

# RINA

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## THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Chief Executive: Trevor Blakeley CEng FRINA FIMarEST FIMechE



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Sec/Board29Apr 2020

18 May 2020

The Chairman and members of the Board of Trustees

Dear Trustees,

### **BOARD OF TRUSTEES MEETING – 29 Apr 2020**

The draft confidential minutes of the Board meeting held on 29 Apr 2020 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 29 Apr 2020

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Enclosure to Board 29 Apr 2020 dated 18 May 2020

**THE ROYAL INSTITUTION OF NAVAL ARCHITECTS**

**Minutes of Board of Trustees meeting held on 29 Apr 2020  
(Confidential)**

Present:

R W Birmingham (Chairman)  
C Savage  
R Cripps  
L Santini  
A Pattison  
J Frier  
P Wrobel  
M D'Amico  
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 22 Jan 2020**

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

**ACTIONS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS**

3. Action 3/19: Chief Executive's Job Description to be drafted by P Wrobel  
**Complete**
4. Action 1/20: Chief Executive to organise a Board training session.  
**Outstanding**
5. It was agreed that the provision of online training for the post- July Board will be investigated by the Chief Executive
6. Action 2/20: Chief Executive to seek Privy Council's view on the acceptability of presenting such a Resolution without Privy Council or members sighting the proposed changes.  
**Complete**
7. The Chief Executive reported that the Privy Council has stated that this action was acceptable
8. Action 2/20: Chief Executive to seek responses from the eight appropriate consultants identified by the SG  
**Complete**

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### **FINANCE**

#### **Departmental Report**

9. The Mar 2020 Departmental Report was noted.

#### **Cashflow and Investments**

10. The Chief Executive reported that as at 27 Apr 2020, cash held in the bank was £717KK and the value of investments was £3.5M.

#### **Staff Salaries**

11. The Chief Executive reported that he had awarded all staff a 2% salary increase, in line with Budget provision. The Board approved a 2% increase in the Chief Executive's salary.

### **APPOINTMENT OF TRUSTEES**

12. The Chairman reminded the meeting of the procedure for the appointment of new Trustees to the Board. Following the AGM, current and new members of Council would be invited to express their willingness to be appointed. Council would be invited to express their preference for appointments, and the Board would take such preferences into account when making such appointments. It was agreed that such final consideration and appointments should be finally determined at a special meeting of the Board.

*13. Post meeting note: A timetable for the consideration and appointment of Trustees was proposed by the Chairman and agreed by the Board.*

#### **Trustees' skills and experience.**

14. It was proposed and agreed that the Skills and Experience template should be revised

*15. Post meeting note: J Frier proposed that a small Working Group should consider and propose changes to the template.*

*16. Post meeting note: A revised Skills and Experience template has been produced and approved by the Board*

### **CORONAVIRUS – REVIEW**

17. The Chief Executive presented his forecast of the 2020 cashflow, It was noted that although remaining positive throughout the remainder of 2020, in some months the cash balance would drop below the minimum 3-months' operating costs set by the Board. It was agreed that the Board would consider approving of a lower cash balance as the need arose.

18. The Chief Executive reported that he would be monitoring the cash position daily, and would be providing a monthly update of the forecast cashflow.

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### **RISK REGISTER AND BUSINESS CONTINGENCY PLANS**

19. It was agreed that the risks inherent in the current situation were covered by Risk Register and Business Contingency Plan, but that the risk factors may require to be revised. C Savage undertook to propose changes to the values where appropriate. Subject to such changes, the Business Contingency Plan and Risk Register were reissued without change.

### **RECRUITMENT OF THE CHIEF EXECUTIVE.**

20. It was agreed that a salary of circa £100K could be offered by the Recruitment Selection Panel

### **STRATEGIC REVIEW**

#### **Strategic Direction D – E,I&D Sub Committee**

21. The Chief Executive reported that the Chairman of the Professional Affairs Committee had confirmed that the Committee would be considering the final report of the E,I&D Working Group at the Committee's next meeting in May.

#### **Strategic Direction E – SG 1- Digital Media Strategy**

22. The SG reported that it was now considering the responses passed to it by the Chief Executive, and would be making its recommendation to the Board at its meeting in July

#### **Strategic Direction F – WG3-17 - Publications Committee**

23. The Chief Executive reported the Publications Committee had met to consider the Strategic Recommendations concerning the Transactions, and would be reporting the outcome of its discussion to Council in due course.

### **Final Report**

24. The Chief Executive reported that, on the assumption that the Strategic Review was almost complete, he would be drafting a Final Report, stating actions taken and future actions. A detailed Final Report would be produced as the historical record, and a second less detailed version suitable for issue to the membership. He was working with P Wrobel in the drafting of these Reports.

### **.CHIEF EXECUTIVE'S TERMS OF REFERENCE**

25. The Chief Executive presented his report which was accepted

### **DATE OF NEXT MEETING**

26. The next Board meeting will be held at 14:00 on 15 July 2020

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**ACTIONS ARISING/OUTSTANDING**

27. Action 1/20 (Para 5): Chief Executive to organise a Board training session.

28. Action 2/20 (Para 19): C Savage to propose changes to risk ratings

Enclosure: Chief Executive's Report

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Enclosure to minutes of Board meeting 29 Apr 2020

**BOARD OF TRUSTEES' MEETING – 29 Apr 2020**

**CHIEF EXECUTIVE'S REPORT**

This report covers the period 22 Jan – 28 Apr 2020

**HEADQUARTERS**

Headquarters remains closed, with visits three times per week by staff within walking/cycling distance to check and forward (non-letterbox) mail. Larger mail items continue to be diverted to a nearby Post Office)

**Staff**

There have not been any staff changes during this period. A member of staff will commence maternity leave on 1 June. I will delay engaging maternity cover for as long as possible, redeploying Events staff.

**ACTIVITIES**

**Events**

All conferences have been postponed, hopefully to be run at some future time, but I will not reschedule until the way ahead regarding meeting restrictions is much clearer.

However, we have seven papers for the Autonomous Ships Conference, which would have been run later this month. We are asking the authors if they would be prepared to present their papers remotely. If sufficient agree, then we will organise a full, 2-way online conference – for both speakers and delegates – using Zoom. If successful, whilst I do not anticipate replacing full one or two day conferences by online conferences, offering shorter online seminars, will complement normal conferences

**REGIONS**

All Vice Presidents of Regions have been provided with members' contact details and group emails created for their use on Regional matters. Whilst recognising that it is early days, they have been requested to advise me of activities they have undertaken as Vice Presidents.

R Gehling has been appointed as Vice President for the Pacific Region. I continue to look for a suitable Vice President appointment to the Europe (N) Region. However, I recommend that the appointment of a Vice President for the UK Region awaits discussion of the proposal to create Divisions, for which the UK would be an obvious (and possibly only) choice at present.

**NORTH WEST BRANCH**

Following rejection by the IMarEST to form a Joint NW Branch, a RINA Branch has been formed, its Committee appointed, and its first meeting held. The reason for the rejection (by the IMarEST

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Branch Committee) is still not known, but I am confident that the two Branches will work together.

### **VISITS**

#### **UAE**

##### **Dubai**

I visited Tasneef Classification Society, where I met with the Managing Director ( now a FRINA) Tasneef has become a Corporate Partner member of the Institution.

I also had meetings with the Area Managers and senior members of staff at both DNV and Lloyd's Register. Both are strong supporters of the UAE Branch, including sponsorship of Technical Meetings.

I later attended a Technical Meeting of the UAE Branch. The Branch very active is well supported by local industry, including regular sponsorship of its meetings – Bureau Veritas on this occasion. I gave a brief presentation on the future Regional structure

Whilst in Dubai, I had discussions with the Vice President of the Africa and ME Region (Ashik Subhani) about his role as a VP. Initially the focus will be on introducing the Institution to other ME countries, such as Bahrain and Saudi Arabia.

##### **Abu Dhabi**

I visited Abu Dhabi Ship Builders (ADSB), where I met with the Head of Engineering (a Fellow of the Institution) and Departmental Heads. Support for the Institution by ADSB had been reduced in recent years, but is now returning with an increased activity and changes at senior level.

Also whilst in Abu Dhabi I met with the General Manager of GMS, an Offshore Contractor. I feel that there is scope for greater activity by the Institution in the offshore sector (oil + gas and renewables).

##### **Sharja**

I visited Albawardy Damen Shipyard, where I met with the Managing Director, together with the Commercial and Technical Directors. The Shipyard is supportive of the Institution in the UAE, and will encourage its engineers to join the Institution. Material for the Institution's publications was also obtained.

### **ATHENS**

I attended the Safety of Passenger Ships Conference, organised jointly with the Hellenic Institute of Maritime Engineers and the Institution. A joint conference is now a regular bi-annual event.

Such co-operation is also a pointer to how future Institution conferences will be organised in Europe. Post withdrawal from the EU, the complexity and cost of registering in every country and reclaiming VAT through agencies is no longer cost effective. Therefore future conferences will be organised jointly with organisations which are VAT registered, as with HIMT and earlier with Madrid University.

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### **AUSTRALIA**

#### **Perth**

I attended the Australian Oil & Gas (AOG) Exhibition, where the Institution had a stand, manned by myself and members of the WA Section. I later chaired a Seminar organised by the Section. I also met with a potential Advertising Sales Agent (Agents have been appointed in Italy and Turkey)

I visited Edith Cowan University where I met with the Pro Vice-Chancellor, Executive Dean and Head of Engineering. I gave a presentation to those students on the joint ECU/AMC Course (2+2) and also offered those considering opting for this course Student Membership.

#### **Tasmania,**

I visited the Australian Maritime College in Launceston, where I met with the Principal (now a FRINA) and the Head of Department. AMC is now the principal source of Student Membership in Australia. I later gave a presentation to First Year students on the BEng course and to postgraduate students.

My visit to Hobart was cancelled because of Coronavirus restrictions placed by companies on non Australian visitors, but I was able to meet by video conference with members from maritime companies Liferaft Systems, Taylor Bros., Incat/Resolution. Fred Barret and Muirs. The newly invigorated Tasmanian Section Committee has given greater priority to closer involvement of members in Hobart.

#### **Canberra**

During my visit to Canberra, I met with the Chief Executive Officer of the Australian Maritime Safety Authority and senior members of his staff, many of whom have now applied for membership.

The highlight of my visit to Canberra was meetings with the Head of Navy Engineering, Head of Maritime Systems, Deputy Secretary National Naval Shipbuilding and senior members of their staffs – 3 Admirals plus two Commodores! I was able to discuss how the Institution can continue to support the comprehensive Australian Naval Shipbuilding Programme, and provide professional development. The Institution was invited to attend the formal opening of the Naval Architecture Course being introduced at the National Defence College, and to accredit the course. My meeting with Defence confirmed the standing which the Institution has in Australia and bodes well for the future of the Division.

### **DIARY**

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

Feb:

3            Chamber of Shipping Dinner  
14           Presentation of 75 year Certificate (Lymington)  
26-5Apr    Dubai, Abu Dhabi and Sharjah

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Apr

2-4 Passenger Ship Conference (Athens)

10-21 Australia (Perth, Tasmania, Canberra)

Trevor Blakeley

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