



Macaé, December 16th 2014

MINUTES OF IADC WORKFORCE DEVELOPMENT WORKSHOP PLANNING MEETING, HELD ON DEC 16TH 2014 1000 TO 1115 AT SENAI MACAE

Present at this meeting:

Luiz Campino Firjan/SENAI
Itamar Alves Junior Firjan/SENAI
Barrie Lloyd-Jones IADC Brazil Chapter
Graham Gall IADC Brazil Chapter
Osni Guaiano Falck Safety Services
Tony Cox IADC

The following items were agreed:-

Workshop dates confirmed as 4 and 5th March 2015.

First day morning sessions agreed (see attached draft agenda)

The Firjan/SENAI auditorium has space for 97 people. It was agreed that the number of workshop participants should be limited to 80. This will be controlled by use of the IADC Chapter notice distribution system.

It was agreed that the breakout session would be 8 groups of 10 people evaluating 4 different SENAI courses – Which courses still to be confirmed.

Firjan would be responsible for simultaneous translation in the auditorium. All presentations are to be available in Portuguese and English. Separate screens are available in the auditorium.

Prior to the break out sessions the planning committee will ensure that two bilingual people are available at each table.

Prior to the break out sessions the planning committee will ensure that one facilitator is appointed to each table. (members of planning committee, IADC staff, and IADC Chapter members)

Buffet, 2 x Lunch and 4 x coffee break for 97 people, to be arranged by IADC Chapter. Barrie Lloyd Jones to obtain quotes. IADC Chapter to source sponsorship to cover these costs.

Firjan/SENAI to provide flip charts and pens for each breakout table (8)

It was agreed that no pre workshop reading material needed to be distributed

The following subjects were discussed but remain open:

First day afternoon session still to be confirmed. Discussion on how to open the breakout session. This will be led by Campino and Graham Gall

Which 4 courses will be evaluated during the breakout sessions. Campino will advise SENAI preference at the next planning meeting

Name tags for participants. It was suggested to use first name only and either numbering or colour coding to identify which breakout group participants will work in.

Target audience – priority is for operational personnel with expertise in the area of the chosen courses (offshore personnel will be required), HR personnel, training personnel, special guests (eg ANP, SEDE, SENAI)

Feedback forms should be used to standardize the information gathered during the breakout sessions. Campino will bring a template to the next meeting.

The event must generate an action list. There must be follow up by both SENAI and IADC to move ahead with this initiative.

Draft Presentations from IADC Houston staff should be provided before the next meeting. One of these should specifically include how to identify/train competency assessors.

Actions:

IADC Chapter to prepare and send out initial notice to the target audience

IADC to obtain Buffet quotes and find sponsorship

Graham Gall to prepare a draft presentation to introduce the breakout sessions. (WHY/WHAT/HOW)

Campino to decide which courses will be evaluated.

T Cox to request draft presentations from IADC HQ

Next Meeting

Agreed for 26th January 1400 at SENAI Macae