



MINUTES OF A MEETING OF THE EFFC EXECUTIVE COMMITTEE

DATE: Friday 22nd June 2018

TIME: 8.30am

LOCATION: Copenhagen Suite, Radisson Blu Scandinavia Hotel Copenhagen, Denmark

PRESENT:

In the Chair	José Candela	President (Spain)
Other Officers	Andreas Kõrbler Fabrizio Leoni Martin Blower	VÖBU (Austria) Trevi (Italy) FPS (UK)
WG/TG Chairmen	Chris Harman David Hard	Contracts WG (UK) Technical WG (UK)
Members	Maurice Bottiau Stig Weis Daniel Perpezat Hans Bliss Andrea Acerbi Jaap Estié Peter Vroom Carlos Vazquez Dejan Lukic	ABEF (Belgium) Per Aarsleff (Denmark) Soletanche Bachy (France) BFA (Germany) AIF (Italy) NVAF (The Netherlands) NVAF (The Netherlands) ARCF/Terratest (Romania) Infra Suisse (Switzerland)
IN ATTENDANCE:	Ciaran Jennings Aimee McDermott	EFFC Secretariat EFFC Secretariat

No	TOPIC	ACTION
1.	Welcome and Legal Compliance Statement	
	<p>José Candela welcomed everyone to the meeting and thanked Stig Weis and Per Aarsleff for the previous evenings meal and their hospitality.</p> <p>A legal compliance statement was made: the purpose of the meeting is to discuss collaboration to address industry issues and not to, in any way, engage in fixing of markets or project pricing.</p>	
2.	APOLOGIES FOR ABSENCE	
	Przemyslaw Nowak (Aarsleff, Poland), Par Land (Zueblin, Sweden), Jindrich Ricica (ADSZS, Czech Republic), Fredrik Asklund (Zueblin, Sweden), Tamás Kaltenbacher (Hungary)	
3.	MINUTES OF THE LAST MEETING	
	<p>a. Executive Meeting (February 9 2018 London)</p> <p>José Candela requested that the AGM minutes are updated to remove Maurice Bottiau as he was not in attendance at this meeting.</p> <p>It was also requested that Karsten Beckhaus send in the numerical modelling video for the website. Chris Harman noted that Bartho Admiraal had several videos of this on a PowerPoint Presentation shown at the EFFC-DFI Rome conference and that it could be worth requesting these for the website.</p>	<p>EFFC Secretariat</p> <p>Karsten Beckhaus/ Bartho Admiraal</p>

	<p>José asked for a list of all FIEC groups in order to work out who from the EFFC should attend each one. Chris Harnan noted that Sue Arundale from FIEC will be attending the AGM in Brussels in October.</p> <p>b. AGM Minutes (October 6 2017 Madrid)</p> <p>Nothing to report.</p>	
ISSUES FOR DISCUSSION		
4. APPOINTMENT OF NEW OFFICERS		
	<p>José Candela informed the group that Olivier Peter of France has left Soletanche Bachy and therefore SOFFONS have let the EFFC know that the next French representative and Officer will be Stéphane Abry.</p> <p>José also advised that Andrea Acerbi will also be stepping down as the Officer for Italy and that the next representative for Italy will be Fabrizio Leoni.</p> <p>José also informed the group that Andreas Kòrbler from Austria will be the EFFC Senior Vice President and Treasurer and take over the Presidency in 2019.</p>	
5. EFFC/DFI		
	<p>a. Conference Review</p> <p>José Candela reported that the EFFC-DFI Conference was a success with good representation with 377 delegates in attendance. He commented on the inclusion of mega projects and how this was a good addition to the conference and that there is likely to be a good financial result with 25% of profits coming to the EFFC. José thanked AIF and Trevi for their support and effort at the conference, with over 100 delegates coming from Italy. José also thanked Maurice Bottiau for his contributions to the conference as a speaker, moderator and organiser.</p> <p>Hans Bliss agreed that the conference was a success and commented that Rome was a good location to use as it attracted a variety of people from all over the world. Maurice Bottiau added to this, noting that the main feedback for the next conference is that location is very important.</p> <p>José Candela noted that Frank Haehnig had proposed to hold the conference every two years, however the EFFC opinion is to keep the conference at every four years. Maurice Bottiau agreed, advising that the amount of work needed to organise the conference could not be carried out in the space of two years.</p> <p>Andrea Acerbi commented that the support from the Sapienza University of Rome was also very important and that it is necessary to consider local support when choosing a venue for future conferences. He added that using a university is a good way to encourage attendance of young professionals and generate the interest of students. Maurice Bottiau emphasised the importance of having strong local support and how this can also help with links to young professionals.</p> <p>b. EFFC/DFI Europe relationship</p> <p>José Candela reported on the EFFC and DFI Europe relationship. He advised that the topic had been discussed in the Officers meeting the previous day, including possible collaboration and limitations between the two groups. José commented that the Officers felt that DFI Europe are a competitor for the EFFC although their organisation and members are different. However, it was noted that collaboration on specific issues, for example BIM, would be useful and should be thought about. José asked the group for any comments.</p> <p>Maurice Bottiau commented that he felt the EFFC and DFI Europe are not really competitors as they are associations as opposed to companies. He did agree that they are two different organisations, however noted that both are active in the same market, trying to improve relationships and stability between members and that there is much to be gained from collaboration.</p>	

	<p>José explained that DFI Europe are competitors of the EFFC in terms of attracting associate members which the EFFC are looking to recruit. Chris Harnan agreed with this point, stating that many people will not have the time to commit to both DFI Europe and the EFFC and will have to choose between the two which could affect attendance of associate members.</p> <p>Hans Bliss advised that the EFFC needs to be an attractive association to encourage people to join as members and attract more attendance to the Working Groups. He suggested that the EFFC communicate with DFI Europe and work out what they have in common, however emphasised the importance of the EFFC concentrating on what they can offer associate members at this time.</p> <p>Jaap Estié commented that NVAF are part of DFI Europe as it is helpful to their market to have personal and company members. He agreed that collaboration could be good and that working together where feasible will strengthen both organisations. Dejan Lukic suggested that if there is a specific project where collaboration can be beneficial to both sides then the EFFC and DFI Europe should work together. Maurice Bottiau agreed and noted that collaboration will be a good way to gain information from other perspectives.</p> <p>It was agreed that the EFFC needs to focus on attracting associate members and that collaboration with DFI Europe should be kept as a possibility on relevant topics to both organisations.</p>	
6.	ASSOCIATE MEMBERSHIP	
	<p>José Candela reported that the Officers had discussed associate membership. He explained that an invitation letter to potential candidates had been reviewed. José advised that the Officers felt the Executive Committee should be able to review any potential candidates. As a result of their discussion, the Officers proposed that the EFFC rules are amended so that:</p> <ol style="list-style-type: none"> 1. The requirement for references from two Full Members is removed as it is unrealistic to expect a company to gain the full approval of two Federations before applying 2. The Executive Committee as well as the Council can approve associate member applications at their meetings. This is as currently only the Council can currently approve AMs and this means they can only be approved at one point in the year. <p>It was agreed these changes should be made and formally approved at the AGM in October. It was also agreed that proposed Associate Members' details should be circulated to the Executive committee so that any objections or concerns can be raised about the suitability of an applying company or organisation.</p> <p>In the mean-time the Executive Committee were happy to move ahead using this process ahead of the formal approval in October.</p> <p>There was some discussion about how Executive Committee comments will be collected and the time frame which will be given. Hans Bliss suggested that if an application is made then an email should be circulated to the Executive committee and comments requested within four weeks. It was agreed that a maximum limit of one month will be given for any comments to be provided regarding prospective associate members. If there are no comments received it shall be assumed that there are no objections.</p> <p>José Candela presented a number of companies that he had spoken to at the DFI/EFFC Conference that had expressed an interest. It was agreed these would be circulated among Members for review and the invitation/ application letter will be sent to them assume there are no objections.</p>	EFFC Secretary/All
7.	WORKING PLATFORM CERTIFICATE INITIATIVE- OBJECTIVES & PROJECT SCOPE	
	<p>The President reported that this topic had been presented at the DFI/EFFC Conference in Rome, where it had attracted a great deal of interest. He explained that Jim De Waele had presented on the topic, although the EFFC did not participate formally as the organisation was not ready at that point.</p> <p>He explained that the UK, Netherlands and Sweden are currently using the Working Platform Certificate scheme but that a way to push improved quality of working platforms</p>	

	<p>within the EFFC is required. José advised that the decision is needed to push this topic forward and that the current proposal is to create a Task Group to deal with this in collaboration with the H&S Working Group.</p> <p>He noted that Jim De Waele is willing to lead this group as he has a lot of experience on Working Platforms within the UK. José emphasised the need for the H&S WG to be included in the new Task Groups work.</p> <p>Dejan Lukic agreed that the decision to form a Task Group was the right one and that the issue had been discussed a lot in the H&S WG. He noted that a lot of different stakeholders will be involved so a Task Group will be a good way to gain input from different people. Dejan advised that the biggest issue will be fitting the initiative into existing national frameworks and that the EFFC should think about this when attempting to implement the scheme. He believed that a minimum acceptable standard should be looked for, rather than looking to impose the maximum solution that the WP certificate scheme represented.</p> <p>The President noted that it is not possible for the EFFC to force a solution and he could see that for example in Spain the initiative would take a different form. However, it is important to have the experience of different Members to develop national solutions.</p> <p>There was some discussion about the initiative and how it will be implemented. It was noted that not all countries are currently at the same level and that a common tool or approach needs to be implemented. There was a consensus that contractors will be reluctant to pay for working platforms as they are largely not acknowledged as a cost. However the safety issue is seen as being a key means to promote the importance of a good platform.</p> <p>Hans Bliss emphasised the need for communication and education to alert contractors to the need for safe working platforms. He compared the initiative to the Carbon Calculator and noted it can be used as a tool submitted to any tender. Dejan noted that this is not just a technical standard issue but also one of commercial, health and safety, and market culture.</p> <p>The Executive committee approved the new Task Group. José Candela requested that Ciaran Jennings contact Jim De Waele about starting the group. Dejan Lukic requested that members submit any information regarding current certification, if any, used in their countries.</p>	<p>EFFC Secretary/ All</p>
<p>WORK OF THE FEDERATION</p>		
<p>8.</p>	<p>REPORTS OF THE WORKING GROUPS</p>	
	<p>José Candela emphasised the importance of the Working Group reports.</p> <p>Chris Harnan explained that at the previous meeting it had been decided that he would Chair the new Sustainability WG and step down as Chair from the Contracts WG. He advised that the new Chairman will be Federico Trevisani and the Vice President will be Wim Claesen, taking effect from the next meeting. There was a consensus from the Executive that this decision was a good one and that approval was given.</p> <p>a. Health & Safety Working Group</p> <p>Jaap Estie reported on the work of the Health and Safety WG as Martin Sonnberger was unable to attend. Jaap explained that the group were focusing on the Mutual Recognition of Rig Drivers. He advised that they will be having two meetings, in July and August, in Hamburg to prepare a first draft for a theoretical and practical knowledge check.</p> <p>Jaap also explained that the group's collaboration with ISHCCO on safety coordination on site has continued and that Mr Obermaier had presented on his organisation and what they do. It was noted that this collaboration will continue and members from ISHCCO will be invited.</p> <p>Jaap noted that the Polish federation have made a video about a falling piling rig which can be found on the EFFC website (https://www.effc.org/safety_corner/test-sc-report-articles/). He also noted that the Rig Safety Standard EN16228 is being amended</p>	

currently and the group are following the developments.

Jaap commented that the attendance at the previous meeting had been good and that a representative from most member countries had been present. There was some discussion about the need for a minute taker at the WG meetings, however it was concluded that there is not room in the budget for this and that someone attending each meeting should be able to take notes and feedback to the Executive and other Working Groups. The need to effectively track the work of the Working Groups was emphasised.

b. Technical Working Group

David Hard reported on the Technical Working Group. He advised that the last meeting had been in Lisbon and that 16 people had attended.

David explained that Eurocode 7 is being re-written and that part 3 is of key interest to the EFFC. He advised that this will be released for comment later on in the year. David emphasised the importance of the National Federations returning comments as there is only one chance to do so. He also noted that it is important for the EFFC to make comments as they are coming from the perspective of contractors who will actually be using the Eurocode. David explained that currently it is only possible to comment as a country, however advised he will be speaking with Andrew Bond, the Chair of EC7, to see if the EFFC can comment as a whole which will allow for more direct impact on Eurocodes.

David relayed that the testing standards for Grouted Anchors have been released for vote. He noted that until this standard is implemented it is not possible to design to Eurocodes as this standard will be the first of its kind. David advised that The International Federation for Structural Concrete (FIB) have decided to write a document for recommendations for Ground Anchors systems which will not link to Eurocodes. This will be an international document although the TWG want there to be some link to Eurocodes.

David reported that the Technical WG are working on a guidance note on water tightness of diaphragm walls and secant pile walls, focused on what should and should not be done. He noted that this will start by gathering the available material within Europe to create a simple piece of guidance. This will be circulated for review once complete.

There was some discussion about the number of Technical WG meetings that take place as they only happen once a year. David explained that the group generally splits into smaller task groups focusing on individual topics so therefore meeting more than once a year is unnecessary. Maurice Bottiau emphasised the need for communication between meetings for each group, however agreed that being in smaller groups will lead to more being achieved.

c. Tremie Concrete Task Group

Chris Harnan reported that the new Tremie Concrete Guide Edition 2 was launched in Rome in June. He advised that the latest version is identifiable by the "June 2018" on the inside cover.

Chris explained that the format of the new version is similar to the first edition but has been enhanced in every section. He emphasised the importance of section 5 for EFFC members. He noted that the R&D report developed with Missouri University and the Technical University of Munich is now available on the website and gives the basis for where the target values come from. Chris advised that a key message from edition 2 is that flow table results do not give as good a consistency or correlation as the slump flow curve. It was found that slump flow gives the best result for yield stress. Chris noted that this result was positive as it was once thought that a lot of equipment would be needed for these calculations when the results have shown a simpler method is more effective.

Chris explained that he has visited sites where this is the only slump flow velocity testing being done and that it is working successfully. He noted that tables 1 and 2 in section 5.3 are important as Table 1 gives suitable tests for Tremie Concrete and what is tested and Table 2 shows recommendations for testing Tremie Concrete. Chris highlighted that the table shows target values are +/- 40 and that when ordering concrete, it should be in the range of 400-550 depending on the work being done. Chris advised that Appendix A describes each advised test in detail.

Chris also explained that another big addition to the new Tremie Guide is the numerical modelling works done with Swansea University and London University. He noted that the results show numerical modelling is worth doing however its downside is that the modelling takes 3 weeks to run on a computer.

Chris highlighted that there has been very good liaison with corresponding members and academic partners, plus the DFI members involved, and that in his view the collaboration has been very positive. He hoped that the Guide will help solve problems being faced in the industry in regard to Tremie concrete.

José Candela congratulated Chris and the Tremie Concrete Task Group on the publication of the Guide and emphasised the need for members to transmit this to their national federations and clients for use. Hans Bliss noted that the Task Group will now dissolve, and the Tremie Concrete Guide should be covered in Technical WG meetings.

All

d. Support Fluids Task Group

Chris Harnan reported on the Supports Fluid Task Group. He advised that Edition 1 of the Supports Fluid Guide is in progress and that the group are hoping for it to be published by the end of the year. He noted that this group is another effective collaboration between the EFFC and the DFI.

Chris explained that one of the big problems with the guide is solving the recommended acceptance values for support fluids as there are conflicting views between technicians and contractors. He added that there is a lack of data to base the polymer acceptance values on which makes defining the values at this point a difficult task. Therefore, Chris explained, edition 1 will summarise every specification that can be found in existence globally which can then be published by the end of the year.

Chris advised that the group will call for sponsors, similarly to the Tremie Guide, and, with the same sort of numbers, the aim is to carry out a very detailed 2-year data acquisition plan in Europe and the US. This plan will involve two people who are independent with extensive experience visiting sites and finding out what is being done on the ground then comparing this to the quality of the end product. Chris noted that the US are far more used to using polymers which will provide a lot of polymer data. This research will present a unique view of what is currently being done with support fluids.

Chris presented an invitation letter for sponsors that Sabine Darson has been working on and that had been circulated to the Task Group for comment. Martin Blower suggested that an executive statement is added to the top of the letter to summarise what is being asked for as the current letter details this at the very end after all information is given. There was some discussion about how the research will be financed and what sponsorship will cover. Chris advised that the investigation will be covered by the sponsorship and that he is open to solutions for the financial breakdown.

e. Contracts Working Group / Sustainability WG

Chris Harnan reported on his final Contracts Working Group meeting. He explained that the group had discussed FIEC and looked into the ECO and TEC priorities and the importance of how the EFFC relates and integrates with FIEC. Chris advised that the FIEC priorities appeared difficult to understand if meetings haven't been attended and that discussion with Sue Arundale, the TEC secretary, is needed to better understand what these groups are hoping to achieve. Chris noted that this is important for the EFFC to ensure they are taking part in relevant groups. He requested that someone volunteer to act as a coordinator with FIEC as this would be helpful to ensure meetings are attended.

José Candela mentioned that he had spoken to Wim Claesen the previous day about being a possible link for the EFFC to FIEC as he is based near Brussels. Maurice Bottiau advised that he will discuss this with Wim and report back to the group. It was also noted that Sue Arundale has been invited to the EFFC AGM in Brussels in October to discuss FIEC.

Chris reported that the Contracts WG had also discussed Fair Payment and Retention Schemes. He explained that as a result of long discussion the group came to a decision that, subject to Executive approval, a survey would be carried out to investigate issues related to retention and payment within the EFFC and how prominent the scheme is.

	<p>Martin Blower commented that Early Payment Schemes are becoming an issue within the UK, with some contractors operating them using an arrangement fee with a bank to access money early on the basis of a loan.</p> <p>Chris advised that the group had also looked at the EFFF Risk Register and found that it did not currently need updating. This is to be reviewed at the next meeting.</p> <p>Chris explained that Peter Vroom and Jaap Estie had incorporated the EFFF standard conditions with the Level 3 conditions into one document. He noted that there was some debate about what the document was and how it could be used. This will be discussed further at the next meeting.</p> <p>Chris informed the group that the Sustainability Working Group will have its first meeting on 25th September in Paris. He noted that the first meeting will involve the group discussing its aims and planned works. Chris requested that members support the group and direct any interested volunteers to the EFFF Secretariat for more information.</p>	All
9.	MUTUAL RECOGNITION OF RIG OPERATOR QUALIFICATIONS	
	<p>Hans Bliss presented on the Mutual Recognition of Rig Operator Qualifications Task Group. He reported that at the last meeting it had been decided to have an EFFF Rig Driver Licence. Hans explained that the EFFF are attempting to implement this because each member country has its own regulations and when drivers work cross-border they are often re-tested despite being fully qualified for the job. Having an EFFF licence will make it easier for these drivers to work cross-border.</p> <p>Hans advised that the group want the EFFF to have a common standard. He noted that there is still a need to find training centres for this and set the criteria for testing rig drivers. Once the scheme has been mapped out, approval from National Federations and Health and Safety bodies will also need to be gained. Hans stated that the next Task Group meeting will be on the 8th and 9th July in Hamburg and will map out what the group wants to achieve in what time frame.</p> <p>Jaap Estié advised that he has a meeting arranged with a contact from the European Crane Drivers Licence team who will be able to advise on how they implemented a similar scheme throughout Europe which would help progress the EFFF Rig Drivers' Licence.</p> <p>Martin Blower advised that the UK has an industry accredited scheme for Piling and Crane Rig operators and that the formal training standard is underwritten by the CITB and CPCS. He proposed that a member of these bodies attend the Task Group meeting. Stig Weis noted that Per Aarsleff have a similar scheme which involves training and certification and has been invested in by several companies. He proposed sending a member of this to the Task Group meeting.</p> <p>There was some discussion about the timeframe of the project, which countries and language training will take place in, and how National Federations/ Bodies will get to approve the scheme. Hans Bliss advised that the project is still in its early stages and that answers to these questions will come in time once the steps of the Task Group have been mapped out.</p>	
10.	RIG SAFETY STANDARD- EN16228	
	<p>Daniel Perpezat reported on the work for the revision of the Rig Safety Standard EN 16228. Daniel reported that at the end of the previous presentation the final pending point had been on guarding on drill rigs. He explained that the group have split up to form smaller committees which are more specialised and efficient. They are focusing on several different topics; integral mechanised rod handling, external mechanised rod handling, tag based detection and anchor rig drills.</p> <p>Daniel also explained that there will be an enquiry in September and that written comments and a written proposal or amendment will need to be made. He noted that the deadline for amendments has passed and that now comments will have to go to the revision process. Daniel advised that there is now a choice between revising the standard or asking an arbitration committee to negotiate the amendment.</p> <p>Ciaran Jennings commented that there has been some opposition in the UK regarding lowering the guard height. Ciaran explained that in the UK the authorities can only enforce</p>	

	<p>to the level of a standard and that reducing the guard height will cause problems. Ciaran asked why this decision had been made.</p> <p>Daniel explained that the decision was made as a result of much discussion by the committee and that the FPS had not responded in the right way to oppose the reduction. He advised that the FPS send a member to the next meeting to discuss the issues the UK has with the change in guard height. Ciaran agreed that an FPS member will be in attendance.</p>	
11.	SUSTAINABILITY WORKING GROUP	
	<p>The Sustainability Working Group will have its first meeting on Tuesday 25th September. A recruitment email is to be circulated by the EFFC Secretariat and members are asked to promote this to their federations.</p>	
	FUNDING	
12.	FINANCE	
	<p>a) Financial Statement</p> <p>Ciaran Jennings explained that the EFFC spending is tracked throughout the year against the budget. This is divided into two parts- general expenses for the running of the Federation which come from membership subscriptions and include fixed costs for running the secretariat and other charges, and special project subscription levy which is for specific initiatives within the EFFC.</p> <p>Ciaran reported that currently costs are in line with expectations however meeting costs are a bit higher than usually budgeted. This may balance out due to the decrease in secretariat travel costs for the meeting held in London.</p> <p>Ciaran noted that the Tremie Guide fund is not budgeted within one year as it is effectively a 4 year project. He advised that an invoice is expected from the Technical University of Munich for the R&D report but that once all other expenses are paid out for this the Tremie Guide fund should have a surplus of about €4,000/5,000. Ciaran also noted that the DFI kept their Tremie guide expenditure separate from the EFFC so as not to incur any currency charges.</p> <p>Maurice Bottiau inquired as to what the surplus will be used for and if this could go towards the Support Fluids guide. Hans Bliss commented that the money has come from sponsors for the Tremie Guide and therefore may not be fair to use on another project. There was some discussion about this and the need to find a way to deal with the surplus.</p> <p>José Candela noted that the budget still needs to be updated to reflect the results of the EFFC-DFI Rome Conference. Ciaran Jennings advised that under the conference budget there was an EFFC management fee of €5,000 however this was based on 300 delegates and the conference attracted 377 delegates so an increase in this amount may be expected. It was explained that clarity on this will come once Theresa Engler has the final conferences numbers.</p> <p>José Candela explained that he had received an email from the Polish federation who had been issued a membership subscription invoice with amounts they had not agreed on. They had asked if the way the fee is calculated could be changed. Hans Bliss commented that it is impossible to find a fair way to calculate a fee based on authoritative market size data, although the topic has been discussed many times. José asked that the Polish invoices be amended to the agreed amounts of €5400 for 2017 and €6300 for 2018.</p> <p>Dejan Lukic explained that every time the Swiss Federation have to pay an invoice in a different currency they are charged by the bank. He requested that they receive once invoice a year and pay their subscription in one amount. Ciaran agreed with this request and advised members that if they would like to receive their invoice at a specific time of the year he is happy to arrange this.</p>	
13.	ANY OTHER BUSINESS	
	EFFC Website	

	<p>José Candela reported that the EFFC website has recently been discussed and that there is a need for members and working groups to send in more content for publication. José also advised that the 'Gallery' section of the website needs to be amended as there are several images that do not open. It was noted that it is vital for the website to look good, particularly as the Federation is trying to attract associate members.</p> <p>Hans Bliss inquired how many logins to the members' area are currently being used. Ciaran Jennings advised that there are logins for the three Working Groups, one for each National Federation and one for each Officer. Hans emphasised that as many people as possible should be viewing the website and using the content available. There was some discussion about the members' area and who has access to it. It was decided that the National Federation log in for each member could be used for anyone within the Federation and that the Secretariat would check if it is possible for a log in to be used more than once at a time.</p> <p>Working Group Presentations</p> <p>It was advised that the Working Group presentations are expected to include information on their relationships with external bodies, Working Group activities and contribution to the EFFC website.</p> <p>Maurice Bottiau asked if it was possible to get the Working Group presentations in advance of the meeting so that members have time to prepare questions for the group. This was generally agreed by the group and it was requested that the presentations be sent out prior to the Executive meeting in future.</p>	
15.	NEXT MEETING	
	<p>- AGM 5th October 2018- Brussels, Belgium</p> <p>Hans Bliss agreed that the Executive meeting for February 2019 can be held in Germany. Dates to be confirmed during the AGM in October.</p> <p>José Candela advised that there had been some discussion about the June meeting in 2019 taking place in Hungary. Ciaran Jennings was asked to approach the Hungarian Federation regarding this.</p> <p>The AGM in October 2019 will take place in Austria. Andreas Korbler is to check dates and report back.</p>	<p>H Bliss</p> <p>EFFC Secretary</p>

Issue/Project	Task	Responsibility
Tremie Guide	<ul style="list-style-type: none"> Send numerical modelling videos to Secretariat to Secretariat Send Tremie Guide presentations from Rome Conference to Secretariat Members to disseminate the second edition within their industry. 	<p>B Admirall K Beckhaus Secretary</p> <p>All</p>
Associate Membership	<ul style="list-style-type: none"> Review suggested companies and raise any objections of comments by 31 July Invitation letters to be sent to AMs once feedback received. 	<p>ALL</p> <p>EFFC Secretary</p>
Working Platforms	<ul style="list-style-type: none"> Contact Jim De Waele to initiate work on the Task Group. All to provide details of any required certification used currently nationally. 	<p>EFFC Secretary</p> <p>ALL</p>
Executive Meeting dates	<ul style="list-style-type: none"> Date to be proposed for February 2019 meeting in Germany Hungarian Federation to be approached about possibility of June meeting 	<p>H Bliss</p> <p>EFFC Secretary</p>