



**UT-STC**

**TRUNG TÂM ĐÀO TẠO VÀ  
NGUỒN NHÂN LỰC HÀNG HẢI**  
*MARITIME EDUCATION AND HUMAN RESOURCE CENTER (UT-STC)*

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**Minutes BOM meeting Monday August 13th 2007**

**14.00 hrs Meeting room UT**

**Present :**

- Mr. Erik Hietbrink, General Director UT-STC
- Mr. Tran Canh Vinh, Member BOM UT-STC
- Mr. To Van Long, Vice General Director UT-STC
- Mr. Martijn Hendriks, Project Manager UT-STC

**Agenda :**

1. Opening
2. Minutes last BOM meeting June 20<sup>th</sup>
3. Operational affairs :
  - 3.1 SNTG ( visa, Cayman Island, selected first years ( classes, schedule), uniform )
  - 3.2 MPC ( BSc., CoC, TRB )
  - 3.3 Seatrade ( BSc., CoC, TRB )
  - 3.4 NSA ( selection, number students/cadets)
  - 3.5 Wagenborg ( selection, number students/cadets)
  - 3.6 Training Record Book ( Vietnamese, UT-STC, accreditation)
4. Management :
  - 4.1 Upcoming selections, visits, contracts ( Norway, Holland, Indonesia )
  - 4.2 Contracts 2007-2008
  - 4.3 General cooperation / contacts UT vs. UT-STC
  - 4.4 Progress maritime education at UT ( 5 yr to 4 yr )
  - 4.5 Cooperation with Vina-STC
  - 4.6 Use simulators by UT
  - 4.7 Labour export in/after 2009
5. Questions, remarks, items to be discussed, etc.
  - 5.1 Holland Days 2007 and STC-group
  - 5.2 School fee UT
  - 5.3 Future developments UT – district 2 and 12
  - 5.4 New office UT-STC
  - 5.5 New employees UT-STC
  - 5.6 Documents for / communication to BOM members

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Minutes of last BOM meeting are passed and accepted.

### 3.1 SNTG

US visa is still not solved, no progress since last meeting, mr. Vinh informed that there is a new ambassador for the US in Vietnam and there are meetings and contacts scheduled by MFA with the US embassy/consulate and the visa is on the agenda.

Apart from this, the UT and the UT-STC should re-issue an updated letter to the US embassy/consulate regarding this matter, explaining once again the situation.

Cayman Islands accreditation : official letter by Vinamarine to Cayman Island will be issued stating that, since Vietnam is IMO white listed, no further documents will be issued; additional information can be obtained via IMO and Cayman Island Authority are welcome to visit Vietnam regarding this matter.

UT and UT-STC at this stage leave all further actions up to SNTG and Cayman Island authority.

### 3.2/3.3 MPC/SEATRADE

For both contracts the cooperation, communication, scheduling and planning with the UT are important. Both Seatrade and MPC scheduled boarding of cadets for the end of August. Given the initial information as received from UT, that the 5<sup>th</sup> year students (both marine engineering and navigation) will have completed their exams, etc. by the end of June this would give no problems. Now we are faced with a very tight schedule due to the fact that exams, thesis, etc. are not completed in time ( this of course apart from the students who failed for their exams).

UT-STC will make an inventory of encountered problems and will feed-back this to UT.

### 3.4 NSA

Contracted students will largely increase if US visa problems are solved.

Selection scheduled for October 23/24 for 24 5<sup>th</sup> years and 14 cadets.

### 3.5 Wagenborg

They will select a total of 115 students through all academic years. Selection details not yet arranged.

When selecting such a large number, the question raises to change the structure of the contract ( is now USD 1000,- per academic per student), e.g. less annual fee for the 1<sup>st</sup> and 2<sup>nd</sup> year and higher fee for the 5<sup>th</sup> year. This also encourages the shipping companies not to select only 5<sup>th</sup> years or cadets.

### 3.6 TRB

Awaiting accreditation of the ITF / UT-STC training record book, we will give the cadet 2 TRB's : the Vietnamese as required and the ITF / UT-STC one.

### 4.1 / 4.2 Upcoming contracts/market

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Indonesian junior officers upgrading for Anthony Veder Rederijzaken, a Dutch shipping company specialized in the transport of liquefied gas. 6 persons starting on October 15<sup>th</sup> for 8 weeks until December 7<sup>th</sup>.

Negotiations/contacts with more Dutch/European shipowners are on its way.

#### 4.3 Contacts UT-STC and UT

( see also 3.2/3.3) : UT-STC will make an inventory of encountered problems and will feed-back this to UT.

The outcome of briefings with cadets ( coming back from sea) with regard to shortcomings, missing subjects, area's of improvement both at UT-STC and at UT, will be forwarded to UT.

#### 4.4 Progress maritime education at UT

For Marine Engineering a new 4 year curriculum is implemented, more emphasize on English. For Navigation still existing the 5 year curriculum but "under construction" to reduce.

#### 4.6 Use simulators by UT

To further promote the use of the UT-STC simulators the following fee is assessed for the use of the simulators:

Bridge simulators :

1. for UT-students only : USD 250.- per day ( based on 100 days per year)
2. for MTC contracts : USD 500.- per day
3. for external / third parties : USD 1,050.- per day

Cargo / ER simulator : USD 125.- per day.

The possibility to ask a small contribution from the UT students is to be considered.

#### 4.7 Labour export / owners repr.

UT-STC will be SNTG owners repr. as from January 2008, contracts are to be finalized by Erik. More alike requests are expected ( MPC ).

A future maritime labour pool is still considered, construction not yet fixed.

UT teachers / staff serving on board ships to obtain experience is explained by mr. Vinh, possible extension to UT-STC contract parties are considered.

#### 5.1 Holland days

Organised by the Dutch consulate in HCMC on October Friday 19 – 23.

STC Group will be main sponsor of the event. More details will follow.

#### 5.2 School fee UT

Rumours that the school fee for students UT will be doubled are based on a rejected proposal.

#### 5.3 Developments UT

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UT-STS

Mr. Vinh will keep UT-STS informed about the construction in district 12.

#### 5.4 New office UT-STS

Underway, new office expected to be operational within 2 weeks.

#### 5.5 New employees UT-STS

In the case of contracting former UT employees, UT management should be properly informed in advance, to avoid misunderstanding as now with the appointment of Mrs. Nhan.

UT-STS will make an organisation structure with tasks and responsibilities ("who is who and who is doing what").

#### 5.6 Documents to BOM

UT-STS will issue a 3 months financial report to the BOM members. Such report (contents, format, etc.) to be issued via approval of General Director.

Starting with first issue as per October 1<sup>st</sup>. Mr. Long will inform Mrs. Anh accordingly.

Agreed Minutes of the meeting of the BOM of Aug 13<sup>th</sup>, 2007

Mr. Erik Hietbrink, Chairman BOM

Mr. Tran Canh Vinh, Vice Chairman BOM



Mr. Nguyen Van Thu, Member BOM

Mr. Erik Hietbrink, General Director

