



Minutes
of the Members' Meeting
of the Drilling Contractors Association
(DCA)
on February 12, 2020 in Oldenburg

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Place: Oldenburg, Hotel Wöbken

Time: February 12, 2020, 3.00 p.m. till 04.00 p.m.

Participants: see list of attendance

Item 1 Welcome, ascertaining the quorum and approval of the minutes of the members meeting in 2019

The executive secretary of the DCA, Mr. Quante, opens the members' meeting and welcomes the board and the members present. Mr. Quante notes that the meeting was convened in accordance with the statutes by letter dated 09.01.2020 and that a quorum is present at 46 of 119 member companies (79 participants). In the following the agenda for today's meeting is presented first. There are no proposals for amendments. The agenda is approved unanimously. Subsequently, the minutes of the members' meeting 2019 are presented and unanimously approved without any changes.

Item 2 Report of the board

Item 2.1 President's report

Mr. Stoelinga welcomes the participants of today's meeting, especially the companies admitted since the last members' meeting in 2019. At the beginning of his speech Mr. Stoelinga asks for a minute's silence for the ex-president and honorary member Hermann Lübbers of Beermann Bohrtechnik, who died in October after a long and serious illness, and for Jürgen Hecht of Prime Drilling, who also died in October last year.

Mr. Stoelinga will then pay tribute to 20 years of membership in the DCA. The following companies are honoured:

- Beermann Bohrtechnik GmbH
- Herrenknecht AG,
- Moll-prd GmbH & Co. KG and
- Prime Drilling GmbH.

Furthermore the executive secretary of the DCA, Mr. Dietmar Quante, is honoured for more than 20 years of successful work in the association.

Mr. Stoelinga then reports on the one hand that a total of two regular and seven associate members joined the DCA in the 2019 financial year:

Regular members:

- UAB „Dividus“ (Lithuania)
- Schenk AG Heldswil (Switzerland)

Associate members:

- Adviesbureau Schrijvers (Netherlands)
- Digital Control GmbH (Germany)

- Giftge Consult GmbH (Germany)
- International Drilling Services LTD. (UK)
- Sirius-ES Deutschland GmbH (Germany)
- Spibo Spielhoff-Bohrwerkzeuge GmbH (Germany)
- x-plan schnau engineering (Germany)

On the other hand, the Company China Petroleum Pipeline Bureau as a regular member and with the companies John Lawrie Tubulars, Geo-log Ing.gesellschaft mbH and Clear Solutions Int. as associate members left the DCA. As of 31.12.2019 a total of 119 member companies were thus in the association.

Mr. Stoelinga also states that a total of seven board meetings were held in the past year, five of which were held at the office in Aachen, one in Oldenburg and one in Utrecht. In this context, Mr. Stoelinga would like to thank his colleagues on the board and the management for their work in the past year.

Mr. Stoelinga then gives a brief overview of the activities carried out in 2019. These include first and foremost:

- Execution of the DCA members' forum on the topic "HDD-small scale drilling" with 18 participants from 13 member companies (Aachen, 04.02.2019)
- Execution of training courses according to GW 329 at the Bohrmeisterschule in Celle (period: 06.01.-29.01.2019)
- Implementation of the seminar on the drilling fluids - Handling of HDD drilling fluids and laboratory practical training (18.02.-22.02.2019)
- Holding of the 2019 members' meeting in Oldenburg with 41 of 112 member companies (93 participants)
- Participation in the 33rd Oldenburg Pipeline Forum (two lecture blocks with a total of six lectures, DCA booth Drilling Saloon, raffle)
- Participation in the site manager course at Tracto-Technik, 13.03.2019
- Participation in the 17th Trenchless Engineering Conference in Krakow, including lecture
- Participation in the ISTT conference in Florence (30.09.-03.10.2019) incl. lecture
- Implementation of the 24th annual congress in Krakow on "HDD smart & green" with 145 participants (16.-18.10.2019)
- Participation in the 18th Ditch Witch Barcelona Customer Event in October 2019; unfortunately the participation had to be cancelled due to the funeral of honorary member Hermann Lübbers
- Execution of the further education event according to GW 329 in Kassel, Germany (10.12.2019)
- Continuation/conclusion of three task groups on "Disposal of drilling fluids" (TG1), coating quality (TG2) and revision of the technical guidelines (TG3)
- Launch of task group 4 "Digitisation"
- Implementation of training courses in the Netherlands
- Continuation of public relations work

At last year's Oldenburg Pipeline Forum, as in the past, two HDD lecture blocks with three lectures each took place. Mr. Schnau and Mr. Stoelinga had taken over the technical moderation for this. Mr. Stoelinga thanked all speakers who contributed to the success of the event. The lectures were traditionally well attended and the DCA Drilling Saloon was as always well frequented. The HDD-Game was successfully contested by Franz-Josef Kißing.

Looking back on the 24th DCA Annual Congress in Krakow in October last year, Mr. Stoelinga states that with 145 participants, the meeting was again very well attended. He thanks the sponsors of the meeting. These were the member companies:

- Heads Ltd.
- PPI Chrobok and
- ZRB Janicki.

A special highlight of the event was the lecture by Prof. Dr. Radermacher from the University of Ulm on the topic "The World in 2050". He talked about the international energy and climate crisis and presented possibilities of methanol economy and soil improvement to close the carbon cycle. The content and style of the lecture, which was in keeping with current climate events, was very inspiring. Two detailed articles on this topic are printed in the last issue of the newsletter.

Environmental protection was also one of the aspects discussed in the parallel workshops. The first dealt with electrically operated drilling rigs. Here it became clear that the electrical rigs are apparently more interesting economically for the large drilling technique, although long-term experience with fully or partially electrical equipment is missing. In the second workshop „new trenchless techniques linked to HDD-technology, the trenchless pipe-laying methods currently available on the market and encountered in the HDD process were presented and discussed. The level of knowledge of the participants was very different. Nevertheless, advantages and disadvantages compared to the HDD method could be worked out. Some methods, such as Microtunneling or Direct Pipe, are suitable as a stand-alone method for a wide range of applications, while others represent a method modification for special applications. The participants suggested to create a comprehensible overview of the available processes and their specifics. In the course of the discussion in the second workshop, it quickly became clear that there is still a considerable need for clarification and information on this topic among the members. The topic was then set as a guiding theme for the Members' Forum in Aachen in early 2020.

Mr.Stoelinga further explained that the parallel implementation of two workshops with the same content, one in German and one in English, was very well received by the participants, even though the spontaneous decision of several participants to take part in the other workshop resulted in a lack of space in the rooms, which did not have a negative effect on the atmosphere.

Mr.Stoelinga explained that the evaluation of the questionnaires with regard to organisation, congress contents, simultaneous translation, length of the annual congress and congress documents were in the "very good" to "good" range. When asked about the type of event to be chosen for the Thursday afternoon at the next event, about 37% of the participants voted for workshops, followed by about 31% of the participants for lectures. This was followed by the panel discussion with approx. 17% and the construction site visit with approx. 15%.

All in all, the event and the supporting programme in Krakow were judged to be very successful and the exchange of experience in particular was rated very positively. The lectures and workshops were also well received.

Mr. Stoelinga continues to report on the 18th Ditch Witch Customer Event in Barcelona, which unfortunately took place on October 25, 2019. This same day the funeral of Mr Lübbers took place, and most board members paid their last respect, making it impossible to be in Barcelona. The event however was as always very well attended. About 350 participants from Europe and non-European countries could be welcomed. The DCA would

like to thank the Ditch Witch Company for the invitation and will hopefully be able to participate again in 2020.

The advanced training event "Steuerbare horizontale Spülbohrverfahren" according to Worksheet GW 329 on 10.12.2019 in Kassel, which this year was organized and led by Vice President Marco Reinhard, was again extremely well attended with 112 participants and was very well received, too. The event will take place again in 2020 at the usual location.

Mr. Stoelinga continues to report on the courses held at the Bohrmeisterschule Celle in spring 2019. In addition to the mud seminar, which took place on two dates, a total of 35 participants were trained in the courses according to GW329 (Supervisor, site manager and equipment operator).

On 13 March 2019, the site manager seminar was also held at the company Tracto-Technik in Lennestadt. This was very moderately attended with only 9 persons. This year's seminar in March 2020 will take place under the title "Subsoil description for HDD projects - DIN 18324". Mr. Stoelinga will take over the conference management from DCA-side. Dr. Donie will give a technical lecture on the topic "Subsoil/homogeneous areas". Further lectures will be contributed by Moll-prd and AMC. According to Tracto-Technik, there are currently already 20 registrations, and the trend is rising.

Within the scope of the training courses in the Netherlands, 14 participants (equipment < 40 t) and 7 participants (equipment > 40 t) successfully completed the training as drillmaster.

Mr. Stoelinga also explains that the DCA has continued its activities in the three task groups. He refers to the reports of the individual departments under Top 2.2. In addition, a new task group was set up on the subject of "digitization".

Finally, Mr. Stoelinga reports that last November the board held a two-day closed meeting in Utrecht in the Netherlands to prepare the content of the 2020 financial year and the events that were planned, including the Members' Forum in Aachen, the anniversary celebrations in Brussels and the 25th DCA Annual Congress in Bonn.

TOP 2.2 Reports from the areas of responsibility (current DCA projects)

In the following, current projects from the year 2019 are summarized and explained:

TOP 2.2.1 Large scale drilling

Mr. Khemiri, since the members' meeting 2019 official representative for large scale drilling technology in the DCA, reports on his participation in the 17th Trenchless Engineering Conference in Krakow last June. Mr. Khemiri represented the DCA at the event and gave a presentation on a HDD project from the large diameter drilling technology. Further lectures were initiated in the context of the annual congress in Krakow on the topic of large diameter drilling technology. A main focus of the work in 2019 was the preparation of the workshops at the annual congress in Krakow on the topics "Electrically operated drilling rigs" and "New trenchless techniques in the field of HDD technology".

As mentioned above, HDD large scale drilling technology played an important role in both topics. Last but not least, Mr. Khemiri refers to the editing of chapter 10 in the Technical Guidelines, which was originally intended to be carried out by him and Mr. Stone. Due to the changes at HDI in the meantime, Mr. Khemiri has been promoted to the management, this part will be taken over by Mr. Reinhard, who has already had first discussions with Mr. Stone.

TOP 2.2.2 Small scale drilling technology

Mr. Khemiri explained that Mr. Reinhard had fallen ill at short notice and that he would give a short talk on this topic in his absence. The topic of HDD small scale drilling technology was intensively discussed in the past year within the DCA member forum. The results of the forum were presented in advance at the last members' meeting or printed in the newsletter June 2019. An important result was that by far the largest part of the requirements in the DCA guidelines apply to both large and small drilling technology. Furthermore, as already mentioned, it was determined that chapter 10 of the technical guidelines, which deals intensively with the project-specific requirements for HDD, requires a complete revision. Mr. Reinhard and Mr. Stone would currently take care of the revision as described and report on the status in the next newsletter (see status report on working group 3 in the last issue of the newsletter, December 2019).

Mr. Khemiri also reported that the topic of small-scale drilling technology continued to be in the focus of the annual congress in Krakow. Mrs. Silke Goldschmidt from the company WBW had given a very striking lecture on the topic "Small-scale drilling technology - every day a new challenge", which was very well received by the participants and led to intensive discussions. Mr. Khemiri and Mr. Stoelinga appeal at this point to the members, especially to the companies from the small-scale drilling technology, to become more involved in the work of the DCA in the future, analogous to Mrs. Goldschmidt.

Finally, it was mentioned again that in 2019 two new members joined the DCA in the field of HDD small drilling technology, the company UAB "Dividus" from Lithuania and the company Schenk AG Heldswil from Switzerland.

TOP 2.2.3 Extraordinary members

Mr. Stoelinga explained that Dr. Jaguttis unfortunately also fell ill at short notice and therefore took over this agenda item. Dr. Jaguttis has initiated Working Group 4 "Digitization" after initial start-up difficulties. In the following, Mr. Stoelinga gives a short overview of the current situation:

With the participation of rig manufacturers, users and engineering offices, a DCA recommendation on this topic will be elaborated in the working group. Subject of the recommendation are, besides a compilation of all relevant process data, standards for their transmission and recording. At the beginning of the task group, the members discussed the state of the art as well as expectations of users and manufacturers with regard to future developments. Beyond the HDD field of work, the topic is becoming increasingly important and is currently also being dealt with by the VDMA and its partners with a further focus on construction machinery. The task group will be seeking contact here to discuss the possibilities of exchange or cooperation.

TOP 2.2.4 Training and further education

Mr. Schnau reports that the mud seminar at the Bohrmeisterschule Celle will unfortunately not take place this year due to a lack of participants. It is planned to revise the offered topics until next year and to adapt them if necessary. There are also inquiries from the members for a course in English language.

With regard to the training courses in Celle according to GW 329, Mr. Schnau noted that the course contents of the training courses were redistributed after Mr. Gerhard Herrmann left. Mr. Kruse, Mr. Gottschalk, Mr. Schnau myself also Mr. Himmerich (Veenker) and the BMS itself took over parts of the lectures of Mr. Herrmann. The number of participants of about 50

persons in the courses this year was very pleasing, which gives hope for the future. A total of 60 examinations were taken in the three areas, of which 57 were passed successfully.

Furthermore Mr. Schnau reports that during the courses in the Netherlands at the company Deltares a total of 6 participants in the large drilling technique and 16 participants in the small scale drilling technique have passed the training.

With regard to the ongoing task groups that are taking place under his direction, Mr. Schnau explains as follows:

Task group 1: Disposal of fluids from HDD drillings

As already reported in the last newsletter, task group 1 has completed its work. The final report has been submitted and sent to the members of the DCA via member info. In the meantime, an English version of the final report has been prepared and internally reviewed. The final version was sent to the members at the beginning of January 2020, first by mail, later as hardcopy.

Task group 2: Coating quality

In task group 2, which is in the final phase of processing, further meetings have taken place in the meantime. Among other things, a further meeting was held in Aachen at the office in a large group, where the current draft of the final report was discussed in detail. The processing of the report will require some more appointments in 2020. The next coordination meeting in Aachen is planned for mid-March.

TOP 2.3 Report of the treasurer

The profit and loss account 2019:

The profit and loss statement for the 2019 fiscal year carried forward by Mr. Muhl shows a surplus of approximately € 1,500.00. The difference in the amount of the surplus compared to the planned budget of around €7,800.00 is mainly due to the additional costs incurred for the annual congress.

Balance sheet 2019:

Taking into account the annual surplus, the association's assets can be stated at approx. € 214,645.00. The outstanding receivables from members as of 31.12.2019 amount to approximately € 5,385.00. The cash balance amounts to a credit balance of around € 205,220.00. The credit balance serves as a reserve in case of declining membership numbers. Finally, the cash situation can be classified as stable.

TOP 2.4 Report of the cash auditors

The cash auditors Mr. Himmerich, Dr.-Ing. Veenker Ing.gesellschaft, and Mr. Mücke, Beermann Bohrtechnik GmbH, report on the cash audit they conducted this morning at the tax consulting firm Wald und Finkeisen in Oldenburg. There were no objections for the 2019 fiscal year. The cash auditors attest that Mr. Muhl has kept the accounts properly and used the funds appropriately and thank him for his work.

TOP 3 Exoneration of the board

On behalf of the members of the DCA, Mr. Mücke thanks the Board of the DCA and the management for their successful work in the past business year and submits a motion to

discharge the Board. The motion is accepted without any dissenting votes and without abstention.

TOP 4 Financial year 2020

TOP 4.1 Tasks and objectives

Mr. Stoelinga announced that the previous objectives of the DCA will continue to be actively pursued in the future. In particular, the European idea of the association shall be focused even more strongly. After the successful introduction of two representatives of the DCA in Spain and Italy, further representatives, especially in Northern and Eastern Europe and in the UK, will follow. International trade fairs in Europe will continue to be visited. With regard to the financial year 2020, Mr. Stoelinga explains the planned activities below:

- Execution of training courses according to GW 329 at the Bohrmeisterschule in Celle in Jan/Febr. 2020 (training has already taken place)
- Implementation of the DCA Members' Forum, event already took place on 23.01.2020 in Aachen with 23 participants from 17 member companies; 2021 if necessary in English language
- Implementation of the DCA Members' Meeting 2020
- Participation in the 34th Oldenburg Pipeline Forum on the subject of "Pipes and Cables - Pipes for a modern infrastructure" (two lecture blocks, DCA stand, 13-14.02.2020)
- Continuation and, if possible, conclusion of the task groups "Coating quality" and "Revision of the Technical Guidelines"; a Spanish version of the Technical Guidelines is being prepared by DCA member Catalana de Perforacions
- Support of the advanced training course HDD site manager at Tracto-Technik by the DCA (technical management, lecture on the topic "foundation soil/homogeneous areas, on 18 March 2020)
- Implementation of the anniversary event "25 years DCA" in Brussels on 07.05.2020
- Implementation of the 25th annual congress in Bonn/Königswinter (7.-9.10.2020)
- Participation in the 19th Ditch Witch Customer Event in Barcelona (16.10.2020)
- Information event "Controllable horizontal directional drilling methods - advanced training event according to worksheet GW 329" in Kassel (10 December 2020)
- Awarding of the DCA Sponsorship Award 2020
- Introduction of further DCA representatives
- Intensification of training courses in the Netherlands
- Publications/Newsletter
- Revision of the structure of the DCA-homepage with establishment of a member area
- Sales of technical guidelines and quality management
- Further publications in bi-Umweltbau and other magazines
- Member recruitment in European countries

TOP 4.2 DCA-Members' Forum, Aachen

In the following Mr. Stoelinga gives a short review of the DCA Members' Forum in Aachen. The DCA Members' Forum with the topic "New trenchless techniques in the field of HDD technology" was very well attended by 23 participants from 17 member companies at the end of January. At the last annual congress in Krakow in October, the DCA held a workshop on "New Trenchless Techniques in the Field of HDD Technology", in which intensive discussions were held with the participants on the fields of application of the methods as well as on the advantages and disadvantages compared to the classical HDD technology. In addition to the above-mentioned points, the application limits and costs of the individual

methods were also discussed. The methods compete with HDD in the field of large- and small-diameter drilling technology and are a supplement to the classical construction method. In the course of the intensive discussions, the necessary technical knowledge for the users was discussed and answers were found to the question, which methods can reasonably complement the offer of the HDD companies. However, it quickly became clear that due to the limited time frame of the very well attended workshop, there is still a need for further clarification and information among the members.

These questions and other issues were discussed in the very informative members' forum. Excerpts from the results will be printed in the next newsletter. Mr. Stoelinga explained that efforts are being made to offer this forum in parallel in English in 2021.

TOP 4.3 25 years DCA, galaevent in Brussels

Mr. Stoelinga presents the plans for the 25th anniversary of the DCA, which will take place in Brussels on 07.05.2020. In the Renaissance Hotel Brussels a contingent of 50 rooms for the participants is available. Room reservations can be made directly through the hotel via an internet link. After lunch at the hotel, a visit to the nearby European Parliament is planned, followed by a guided tour of the House of European History or the Parliamentarium. The visit and the guided tour will be accompanied by Mrs. Sabine Verheyen, long-standing Member of the European Parliament. The visit to the EU Parliament is limited to 80 participants.

Afterwards the association invites to a festive evening event in a venerable place in Brussels. The keynote speaker on this evening will be the honorary member of the DCA, Hans Ringers.

The invitations will be sent to the members at the beginning of March. When asked by the participants of today's meeting, about 20-30 people spontaneously agreed to participate in Brussels. The accompanying persons of the participants are also cordially invited to the event.

TOP 4.4 25th DCA annual congress in Bonn/Königswinter

Furthermore, Mr. Stoelinga pointed out that the 25th DCA Annual Congress will be held in Bonn/Königswinter from 7 to 9 October 2020. The congress topic is "Pipe to Cable". The lectures and workshops will deal with the expansion of broadband and the energy turnaround, among other things. Lectures will be acquired on cable laying (keyword Südlink), among other things. Proposals for lectures, especially on interesting HDD projects, can be submitted to the office immediately. Deadline 30.04.2020.

As every year the DCA is looking for sponsors for the annual congress. Companies interested in sponsoring the congress should contact the board or the management of the association.

TOP 4.5 Budget 2020

For the year 2020, income of € 247,510.00 and expenses of € 263,000.00 are planned. The increased expenditure includes a special budget for the 25th anniversary celebrations in Brussels amounting to € 20,000.00. The planned deficit of € 15,490.00 is covered by reserves. Proposals for changes were not formulated. Mr. Muhl then applied for approval of the presented budget. The motion is accepted without abstention.

TOP 5 Election of the cash auditors for 2020

Mr. Quante thanks the auditors Mr. Himmerich and Mr. Mücke for their work. Mr. Jörg Himmerich is standing for re-election for the election as first auditor. Mr. Himmerich is elected unanimously. He accepts the election.

Mr. Timo Mücke stands for re-election for the election of the second auditor. Mr. Mücke is unanimously elected. He accepts the election and is now the second auditor. Mr. Günter Kruse, LMR Drilling GmbH, stands for election as substitute cash auditor. He is elected unanimously. He accepts the election.

TOP 6 Miscellaneous

There were no requests to speak.

Finally, Mr Stoelinga thanked the participants for their participation in today's event. He invites to the interesting lectures and to the DCA Drilling Saloon at tomorrow's IRO and closes the ordinary members' meeting of the DCA at 4 p.m. At the end of the Members' Meeting there will be a reception followed by the traditional dinner.

Aachen, April 09, 2020



Minutes:

Dietmar Quante
Executive Secretary



Jorn Stoelinga
President