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RINA

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THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Chief Executive: Trevor Blakeley CEng FRINA FIMarEST FIMechE



Sec/Board10 Apr 2019

29 April 2019

The Chairman and members of the Board of Trustees

Dear Trustees,

BOARD OF TRUSTEES MEETING – 10 April 2019

The draft minutes of the Board meeting held on 10 April 2019 are enclosed.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T Blakeley'.

Trevor Blakeley
Chief Executive

Enclosure:

Minutes of Board meeting held on 10 Apr 2019

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Board of Trustees meeting held on 10 April 2019

Present:

R W Birmingham (Chairman)
J Frier
C Savage
R Cripps
M D'Amico
H F Spencer
P Wrobel
L Santini
C Hunter
A King (Telelink)
A Pattison (Telelink)
T Blakeley (Chief Executive)

DECLARATION OF INTERESTS

1. No pecuniary or conflicts of interest with the matters to be discussed were declared.

MINUTES OF MEETING 17 Jan 2019

2. The minutes were approved as a true record of the meeting.

MINUTES OF MEETING 23 Jan 2019

3. The minutes were approved as a true record of the meeting.

MINUTES OF MEETING 5 Mar 2019

4. The minutes were approved as a true record of the meeting.

ACTIONS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

5. Action 24/18: Chairman and one or two Board members to review the process for the performance review of the Secretariat.

Outstanding

FINANCE

Audit Findings Report

5. The Audit Findings Report was considered. The Chief Executive reported that the two instances of invoices marginally above his authorised limit being signed off by the Finance Director were an oversight. Given the limited number of such invoices, he did not wish to change the authorised limit for the Finance Director, but preferred to sign them off himself.

Departmental Report

6. The Feb 2019 Departmental Report was noted.

Cashflow and Investments

7. The Chief Executive reported that as at 8 Apr 2019, cash held in the bank at 8 Apr 2019 was £800K and the value of investments was £4.32M. He stated that, given the volatility of the Stock Market, he did not consider it prudent to transfer from cash to assets at this time.

COUNCIL MATTERS

8. The Chairman reported that he had briefed Council on progress with the Strategic Review.

APPOINTMENT OF TECHNICAL DIRECTOR

9. It was agreed that an appointment panel of two Board members and the Chief Executive should be formed, to be chaired by the Chief Executive.

Post meeting note: The position has now been advertised

RISK REGISTER

10. Noting the resignation of the Technical Director, it was agreed that the Impact of 4.1 should be increased to 3 until the vacancy is filled

STRATEGIC REVIEW

11. Paul Wrobel updated the Board on progress with Phase 4 of the Strategic Review.

Sub Group 1

12. The Sub Group is comprised of N Pattison, A Pattison, A King, and L Santini. It was agreed that the Sub Group would report to the Board in Sept.

Post meeting note: A meeting of the Sub Group has been arranged for 9 May 2019

Sub Group 2

13. The Sub Group is comprised of P Wrobel, J Frier, F Spencer, C Savage and B Cripps. Correspondence has been exchanged.

Sub Group 3

15. Noting that a decision on Recommendations being considered by the Sub Group had been deferred until Jan 2020, it was agreed that the Sub Group would be formed in September.

E,D&I Sub Committee

15. It was agreed that the E,D&I Sub Committee should report through the Professional Affairs Committee.

Post meeting note: Members of the PAC have been provided with the WG2 Final Report and list of Recommendations to be considered.

ANNUAL DINNER

16. The Chairman stated that he proposed to review the format, venue and timing of the Annual Dinner.

CHIEF EXECUTIVE'S REPORT

17. The Chief Executive presented his Report (Enclosed).

DATE OF NEXT MEETING

18. The next Board meeting will be held at 11:00 on 11 Jun 2019, to be followed by the Benevolent Fund meeting.

ACTIONS ARISING/OUTSTANDING

19. Action 24/18: Chairman and one or two Board members to review the process for the performance review of the Secretariat

Enclosure: Chief Executive's Report

BOARD OF TRUSTEES' MEETING – 10 APR 2019

CHIEF EXECUTIVE'S REPORT

This report covers the period 16 Jan – 9 Apr 2019

HEADQUARTERS

An external survey of the Headquarters building has shown that the fabric of the building is in a good state, but that some repainting, renewal of roof doors and repairs to guttering are needed. This will involve scaffolding the complete front of the building, but will not interfere with meetings, conferences, etc. Estimated cost is £40K, but a detailed estimate is awaited.

The lease on the top floor office has been renewed with Newport Shipping for a further 5-year period, at a 5% increase on the current £30,000 pa. Newport Shipping have agreed to lease the ex BMT office, also for 5-years period, at £5,000 pa. A single lease for the whole of the top floor will be drawn up.

Staff

The Editorial Assistant for *The Naval Architect* has been appointed.
The Technical Director has resigned because of domestic reasons.

IT.

The LCD projector and screen in the Denny Room has been upgraded. Following installation of MSOffice 365, the server has been upgraded to take account of increasing volume of data use. Total cost was approximately £5000. A major upgrade to the Tribe system is currently being carried out.

VISIT REPORT - Singapore

Whilst in Singapore, I had meetings with the Institute of Engineers of Singapore (IES) to discuss closer relations, resulting in the renewal of the current MOU. The MOU includes a Reciprocal Membership Agreement, but does not include Registration. The IES is keen to have a Reciprocal Registration Agreement at CEng level, but this would require the agreement of the Engineering Council. I have agreed to advise them on drafting such an Agreement, which will apply to other licenced professional institutions

I met with members of the Singapore Joint Branch Committee, and also attended a Joint Branch Technical Meeting, where I gave an update on activities, including the Strategic Review.

VISIT REPORT - Australian Division

Perth

Whilst in Perth, I helped to man the RINA stand at the Australian Oil & Gas (AOG) Show. I later chaired the one-day seminar organised by the WA Section in conjunction with AOG. Although shipbuilding activity in WA is increasing, the offshore remains relatively strong, and involvement with AOG provides a good opportunity for expansion of membership and activity.

I visited Austal Shipbuilders, where I gave a presentation on the Institution to members of the Design Department. I also visited the Australian Shipbuilding Corporation (ASC) and gave a presentation to many of its engineers, mainly at IEng level, who have all expressed interest in becoming members.

University visits were made to Curtin University and the University of Western Australia, where I met with Heads of Departments, staff and students. Both universities have increasing maritime activity.

Whilst in Perth and at his request, I met with a senior member of the Naval Shipbuilding College – not a College as such, but an organisation set up by the Government to compare manpower requirement with manpower availability to support the large naval shipbuilding programme. I was able to correct the narrow view of naval architects as only “designers”. I later briefed the Australian Division, who are actively involved in this programme, on my meeting.

Melbourne

During my time in Victoria, I visited the Defence Engineering and Scientific Group and the Australian Maritime Safety Agency (AMSA), where I gave a conference call presentation to surveyors in and outside of Melbourne, I also visited the companies IMC International, AMT and Navantia, where I gave presentations to members and potential members.

I also attended a Technical Meeting of the Victoria Section.

Adelaide,

The most productive part of my visit to the Australian Division was to Adelaide and to the SA & NT Section, which after some years of very low activity is now becoming much more active, thanks to the large naval shipbuilding programme, centred at ASC in Adelaide, and the efforts of its Section Committee. Whilst there, I gave presentations to both the surface ships and submarine parts of ASC, to audiences of 50+ all of whom have expressed interest in RINA membership. I also visited the Government’s Future Submarine Technical Office where I updated members on the Institution’s activities, including the Strategic Review.

University visits were made to Flinders University and Adelaide University, meeting with Heads of Department, staff and students. Flinders University has a joint Naval Architecture degree programme with the Australian Maritime College. At Adelaide University, I discussed the Institution’s recognition of their Naval Architecture and Submarine Design MSc.

I later attended a Technical Meeting of the SA & NT Section where I updated members on the Institution’s activities, including the Strategic Review.

Comment

During my visit to the Australian Division, in additions to supporting the efforts of Section Committees, I have emphasised the broader nature of Institution membership, beyond those who have a degree and are labelled “naval architects”, aiming to engage with those who might become either MRINA IEng, or MRINA CEng through the experiential route. This theme of my visit has been well received.

GDANSK

I attended the judging and presentation of the RINA – KORAB Student Award at Gdansk University of Technology. I was also the guest of the University at its Graduation Ceremony.

I later met with members of the Polish professional society (KORAB) where I was asked to advise on how it could achieve closer engagement with members, and particularly Student Members.

CONFEDERATION OF EUROPEAN MARITIME TECHNOLOGY SOCIETIES (CEMT)

CEMT is a member of the European Committee for Drawing up Standards in the Field of Inland Navigation (CESNI) and organised its recent meeting in Lake Orta, Italy. In my capacity as Chairman of CEMT, I opened the meeting. I later chaired the CEMT Council meeting.

“50 YEARS OF SHIP SCIENCE”

The Institution supported the Southampton University’s “50 Years of Ship Science” by providing a stand at its industry event, which I manned.

DIARY

I have represented the Institution at the following events since the last Report (in London unless otherwise stated or indicated)

Jan

30-31: Visit to ICCAS venue (Rotterdam)

Feb

4: Chamber of Shipping Annual Dinner

12: Chartwell Marine – CEng Workshop (Southampton)

Mar

10-12: Singapore (see Visits Report)

13-21: Australia (see Visits Report)

22-24: Singapore (see Visits Report)

27-29: Gdansk (see Report)

Apr

2-4: CEMT meeting (Italy) (see Report)

5: “50 Years of Ship Science” Industry Event (Southampton University)

Trevor Blakeley