Tugmasters Training Executive Group (TUGTEG)

Minutes and Terms of Reference

1. Introduction

The Nautical Institute (NI) is a recognized international representative body for maritime professionals involved in control of sea-going ships and with an interest in applied nautical science. Its purpose is to promote high standards of knowledge, qualifications and competence both afloat and ashore. The Institute is registered as an NGO and has a consultative status at IMO. Due to its constitution and independence, the Institute does not have conflicts of interest with the majority of the maritime representative bodies; as a result, the Institute is chosen by industry bodies and regulators to manage training schemes on behalf of the industry.

The Institute’s scheme already is the recognized learning route to becoming a qualified Dynamic Positioning Operator (DPO) and has run the training scheme since 1982. The Scheme is managed for the benefit of the industry by The Nautical Institute and includes the DPO certification criteria, certification processes, and the accreditation of the training providers.

The institute also provides accreditation services in partnership with Maritime Coastguard Agency (MCA) UK for Oil Spill Response and International Association of Drilling Contractors (IADC) for Ballast Control. The Institute is accredited under the ISO 90001:2008 Standard.

In 2013, the Institute was approached by the International Tugmasters Association (ITA), with the purpose of developing in conjunction with ITA and other industry stakeholders, an international and standardised Tugmaster Training Scheme.

In December 2013, the Institute facilitated an initial meeting to discuss the need and possibilities to develop such scheme internationally. Industry bodies were invited and the follow associations attended:

- The Nautical Institute (NI)
- International Tugmasters Association (ITA)
- UK Maritime Coastguard Agency (UK MCA)
- British Towage Association (BTA)
- International Harbourmasters Association (IHMA)
- European Tugowners Association (ETA)
- International Association of Maritime Institutions (IAMI)
- IMPA represented by the UK Marine Pilots Association
- National Workboat Association (NWA)
- Oil Companies International Marine Forum (OCIMF)

In this meeting, ITA presented their main concerns in relation to training worldwide, especially in the less develop countries, diversity of tug vessels and costs implications for not having standard training throughout the industry.

MCA explained the reasons they developed the Voluntary Towage Endorsement (VTE) in conjunction with NWA. According to them, the VTE was mainly developed for those who become tug masters through the National Vocational Qualification (NVQ) route. MCA also explained the difficulty to have an international standard made mandatory by the European Commission or the IMO and pointed the fact that industry is more self-regulated nowadays.
The European Tug Owners Association advised that they are not in favour of developing the training standard as vessel’s owners are responsible to train the masters and check their competence. According to ETA, the owners already put a lot of investment in training their crew and it takes over 18 months to complete this training.

IMPA said that it would be P&I and Charters who would require this qualification/certification and training onboard of the vessels to guarantee the safety of the operations.

In relation to this, OCIMF, who was not present at the meeting, but addressed their views over the phone to the NI, expressed that they would like to see an international scheme being developed. Whilst they acknowledge that there may be different training schemes around the world, they would like to see an international training scheme developed for Tugs that work on the same consultation basis as DP, with views of all different stakeholders. They thought it is important to have a verification of knowledge and skill in place that can be done by an independent body and detached from shipowners.

Regarding knowledge, ITA mentioned that it is difficult to find colleges with people who have the right skills and knowledge to be able to teach others. There are not training provider that deliver training with quality around the word and the lack of proper training, make people to not feel confident to take their job at first time to operate a tug.

After some other discussions, the group acknowledged that their executive board members would have to be consulted, and there was a consensus during the meeting that the international training scheme should be developed.

The Nautical Institute agreed to develop Terms of Reference for the group to present to their executive boards and to circulate a list of possible stakeholders for consultation if they wish to be involved in this project.

TERMS OF REFERENCE

In order to ensure that the Scheme meets current and future industry needs in a changing environment, the Tugmasters Training Executive Group (TUGTEG) shall be established to facilitate communication and input from a broad range of stakeholders. The Group is a pan industry forum of training providers, industry representative organisations and professional associations who have a remit or interest in Tugmaster training.

TUGTEG seeks to make decisions on a consensus basis and to implement actions to improve The Tugmasters training scheme and maintain its high standards. This includes certification criteria, competency, training support and the promulgation of best practice in tugmasters training. It shall be self-funded by raising fees from accredited training providers, and shall meet at least once a year.

Once the group is established, it shall be approved by the NI Executive Board. TUGTEG will have the authority to develop, review and revise the tug training scheme. TUGTEG should recognise that the Scheme may affect the reputation of the Institute and therefore the group shall be accountable to the NI Executive Board for the decisions it makes, reporting to the NI EB through the NI Professional Development (PD) Committee, normally being represented in this process by the TUGTEG Secretary (see para 4 below). Wherever possible, the NI EB will refer decisions back to TUGTEG to be reconsidered if it has concerns about the basis on which the decision was made or the effect it may have on the Scheme or The Nautical Institute. However, the NI EB reserves the right to modify or overturn a decision of TUGTEG, taking note of the advice of the PD Committee, where it considers the professional standards and/or reputation of the Institute are being put at risk. Consequently, it will be advisable not to promulgate policy decisions to the industry until after they have been reviewed by the NI EB.

2. Role of TUGTEG
The remit of TUGTEG is to develop and revise when necessary the tugmaster training scheme and to evaluate its effectiveness in providing the Towage industry with competent tugmaster Operators. In so doing, TUGTEG will provide advice on the management of the Scheme, and a key responsibility of all its members is to promote and, where necessary, defend the standing of the Scheme in the best interests of the industry and the reputation of the Institute. The developments within the towage industry must be considered in the context of changes within the maritime industry and regulatory environment as a whole. The review, development and evaluation will include:

- Accreditation standards for training providers
- Training course syllabus / content
- Training delivery / methodologies
- Training technologies
- Entry level requirements
- Scheme learning outcomes
- Assessment criteria
- Tugmaster Operator's knowledge, understanding & proficiencies (KUP)
- Certification criteria
- Quality Assurance

TUGTEG will seek to facilitate the exchange of information and liaison regarding Tugmasters Operator training with:

- Maritime administrations
- Government bodies
- Professional, industry organisations and trade associations
- Training providers
- Individual companies
- Individual Tugmaster Operators

3. TUGTEG Composition

TUGTEG membership may comprise a representative from organisations in the following categories:

- The Nautical Institute
- Training providers (see Note 1)
- Relevant industry representative and professional organisations (see Note 2)

Note 1: The training providers should be organised into 3 Regional Training Provider Groups (RTPs – Asia, Europe and America). Each of these groups provides a representative to the TUGTEG meetings and operates a correspondence network. Each group meets at least annually to discuss issues relevant to the Scheme, make proposals to TUG TEG, and share best practice with other members of the group.

Note 2: Wherever possible and relevant the proposed members in this category should have international standing. They are:

- International Tugmasters Association (ITA)
- UK Maritime Coastguard Agency (MCA)
- British Towage Association (BTA)
- National Workboat Association (NWA)
- International Harbourmasters Association (IHMA)
- European Tugowners Association (ETA)
- International Association of Maritime Institutions (IAMI)
- International Maritime Pilots Association (IMPA)
- Oil Companies International Marine Forum (OCIMF)
- SIGTTO
- International Association of Ports and Harbours
- International Marine Contractors Association (IMCA)

Additions to the membership may be made when and if considered appropriate on the basis of recommendations from TUGTEG to the NI Executive Board whose decision shall be final. Prospective new members should apply to TUGTEG through the Secretary and should include at least the following information:

- Membership and governance structure of the organisation
- Involvement in Towage operations
- Knowledge and expertise being made available to TUGTEG

It is expected that one representative from each TUGTEG member will attend each meeting in person or via electronic media. At the discretion of the Chairman, other relevant personnel may be invited to attend a meeting as observers and/or to make a presentation on a particular subject. These additional attendees will not be entitled to a vote.

4. TUGTEG Administration and Meetings

The Chairman of TUGTEG will be a senior representative of The Nautical Institute with relevant experience who will be selected and elected through the Institute’s governance process. He/she will be supported by the NI Accreditation Manager acting as the Secretary to TUGTEG. The Institute personnel will also be supported by a Technical Advisor who shall be a member of the Institute. The Secretary and Technical Advisor will be non-voting members of TUGTEG.

Where consensus on a proposal cannot be reached a vote of the members present, in person or electronically, or as provided prior to the meeting in writing by those absent may be taken on the basis of one member one vote. In the event of a tied vote, the Chairman may exercise a casting vote. The Minutes shall record the result of such votes and shall indicate any members in disagreement with the decision.

The Secretary to TUGTEG shall be responsible for the preparation of the Agenda for each meeting in consultation with the Chairman and members. The Agenda and supporting Papers should be circulated to members at least 5 weeks in advance of the meeting. It is therefore important that members wishing to propose Agenda items should contact the Secretary at least 6 weeks in advance of the meeting and supply any supporting Papers at that time or by the circulation date of the Agenda.

The Secretary shall be responsible for preparing the Minutes of the meeting, agreeing them with the Chairman, and circulating them to the members within a reasonable timescale (usually 2 weeks) after the meeting. The members of TUGTEG will be invited to provide any amendments to and their confirmation regarding the accuracy of the Minutes prior to their circulation to and reporting at the Institute’s PD Committee which will advise the Executive Board.