Measures 4(2004) and 15(2009) and of site guidelines as well as
703 the strengthening of observations and preparations for those observations. He also noted the
704 discussion that more sites should have guidelines, and how we as IAATO approach priority of sites
705 that need to be developed.

706

707 Agenda Item 12d. COMNAP

708 Lisa gave an overview of the COMNAP meeting. ([see PPT](#))

709

710 Agenda Item 12e. CCAMLR (IAATO Supporting MPAs)

711 Amanda gave an overview of IAATO's participation in the CCAMLR annual meeting. ([see PPT](#))
712 A member asked if there were any other areas that were being discussed (MPAs).
713 Amanda responded that in terms of the MPA, the discussions are just beginning.

714
715 Agenda Item 13. Supporting Science

716 Agenda Item 13a. SCAR/IAATO Systematic Conservation Plan (SCP) update

717 Dr. Jasmine Lee, of Monash University, gave a project overview. ([see PPT](#))

718 The Meeting Chair opened the floor for questions.

719 A member asked her what is the best guess of impact on the industry.

720 The idea with multiple zones is to break up the area for biodiversity and conservation of species, but
721 also retain part for tourism. She explained that we can be collectively frustrated when site
722 prioritization is made without any hard evidence. This project is providing the science behind such
723 prioritization.

724 A member asked if the research being done by SCAR will help the government agencies to make
725 decisions for the tourism industry.

726 Bill Muntean, from the US Department of State, noted that all govts will take action for sure and said
727 that the US is very satisfied that SCAR and others are doing the actual research for governments to
728 be able make informed decisions. At this stage, he said, no decisions have been made based on the
729 fact that we all need more information.

730 Gill Slocum, of the Australian Antarctic Division (AAD), said that they are very happy with the MPA
731 (CEP) work that is being done and this ties into the SCP work nicely.

732 The South African Department of Environmental Affairs (DEA) also supported the research in their
733 decision making.

734 A member sought confirmation that the research was mostly terrestrial and this was confirmed.

735 A member asked if the study was going to be taken down to the actual landing sites themselves, and
736 Jasmine noted that the scale needed to be usable so it would be eventually.

737 Jasmine confirmed that they have private data from research stations that is being used in this
738 project.

739 A member asked if Jasmine was asking for IAATO's assistance (members) in gathering this
740 information and what the chronology is for this project. Jasmine said they have a lot of data and that
741 there are certain deficiencies in biodata, but there is no need to send out more and more scientists
742 to collect data.

743 We are establishing an advisory group for the SCP project with SCAR. Amanda will circulate an email
744 to let members know how they can get involved.

745

746 Agenda Item 13b. COMNAP Fellowship

747 Damon gave a verbal presentation outlining the COMNAP fellowship.

748

749 Agenda Item 13c. Citizen science

750 Laura Smith gave a presentation on citizen science with updates from the supporting science lunch.
751 ([see PPT](#))

752 The Meeting Chair opened the floor for comments.

753 A member asked for a list of the projects and Laura informed members there was a list on the Polar
754 Collective website.

755

756 Agenda Item 13d. Environmental Research (Oceanites)

757 Damon gave an update on the environmental research project that Oceanites will be embarking on
758 to look at the data gathered around penguin populations. It was proposed IAATO contribute \$15k to
759 this project.

760 The Meeting Chair opened the floor for comments.

761 There was a motion to approve the proposal and it was seconded.

762 The Meeting Chair asked if there were any objections to adopting this proposal. There were no
763 objections and the proposal was adopted unanimously.

764 **DECISION: IAATO will contribute \$15,000 to the Oceanites project as proposed.**

765

766 Agenda Item 14. Communications and Education & Outreach Update

767 Agenda Item 14a. IAATO Communications Update

768 Hayley gave an overview ([see PPT](#)) of the IAATO social and digital media work over the past year and
769 looking forward.

770 Amanda then updated members on the work of the communications efforts over the past year as
771 well as future projects in the pipeline. She highlighted the work on reputation management for the
772 communications team and the rest of the secretariat as well as the crisis media management plan.
773 She mentioned work on SAREX with members and MRCCs, collaborations with polar partners in
774 effort to position IAATO as an expert. Communicating the heartbreaking loss of Sophie, Arnaud and
775 Sarah was a big challenge, and we tried to communicate their contribution to the industry.

776

777 Agenda Item 14b. Website update

778 Hayley gave an update and preview of the new IAATO website.

779 The Meeting Chair opened the floor for comments.

780 A member asked about fairness amongst members in terms of representation on the website.

781 Hayley assured the member that we do not make any recommendations.

782 A member asked if there were any way to shuffle the position of the companies on the website.

783 Hayley thanked member and noted that we would investigate that option.

784 The discussion moved to images and ensuring fair representation across areas. Hayley stressed that
785 we are very conscious of this and asked the members to submit more pictures.

786 Oceanwide confirmed that the technology exists to shuffle positions on websites and would share
787 the information.

788 A member asked about managing the images and whether there would be a database.

789 Hayley confirmed that we have a digital filing system, but she noted that we are looking into
790 possibilities and discussions are taking place between the database, website and communications
791 teams to improve this system.

792

793 Agenda Item 14c. IAATO Film Proposal/Rationale

794 Hayley summarized the proposal for creating an IAATO film.

795 The EC Chair noted that this proposal/film has the full endorsement of the EC. He also noted that
796 much of the budget was to provide for outside support to accomplish this project. He asked
797 members for support in this project with all of this in mind.

798 The Meeting Chair opened the floor for comments.

799 A member said he was supportive of the project but was worried about content and branding, i.e.,
800 of ships, images, etc. and wanted to know how to make this video fair.

801 Hayley responded that we are very aware of this and have a plan and rules to take care that we
802 cross no antitrust boundaries, etc. These rules would be passed on to any consultant that would be
803 working on this project. The Education & Outreach working group would also be involved.

804 A member asked if the Secretariat feels like the vision and mission is not well communicated now or
805 just that it needs to be out there more.

806 Hayley said we are looking to increase awareness and with a video we can reach millions. We need
807 to find smarter ways of getting our message out there.

808 Hayley mentioned that we have to consider the legacy that this video will help us to leave. This video
809 would be used continuously. It would be embedded on the website, sent to journalists, used across
810 Facebook, Instagram and other relevant digital media platforms.

811 She said it was important to note that the secretariat gets many requests as to whether IAATO does
812 have a video.

813 A member flagged a concern that the new website has two meanings and did not think IAATO
814 should be a tourism board and promoting tourism.

815 Hayley responded that she shared this concern and that the website is so much more than just the
816 guidelines and we are much more than that as well.

817 A member sought clarification that the cost was for editing or for creating content.

818 Hayley mentioned that she has asked for content for the website but that the video would be
819 created by scratch.

820 Other members urged the Secretariat not to underestimate the amount of time it takes to create a
821 film. A film can be made and outdated very quickly. Hayley pointed out that we have not settled on
822 the content yet as the project is still in development. Would welcome any stock footage from
823 members. Gave an open call for content.

824 There was a motion on the table to adopt the proposal and it was seconded.

825 The vote was by show of cards

826	YES	17
827	NO	24
828	ABSTAIN	1

829 **DECISION: The motion was NOT carried. IAATO will not move forward with this proposal.**

830

831 Agenda Item 14d. Antarctic Ambassadors Update

832 Amanda gave an update on the Antarctic Ambassadors work over the last year. ([see PPT](#))

833 She noted that we are using Facebook, Instagram, and Twitter and that engagement on social media
834 is increasing. However, increased effort is required as the number of ambassadors (as shown by
835 followers on these platforms) does not nearly match the number of people members are bringing to
836 Antarctica.

837

838 Claudia Roedel presented on the Antarctic Travel Experience project.

839

840 Agenda Item 15. Environmental Protection – Clean Seas and Climate Change

841 Agenda Item 15a. IAATO & AECO Clean Seas Update and Reducing Waste Guidelines

842 Edda Falk gave an update on the Clean Seas Initiative. ([see PPT](#))

843 Amanda presented the Reducing Waste Guidelines for the Arctic and Antarctica.

844 The Meeting Chair opened the floor for comments.

845 A member brought up the clean seas commitment and the activities in the Falklands that are
846 embracing the Clean Up Svalbard initiative there. She mentioned the Plastic Free Stanley initiative
847 and setting up a similar system there working with Falklands Conservation.

848 A member pointed out the importance of sharing lessons learned and best practices in this area.

849 Both working groups have put together a spreadsheet about being green and mitigating the use of
850 single use plastics.

851 A member suggested sharing these documents (guidelines) with CLIA.

852 There was a motion to adopt the guidelines and it was seconded.

853 There were no objections and the guidelines were adopted unanimously.

854 **DECISION: The IAATO and AECO Reducing Waste Guidelines were adopted.**

855

856 Agenda Item 15b. Climate Change Working Group Update

857 Pam LeNoury gave the report of the Climate Change Working Group’s work over the past year. ([see](#)
858 [PPT](#))

859 The Meeting Chair opened the floor for comments. There were none.

860

861 Agenda Item 16. UKAHT Update from Port Lockroy

862 Camilla Nichol gave an overview of the season at Port Lockroy. ([see PPT](#))

863 The Meeting Chair opened the floor for comments.

864 A member suggested that the bookings situation should be streamlined in order to prevent double
865 booking.

866 Stuart Doubleday, of the UK FCO, noted that they are taking the penguin monitoring paper very
867 seriously and are very much committed to working with the Trust and IAATO.

868

869 [Agenda Item 17. Update from New Zealand Antarctic Heritage Trust](#)

870 Nigel Watson gave an update and overview of the NZAHT's work.

871

872 [Agenda Item 19. Update from Arctic Expedition Cruise Operators \(AECO\)](#)

873 Edda Falk gave an update from AECO. ([see PPT](#))

874

875 [Agenda Item 20. GSGSSI Update](#)

876 Nigel Phillips gave an update on the season.

877 Ross James then gave an overview of the past season and a look forward to the coming season. ([see](#)
878 [PPT](#))

879 The Meeting Chair opened the floor for comments.

880 A member mentioned biosecurity and wondered if there was a plan to update the video SG provides
881 to make it more specific.

882 Ross confirmed that there are plans to update this, and it will hopefully be ready for next season but
883 not this season.

884

885 [Agenda Item 21. Report from Deep Field & Air Working Group](#)

886 David Rootes gave the report from the Deep Field and Air Operations Working Group. ([see PPT](#))

887 The Meeting Chair opened the floor for comments.

888 Bill Muntean from the US Department of State, noted that the expansion of McMurdo station might
889 affect visitors going there.

890 Stuart Doubleday supported the initiative of air tracking.

891 A member asked if the Working Group saw an increase in the Deep Field arena like the rest of the
892 industry.

893 David said they are constrained by the number of aircraft capable of working in Antarctica, etc.

894

895 [Agenda Item 22. Yacht Committee](#)

896 [Agenda Item 22a. Report from Yacht Committee](#)

897 Juliette Hennequin, Chair of the committee, gave the Yacht Committee summary of seasonal yacht
898 activities. (see [PPT](#) and [report](#))

899 The Meeting Chair opened the floor for comments.

900 Gill Slocum from Australian Antarctic Division noted that most of the competent authorities do not
901 have eyes on the ground about unauthorized yachts and see IAATO as their eyes and ears and hope
902 that we continue to pass on this type of information to them.

903 A member mentioned that we have been told that in order to have any teeth the information about
904 unauthorized yachts needs to come from a Treaty Party.

905 Gill said every country is different and some countries are less/more restrictive.

906

907 [Agenda Item 22b. IMO: Polar Code II](#)

908 Lisa gave an overview of the Polar Code II developments.

909 She told members that this is now in the preliminary stages they are creating an outline for this.

910 There are currently two categories 1. Fishing vessels 2. Non SOLAS vessels not engaged in any sort of
911 trade. This affects some of our operators, and we are keeping a close eye on this.

912 EYOS has a captain who is working closely on this and we are engaged with him. IAATO has tentative
913 an invitation from New Zealand to sit on their IMO delegation to consult on this.

914 The Meeting Chair opened the floor for comments.

915 A member related his experience dealing with Polar Code I Phase II – the environmental side of the
916 code. Yachts are also subject to this. He said he had consulted with other yachts but none of the
917 other competent authorities had asked for this apart from the UK FCO – the others hadn't yet
918 addressed this.
919 Stuart Doubleday of the FCO responded that the Competent Authorities are also a bit frustrated
920 with the fact that the Competent Authorities are not all uniform in their requirements. This subject
921 came up again in the CEP workshop in the Netherlands. He said the UK FCO is having further
922 discussion on this topic as it is also somewhat unclear to them.

923

924 **Mark van der Hulst read a statement from the Field Operations Committee.**

925

926 *On behalf of the Field Operations Committee, I would like to send a message of concern to all vessel*
927 *operations but specifically to CAT 1 / CAT 2 Vessel Operators that was voiced in our lunch meeting*
928 *today 2 May and we have been discussing rather openly with various field staff members.*

929

930 *We - members of the FOC - have grown increasingly concerned that the reality of the projected growth*
931 *of the industry has finally hit - resulting in the fact that there are not enough Antarctic experienced*
932 *staff to meet the bylaws requirement for membership.*

933

934 *We feel this has finally reached a critical point and there are many among us who feel to date this*
935 *concern has not been taken as seriously as the field staff feel it should be.*

936

937 *We wish to raise this concern to a higher level of attention to all the management of all companies.*

938

939 *We know that Some companies are addressing this by creating their own training protocols such as*
940 *training camps or even just allocating berth space and budgeting to start training new staff in order to*
941 *meet this demand, but others have not taken any actions.*

942

943 *Another real concern that has been created is that new companies coming into the market with multiple*
944 *vessels will be needing complete teams.*

945

946 *Therefore, they are hiring experienced staff away from existing operators at an increasing rate, which*
947 *is causing operational problems for some of us.*

948

949 *It all adds up to the plain fact that - there are not enough experienced staff to meet the demand.*

950

951 *We therefore strongly encourage all operators with expansion plans to heed this concern expressed by*
952 *members of the Field Staff Committee. You all may have your own way of approaching this, but action*
953 *needs to be taken urgently in our opinion.*

954

955 **Agenda Item 23. Marine Committee**

956 **Agenda Item 23a, b. Marine Committee Report, IMO Updates: Results of SSE6**

957 Mark van der Hulst, Chair of the Marine Committee, gave the committee report of the year's
958 activities as well as an update on the IMO. ([see PPT](#))

959 In his report he highlighted the fact that the IAATO Vessel tracker is a mandatory program and that
960 the requirement of sharing and updating emergency vessel/company contact information every
961 season is also mandatory.

962 The Meeting Chair opened the floor for comments.

963 A member asked about the COMNAP Asset Tracking System (CATS) and the vessel tracker and
964 whether there have there been any thoughts about how IAATO might be able to link into CATS.

965 Mark noted that the committee had not approached that yet but affirmed that the committee
966 would look into it.

967 Another member strongly reiterated the importance of updating the emergency contact numbers.

Lisa said that the new database will continually contact members until they fill in the required data.

A member asked about the information about the stations.

968 Lisa noted that the COMNAP ATOM is responsible for that – if a member receives different contact
969 information from what is in the ATOM, please forward to us and we will get the information to
970 COMNAP.

971
972 Agenda Item 23c. RPAS for Navigational Use

973 Lisa gave an overview on the draft guidelines for RPAS for navigation. Members trialed these
974 guidelines during the past season. We were tasked by the Treaty Parties to come up with these
975 guidelines. We ask members to adopt these guidelines.

976 The Meeting Chair opened the floor for comments. There were no comments.

977 There was a motion to adopt the guidelines and it was seconded.

978 There were no objections and the guidelines were adopted unanimously.

979 **DECISION: The RPAS for Navigational Use Guidelines were adopted.**

980

981 Agenda Item 24. IAATO Operations

982 Agenda Item 24a. Field Operations Committee report

983 Susan Adie, Chair of the Field Operations Committee, gave the report of the committee’s activities
984 over the past year. (See PPT)

985 Key points she shared were:

986 1. Standards on every level – field staff, bridge officers, engineers, deck, hotel, etc. are all
987 responsible for these standards being upheld.

988 2. Communication is more important than ever. Teamwork is not just within your own
989 company but within the entire IAATO community.

990

991 Agenda Item 24b. Emperor Penguin Working Group

992 Lisa presented the work of the Emperor Penguin Working Group. She outlined that the Treaty is
993 considering the possibility of making the species a protected species. This group focusses on the
994 operators that deal with the emperors – those who operate at Snow Hill and deep field. Over the
995 next year guidelines will be revised. She asked any member who is interested in being a part of this
996 WG to please get in touch with her.

997

998 **Information item:** *Every year we are in contact with the five Antarctic MRCCs. The IAATO secretariat*
999 *conducts an internal SAREX at the beginning of each season and also one in conjunction with one of*
1000 *the five RCCs. In the past year, it was conducted with NZ MRCC and Heritage Expeditions.*

1001 *Looking to next year – Erin and Lisa visited with the South African RCC while in Cape Town and hope*
1002 *to organize a SAREX involving Deep Field Air operators.*

1003

1004 The Meeting Chair opened the floor for comments.

1005 White Desert noted that they would be happy to participate in this SAREX in any way possible.

1006 Stuart Doubleday, of the UK FCO, confirmed their happiness in the Emperor Penguin Working Group.
1007 Also mentioned the mechanism of making it a specially protected species would be a several year
1008 process, and there will be an action plan created in order to accomplish this.

1009 A member brought up the concerns about Search and Rescue that members have in the deep field.
1010 Several years ago we tried to set up a system with the Chilean RCC and have had very little luck. The
1011 member would like to push further to get the RCCs to understand that there is another sector in
1012 Antarctica.

1013 A member strongly urged every operator to engage with the RCCs before they have to – to
1014 familiarize RCCs with Operator practices and for operators to become familiar with the RCCs.

1015

1016 Agenda Item 24c. Support Material

1017 *i. FOM Feedback and Updates- Moving Forward*

1018 The FOM Synch app will also be getting a big re-vamp this year so it will be made more easily
1019 searchable (this is the computer-based app). Lisa noted that this must be unblocked from firewalls in
1020 order to function properly.

1021 A member asked if they are still required to have a hard copy on board. Lisa explained that members
1022 did not have to have a hard copy but must still have a copy (electronic) on board and accessible.

1023

1024 *ii. Online Assessment Platforms Update*

1025 Lisa gave an update on the online assessment and looking forward.

1026 She also informed members that all Observers have to take the new IAATO Observer Assessment.

1027 She noted that we are trying to open the assessment platform earlier in the year, if possible. She

1028 then thanked Werner Stambach as the administrator of the assessment.

1029

1030 The Meeting Chair opened the floor for comments.

1031 A member asked if there were any plans to do anything in Tagalog for the Pilipino crews and this was
1032 echoed by other members as well.

1033 Lisa noted that we would take this into consideration.

1034 A member asked what the Observer assessment would look like.

1035 Lisa confirmed that it would be the Expedition Leader exam.

1036 A member asked if the lengthy assessment could be a one-time and then a subsequent year only the
1037 updates in a shorter version.

1038 Lisa confirmed that this has been discussed and confirmed the importance of having all staff be
1039 aware of the treaty guidelines.

1040

1041 *iii. Polar Field Staff Conference 2019 Update*

1042 Erin Delaney gave an update on the conference in September 22-25, 2019. The theme this year is

1043 Responsible Field Staff: Risk Assessment, Crisis Management, Environment, etc. She encouraged all
1044 members to register at least one field staff member.

1045 The Meeting Chair opened the floor for comments.

1046 A member asked about the capacity of the meeting and Erin confirmed that there was capacity for
1047 about 120 people to attend.

1048

1049 *iv. Proposed Guidelines / Revised guidelines / Advisory Notes*

1050 Lisa reviewed the new guidelines and the revisions to existing guidelines and gave an overview of
1051 the FOM format looking to the future. She advised members that we would not be sending any hard
1052 copies out to members this year but will make all documents available to members to print as they
1053 saw fit. We will be sending out thumb drives again this year with the FOM.

1054

1055 Lisa took a moment to thank Hurtigruten and Lindblad for taking Secretariat and Jasmine (SCP
1056 project) on very important familiarization trips during the last season.

1057

1058 *a. Helicopter Guidelines*

1059 Lisa noted that members shared their own helicopter manuals to help in the development of these
1060 guidelines. We will be moving these guidelines to an informal working group with members who
1061 operate helicopters. Lisa asked members to please get in touch with her to take part.

1062 The Meeting Chair opened the floor for comments.

1063 A member asked if these were to be Marine/Ship-based helicopter guidelines.

1064 Lisa confirmed this.

1065 Nigel Phillips noted that South Georgia do not permit helicopter operations in the territory.

1066

1067 *b. Elephant Point Site Guidelines*

1068 We have shared our guidelines with Spain, as they have a concern with giant petrel nesting sites,
1069 and have revised these guidelines according to their comments. Lisa outlined the changes –
1070 maximum vessels – no more than two and no more than one may be Category 2. She also outlined
1071 the closed areas – near nesting giant petrels. These will be in place as IAATO guidelines for the
1072 coming season and moving further they will be worked into treaty guidelines.
1073 The Meeting Chair opened the floor for comments. There were none.
1074 There was a motion to adopt these guidelines and it was seconded. There were no objections.
1075 **DECISION: The Elephant Point Site Guidelines have been adopted unanimously.**

1076
1077 c. Ship Scheduler Booking Guidelines and Time Slot Change

1078 Lisa went through the guidelines for operators. The documents were shown on the screen as
1079 delivered to members with the meeting papers.
1080 The Meeting Chair opened the floor for comments.
1081 A member asked what happens if Cruise-Only are asked to book a site even if they are only doing a
1082 pass through.
1083 Lisa confirmed that Cruise-Only would continue to book as before. It doesn't block the site from
1084 booking.
1085 A member asked about camping, anchorages and landed activities.
1086 Lisa confirmed that members would continue to book as they are now for such activities.
1087 There was a motion to adopt the guidelines and it was seconded. There were no objections.
1088 **DECISION: The Ship Scheduler Booking Guidelines were adopted as shown on the screen and**
1089 **delivered to members.**

1090
1091 Lisa continued to review the time slots proposal. The adjusted time slots were shown on the screen
1092 as delivered to members in the meeting papers. These would be implemented for the coming
1093 season.
1094 The Meeting Chair opened the floor for comments.
1095 A member asked about shifting everything to the same local time.
1096 This has to be synched with what the treaty requires. We are looking into having automatic time
1097 shift calculations.

1098 Lisa clarified a few points within the guidelines for members:

- 1099 • No vessel should book a landing site from midnight to midnight;
- 1100 • The cruise only vessels will book sites but will show that they are not landed, so that
1101 operators who want to land still have the opportunity;
- 1102 • If an operator books two time slots, the second time slot should show No Landing, however
1103 operators are still booked and as a category 1 or 2, no one else will be able to book;
- 1104 • To book camping you would have to book overnight time slots.

1105
1106 The proposal for time slot changes has been something that has been reviewed by the Field
1107 Operations Committee. Feedback, based on bookings, has shown that operators have been booking
1108 multiple sites to accommodate meal times. The times have been altered to make it easier for
1109 operators to book around meals. This will be implemented for the 2019-20 season.

1110
1111 There was a motion to adopt the guidelines and it was seconded.

1112 YES 35

1113 NO 1

1114 ABSTAIN 5

1115 **DECISION: the new Timeslot Guidelines were adopted as shown on the screen and delivered to**
1116 **members and will be implemented starting in the 2019-20 season.**

1117
1118 d. Elephant Seal Weaner Guidelines for Expedition Staff and Crew

1119 Lisa clarified that these will be developed in the off season and will be delivered to operators once
1120 they are in their draft form.

1121 **ACTION: The Elephant Seal Weaner Guidelines will be developed.**

1122

1123 e. Revision: Yankee Harbour Site Guidelines

1124 Lisa reviewed the revision of these guidelines and noted that these revisions have been circulated to
1125 the FOC and there were no objections within the committee to these.

1126 Stuart Doubleday noted that the Treaty Parties want the guidelines to be adaptable as needed. If
1127 these are adopted here, it is more than likely it would be put into a paper for adoption of the same
1128 at the ATCM.

1129 There was a motion to adopt the guidelines and it was seconded. There were no objections.

1130 **DECISION: The revisions to the Yankee Harbour Site Guidelines were adopted as shown on the**
1131 **screen and delivered to members.**

1132

1133 f. Revision: Half Moon Island Site Guidelines

1134 Lisa reviewed the revision of the Half Moon site guidelines.

1135 There were no questions from members

1136 There was a motion to adopt the guidelines and it was seconded. There were no objections

1137 **DECISION: The revisions to the Half Moon Island Site guidelines were adopted as shown on the**
1138 **screen and delivered to members.**

1139

1140 g. Updated: IAATO RPAS Statement

1141 Lisa reviewed the updated RPAS statement. The updated language was shown on screen as
1142 delivered also with the meeting papers.

1143

1144 The ban on use of RPASs in Antarctic Coastal waters remains with the additional language:

1145 *“For the 2019-20 season, commercial RPAS flights are not allowed in coastal areas, unless*
1146 *the IAATO operator is the permitted/authorized party and/or the permitted/authorized RPAS*
1147 *pilot has written approval by the IAATO operator with whom they are traveling, regardless of*
1148 *any personal permitting/authorization.”*

1149

1150 There was a motion to adopt the updated statement and it was seconded. There were no objections

1151 **DECISION: The revisions to the IAATO RPAS Statement as shown above were adopted as delivered**
1152 **to members.**

1153

1154 h. Revision: IAATO Submersible Guidelines

1155 Lisa reviewed the revision to the submersible guidelines as shown on the screen and delivered to
1156 members with the meeting documents.

1157

1158 There was a motion to adopt the revisions to the submersible guidelines and it was seconded. There
1159 were no objections

1160 **DECISION: The revisions to the IAATO Submersible guidelines were adopted as shown on the**
1161 **screen and delivered to members.**

1162

1163 [Agenda Item 25. Any Other Business](#)

1164 [Agenda Item 25a. IAATO 2020 – Providence, RI USA update](#)

1165 Cody Ochs gave an update on the IAATO 2020 meeting in Providence. The meeting will be held in the
1166 Omni Hotel in Providence. She reminded members to please register on time next year.

1167

1168 [Agenda Item 25b. IAATO 2021 – update](#)

1169 The process for the selection of the meeting venue for 2021 was outlined and it was announced that
1170 tenders for proposals would be sent to members in June and would be due for return in September.

1171
1172 Mark van der Hulst, the incoming Chair of the Executive Committee, then thanked members for their
1173 endorsement of the committee and especially Terry Shaller who has led the committee for the last
1174 years as well as Andrew Prossin who is rolling off the committee. Mark thanked the rest of the
1175 committee as well. He also thanked all of the members for their commitment to IAATO.

1176
1177 Terry thanked all of the members of the Secretariat and acknowledged the hard work the secretariat
1178 does and invited members to do the same.

1179
1180 A very special thanks were offered to Robyn Woodhead for her invaluable help in putting this
1181 meeting together.

1182
1183 All of the people who stood up to help and sit with Steve Wellmeier in this difficult time were
1184 specially acknowledged.

1185
1186 Terry also thanked Damon and wished him all the best moving forward.

1187
1188 Terry noted that this meeting would be Werner's last meeting as Meeting Chair. We have all known
1189 Werner and how well he has over the last 11 years consistently managed us a group. He also gave a
1190 personal thank you to Werner saying that Werner was one of the two people he learned the most
1191 from during his time at IAATO.

1192
1193 [The IAATO 2019 Annual Meeting closed.](#)

1194
1195

DRAFT

#	Operator, Associate, IAATO, Invited Guest, Member Guest, Associate Applicant or Other	Company/Organization	First Name:	Surname:	Email:
1	Operator	Abercrombie & Kent	Suzana	Machado D'Oliveira	oisuzana@yahoo.com
2	Operator	Albatros Expeditions	Hans	Lagerweij	hla@albatros-travel.com
3	Operator	Albatros Expeditions	Michael	Hjorth	mhj@albatros.dk
4	Operator	Albatros Expeditions	Søren	Rasmussen	sr@albatros.dk
5	Operator	Albatros Expeditions	Steven	Dobbins	sdo@albatros-expeditions.com
6	Operator	Antarctic Logistics & Expeditions	David	Rootes	david.rootes@antarctic-logistics.com
7	Operator	Antarctic Logistics & Expeditions	Michael	McDowell	mikemcdowell@ozemail.com.au
8	Operator	Antarctic Logistics & Expeditions	Peter	McDowell	Peter.McDowell@antarctic-logistics.com
9	Operator	Antarctica21	Diana	Galimberti	dgalimberti@antarctica21.com
10	Operator	Antarctica21	Mariano	Curiel	mcuriel@antarctica21.com
11	Operator	Antarpply Expeditions	Ute	Hohn-Bowen	utehohnbowen@antarpply.com
12	Operator	Arctic Trucks	Emil	Grimsson	emil@arctictrucks.com
13	Operator	Aurora Expeditions	Robert	Halfpenny	rhalfpenny@auroraexpeditions.com.au
14	Operator	Aurora Expeditions	Tomas	Holik	tholik@auroraexpeditions.com.au
15	Operator	Cheesemans' Ecology Safaris	Annette	Bombosch	annette.polarcollective@gmail.com
16	Operator	Cheesemans' Ecology Safaris	Ted	Cheeseman	teo@cheesemans.com
17	Operator	Crystal Cruises	David	Sinclair	Dsinclair@CrystalCruises.com
18	Operator	Crystal Cruises	John	Stoll	jstoll@crystalcruises.com
19	Operator	EYOS Expeditions	Brandon	Harvey	brandon@eyos-expeditions.com
20	Operator	G Adventures	Susan	Adie	susana@gadventures.com
21	Operator	Golden Fleece Expeditions	Dion	Poncet	dponcet@smsg-falklands.org
22	Operator	Golden Fleece Expeditions	Juliette	Hennequin	juliettehen@gmail.com
23	Operator	Grand Circle Travel	Ana	Rossi	ARossi@oattravel.com
24	Operator	Grand Circle Travel	Claudia	Roedel	claudiaroedel@gmail.com
25	Operator	Grand Circle Travel	Diego	Punta Fernandez	diego@49southphoto.com
26	Operator	Grand Circle Travel	Josko	Duric	jduric@oattravel.com
27	Operator	Hanse Explorer GmbH & Co. KG	Hendrik	Meyer	hanseexplorer@hp-shipping.de
28	Operator	Hapag-Lloyd Cruises	David	Fletcher	daviddonaldwilliam@hotmail.com
29	Operator	Hapag-Lloyd Cruises	Ulrike	Schultzen	ulrike.schultzen@hl-cruises.com
30	Operator	Holland America Group	Peter	Carey	pcarey@hollandamerica.com
31	Operator	Holland America Group	Sibrand	Hassing	SHassing@HollandAmericaGroup.com
32	Operator	Holland America Group	Steve	Nevey	SNevey@HollandAmericaGroup.com
33	Operator	Hurtigruten	Karin	Strand	karin.strand@hurtigruten.com
34	Operator	Hurtigruten	Thomas	Westergaard	Thomas.Westergaard@hurtigruten.com
35	Operator	Hurtigruten	Tudor	Morgan	tudor.morgan@hurtigruten.com
36	Operator	Icetrek Expeditions	Eric	Philips	eric@icetrek.com
37	Operator	Latitude Oceane	Ashley	Perrin	Amperrin@antarcticicepilot.com
38	Operator	Latitude Oceane	Merfyn	Owen	Merf@owenclarkedesign.com
39	Operator	Lindblad Expeditions	Jen	Martin	jenm@expeditions.com
40	Operator	Lindblad Expeditions	Shaun	Powell	shaunp@expeditions.com
41	Operator	Noble Caledonia	Jane	Wilson	janew@noble-caledonia.co.uk
42	Operator	Noble Caledonia	Kim	Crosbie	kim@polhavet.se
43	Operator	Noble Caledonia	Pamela	Le Noury	paml@noble-caledonia.co.uk
44	Operator	Ocean Expeditions	Claudia	Holgate	claudia@holgate.co.za
45	Operator	Oceanwide Expeditions	Mark	Van der Hulst	Mark@oceanwide-expeditions.com
46	Operator	One Ocean Expeditions	Aaron	Lawton	aaron@oneoceanexpeditions.com
47	Operator	One Ocean Expeditions	Joao	Franco	joao@oneoceanexpeditions.com
48	Operator	Pelagic Expeditions	Lara	Novak	larathetisauralis@gmail.com
49	Operator	Pelagic Expeditions	Skip	Novak	skipnovak@pelagic.co.uk
50	Operator	Plantours Kreuzfahrten	Michael	Dartsch	dartsch@plantours-kreuzfahrten.de
51	Operator	Polar Latitudes	Hayley	Shephard	hayley@polar-latitudes.com
52	Operator	Polar Latitudes	John	McKeon	johnm@polar-latitudes.com
53	Operator	Ponant	Bruno	Joubert	bjoubert@ponant.com
54	Operator	Ponant	Etienne	Garcia	egarcia@ponant.com
55	Operator	Ponant	Nicolas	Dubreuil	ndubreuil@ponant.com
56	Operator	Ponant	Sylvie	Boudart	sboudart@ponant.com
57	Operator	Ponant	Terry	Shaller	tshaller@ponant.com
58	Operator	Poseidon Expeditions	Anja Ulla	Erdmann	anja@poseidonexpeditions.com
59	Operator	Poseidon Expeditions	Nikolay	Zakharov	nz@poseidonexpeditions.com
60	Operator	Poseidon Expeditions	Steve	Wellmeier	swellmeier@poseidonexpeditions.com
61	Operator	Princess Cruises	Paul	Beggs	pbeggs@hagroup.com
62	Operator	Quark Expeditions	David	Tanguay	david.tanguay@quarkexpeditions.com

#	Operator, Associate, IAATO, Invited Guest, Member Guest, Associate Applicant or Other	Company/Organization	First Name:	Surname:	Email:
63	Operator	Quixote Expeditions	Federico	Guerrero	info@quixote-expeditions.com
64	Operator	Quixote Expeditions	Laura	Smith	info@quixote-expeditions.com
65	Operator	Rederij Bark EUROPA	Leentje	Toering	ltoering@barkeuropa.com
66	Operator	Royal Caribbean Cruises Ltd.	Paul	D'Annunzio	pdannunzio@rccl.com
67	Operator	Scenic Cruises	Travis	Wadeley	travisdevonwad@gmail.com
68	Operator	Seabourn Cruise Line	Igancio	Rojas	irojas@seabourn.com
69	Operator	Seabourn Cruise Line	Robin	West	rwest@seabourn.com
70	Operator	Seabourn Cruise Line	Rory	Martin	rmartin1@seabourn.com
71	Operator	Selma Expeditions	Krzysztof	Jasica	krzysztof.jasica@selmaexpeditions.com
72	Operator	Silversea Cruises	Stefan	Kredel	stefank@silversea.com
73	Operator	SIM Expeditions	Daniel	Kloss Talavera	dklostalavera@gmail.com
74	Operator	Spirit of Sydney	Anita	Speier	info@spiritofsydney.co
75	Operator	Spirit of Sydney	Darrel	Day	darrel@spiritofsydney.co
76	Operator	Stoney Creek Shipping Co Ltd	Nigel	Jolly	njolly@ihug.co.nz
77	Operator	The Antarctic Company	Patrick	Sivertsen	taccpt@antarctic-company.info
78	Operator	The Antarctic Company	Vasily	Kaliazin	office@antarctic-company.info
79	Operator	The World	Mark	Dexter	captainmarkdexter@gmail.com
80	Operator	Voile Australe	Beata	Jasica	beata.jasica@gmail.com
81	Operator	Waterproof Expeditions	Ingrid	Vroman	info@waterproof-expeditions.com
82	Operator	Waterproof Expeditions	Marlynda	Elstgeest	marlynda@waterproof-expeditions.com
83	Operator	White Desert	Patrick	Woodhead	patrick@white-desert.com
84	Operator	White Desert	Robyn	Woodhead	robyn@White-desert.com
85	Operator	Zegrahm Expeditions	Denise	Landau	denisejlandau@gmail.com
86	Associate	AGUNSA	Gonzalo	De la Sotta	gonzalo.delasotta@agunsa.com
87	Associate	AGUNSA	MACARENA ALEJANDRA	HENRIQUEZ	macarena.henriquez@agunsa.com
88	Associate	AMI - Agencia Maritima Internacional	Marcelo	Zibel	mzibel@ocean.com.ar
89	Associate	AMI - Agencia Maritima Internacional	Ricardo	Bringas	rbringas@ocean.com.ar
90	Associate	Antarctica Travels	Alicia	Petiet	petietalicia@yahoo.com
91	Associate	Antarctica Travels	Lorena	Berutti	lorena.antarcticatravels@gmail.com
92	Associate	Apex Expeditions	Alicia	Freyman	alicia@apex-expeditions.com
93	Associate	Beijing Tripolars Travel Co. Ltd.	Xian	Su	suxian@tripolars.com
94	Associate	Beluga Adventures	Jonneke	van Eijsden	info@belugareizen.nl
95	Associate	Chimu Adventures	Tom	Beadle	tom.beadle@intrepidgroup.travel
96	Associate	Chimu Adventures	Will	Abbott	wkabbott@gmail.com
97	Associate	Columbia Cruise Services GmbH & Co. KG	Christoph	Schmidt	C.Schmidt@columbia-cs.com
98	Associate	Columbia Cruise Services GmbH & Co. KG	Olaf	Groeger	O.Groeger@columbia-cs.com
99	Associate	Cookson Adventures	Henry	Cookson	henry@cooksonadventures.com
100	Associate	Cookson Adventures	Adam	Sebba	adam@cooksonadventures.com
101	Associate	Cookson Adventures	Tim	Burton	tim@cooksonadventures.com
102	Associate	Delver Agents LLC	Kelly	Davis	operations@delveragents.com
103	Associate	Delver Agents LLC	Santiago	Vargas Daverio	santiago@sealand-agents.com
104	Associate	Falkland Islands Company Limited	Kevin	Ironside	kironside@fic.co.fk
105	Associate	Falkland Islands Tourist Board	Stephanie	Middleton	steph@falklandislands.com
106	Associate	Falkland Islands Tours & Travel Ltd	Andrea	Clausen	andrea@fitt.co.fk
107	Associate	Fathom Expeditions	David	German	david@fathomexpeditions.com
108	Associate	Glander International Bunkering	Inge	Walmestad	lnw@gjbunkering.com
109	Associate	Glander International Bunkering	Petter Christian	Bakke	Pcb@gjbunkering.com
110	Associate	GMN / Pivotel	John	Dark	johndark@globalmarinenet.com
111	Associate	GMN / Pivotel	Les	Shortall	Les.Shortall@inmarsat.com
112	Associate	Grand Nord Grand Large	Marie	Foucard	mfoucard@gngl.com
113	Associate	Grands Espaces	Arnaud	Matthey	arnaud@grandsespaces.ch
114	Associate	Guangzhou Jizhi (3Polar) International Travel Services	Ru	Yuan	yuanru@3polar.com
115	Associate	Guangzhou Jizhi (3Polar) International Travel Services	Zhenyu	Li	jhony@3polar.com
116	Associate	Navalia S.A.	Federico	Kovacic	fkovacic@navalia.com.ar
117	Associate	Navalia S.A.	Pablo	Menendez	pmenendez@ssa-shipping.com.ar
118	Associate	New Headings	Mark	LaMont	mlamont@newheadings.com
119	Associate	New Headings	Peggy	LaMont	pjohansen@newheadings.com
120	Associate	Salén Ship Management	Linn	Milton	linn@salanship.com
121	Associate	Sealand Ship Agents & Suppliers	Edelmiro	Centorami	edelmiro@sealand-agents.com
122	Associate	Sealand Ship Agents & Suppliers	Nicolas	Curvetto	nicolas@sealand-agents.com
123	Associate	Ship to Shore Traveler	Debbie	Smit	debbie@stshore.com
124	Associate	Silversea Cruises	Victoria	Wheatley	victoria@stshore.com

#	Operator, Associate, IAATO, Invited Guest, Member Guest, Associate Applicant or Other	Company/Organization	First Name:	Surname:	Email:
125	Associate	Students on Ice Foundation	Jenny	Baeseman	jbaeseman@gmail.com
126	Associate	Sulivan Shipping Services Limited	Carli	Sudder	sulivantravel@horizon.co.fk
127	Associate	Swoop Travel	Luke	Errington	alice@swooptravel.co.uk
128	Associate	Swoop Travel	Alex	Mudd	alex.mudd@swooptravel.co.uk
129	Associate	The Falkland Islands Company Limited	James Andrew	Williams	services.manager@fic.co.fk
130	Associate	Thika Travel	Joost	Tania	Jftania@thika.nl
131	Associate	Thika Travel	Arjan	Westhoff	Arjan.westhoff@thika.nl
132	Associate	UK Antarctic Heritage Trust	Camilla	Nichol	camilla@ukaht.org
133	Associate	Ushuaia Shipping	Hernan	Baserga	hernan@ushuaiashipping.com
134	Associate	Ushuaia Shipping	Lucas	Molinari	lucas@ushuaiashipping.com
135	Associate	Viking Cruises	Jørn	Henriksen	jorn.henriksen@vikingcruises.com
136	Associate	Viking Cruises	Matt	Grimes	matt.grimes@vikingcruises.com
137	Associate	Zodiac of North America, Inc.	Sharon	Garrett-Smith	sharon.garrett-smith@zodiacmilpro.com
138	Associate Applicants	Damen Cruise	Frederique	van Wijngaarden	frederique.van.wijngaarden@damen.com
139	Associate Applicants	Damen Cruise	Luca	Codiglia	luca.codiglia@damen.com
140	Associate Applicants	Polar Commitment Foundation	Anne	Kershaw, MBE	Shayna@polarcommitment.org
141	Associate Applicants	Polar Commitment Foundation	Shayna	De Silva	Shayna@polarcommitment.org
142	Associate Applicants	Pro Fuels AS	Martin	Haugen	martin@pro-fuels.com
143	IAATO	IAATO	Amanda	Lynnes	alynnes@iaato.org
144	IAATO	IAATO	Cody	Ochs	cochs@iaato.org
145	IAATO	IAATO	Damon	Stanwell-Smith	dstanwellsmith@iaato.org
146	IAATO	IAATO	Erin	Delaney	edelaney@iaato.org
147	IAATO	IAATO	Hayley	Court	hcourt@iaato.org
148	IAATO	IAATO	Janeen	Haase	jhaase@iaato.org
149	IAATO	IAATO	Lisa	Kelley	lkelley@iaato.org
150	Meeting Chair	Meeting Chair	Werner	Stambach	stambach@t-online.de
151	Invited Guest	AECO - Association of Arctic Expedition Cruise Operators	Edda	Falk	edda@aeco.no
152	Invited Guest	Antarctic Legacy of South Africa	Ria	Olivier	riaolivier@sun.ac.za
153	Invited Guest	ASOC	Ricardo	Roura	
154	Invited Guest	ASOC	Claire	Christian	clairechristian47@gmail.com
155	Invited Guest	Australian Antarctic Division	Gillian	Slocum	gillian.slocum@aad.gov.au
156	Invited Guest	Boxmodel Digital	Alan	Easton	alan@boxmodeldigital.com
157	Invited Guest	Department of Environmental Affairs, South Africa	Henry	Valentine	henryvalentine24@gmail.com
158	Invited Guest	Department of Environmental Affairs, South Africa	Mavick M.	Matutu	mmatutu@environment.gov.za
159	Invited Guest	Department of Environmental Affairs, South Africa	Minky	Chauke	MChauke@environment.gov.za
160	Invited Guest	Department of Environmental Affairs, South Africa	Floid	Chauke	FChauke@environment.gov.za
161	Invited Guest	Department of Environmental Affairs, South Africa	Danie	Smit	Dsmit@environment.gov.za
162	Invited Guest	Department of Environmental Affairs, South Africa	Funanani	Ditinti	FDitinti@environment.gov.za
163	Invited Guest	Department of Environmental Affairs, South Africa	Judy	Beaumont	Jbeaumont@environment.gov.za
164	Invited Guest	Department of Environmental Affairs, South Africa	Mbulelo	Dopolo	mdopolo@environment.gov.za
165	Invited Guest	Department of Environmental Affairs, South Africa	Minky	Chauke	MLChauke@environment.gov.za
166	Invited Guest	Department of Environmental Affairs, South Africa	Monde	Mayekiso	mmayekiso@environment.gov.za
167	Invited Guest	Department of Environmental Affairs, South Africa	Mpho	Mashau	MMashau@environment.gov.za
168	Invited Guest	Department of Environmental Affairs, South Africa	Nishendra	Devanunthan	Ndevanunthan@environment.gov.za
169	Invited Guest	Department of Environmental Affairs, South Africa	Sabelo	Malaza	SMalaza@environment.gov.za
170	Invited Guest	Department of Environmental Affairs, South Africa	Sonnyboy	Bapela	SBapela@environment.gov.za
171	Invited Guest	French Consulate in South Africa	Didier	Ortolland	didier.ortolland@diplomatie.gouv.fr
172	Invited Guest	Government of South Georgia & the South Sandwich Islands	Jenni	Sol	admin@gov.gs
173	Invited Guest	Government of South Georgia & the South Sandwich Islands	Ross	James	ross.james@gov.gs
174	Invited Guest	Monash University	Jasmine	Lee	jasmine.lee@monash.edu
175	Invited Guest	New Zealand Antarctic Heritage Trust	Nigel	Watson	n.watson@nzaht.org
176	Invited Guest	Puerto Buenos Aires	Gonzalo	Mortola	gmortola@puertobuenosaires.gob.ar
177	Invited Guest	Puerto Buenos Aires	Raul	Gallo	rgallo@puertobuenosaires.gob.ar
178	Invited Guest	U.S. Department of State	William	Muntean	munteanwg@state.gov
179	Invited Guest	UK Foreign and Commonwealth Office	Nigel	Phillips CBE	anita.cardosa@fco.gov.uk
180	Invited Guest	UK Foreign and Commonwealth Office	Stuart	Doubleday	stuart004@hotmail.co.uk
181	Invited Guest	YPF S.A.	Andres Marcelo	Scarone	rosario.pereyra@ypf.com
182	Invited Guest	YPF S.A.	Edgardo Marcelo	Giordano	rosario.pereyra@ypf.com

Appendix B: 2019-20 Committees and Working Groups

COMMITTEES & WORKING GROUPS FOR 2019-20

Committees

Executive

Mark van der Hulst (Chair) Robin West, Robyn Woodhead, Rob McCallum, Tudor Morgan

Finance

Ute Hohn-Bowen (Chair), Steve Wellmeier, Peter McDowell

Membership

John McKeon (Chair), Karin Strand, Darrel Day, Aaron Lawton, Diana Galimberti, Laura Smith, Marlynda Elstgeest, David Rootes, Brandon Harvey

Bylaws

Steve Wellmeier (Chair), Karin Strand, Bruno Joubert

Field Operations

Susan Adie (Chair), Joao Franco, Dave Fletcher, Ignacio Rojas Mariano Curiel, Jane Wilson, David Sinclair, Marie Paul Delignieres, Hayley Shephard, Brandon Harvey, Monika Schillat, Anja Erdmann, John Chardine, Niko Dubreuil, Jørn Henriksen, Troels Jacobsen, Shaun Powell, Laura Smith, Alex McNeil, Sharon Garrett-Smith, Denise Landau, Suzana Machado D'Olivera, Claudia Roedel, Brad Siviour, Darrel Day, Tim Burton, Camilla Nichol

Marine

Mark van der Hulst (chair), Kim Crosbie (vice Chair), Steve Nevey, Brandon Harvey, Eric Kesteloo, Linn Milton, Sibrand Hassing, Paul D'Annunzio, Hans Lind, Ute Hohn-Bowen, Denise Landau, Johnny Diep, Christoph Schmidt, Aaron Lawton, Leif Skog, Nikolai Zakharov, Prash Karnik, Diana Galimberti, Etienne Garcia, Federico Guerrero, Paul Beggs, Bill Davis, Torry Saddariassen, Scott Will

Compliance & Dispute

David Rootes (Chair), Robyn Woodhead, Ute Hohn-Bowen, Laura Smith, Skip Novak, Andrew Prossin, Rory Martin, Johnny Diep, Stefan Kredel, Brandon Harvey

Yacht

Juliette Hennequin (chair), Dion Poncet, Laura Smith, Tim Burton, Nigel Jolly, Hendrik Meyer, Federico Guerrero, Skip Novak, Ben Wallis, Krzysztof Yasica, Marie Paul Delignieres, Brandon Harvey

Antarctic Gateway

Ute Hohn-Bowen (co-chair). Diana Galimberti (co-chair), Robyn Woodhead, Federico Guerrero, Karin Strand, Nikolai Zakharov, Sylvie Boudart, Prash Karnik, Kim Crosbie, Juliette Hennequin, Diego Punta Fernandez, Jeffrey Edward, Richard Skinner

Working Groups

Appendix B: 2019-20 Committees and Working Groups

Climate Change

Robyn Woodhead, Olav Orheim, Pam Le Noury, Ted Cheeseman, Mike McDowell, Luke Errington

Managing for Growth Working Group

Shaun Powell, John McKeon, Ute Hohn-Bowen, Leentje Toering, Lorraine Betts, Robin West, Niko Dubreuil, Marlynda Elstgeest, Suzana D'Oliveira, Hans Lagerweij, Diana Galimberti, Mariano Curiel, Andrew Prossin, John Stoll, Kim Crosbie, Lori Gross, Claudia Roedel, Denise Landau, Hayley Shephard, Stefan Kredel, Tudor Morgan, Alex Mudd, Diego Punta Fernandez, Brandon Harvey, Steve Wellmeier, Anja Erdmann

Deep Field & Air Ops

Mike McDowell, John Stoll, Denise Landau, Robyn Woodhead, David Rootes, Tim Burton, Annie Aggens, Gummi Gudjonsson, Rienoud Daniels, Eric Philips, Vasily Kaliazin

Education & Outreach

Katie Murray, Peter Carey, Hayley Shephard, Juliette Hennequin, Diego Punta Fernandez, Pam Le Noury, Verena Meraldi, Kit van Wagner, Angel Cowan, Ted Cheeseman, Claudia Roedel, Steve Wellmeier, Lori Gross, Laura Smith, Anja Erdmann, Luke Errington, Brandon Harvey, Monika Schillat, Susan Adie, John Stoll

Ross Sea

Nigel Jolly, Dave Bowen, Shawn Powell, Denise Landau, Alex McNeil, David Sinclair, Darrel Day, Ulrike Schultzen, Stefan Kredel

Associate Working Group

Mark Lamont, Alex Mudd, Joost Tania, Lorraine Betts, Xian Su, Jonneke v Eysden

Ship Scheduling

Shaun Powell, Kaylan Worsnop, David Sinclair, Kim Crosbie, Stefan Kredel, Robin West, Claudia Roedel, Denise Landau, Ulrike Schultzen, Laura Smith, Tim Burton, Anja Erdmann, Eric Kesteloo, Tudor Morgan, Brandon Harvey, Mariano Curiel, Susan Adie, Monika Schillat, Suzana Machado D'Oliveira

Delegations

ATCM -- TBD

CCAMLR -- TBD

COMNAP -- TBD

IAATO 2019
Cape Town, South Africa
Action Points & Decisions

<i>Agenda Item</i>	<i>Action Point / Decisions</i>	<i>Tasked to</i>	<i>Action/Decision</i>
1c	Werner Stambach approved as the meeting chair for IAATO 2019		Decided
1e	IAATO 2019 Meeting Agenda was adopted		Decided
1f	IAATO 2018 Minutes were approved		Decided
3a	FY 2017-18 Finances were approved		Decided
3a	FY 2018-19 Finance projection was approved		Decided
3b	Proposal to Reduce Not for Profit membership dues to \$250 (w/\$1500/person to attend annual meeting) was approved		Decided
4a	The Proposal for Secretariat Re-Org was approved		Decided
4b	The 2019-20 Proposed budget with Re-Org costs was approved. NB: Budget Item for IAATO Film (\$48K) was not approved. This amount to be removed from final budget. (See 14c)		Decided
5	Albatros Expeditions was approved as a full Operator		Decided
5	Cookson Adventures and Princess Cruises were approved as Provisional Operators		Decided
5	Across Latin America, Caissa Tourism Group, Damen Shipyards, Lamai Tours, Mystic Cruises, Pelorus, The Polar Commitment and Pro Fuels were approved as Associates		Decided
5cii	The IAATO Observer Guidelines were approved		Decided
5cii	A note will be added to the Observer Guidelines stating that the operator has the right to refuse the specific observer if they deem necessary.	Secretariat	Action
6a	Marine Committee TORs changes as proposed were approved		Decided

IAATO 2019
Cape Town, South Africa
Action Points & Decisions

6a	The EC TORs changes (to adopt a 3-year term) was approved		Decided
6ii	The EC withdrew its proposal to have the EC members only vote on the Chair of the committee		Decided
6iii	The proposed changes to Article III, Section N concerning members and their representatives (Proxies) were approved		Decided
6iv	The change to the Education Element of the Bylaws (Article II, Section H) was approved		Decided
7a	The EC recommendation concerning the compliance issue was approved with the removal of the electronic vote component stating that the vote must be conducted at the annual meeting in 2020		Decided
7b	The Whale Strike Mitigation Proposal was approved with the change that the 10-knot speed limit, or with the existence of a whale strike mitigation program, the addition of an additional watchman, be made mandatory		Decided
7b	The details of lat/long and geofenced area will be added to this document	Secretariat	Action
7b	The Secretariat was tasked with developing whale strike research/information	Secretariat	Action
8	Mark van der Hulst, Robyn Woodhead, Rob McCallum, Robin West and Tudor Morgan were all elected to the Executive Committee		Decided
8	Mark van der Hulst was elected as Chair of the Executive Committee		Decided
10b	Part II of the Code of Conduct was approved and re-named 'Vessel Code of Conduct'.		Decided

IAATO 2019
Cape Town, South Africa
Action Points & Decisions

10b	Deep Field and Air/Cruise sector Codes of Conduct to be developed	Secretariat and relevant committees	Action
10b	The changes to Article III: Membership Section L of the IAATO bylaws in regards to the Code of Conduct were approved		Decided
11b	The changes proposed to Article II, Section E of the bylaws as presented was approved		Decided
11e	The proposal to hold a managing for growth meeting in the 2019-20 Fiscal Year was approved	Secretariat and relevant committees	Action/Decision
13d	The proposal to contribute \$15K to the Oceanites research project was approved		Decided
14c	The IAATO Film Proposal was NOT approved		Decided
15a	The IAATO & AECO Reducing Waste Guidelines were approved		Decided
23a	Investigate linking IAATO vessel tracker and COMNAP Asset Tracking System	Marine Committee	Action
23c	The RPAS for Navigational Use Guidelines were adopted		Decided
24ivb	The IAATO Elephant Point Site Guidelines were approved		Decided
24ivc	The Ship Scheduler Booking Guidelines and Time Slot Change Guidelines were approved		Decided
24ivd	Elephant Seal Weaner Guidelines for Expedition Staff and Crew will be developed	Secretariat and relevant committees	Action
24ive	The Yankee Harbour Site Guidelines Revisions were approved		Decided
24ivf	The Half Moon Island Site Guidelines Revisions were approved		Decided
24ivg	The ban on the use of recreational RPAS in Antarctic Coastal waters		Decided

IAATO 2019
Cape Town, South Africa
Action Points & Decisions

	remains and the additional language for commercial use for the 2019-20 season was approved		
24ivh	The revisions to the IAATO Submersible Guidelines were approved		Decided

DRAFT