 Macaé, February 2nd 2015

**MINUTES OF IADC WORKFORCE DEVELOPMENT WORKSHOP PLANNING MEETING,**

**HELD ON FEB 2nd 2015 1400 TO 1600 AT SENAI MACAE**

**Present at this meeting:**

Luiz Campino Firjan/SENAI

Itamar Alves Junior Firjan/SENAI

Lueny Mynssen Costa Firjan/SENAI

Barrie Lloyd-Jones IADC Brazil Chapter

Graham Gall IADC Brazil Chapter

Tony Cox IADC

**The following items were agreed:-**

Adjustments to the agenda to align with Houston personnel changes, were raised and agreed (see attached draft agenda)

The suggestion from IADC HQ to hold a panel session was discussed and declined.

It was agreed that the first breakout session would be a warm up session based on competencies rather than starting the course evaluations on Day 1.

Timings for Day 2 were discussed and agreed (see attached draft agenda)

It was agreed to allow time for a short presentation by LENEP students to introduce the ENGEP project after the IADC WADI presentation. (see attached draft agenda)

The Firjan safety film will be used for the safety briefing.

Logos to be used for the evnt were discussed. The IADC will use the 75th anniversary logo as this event is being supported by HQ. Campino will request the most appropriate logo from Firjan

Name tags for participants. Campino presented a suggested format. It requires the IADC logo to be added. This was agreed to.

Registration of personnel will be done using the IADC chapter electronic registration system.

On the days of the event SENAI will place additional staff to assist with registration and name tag distribution purposes.

The registration list will be used to define which breakout group personnel will participate in. This will be displayed at reception.

The format for the end of workshop evaluation was presented by Firjan and agreed

The Chapter will be responsible for preparing the banners with sponsors logos, to be used during the event.

Photos and filming of the event will be taken by Firjan. This will remain the property of Firjan but will be shared with IADC.

Campino presented the options of courses which could be considered for evaluation. It was agreed to review existing Hydraulics, Floorman, and Crane Driver courses, and to prepare the course outline for a new pumpman course for use with the equipment being installed at Cambuin.

**The following subjects were discussed but remain open:**

The options of course detail to be used during the course evaluation process was discussed. Out of the material shown neither was considered appropriate, one was insufficient detail, the other was too much detail.

IADC presented the buffet price. It was found to be higher than expectations. IADC to try to renegotiate and find event sponsors urgently.

The Workshop notice is still to be completed and distributed by the Chapter

Presentations from IADC Houston staff. Outline detail has been received covering items specifically requested at previous meeting, but the final presentations remain outstanding.

**Actions:**

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

IADC to obtain event sponsorship

Graham Gall to finalize and translate first breakout session material

Campino to provide the detailed material of the chosen courses to be evaluated. This will need to be in dual language. (see note above re detail)

**Next Meeting**

Agreed for 24th February 1030 at SENAI Macae **.** Additional personnel will be invited to this meeting so they can be briefed on the event program.