



Macaé, October 08th 2014

Minutes of IADC meeting, held on the Transocean Training Centre, from 17:00 until 19:00.

Were present at this meeting:

Marcio Martins

Hugh Oliver

Marcelo Drummond

John Guy

Martin Nuttall

Adriana Pais

Barrie Lloyd-Jones

Vitor Thomaz

The following subjects were discussed:

- IADC presentations
- Agenda for the Committee meetings
- IADC Safety Award Celebration
- Late Fees payment strategy

➤ Next two Technical presentations:

October 30th – Subject: Ton-Miles Issues, Drill Line Risk for Operator/Contractor , at Du Lac Hotel Macaé: from 18:00 to 20:00 with Buffet served after meeting

November 27th – Subject: Emergency Preparedness Capability and follow-up presentation on MPD installation of facilities interface. At Petrobras University, 1500 to 1700 hours, followed by Coffee & snacks.

➤ Agenda for IADC Committee Meetings

- 8th October (completed)
- 5th November (Du Lac Hotel)
- 3rd December (Commence process for 2015 Voting, nomination of candidates)
- 14th January (Initiate Voting Process by Electronic and define date for Vote Meeting in Du Lac Hotel before end of January)
- February 11th Confirm 2015 IADC Committee officers and define annual plan

NOTE: Notification to be sent 2 weeks before each meeting with agenda/topic details

➤ Xmas party progress:

- Macaé Prefeitura will not confirm use of Convention Center due to public works commitment. This necessitates alternative venue, up to now the only suitable location is São Leandro, Cantagalo, however the location has not yet been surveyed by Gabarito for size, decoration and additional Tent for Reception.
- Cost of Tickets needs to be R\$650 in order to cover commitments.
- Barry to re-send Sponsor Cost Matrix
- Martin suggested additional Sponsors to be included in a Program/Booklet and for Direct Sponsorship for Champagne reception and Coffee/Liquors table
- Initial cost for rental of São Leandro is considered too high and needs to be negotiated.

➤ Late fees payment

- At present there is +/- R\$75k of unpaid 2014 fees. A communication will be sent by Barry based on list provided by Marcelo. Meeting to be held in Macaé on Monday to define list and communication lay-out.

ACTIONS:

Hugh

- Get in touch with Aker for presentation on Ton Mile Algorithm
- Send summary on the Fire Fight Systems to Marcio and Geovanny (VP Technical Presentation)
- Contact Tent Rental Company in Rio Das Ostras

- Set up a meeting on 29th October at Falk Office 1700 hours with Ventura, Transocean, SBM (To be confirmed), DPC, Petrobras, Falk and Well-Cap. Purpose of meeting to agree agenda and speaker profile for meeting in Rio on 27th November.

- Ask Maria (HR Ventura) for contact for OPÇÃO bus for trip to rio, selling seats for Rio IADC meeting

John:

- Send copy of 2013 IADC Safety Award communication to Martin and Marcio, as a sample for 2014 communication.
- John to visit São Leandro with Gabarito, during visit to negotiate a maximum cost of R\$20k for rental of party space

Martin:

- Get in touch with Bridon for Presentation on Wire Life Cycle Ton-Mile risk management
- Compose a communication letter to send to Rigs to find out how many qualify for Non-LTA award (IADC Rules)
- To get copy of IADC Europe Program Booklet used at end of year party as sample for IADC Brazil
- Check with Advertising company used by Transocean to see cost of Program Design and Printing

Adriana:

- Set up meeting with Gabarito for visit to São Leandro (Measure up and price adjustment)
- Adriana, John and Barry to work on sending out Late Fees Notification, meeting on Monday 13th at Fanendinha 1200 (Hugh unable to attend as offshore Sunday to Wednesday)

Tony Cox:

- Contact Petrobras in Rio for use of University Facility 27th November (1500 to 1700) . Also approval for coffee snack.

Marcelo:

- Provide list of outstanding fees payment for 2014, send to Adriana before 1200 hours Monday 13th October