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**DRAFT MINUTES OF THE XXVI GENERAL ASSEMBLY**  
**World Trade Centre, Rotterdam**  
Monday, 22 April 2024 and Friday, 26 April 2024

**Chair:** *Captain Simon Pelletier, President*

**Participants:** *Refer to Annex 4*

**Session 1: Monday, 22 April 2024**

**1. Adoption of the Agenda**

The General Assembly adopted the agenda for the XXVI General Assembly provided in GA 26/1 (Secretariat) without modification. Members raised no items for inclusion under agenda item 13 (AOB).

**2. Apologies for Absence**

The Secretary-General advised that no formal apologies had been received from Members.

The quorum provisions of clause 12.7 of the IMPA Constitution were satisfied.

**3. Adoption of the Minutes of the XXV General Assembly**

The General Assembly adopted the Minutes of the XXV General Assembly in GA 26/2 (Secretariat), subject to the Secretariat amending paragraph 10.3 to address Australia's request that Captain Peter Dann's contribution be reflected.

The adopted Minutes of the XXV General Assembly are in Annex 1.

**4. Election of Vice Presidents**

The Secretary General informed the General Assembly that:

1. In response to IMPA Notice 987, two nominations for election as Vice Presidents had been received by the 12-week deadline; and
2. Nominations had been received from France (Captain André Gaillard) and the UK (Captain Paul Schoneveld) and circulated in IMPA Notice 994.

The Secretary General invited the General Assembly to elect the candidates by acclamation.

The General Assembly elected Captain André Gaillard and Captain Paul Schoneveld by acclamation as Vice Presidents for 2024 – 2028.

**5. President's Report**

The General Assembly noted the President's address which focused on:

- Safety of pilots on duty, avoiding the unintended consequences of overly pessimistic commentaries on the safety of pilots;



- The roles of IMPA and the IMO and how IMPA can contribute to Members' success when engaging with their national government and stakeholders;
- Threats to the purpose of pilotage, particularly the new concepts of pilotage for technological or commercial reasons; and
- Widening the engagement of Members in the work of the Association; and
- An outlook for 2024.

## 6. **Secretary General's Report**

The General Assembly noted the Secretary-General's report which addressed:

- The work of the Association providing bi-lateral and multi-lateral support to Members, including outputs on diversity and inclusion, amendments to SOLAS regulation V/23, overridable engine power limitation;
- The work of the Association on advocacy for maritime pilots and pilotage in forums, including IMO and IALA; and
- Operational matters, including the role of IMPASEC Ltd, the new IMPA HQ and the changes within the Secretariat.

## 7. **Finance Report**

The Secretary General delivered a report on finances of the finances of the Association which addressed:

- The results of the audit of the Association's accounts for 2022, approved by the Executive Committee at its 91<sup>st</sup> session;
- The unaudited income and expenditure statement and balance sheet for 2023 reported to the Governance Finance and Planning Sub-Committee during the 91<sup>st</sup> session of the Executive Committee and
- The unaudited income and expenditure statement for Q1 2024 (1 January – 31 March) reported to the Governance Finance and Planning Sub-Committee during the 91<sup>st</sup> session of the Executive Committee.

The Treasurer advised the General Assembly of the Executive Committee's decision to increase the membership subscription rate to £73 per licensed pilot in 2025. This represents a 4.1% increase in the membership subscription rate in 2024.

The increased subscription rate (4.1%) is based on the remaining portion of the increase that Members could have received in 2024 based on the Bangkok Formula (8.2%), which the Executive Committee deferred to 2025.

The General Assembly unanimously endorsed the Executive Committee's proposed membership subscription rate of £73 per licensed pilot in 2025.



## 8. IMPA Policies

### 8.1 IMPA Policy on the Use of Reduced Terms of Office for Executive Officers

The General Assembly considered the Executive Committee's recommendation that the Association should codify existing practice on the use of reduced terms of office for Executive Officers, including the proposed policy in GA 26/8 (Secretariat) agreed by the Executive Committee at its 90<sup>th</sup> session.

The General Assembly unanimously approved the IMPA Policy on the Use of Reduced Terms of Office for Executive Officers, which is attached in Annex 2.

### 8.2 IMPA Policy on Reserves

The General Assembly considered the Executive Committee's recommendation that the Association develop a formal policy on the use of its reserves, including the proposed policy in GA 26/8/1 (Secretariat), which the Executive Committee approved at its 90<sup>th</sup> session.

Australia sought clarification on the lower limit of reserves and the periodicity of review based on a difference between the Secretary General's presentation of the policy and the contents of GA 26/8/1 (Secretariat). The Secretary General confirmed that the lower limit and review period would be as stated in GA 6/8/1.

The General Assembly unanimously approved the IMPA Policy on Reserves, attached in Annex 3.

## Session 2: Friday, 26 April 2024

## 9. Country Reports

The General Assembly noted country reports:

- Brazil (Captain Ricardo Falçao), outlining the work done by Praticagem do Brasil to engage with their government and national stakeholders, particularly the outcome of negotiations on a new pilotage law.
- France (Captain Henry Caubrière), outlining the work of Fédération Française des Pilotes Maritimes and the intention of France to host the XXIX Congress in 2030.
- The United States of America (Captain Jorge Viso) expressed appreciation to Members for their response to the collision between the MV DALI and the Francis Scott Key Bridge on 26 March 2024, in particular, the focus of the IMPA fraternity on the well-being of the pilot involved.
- Vietnam (Captain QUACH, Dinh Hung) explained the work of the Vietnam Maritime Pilots' Association. It introduced Da Nang, Vietnam, as the location for the 4<sup>th</sup> Asia Pacific Maritime Pilots' Forum (APMPF) in 2025.



10. **XVII Congress Presentation**

Captain Pasoroan Herman Harianj and the Deputy Chief of Mission of the Embassy of Indonesia to the Netherlands, Mr Panggabean, introduced Bali, Indonesia, as the venue for the IMPA XXVII Congress, 23 – 28 August 2026.

11. **Passing of the Flag**

On behalf of the hosts, Captain Willem Bentinck passed the IMPA flag to Captain Pasoroan Herman Harianje, the hosts of the IMPA XXVI Congress.

12. **Presentation by Brazil**

Captain Ricardo Falção presented a short introduction to Bahia, Brazil, as the venue for the XXVIII Congress in 2028.

13. **Any Other Business**

The General Assembly considered no items.

14. **President's Closing Remarks and Vote of Thanks**

The President closed the XXVI General Assembly by thanking Captain Willem Bentinck and his team at Loodswezen for a world-class event, particularly recognising the contributions of Clarinda van den Bor and Edith van Dort-Scholtes.

The session closed with exchanges of gifts between Member delegations.



**ADOPTED MINUTES OF THE IMPA XXV GENERAL ASSEMBLY**  
14<sup>th</sup> and 17<sup>th</sup> June 2022

Closed Session of the IMPA Conference – Only Members May Attend

1. **Welcome by the President (Completed on Tuesday, 14<sup>th</sup> June 2022)**
  2. **Adoption of the Agenda (Completed on Tuesday, 14<sup>th</sup> June 2022)**  
The agenda was adopted unanimously.
  3. **Apologies for the absence and greetings from around the world (Completed on Tuesday, 14<sup>th</sup> June 2022)**  
Apologies were received from Ireland, Italy, Singapore, Japan, Malta, Morocco and Thailand.
  4. **Minutes of the XXV General Meeting held in Dakar, Senegal, in 2018 (Completed on Tuesday, 14<sup>th</sup> June 2022)**  
The minutes were adopted unanimously.
  5. **Matters arising from the previous Minutes (Completed on Tuesday 14<sup>th</sup> June 2022)**  
None that were not agenda items.
  6. **Election of Executive Officers for the period 2022 – 2026 (Completed on Tuesday 14<sup>th</sup> June 2022)**  
The Secretary General reminded the General Meeting of the decision of the Executive Committee to employ reduced terms of office of 2 years for 3 Vice Presidents. This was notified to Members in IMPA Notice 962 and reflects the need to re-establish the continuity in the Executive Committee intended by clause 8.3 of the IMPA Constitution.  
  
The Secretary General confirmed that as the candidates for President and Senior Vice President stood uncontested, the General Meeting unanimously approved:  
  
Captain Simon Pelletier (Canada) as President of the Association, and Captain Alvaro Moreno (Panama) as Senior Vice President of the Association for the period 2022 – 2026.  
  
Following the election of Vice Presidents, the Secretary General confirmed that, in accordance with IMPA Notice 962:
    - Captain Ricardo Falcao (Brazil) and Captain Adam Roberts (Australia) were elected as Vice Presidents for 4-year terms.
    - Captain Andre Gaillard (France), Captain S.M. Goag (Korea) and Captain Paul Schoneveld (UK) were elected as Vice Presidents for 2-year terms.
  7. **President's Report (Completed Tuesday 14<sup>th</sup> June 2022)**  
The President addressed the General Assembly
  8. **Secretary General's Report (Completed Tuesday 14<sup>th</sup> June 2022)**  
The Secretary General addressed the General Assembly
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9. **Finance Report by Treasurer (Completed Tuesday 14<sup>th</sup> June 2022)**  
Attached as Annex I
10. **Country Reports (Completed on Tuesday 14<sup>th</sup> June 2022)**  
10.1 Erik Dalege reported on developments within EMPA  
10.2 A country report for Argentina was withdrawn  
10.3 Peter Dann and Peter Liley reported on developments in Australia
11. **IMPA Website and Community Hub (Completed on Friday 17<sup>th</sup> June 2022)**  
Eliane Blanch, IMPA Operations and Relationships Manager provided a reminder to Members of the value of the IMPA Website and Community Hub and encouraged Members to actively participate in the community for their mutual benefit.
- In addition, access to the Safety Observation Reporting Tool under the IMPA-SAAB memorandum of understanding should be possible through the IMPA website.
12. **Amendments to the Constitution**  
Members were advised in IMPA Notice 958 of the Executive Committee proposal to amend Article 8 of the IMPA Constitution to provide for reduced terms of office when necessary to establish or maintain the continuity of Vice Presidents intended by clause 8.3 of the IMPA Constitution.
- Following consideration of the proposed amendments to the IMPA Constitution during the 87<sup>th</sup> Meeting of the IMPA Executive Committee, it was agreed to withdraw the proposed amendments pending the preparation of a package of material and consequential amendments to the Constitution, which would be circulated to members 3 months in advance of the XXVI General Meeting in 2024.
- Amendments to the Constitution were withdrawn in advance of the General Meeting and were not considered.
13. **Draft Resolutions and Policy Documents**  
None were tabled for adoption by the General Meeting.
14. **Presentation by IMPA 2024 Hosts (Completed on Friday 17<sup>th</sup> June 2022)**  
12.1 The Netherlands presented Rotterdam and invited delegates to the XXVI IMPA Congress, 21 – 26 April 2024.
- 12.2 Indonesia presented Bali as the Executive Committee approved venue for the XXVII IMPA Congress in 2026.
15. **Closing Comments (Completed on Friday 17<sup>th</sup> June 2022)**  
The President, having received a letter of thanks from Secretary General Kitack Lim relayed its contents to the General Meeting.  
The President thanked Captain Jean-Phillipe Casanova (France), Captain Jason Choi (Korea), Captain Oumar Drame (Senegal), and Captain John Pearn (UK) for their contribution as Executive Officers of the Association.



16. **Any other Business (Completed on Friday 17<sup>th</sup> June 2022)**
  - 16.1 **Award of Honorary Life Membership**

Following the decision of the 87<sup>th</sup> Executive Committee Mr Paul Kirchner (American Pilots' Association) was awarded Honorary Life Membership of the Association.
17. **Presentation of gifts by delegations (Completed on Friday 17<sup>th</sup> June 2022)**

Gifts were exchanged between delegates and hosts.
18. **Vote of Thanks and Presentation of gift to Hosts by the President (Completed on Friday 17<sup>th</sup> June 2022)**

Gifts were also presented to Captain Mario Comacho, President of the Organizing Committee for the Cancun Conference and to Captain Edgardo Ramirez, Vice President of the Organizing Committee for the Cancun Conference.
16. **Closure of Meeting (Completed on Friday 17<sup>th</sup> June 2022)**

President Simon Pelletier declared the XXV IMPA Congress closed.



## IMPA POLICY ON THE USE OF REDUCED TERMS OF OFFICE FOR EXECUTIVE OFFICERS

### Background

The International Maritime Pilots' Association (IMPA) is a not-for-profit professional technical body in consultative status at the International Maritime Organization (IMO) since 1973.

Members elect Executive Officers during the biennial General Assembly. The conduct of elections is addressed in Article 8 of the IMPA Constitution.

Article 8.2 states:

*“The President, Senior Vice-President and five Vice-Presidents shall each be elected at a General Assembly for a 4-year term of office.”*

The purpose of Article 8.2 is to state the term of office of Executive Officers.

Article 8.3 states:

*“On completion of a 4-year term of office, the President, Senior Vice-President and the two Vice-Presidents completing their 4-year terms of office shall stand down and a President, Senior Vice-President and two Vice-Presidents shall be elected. At the following General Assembly, the three Vice-Presidents longest in office shall stand down and 3 Vice- Presidents shall be elected.”*

The purpose of Article 8.3 is to provide a degree of continuity which supports the efficient running of the Association, the retention and transfer of corporate knowledge, and informed oversight of the Secretariat and work of the Association. The intent of Article 8.3 is illustrated in Figure 1.

Executive Officer	1	GA	3	GA	5	GA	7	GA	9	GA
President										
SVP										
VP										
VP										
VP										
VP										
VP										

**Figure 1: The intent of Article 8.3 and the maintenance of partial continuity**

Experience has demonstrated that in case of a delay to a biennial General Assembly or following the resignation of an Executive Officer during their four-year term, strict application of Article 8.2 results in the situations illustrated in Figure 2 and Figure 3.

Figure 2 shows the impact of a delay in holding a General Assembly and the subsequent standing down of all Executive Officers simultaneously. This contradicts the principle of continuity in Article 8.3.

Figure 3 shows the impact of the resignation of one or more Executive Officers and the subsequent possibility of more than the constitutional maximum number (four as provided for in Article 8.3) of Executive Officers changing at the next General Assembly.





Executive Officer	1	GA	3	GA	5	GA	7	GA	9	GA
President	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
SVP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue

**Figure 2: The impact of the conflict between Article 8.2 and Article 8.3 and the loss of partial continuity. All Executive Officers need to stand down at once, ahead of an election, due to an event that delayed the holding of a General Assembly by two years. The dotted red line shows the extended term of office.**

Executive Officer	1	GA	3	GA	5	GA	7	GA	9	GA
President	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
SVP	Blue	Blue	Blue	Blue	Red	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VP	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue

**Figure 3: The impact of the conflict between Article 8.2 and Article 8.3 and the loss of partial continuity. Resignation of one or more Executive Offices and a subsequent election of a new Executive Officer for a 4-year term. The red square indicates the year of resignation.**

This policy shall guide the Executive Committee in considering the appropriate application of Article 8.2 of the Constitution in the event of a delay to a biennial General Assembly or following the resignation of an incumbent Executive Officer during their four-year term.

**Policy**

1. Article 8.3 serves to support the proper functioning of the Association by limiting the total number of Executive Officers, which may change at any General Assembly, and therefore has primacy over Article 8.2, which sets a limit on the term of office of individual Executive Officers when a conflict between the two Articles exists.
2. Following the resignation of an incumbent Executive Officer, Article 8.2 shall not apply to the Executive Officer elected to replace them. The Executive Officer elected to replace an incumbent Executive Officer who has resigned shall be deemed to be the Executive Officer elected by the least number of votes by Members at the next General Assembly, and their first term is not to exceed two consecutive General Assemblies.
3. Following a delay to the holding of a General Assembly, Article 8.2 shall not apply to the terms of office of the three Vice Presidents elected with the lowest number of votes by Members at the next General Assembly. For each of these three Vice Presidents, the first term is not to exceed two consecutive General Assemblies.

**Policy Review**

This policy shall be reviewed every four years.

**Approved:** EC 90

**Next Review:** EC 9



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## IMPA POLICY ON RESERVES

### Background

The International Maritime Pilots' Association (IMPA) is a not-for-profit professional technical body in consultative status at the International Maritime Organization (IMO) since 1973.

Membership subscriptions fund IMPA. The beneficiaries of the work of the Association are its Members, the International Maritime Organization (IMO), the shipping industry and civil society stakeholders in the safety of navigation, prevention of pollution and the efficiency of maritime trade.

### Purpose of Reserves

IMPA may hold reserves for the following purposes:

1. To enable the Association to operate for two years in the event of a significant reduction in membership subscriptions. A significant reduction in membership is considered to be the loss of 50% of membership subscriptions.
2. To enable the Association to procure specific and specialised expertise to identify, assess and make recommendations on action to respond to opportunities or threats to the Association, the Association's objectives, or the interests of pilots and/or pilotage.
3. To enable the Association to act to limit the impact of uncertainty in its costs of operation by securing long-term agreements for services necessary for the proper functioning of the Association.

### Level of Reserves

The level of reserves that the Association should maintain is:

1. Not less than one year of operating expenses (**£550,000**) plus all allowance for consultancy and special projects (**£100,000**)
2. Not more than two years of operating expenses (**£1,100,000**)

Minimum level of reserves is **£650,000**

The maximum level of reserves is **£1,100,000**

### Policy Review

This policy shall be reviewed annually.

**Approved:** EC 90

**Next Review:** EC 92



## LIST OF PARTICIPATING MEMBER COUNTRIES

Argentina  
Australasia  
Bermuda  
Brazil  
Brunei  
Canada  
Chile  
China  
Colombia  
Curacao  
France  
Germany  
Hong Kong, China  
Indonesia  
Italy  
Ivory Coast  
Mexico  
Monaco  
Morocco  
Namibia  
The Netherlands  
New Zealand  
Norway  
Panama  
Poland  
Portugal  
Republic of Korea  
Republic of Ireland  
Spain  
Suriname  
Taiwan  
Trinidad and Tobago  
Turkey  
United Kingdom  
United States of America  
Uruguay  
Vietnam