IAATO 2019 Annual Meeting Minutes
April 30 – May 3, 2019

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.
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
The Chair of the Executive Committee gave an overview of the plan and the rationale for the new secretariat as delivered to members with the meeting papers.

Terry stressed the importance of doing this mindfully and strategically. He reviewed the effect this will have on the Association’s budget and outlined some specific examples of overall increases for the next year in addition to the increases earmarked for the secretariat enhancement. Terry stated that the input from members at the Town Hall meeting on Monday evening was very useful and thought provoking. The basic proposal was shown on the screen for members to consult during the discussion.

**GENERAL PROPOSAL FOR A NEW SECRETARIAT**

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

1) That the present Secretariat be increased from 8 to 11.5 personnel,

2) That this increase be phased in as soon as appropriate, following thorough consultation with experienced members of the IAATO community through the mechanism of an advisory group, and mindful of a preference for people based in the United States

3) That the Executive Committee appoint an Acting Executive Director, effective July 1, 2019, to oversee and manage this reorganization,

4) That the responsibilities of the Acting Executive Director include, but not be limited to, working with the Executive Committee and the special advisory board to

   • Spearhead the creation of a new IAATO Strategic Plan

   • Implement new management protocols and standard operating procedures for IAATO business

   • Oversee the final design and installation of a new database with functionalities that both support the day to day operations of the organization and enable sophisticated data analysis to inform future decisions

   • In coordination with the Executive Committee, manage the recruitment and hiring of new staff in accordance with the Strategic Plan, and with the approval of the Executive Committee, including the hiring of a new Executive Director

   • Manage the handover of responsibilities to the new Executive Director

The Meeting Chair opened the floor for discussion. A member emphasized the importance of being strategic and efficient in this process. The member offered their strong support for the process.

A member asked that the recruitment should be limited to people in Rhode Island or willing/able to relocate there. The EC responded to this comment stating that the emphasis would be on finding the right people first and location second and that the EC understood the value of having people working face to face but that the qualifications and right person were of paramount importance.

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

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

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

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

A member reiterated the importance of the strategic plan and felt that there was too much in the proposal and worried about delaying the hiring of a new permanent ED. This member also worried...
about the desire of some members to have people based mainly in the Rhode Island office and reiterated the importance of getting the right people and that this would limit the pool of people.

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

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

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

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

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

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

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

Yes 40
No 0
Abstain 2

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

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

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

The Meeting Chair opened the floor for questions.

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

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

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

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

**DECISION:** The 2019-20 budget was approved with the re-organization costs.
NB: Agenda Item 14c. IAATO Film Proposal was not approved. The $48,000 budget for that has been removed from the approved budget which is available here.

Agenda Item 5. Membership Committee

Agenda Item 5a. Welcome New Associate members
John McKeon, Chair of the Membership Committee (MC), gave an overview of the IAATO membership in the past year and welcomed new Associate Members: Falkland Island Tours & Travel, Steppes Travel. He then gave an overview of the Associate membership applications submitted for vote at this meeting. He also gave a brief overview of the Provisional Operators applying. He gave the recommendation of the Membership Committee to put forward all of the applicants for membership.

Agenda item 5b. Applications for Consideration:

- Provisional Operator to Operator status: Albatros Expeditions
- Associate to Provisional Operator: Cookson Adventures
- Provisional Operator: Princess Cruises
- Associate: Caissa Tourism Group, Lamei Tours, Across Latin America, Damen Shipyards, The Polar Commitment, Mystic Cruises, Pelorus, Pro Fuel

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

The Meeting Chair opened the floor for discussion.

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

There were no further comments.

Cookson Adventures for Provisional Operator

Adam Sebba made the presentation for Cookson Adventures.

Discussion:

The Chair of the Membership Committee re-confirmed that the committee endorsed this application. A member thanked Cookson Adventures (CA) for the improvement and for listening to advice and felt they were prepared to join.

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

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

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

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

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

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

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

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

A member asked for examples when they might have had to say “No” to a client in the past season.
Cookson replied that they had not needed to say no this past season, and this was partly due to preparation with clients prior to each trip. They also noted that the permits are very specific about what one can do and not do.

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

The Chair of the membership committee confirmed that the committee endorsed this application.

A member asked about the allegations in the news about the Carnival Corp oil and plastic dumping issue. Paul clarified that they are part of the corporation, but this issue is not specifically involving Princess.

A member asked if there had been discussion within the company on how they would propose bringing the ship back into Antarctica given the issues above and with the stricter rules south of 60.

Paul confirmed that Princess has every intention of complying with these rules.

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

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

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

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

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

A member asked Anne Kershaw for more elaboration on exactly what the organization does.

She responded saying that their aim is to fill the gap in working with the National Antarctic Programs (NAPs) and the private sector to lessen the impact on the continent. It is a consultancy to help the NAPs prioritize and streamline their operations.

A member asked how this would be funded.

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

There were no further questions.

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

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

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

IAATO does not have a standpoint on this. Some permitting authorities do allow companies to do so.

There were no further questions.

**Agenda Item 5ci. IAATO Observer Scheme**
Hurtigruten (Fram), White Desert

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

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

Karin from Hurtigruten addressed the conflict of interest. This was the second observation in 24 months and both were voluntary. This is a very good internal check for us and it helped immensely.

A member indicated that it seemed to be a gold standard report.

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

The Meeting Chair opened the floor for comments/questions.

A member asked about the concurrent UK FCO observation and whether IAATO had received a copy of the FCO report. Amanda responded that it was our understanding from the UK FCO that this was an internal document and could not confirm if this would be shared.

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

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

Agenda Item 5cii. IAATO Observer Scheme Guidelines

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

The Meeting Chair opened the floor for questions.

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

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

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

A member asked what would the status of the report be after the process is complete. Lisa responded that we are not currently planning on sharing the reports with competent authorities.

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

A member asked about berthing and whether members have a choice of which ship is observed. Lisa clarified that each new vessel would have an observer and the others would be rotated on 5-year basis.

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

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

The Meeting Chair asked for any objections to adopting these documents.
There were no objections. It was noted the revisions requested in the discussions would be added to the existing document before finalization.

DEcision: The IAATO Observer Guidelines were approved by members unanimously.

ACTION: 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.

Agenda Item 6. Bylaws and Governance

Agenda Item 6a. Bylaws Committee Report

Amendments to general Terms of Reference for Committees

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

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

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

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

Agenda Item 6aii. Executive Committee voting proposal

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

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

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

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

A third member supported this sentiment.

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

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

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

One member endorsed this proposal

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

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

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

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

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

The vote was done by a show of cards.

YES  23
NO  11
ABSTAIN  6

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

The Meeting Chair asked if the EC is satisfied with such a tight vote and asked if they would like to continue or withdraw the proposal. The EC wished to continue.
The Meeting Chair moved on to open the floor for discussion on the second part of the proposal to allow the members of the EC to vote on the Chair of the committee rather than a vote by the operators.

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

Another member agreed that the members should be able to vote on the EC Chair. A member of the EC agreed with this from the members and the EC decided to withdraw the second part of the proposal.

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

**Agenda Item 6aiii. Meeting Proxy confidentiality**

Terry Shaller reviewed the rationale for these proposed bylaws changes. The changes were shown on the screen and were circulated to members with the meeting papers. The Meeting Chair opened the floor for discussion.

Terry clarified that membership in a committee is with the understanding that members must be a full-time employee of that company. Members offered changes to the language of the proposal, which were shown on screen.

Section N.

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

There was a motion to accept the proposal as shown on the screen and it was seconded. The members adopted the changes to the bylaws as shown without objection.

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

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

The changes to the bylaws education element was reviewed and shown on the screen as also circulated to members with the meeting documents. The Meeting Chair opened the floor for questions. There were none. There was a motion to accept and it was seconded. The members adopted the changes to the bylaws as shown without objection.

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

**Agenda Item 6b. Care & Concern Policy update**

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

**Agenda Item 7.**

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

Lisa Kelley gave an overview of the Whale Strike Proposal, which was delivered to members with the meeting papers. The Meeting Chair opened the floor for discussion.

A member reported back on having trialled the program during the past season. They found no big difference in their operation with the speed limit. A member asked about the known whale strikes and their location. Lisa said they were outside the area in the proposal.
Another member shared their experience with their trial of the program where they found there were a few occasions where it was inconvenient for reaching some landings but overall it seems to have been taken up quite easily.

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

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

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

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

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

- **YES** 36
- **NO** 3
- **ABSTAIN** 3

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

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

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**Agenda Item 9. Antarctic Gateway Committee**

**Agenda Item 9a. Gateway Committee Report**

**Ushuaia**

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

**YPF – Fuel Survey**

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

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

**Other Gateways**

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

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

The Meeting Chair opened the floor for questions.

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

Diana said there had not been any significant improvements.
Regarding activities in the Falklands (Malvinas), she thanked the Falkland Island Tourist board. There is much interest in working with IAATO in the Falklands (Malvinas). She read a letter from the Falklands Islands Government.

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

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

The Meeting Chair opened the floor for questions.

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

**Agenda Item 10. IAATO Code of Conduct**

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

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

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

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

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

He did confirm that they did receive immediate help from IAATO, both the Secretariat and members. He also made sure to emphasize that it is not as simple as just calling either the Chilean and Argentine Coast Guard.

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

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

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

Lisa gave a synopsis of the season’s incidents. (see PPT)

**Agenda Item 10b. IAATO Code of Conduct**

**Proposed Bylaw change**

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

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

The Meeting Chair opened the floor for questions.
A member noted that this is primarily a marine concern and wanted clarification on what members would be voting on. The member expressed concern about Part I of the document.

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

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

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

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

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

YES 42
NO 0
ABSTAIN 0

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

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

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

“Article III: Membership Section L.
All Members, as a condition of Membership, are to participate in and be bound by the IAATO Rules of Procedure of enforcing Compliance and the IAATO Codes of Conduct relevant to their Activities, as adopted.”

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

YES 42
NO 0
ABSTAIN 0

DECISION: The IAATO bylaws changes were approved as presented.

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

Tomas then outlined the lessons learned from the incident:
• Advise people to stay on their feet.
• The ship’s doctor sent pictures of puncture wounds to hospital in Stanley ahead of time so that they could prepare their resources ahead of time. This was a great help to the hospital emergency team.
• Peter Carey gave advice that being taller is safer, i.e., the seals feel threatened if a person is taller so standing would help to keep them at bay.

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

Open Session for Members and Invited Guests commenced.

Agenda Item 11. Managing for Tourism Growth
Damon gave an update on the progress made and work remaining on managing for growth proposals and actions adopted as our “four pillars”. (see PPT)
Agenda Item 11b. "Redefining the Antarctic Experience"

Amanda gave an update on the work done thus far on “Redefining the Antarctic Experience” (see PPT). She also reviewed the proposal to codify guidelines for members’ marketing and PR practices in the IAATO bylaws and showed the changes on the screen and as disseminated to members with the meeting papers.

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

Article II Objectives, Section E
“Members’ marketing and PR related efforts and those of their travel partners and promotional agencies will endeavour to manage the expectations of guests regarding the Antarctic experience in a generally agreed manner.”

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

DECISION: The bylaws will be changed as proposed.

Agenda Item 11c. Database Upgrade and Ship Scheduler Advancements

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

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

The Meeting Chair opened the floor to discussion.

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

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

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

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

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

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

Lisa confirmed that they would.

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

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

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

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

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

Alan confirmed that the Live Ship Scheduler will be a web-based system.
Agenda Item 11d. IAATO Professional Standards
Damon gave an update on how the IAATO professional standards work has progressed. He explained that we reached out to the major operators that work in the Arctic and the Antarctic and the sharing has occurred and we are in the process of developing a straw man to develop this.

Agenda Item 11e. Tourism Growth Management Workshop Proposal
Damon introduced the proposal for another tourism growth management workshop. The proposal was shown on the screen and was posted on the website with the meeting documents.

The Meeting Chair opened the floor to discussion.

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

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

There were no objections, and the proposal was adopted.

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

Agenda Item 12. Regulatory bodies engagement

Agenda Item 12a. Antarctic Treaty Consultative Meeting
Damon gave an overview of the previous ATCM meeting in Argentina and looking forward to the meeting in Prague in July. He noted that five delegates had been sent from IAATO, including three from the Secretariat and two from IAATO operators. He said that IAATO presented potential growth outcomes and that papers concerning unpermitted yachts were submitted as this is a topic of concern for IAATO members. Biosecurity is high priority at ATCM which is supported by IAATO and will be continued to be discussed at the upcoming ATCM meeting in Prague 2019.

Agenda Item 12b. Committee for Environmental Protection (CEP)
Amanda gave an update on the CEP explaining that IAATO is involved in the intersessional groups and is in contact with various stakeholders. Tourism has remained a priority to learn about the environmental impact. There will be a SCAR workshop before the CEP meeting to identify ASPAs and actions to support development of the ASPA system. She noted that a checklist has been developed for future reviews of site guidelines as well as one for existing sites and one for new sites. (see PPT)

Agenda Item 12c. CEP Tourism (Netherlands) Workshop
Damon Stanwell-Smith gave an overview of the workshop and said that it was a productive meeting. A fresh approach was created based on past years of Antarctic Tourism. A lot of discussion around competent authorities applying same standards for all tourist operations and a discussion around new activities and assessment of those such as heli-skiing. There was a discussion on compliance and non-permitted yachts and Russarc was specifically discussed at the meeting. The workshop acknowledged the need for all visitors to the Antarctic – not just tourists – to be made aware of the guidelines.

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

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

Agenda Item 12d. COMNAP
Lisa gave an overview of the COMNAP meeting. (see PPT)

Agenda Item 12e. CCAMLR (IAATO Supporting MPAs)
Amanda gave an overview of IAATO’s participation in the CCAMLR annual meeting. (see PPT)
A member asked if there were any other areas that were being discussed (MPAs).
Amanda responded that in terms of the MPA, the discussions are just beginning.

Agenda Item 13. Supporting Science

Agenda Item 13a. SCAR/IAATO Systematic Conservation Plan (SCP) update
Dr. Jasmine Lee, of Monash University, gave a project overview. (see PPT)
The Meeting Chair opened the floor for questions.
A member asked her what is the best guess of impact on the industry.
The idea with multiple zones is to break up the area for biodiversity and conservation of species, but also retain part for tourism. She explained that we can be collectively frustrated when site prioritization is made without any hard evidence. This project is providing the science behind such prioritization.
A member asked if the research being done by SCAR will help the government agencies to make decisions for the tourism industry.
Bill Muntean, from the US Department of State, noted that all govts will take action for sure and said that the US is very satisfied that SCAR and others are doing the actual research for governments to be able make informed decisions. At this stage, he said, no decisions have been made based on the fact that we all need more information.
Gill Slocum, of the Australian Antarctic Division (AAD), said that they are very happy with the MPA (CEP) work that is being done and this ties into the SCP work nicely.
The South African Department of Environmental Affairs (DEA) also supported the research in their decision making.
A member sought confirmation that the research was mostly terrestrial and this was confirmed.
A member asked if the study was going to be taken down to the actual landing sites themselves, and Jasmine noted that the scale needed to be usable so it would be eventually.
Jasmine confirmed that they have private data from research stations that is being used in this project.
A member asked if Jasmine was asking for IAATO’s assistance (members) in gathering this information and what the chronology is for this project. Jasmine said they have a lot of data and that there are certain deficiencies in biodata, but there is no need to send out more and more scientists to collect data.
We are establishing an advisory group for the SCP project with SCAR. Amanda will circulate an email to let members know how they can get involved.

Agenda Item 13b. COMNAP Fellowship
Damon gave a verbal presentation outlining the COMNAP fellowship.

Agenda Item 13c. Citizen science
Laura Smith gave a presentation on citizen science with updates from the supporting science lunch. (see PPT)
The Meeting Chair opened the floor for comments.
A member asked for a list of the projects and Laura informed members there was a list on the Polar Collective website.

Agenda Item 13d. Environmental Research (Oceanites)
Damon gave an update on the environmental research project that Oceanites will be embarking on to look at the data gathered around penguin populations. It was proposed IAATO contribute $15k to this project.
The Meeting Chair opened the floor for comments.
There was a motion to approve the proposal and it was seconded.
The Meeting Chair asked if there were any objections to adopting this proposal. There were no objections and the proposal was adopted unanimously.

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

**Agenda Item 14. Communications and Education & Outreach Update**

**Agenda Item 14a. IAATO Communications Update**

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

Amanda then updated members on the work of the communications efforts over the past year as well as future projects in the pipeline. She highlighted the work on reputation management for the communications team and the rest of the secretariat as well as the crisis media management plan.

She mentioned work on SAREX with members and MRCCs, collaborations with polar partners in effort to position IAATO as an expert. Communicating the heartbreaking loss of Sophie, Arnaud and Sarah was a big challenge, and we tried to communicate their contribution to the industry.

**Agenda Item 14b. Website update**

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

The Meeting Chair opened the floor for comments.

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

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

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

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

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

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

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

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

**Agenda Item 14c. IAATO Film Proposal/Rationale**

Hayley summarized the proposal for creating an IAATO film.

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

The Meeting Chair opened the floor for comments.

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

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

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

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

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

She said it was important to note that the secretariat gets many requests as to whether IAATO does have a video.
A member flagged a concern that the new website has two meanings and did not think IAATO should be a tourism board and promoting tourism.

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

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

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

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

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

The vote was by show of cards:

- YES 17
- NO 24
- ABSTAIN 1

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

**Agenda Item 14d. Antarctic Ambassadors Update**

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

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

Claudia Roedel presented on the Antarctic Travel Experience project.

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

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

Edda Falk gave an update on the Clean Seas Initiative. (see PPT)

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

The Meeting Chair opened the floor for comments.

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

A member pointed out the importance of sharing lessons learned and best practices in this area. Both working groups have put together a spreadsheet about being green and mitigating the use of single use plastics.

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

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

There were no objections and the guidelines were adopted unanimously.

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

**Agenda Item 15b. Climate Change Working Group Update**

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

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

**Agenda Item 16. UKAHT Update from Port Lockroy**

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

The Meeting Chair opened the floor for comments.
A member suggested that the bookings situation should be streamlined in order to prevent double booking.

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

**Agenda Item 17. Update from New Zealand Antarctic Heritage Trust**

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

**Agenda Item 19. Update from Arctic Expedition Cruise Operators (AECO)**

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

**Agenda Item 20. GSGSSI Update**

Nigel Phillips gave an update on the season.

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

The Meeting Chair opened the floor for comments.

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

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

**Agenda Item 21. Report from Deep Field & Air Working Group**

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

The Meeting Chair opened the floor for comments.

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

Stuart Doubleday supported the initiative of air tracking.

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

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

**Agenda Item 22. Yacht Committee**

**Agenda Item 22a. Report from Yacht Committee**

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

The Meeting Chair opened the floor for comments.

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

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

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

**Agenda Item 22b. IMO: Polar Code II**

Lisa gave an overview of the Polar Code II developments.

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

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

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

The Meeting Chair opened the floor for comments.
A member related his experience dealing with Polar Code I Phase II – the environmental side of the code. Yachts are also subject to this. He said he had consulted with other yachts but none of the other competent authorities had asked for this apart from the UK FCO – the others hadn’t yet addressed this.

Stuart Doubleday of the FCO responded that the Competent Authorities are also a bit frustrated with the fact that the Competent Authorities are not all uniform in their requirements. This subject came up again in the CEP workshop in the Netherlands. He said the UK FCO is having further discussion on this topic as it is also somewhat unclear to them.

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

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

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

We feel this has finally reached a critical point and there are many among us who feel to date this concern has not been taken as seriously as the field staff feel it should be. We wish to raise this concern to a higher level of attention to all the management of all companies.

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

Another real concern that has been created is that new companies coming into the market with multiple vessels will be needing complete teams. Therefore, they are hiring experienced staff away from existing operators at an increasing rate, which is causing operational problems for some of us.

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

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

Agenda Item 23. Marine Committee

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

Mark van der Hulst, Chair of the Marine Committee, gave the committee report of the year’s activities as well as an update on the IMO. (see PPT)

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

The Meeting Chair opened the floor for comments.

A member asked about the COMNAP Asset Tracking System (CATS) and the vessel tracker and whether there have there been any thoughts about how IAATO might be able to link into CATS. Mark noted that the committee had not approached that yet but affirmed that the committee would look into it.

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

**Agenda Item 23c. RPAS for Navigational Use**

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

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

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

There were no objections and the guidelines were adopted unanimously.

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

**Agenda Item 24. IAATO Operations**

**Agenda Item 24a. Field Operations Committee report**

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

Key points she shared were:

1. Standards on every level – field staff, bridge officers, engineers, deck, hotel, etc. are all responsible for these standards being upheld.
2. Communication is more important than ever. Teamwork is not just within your own company but within the entire IAATO community.

**Agenda Item 24b. Emperor Penguin Working Group**

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

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

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

The Meeting Chair opened the floor for comments.

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

Stuart Doubleday, of the UK FCO, confirmed their happiness in the Emperor Penguin Working Group.

Also mentioned the mechanism of making it a specially protected species would be a several year process, and there will be an action plan created in order to accomplish this.

A member brought up the concerns about Search and Rescue that members have in the deep field.

Several years ago we tried to set up a system with the Chilean RCC and have had very little luck. The member would like to push further to get the RCCs to understand that there is another sector in Antarctica.

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

**Agenda Item 24c. Support Material**

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

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

ii. Online Assessment Platforms Update

Lisa gave an update on the online assessment and looking forward. She also informed members that all Observers have to take the new IAATO Observer Assessment. She noted that we are trying to open the assessment platform earlier in the year, if possible. She then thanked Werner Stambach as the administrator of the assessment.

The Meeting Chair opened the floor for comments.

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

Lisa noted that we would take this into consideration.

A member asked what the Observer assessment would look like.

Lisa confirmed that it would be the Expedition Leader exam.

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

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

iii. Polar Field Staff Conference 2019 Update

Erin Delaney gave an update on the conference in September 22-25, 2019. The theme this year is Responsible Field Staff: Risk Assessment, Crisis Management, Environment, etc. She encouraged all members to register at least one field staff member.

The Meeting Chair opened the floor for comments.

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

iv. Proposed Guidelines / Revised guidelines / Advisory Notes

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

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

a. Helicopter Guidelines

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

The Meeting Chair opened the floor for comments.

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

Lisa confirmed this.

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

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

**DECISION: The Elephant Point Site Guidelines have been adopted unanimously.**

c. Ship Scheduler Booking Guidelines and Time Slot Change

Lisa went through the guidelines for operators. The documents were shown on the screen as delivered to members with the meeting papers.

The Meeting Chair opened the floor for comments.

A member asked what happens if Cruise-Only are asked to book a site even if they are only doing a pass through.

Lisa confirmed that Cruise-Only would continue to book as before. It doesn’t block the site from booking.

A member asked about camping, anchorages and landed activities.

Lisa confirmed that members would continue to book as they are now for such activities.

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

**DECISION: The Ship Scheduler Booking Guidelines were adopted as shown on the screen and delivered to members.**

Lisa continued to review the time slots proposal. The adjusted time slots were shown on the screen as delivered to members in the meeting papers. These would be implemented for the coming season.

The Meeting Chair opened the floor for comments.

A member asked about shifting everything to the same local time.

This has to be synched with what the treaty requires. We are looking into having automatic time shift calculations.

Lisa clarified a few points within the guidelines for members:

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

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

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

**YES** 35  
**NO** 1  
**ABSTAIN** 5

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

d. Elephant Seal Weaner Guidelines for Expedition Staff and Crew
Lisa clarified that these will be developed in the off season and will be delivered to operators once they are in their draft form.

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

### e. Revision: Yankee Harbour Site Guidelines

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

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

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

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

### f. Revision: Half Moon Island Site Guidelines

Lisa reviewed the revision of the Half Moon site guidelines.

There were no questions from members.

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

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

### g. Updated: IAATO RPAS Statement

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

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

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

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

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

### h. Revision: IAATO Submersible Guidelines

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

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

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

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**Agenda Item 25. Any Other Business**

**Agenda Item 25a. IAATO 2020 – Providence, RI USA update**

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

**Agenda Item 25b. IAATO 2021 – update**
The process for the selection of the meeting venue for 2021 was outlined and it was announced that
tenders for proposals would be sent to members in June and would be due for return in September.

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

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

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

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

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

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

The IAATO 2019 Annual Meeting closed.
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<tr>
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<th>Operator, Associate, IAATO, Invited Guest, Member Guest, Associate Applicant or Other</th>
<th>Company/Organization</th>
<th>First Name:</th>
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<td>Suzana</td>
<td>Machado D’Oliveira</td>
<td><a href="mailto:osisuzana@yahoo.com">osisuzana@yahoo.com</a></td>
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<td>Operator</td>
<td>Albatros Expeditions</td>
<td>Hans</td>
<td>Lagerweij</td>
<td><a href="mailto:hla@albatros-travel.com">hla@albatros-travel.com</a></td>
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<td>3</td>
<td>Operator</td>
<td>Albatros Expeditions</td>
<td>Michael</td>
<td>Hjorth</td>
<td><a href="mailto:mh@albatros.dk">mh@albatros.dk</a></td>
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<td>Albatros Expeditions</td>
<td>Sören</td>
<td>Rasmussen</td>
<td><a href="mailto:sr@albatros.dk">sr@albatros.dk</a></td>
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<td>5</td>
<td>Operator</td>
<td>Albatros Expeditions</td>
<td>Steven</td>
<td>Dobbins</td>
<td><a href="mailto:sdo@albatros-expeditions.com">sdo@albatros-expeditions.com</a></td>
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<td>6</td>
<td>Operator</td>
<td>Antarctic Logistics &amp; Expeditions</td>
<td>David</td>
<td>Roots</td>
<td><a href="mailto:david.roots@antarctic-logistics.com">david.roots@antarctic-logistics.com</a></td>
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<td>7</td>
<td>Operator</td>
<td>Antarctic Logistics &amp; Expeditions</td>
<td>Michael</td>
<td>McDowell</td>
<td><a href="mailto:mkmcdowell@ozemail.com.au">mkmcdowell@ozemail.com.au</a></td>
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<td>Antarctic Logistics &amp; Expeditions</td>
<td>Peter</td>
<td>McDowell</td>
<td><a href="mailto:Peter.McDowell@antarctic-logistics.com">Peter.McDowell@antarctic-logistics.com</a></td>
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<td>9</td>
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<td>Antarctica21</td>
<td>Diana</td>
<td>Galimberti</td>
<td><a href="mailto:dgalimberti@antarctica21.com">dgalimberti@antarctica21.com</a></td>
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<td>10</td>
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<td>Antarctica21</td>
<td>Mariano</td>
<td>Curiel</td>
<td><a href="mailto:mcuriel@antarctica21.com">mcuriel@antarctica21.com</a></td>
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<td>11</td>
<td>Operator</td>
<td>Antarp ply Expeditions</td>
<td>Ute</td>
<td>Hohn-Bowen</td>
<td><a href="mailto:utehohnbowen@antarpply.com">utehohnbowen@antarpply.com</a></td>
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<td>12</td>
<td>Operator</td>
<td>Arctic Trucks</td>
<td>Emil</td>
<td>Grimsson</td>
<td><a href="mailto:emil@arctictrucks.com">emil@arctictrucks.com</a></td>
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<td>13</td>
<td>Operator</td>
<td>Aurora Expeditions</td>
<td>Robert</td>
<td>Halfpenny</td>
<td><a href="mailto:rhalfpenny@auroraexpeditions.com.au">rhalfpenny@auroraexpeditions.com.au</a></td>
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<td>14</td>
<td>Operator</td>
<td>Aurora Expeditions</td>
<td>Tomás</td>
<td>Holik</td>
<td><a href="mailto:tholik@auroraexpeditions.com.au">tholik@auroraexpeditions.com.au</a></td>
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<td>15</td>
<td>Operator</td>
<td>Cheesemans’ Ecology Safaris</td>
<td>Annette</td>
<td>Bombosch</td>
<td><a href="mailto:annette.polarcollective@gmail.com">annette.polarcollective@gmail.com</a></td>
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<td>Operator</td>
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<td>Cheeseman</td>
<td><a href="mailto:teo@cheesemans.com">teo@cheesemans.com</a></td>
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<td>17</td>
<td>Operator</td>
<td>Crystal Cruises</td>
<td>David</td>
<td>Sinclair</td>
<td><a href="mailto:Dsinclair@CrystalCruises.com">Dsinclair@CrystalCruises.com</a></td>
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<td>18</td>
<td>Operator</td>
<td>Crystal Cruises</td>
<td>John</td>
<td>Stoll</td>
<td><a href="mailto:jstoll@crystalcruises.com">jstoll@crystalcruises.com</a></td>
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<td>19</td>
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<td>EYOS Expeditions</td>
<td>Brandon</td>
<td>Harvey</td>
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<td>20</td>
<td>Operator</td>
<td>G Adventures</td>
<td>Susan</td>
<td>Adie</td>
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<td>21</td>
<td>Operator</td>
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<td>Dion</td>
<td>Poncet</td>
<td><a href="mailto:dponcet@smsp-falklands.org">dponcet@smsp-falklands.org</a></td>
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<td>22</td>
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<td>Juliette</td>
<td>Hennquin</td>
<td><a href="mailto:juliettehein@gmail.com">juliettehein@gmail.com</a></td>
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<tr>
<td>23</td>
<td>Operator</td>
<td>Grand Circle Travel</td>
<td>Ana</td>
<td>Rossi</td>
<td><a href="mailto:ARossi@oattravel.com">ARossi@oattravel.com</a></td>
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<td>24</td>
<td>Operator</td>
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<td>Claudia</td>
<td>Roedel</td>
<td><a href="mailto:claudiaroedel@gmail.com">claudiaroedel@gmail.com</a></td>
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<td>25</td>
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<td>Punta Fernandez</td>
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<td>Hendrik</td>
<td>Meyer</td>
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<td>28</td>
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<td>Hapag-Lloyd Cruises</td>
<td>David</td>
<td>Fletcher</td>
<td><a href="mailto:daviddonaldwilliam@hotmail.com">daviddonaldwilliam@hotmail.com</a></td>
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<td>Ulrike</td>
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<td>Holland America Group</td>
<td>Peter</td>
<td>Carey</td>
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<td>Neve</td>
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<td>Karin</td>
<td>Strand</td>
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<td>Westergaard</td>
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<td>Tudor</td>
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<td>Eric</td>
<td>Phillips</td>
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<td>Latitude Oceane</td>
<td>Ashley</td>
<td>Perrin</td>
<td><a href="mailto:Amperrin@antarcticicepilot.com">Amperrin@antarcticicepilot.com</a></td>
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<td>Merfyn</td>
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<td><a href="mailto:Merfyn@owenclarkeadesign.com">Merfyn@owenclarkeadesign.com</a></td>
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<td>Lindblad Expeditions</td>
<td>Jen</td>
<td>Martin</td>
<td><a href="mailto:jenm@expeditions.com">jenm@expeditions.com</a></td>
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<td>Shaun</td>
<td>Powell</td>
<td><a href="mailto:shaun@expeditions.com">shaun@expeditions.com</a></td>
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<td>Noble Caledonia</td>
<td>Jane</td>
<td>Wilson</td>
<td><a href="mailto:janew@noble-caledonia.co.uk">janew@noble-caledonia.co.uk</a></td>
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<td>Noble Caledonia</td>
<td>Kim</td>
<td>Crosbie</td>
<td><a href="mailto:kim@polhavet.se">kim@polhavet.se</a></td>
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<td>Noble Caledonia</td>
<td>Pamela</td>
<td>Le Noury</td>
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<td>Van der Hulst</td>
<td><a href="mailto:Mark@oceanwide-expeditions.com">Mark@oceanwide-expeditions.com</a></td>
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<td>Aaron</td>
<td>Lawton</td>
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<td>Joao</td>
<td>Franco</td>
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<td>Operator</td>
<td>Pelagic Expeditions</td>
<td>Lara</td>
<td>Novak</td>
<td><a href="mailto:larathesiaustralis@gmail.com">larathesiaustralis@gmail.com</a></td>
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<td>Skip</td>
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<td>Michael</td>
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<td>Polar Latitudes</td>
<td>Hayley</td>
<td>Shephard</td>
<td><a href="mailto:hayley@polar-latitudes.com">hayley@polar-latitudes.com</a></td>
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<td>John</td>
<td>McKeon</td>
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<td>Operator</td>
<td>Ponant</td>
<td>Bruno</td>
<td>Joubert</td>
<td><a href="mailto:bjoubert@ponant.com">bjoubert@ponant.com</a></td>
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<td>Ponant</td>
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<td>Shaller</td>
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<td>Anja Ulla</td>
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<td>Company/Organization</td>
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<td>Paul</td>
<td>D’Annunzio</td>
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<td>Seabourn Cruise Line</td>
<td>Ignacio</td>
<td>Rojas</td>
<td><a href="mailto:irojas@seabourn.com">irojas@seabourn.com</a></td>
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<td>Krysztof</td>
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<td>72</td>
<td>Operator</td>
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<td>Kredel</td>
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<td>SIM Expeditions</td>
<td>Daniel</td>
<td>Kloss</td>
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<td>Operator</td>
<td>Spirit of Sydney</td>
<td>Anita</td>
<td>Speier</td>
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<td>Stoney Creek Shipping Co Ltd</td>
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<td>Patrick</td>
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<td>83</td>
<td>Operator</td>
<td>White Desert</td>
<td>Patrick</td>
<td>Woodhead</td>
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<td>Robyn</td>
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<td>85</td>
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<td>Landau</td>
<td><a href="mailto:denise@landau.com">denise@landau.com</a></td>
</tr>
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</table>

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| 106 | Associate                                                                      | Falkland Islands Tours & Travel Ltd | Andrea   | Clausen  | andreajfliit.co.uk          |
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| 109 | Associate                                                                      | Glander International Bunkering | Petter Christian | Bakke | Pcb@gbunkering.com         |
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| 124 | Associate                                                                      | Silversea Cruises    | Victoria   | Wheatley | victoria@stshore.com        |

IAATO 2019 Annual Meeting - Cape Town 2 of 3
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<th>#</th>
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<th>Company/Organization</th>
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<td>Students on Ice Foundation</td>
<td>Jenny</td>
<td>Baeseman</td>
<td><a href="mailto:jbaeseman@gmail.com">jbaeseman@gmail.com</a></td>
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<td>Sullivan Shipping Services Limited</td>
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<td><a href="mailto:alice@swooptravel.co.uk">alice@swooptravel.co.uk</a></td>
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<td>Associate</td>
<td>The Falkland Islands Company Limited</td>
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<td>Williams</td>
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<td>Associate</td>
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<td>Nichol</td>
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<td>Baserga</td>
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<td>135</td>
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<td>136</td>
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<td><a href="mailto:matt.grimes@vikingscruises.com">matt.grimes@vikingscruises.com</a></td>
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<td>137</td>
<td>Associate</td>
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<td>Garrett-Smith</td>
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<td><a href="mailto:frederique.van.wijngaarden@damen.com">frederique.van.wijngaarden@damen.com</a></td>
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<td>Kershaw, MBE</td>
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<td>De Silva</td>
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<td>Haugen</td>
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<td>Cody</td>
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<td>Stambach</td>
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<td>Olivier</td>
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<td>ASOC</td>
<td>Ricardo</td>
<td>Roura</td>
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<td>Claire</td>
<td>Christian</td>
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<td>Easton</td>
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<td>Valentine</td>
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<td>Chauke</td>
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<td>Mashau</td>
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<td>Devanunthan</td>
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<td>Malaza</td>
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<td>171</td>
<td>Invited Guest</td>
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<td>Sol</td>
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<td>James</td>
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<td>Invited Guest</td>
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<td>Watson</td>
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<td>Invited Guest</td>
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<td>Doubleday</td>
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<td>Andres Marcelo</td>
<td>Scarone</td>
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<td>Invited Guest</td>
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<td>Edgardo Marcelo</td>
<td>Giordano</td>
<td><a href="mailto:rosario.pereyra@ypf.com">rosario.pereyra@ypf.com</a></td>
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</table>
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

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**

**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**

**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

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action Point / Decisions</th>
<th>Tasked to</th>
<th>Action/Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1c</td>
<td>Werner Stambach approved as the meeting chair for IAATO 2019</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>1e</td>
<td>IAATO 2019 Meeting Agenda was adopted</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>1f</td>
<td>IAATO 2018 Minutes were approved</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>3a</td>
<td>FY 2017-18 Finances were approved</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>3a</td>
<td>FY 2018-19 Finance projection was approved</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>3b</td>
<td>Proposal to Reduce Not for Profit membership dues to $250 (w/$1500/person to attend annual meeting) was approved</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>4a</td>
<td>The Proposal for Secretariat Re-Org was approved</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>4b</td>
<td>The 2019-20 Proposed budget with Re-Org costs was approved. <strong>NB:</strong> <em>Budget Item for IAATO Film</em> ($48K) was not approved. <em>This amount to be removed from final budget.</em> (See 14c)</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>5</td>
<td>Albatros Expeditions was approved as a full Operator</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>5</td>
<td>Cookson Adventures and Princess Cruises were approved as Provisional Operators</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>5</td>
<td>Across Latin America, Caissa Tourism Group, Damen Shipyards, Lamai Tours, Mystic Cruises, Pelorus, The Polar Commitment and Pro Fuels were approved as Associates</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>5cii</td>
<td>The IAATO Observer Guidelines were approved</td>
<td></td>
<td>Decided</td>
</tr>
<tr>
<td>5cii</td>
<td>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.</td>
<td>Secretariat</td>
<td>Action</td>
</tr>
<tr>
<td>6a</td>
<td>Marine Committee TORs changes as proposed were approved</td>
<td></td>
<td>Decided</td>
</tr>
</tbody>
</table>
### IAATO 2019
Cape Town, South Africa
Action Points & Decisions

<table>
<thead>
<tr>
<th>Action Points &amp; Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6aii</strong> The first part of the EC TORs changes (to adopt a 3-year term) was approved</td>
</tr>
<tr>
<td><strong>6ii</strong> The EC withdrew its proposal to have the EC members only vote on the Chair of the committee</td>
</tr>
<tr>
<td><strong>6iii</strong> The proposed changes to Article III, Section N concerning members and their representatives (Proxies) were approved</td>
</tr>
<tr>
<td><strong>6iv</strong> The change to the Education Element of the Bylaws (Article II, Section H) was approved</td>
</tr>
<tr>
<td><strong>7a</strong> 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</td>
</tr>
<tr>
<td><strong>7b</strong> 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</td>
</tr>
<tr>
<td><strong>7b</strong> The details of lat/long and geofenced area will be added to this document</td>
</tr>
<tr>
<td><strong>7b</strong> The Secretariat was tasked with developing whale strike research/information</td>
</tr>
<tr>
<td><strong>8</strong> Mark van der Hulst, Robyn Woodhead, Rob McCallum, Robin West and Tudor Morgan were all elected to the Executive Committee</td>
</tr>
<tr>
<td><strong>8</strong> Mark van der Hulst was elected as Chair of the Executive Committee</td>
</tr>
<tr>
<td><strong>10b</strong> Part II of the Code of Conduct was approved and re-named ‘Vessel Code of Conduct’.</td>
</tr>
</tbody>
</table>
## IAATO 2019
### Cape Town, South Africa
### Action Points & Decisions

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

<table>
<thead>
<tr>
<th>Remains and the additional language for commercial use for the 2019-20 season was approved</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>24ivh The revisions to the IAATO Submersible Guidelines were approved</td>
<td>Decided</td>
</tr>
</tbody>
</table>