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RINA

8-9 NORTHUMBERLAND STREET
LONDON WC2N 5DA UK
TEL: +44 (0) 20 7235 4622
FAX: +44 (0) 20 7259 5912
WEB: <http://www.rina.org.uk>

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Chief Executive: Trevor Blakeley CEng FRINA FIMarEST FIMechE



Sec/Council13May2020

2 Jun 2020

Dear Council members,

COUNCIL MEETING – 13 May 2020

The draft minutes of the Council meeting held on 13 May 2020 are enclosed.

Yours sincerely

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

Trevor Blakeley
Chief Executive

Enclosure:

Minutes of Council meeting held on 13 May 2020

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of Council Meeting held on 13 May 2020

Present:

R Birmingham
C Savage
P Wrobel
P French
D Monioudis
T Allan
L Santini
R Cripps
J Frier
M D'Amico
Jeom Kee Paik
N Overfield
G MacDonald
R Blazejczyk

E Pang
D Viner
M. H. Ghaemi
P Crossland
A Bain
I K A P Utama
T Strang
H Karanassos
R Gehling
P Krishnankutty
A Bunney
C De Marco
T Blakeley (Chief Executive)

1. The Chairman welcomed Andrew Bunney, Vice Chairman of the Professional Affairs Committee, attending in place of Neil Atkins, Chairman, who was unable to attend because of illness. On behalf of the Council, the Chairman wished him well in his recovery.

MINUTES OF THE MEETING HELD 22 JAN 2020

2. The minutes of the meeting held on 22 Jan 2020 were approved.

ACTIONS ARISING FROM PREVIOUS MEETINGS

3. Action 01/20: Maritime Environment Committee to draft specification for a Maritime Environment Award.

Outstanding

4. Action 02/20: Chief Executive to investigate sponsorship for a Maritime Environment Award.

Outstanding (Awaiting Award Specification)

5. Action 03/20: Maritime Environment Committee to draft Institution's policy on global warming.

Outstanding

CHAIRMAN'S REPORT

6. The Chairman reported that members of Council had received the minutes of the Board of Trustees for the meeting on 22 Jan 2020. However the matters reported in the minutes had been overtaken by events as a result of the global pandemic. Since that meeting the Board met again in April, at which time the meeting was largely concerned with the impact of Covid19 on the Institution.

7. The Chief Executive had reported to the Board that the Headquarters offices had been closed and all staff were working from home, with many activities being maintained almost as normal. The

most obvious impact of the imposed social distancing restriction was the postponement of all events planned for 2020, with a view to running them in 2021 if possible.

8. The Board had also discussed the financial impact of Covid19, recognising that investments had been badly affected, with a consequential loss of investment income. The revenue from events would also be lost, as well as an expected reduction in advertising income, this being the most difficult element to predict when forecasting what the likely total loss of income were likely to be. Fortunately the Board had taken a decision to refrain from investing significantly in January (due to the volatility of the markets at that time) and as a result the Institution was in a strong position with regard to cash flow until the end of the calendar year. The Board recognised that the financial impact of the Covid19 crisis would be more significant in 2021 than in the current financial year.

COMMITTEE CHAIRMEN'S REPORTS

IMO Committee

9. The Chairman reported that the IMO Committee met virtually on the 20 April with a slimmed down agenda.

10. IMO meetings are currently postponed while the organisation works out how to manage meetings for several hundred people with simultaneous translation. Autumn is being mooted for restart of prioritised meetings, namely MEPC and MSC.

11. The IMO Committee discussed a paper to MSC on safety of ships carrying high density cargoes, as well as how to progress the issue of lifeboat safety.

12. The Committee is continuing to participate in several informal discussions on GHG matters organised by ICS and other flag states that aim to improve understanding of the different proposals on short term measures.

Maritime Innovation Committee

13. The Chairman reported that Committee had not met since the last Council meeting, but would be meeting later in the month when the meeting would be attended by those members who had confirmed their willingness to participate in the work of the Committee. A recommendation on the award of the Maritime Innovation Award had been forwarded to the Chief Executive

Post meeting note 1: The meeting has been held.

Post meeting note 2: The winner of the Maritime Innovation Award has been notified of the award.

Professional Affairs Committee

14. The Vice Chairman reported that the PAC had met once since the last Council meeting.

• Accreditations

15. The Committee agreed to grant one year extensions of accreditation to both the University of Newcastle upon Tyne and the University of Malta. The extensions were requested by the universities for their own different reasons and due to the strength of their courses the PAC was able to grant extensions until 2021.

16. An accreditation visit was planned in October this year to the Singapore Institute of Technology. This visit has been postponed until travel restrictions have been lifted.

17. The Engineering Council and the Institution have issued guidance to institutions on how to proceed with accredited courses in the light of the current coronavirus restrictions. Submissions from institutions are being reviewed on a case by case basis by the PAC. To date, a submission from the University of Newcastle has been agreed and a submission from the University of Plymouth is under review.

- **Initial Professional Development (IPD)/Graduate Training Schemes and LATW Schemes & Graduate/Higher Degree Apprenticeships**

18. There has not been any major activity in these areas since the last meeting.

- **Continuing Professional Development (CPD)**

19. The PAC is continuing its established process of requesting CPD reports from members via the Secretariat. The aim is to request reports from approximately 50 members this year. At the last meeting of the PAC the committee agreed some minor improvements to the CPD review process and it is probable that there will be regular ‘tweaks’ to the process as further experience is gained. The main problem in this area has been, and continues to be, the poor return rate to requests for CPD reports. The best response rate achieved to date for individual batches is 50% and indications in recent times are that response rates are declining rather than improving. The poor response levels to requests for CPD reports is an aspect which needs particular focus from the Institution in order to achieve sustained improvement.

- **ED&I**

20. The format and content of an ED&I survey, as proposed by the Working Group, has been accepted by the PAC. It has been decided to delay the issuing of the survey until things return nearer to normal after the lockdown in order to enhance the chances of a good level of responses to the survey.

21. The PAC has endorsed in principle ‘unconscious bias’ and ED&I training and it has also identified the target groups to undertake the training. The ED&I working group has been actioned to identify suitable online training which will be ultimately organised by the Secretariat.

22. The ED&I working group is developing a proposal to incorporate ED&I requirements in accreditation documentation in accordance with AHEP 4.

23. The working group has gained the agreement of the ED&I team from the Royal Academy of Engineering to provide an online presentation to RINA. This will be arranged via the Secretariat and it is hoped that a wide audience within RINA can be accommodated.

- **2019 Eily Keary Award**

25. Nominations for the 2019 Eily Keary Award, which recognises the contribution by an individual, organisation or part of an organisation to increasing equality, diversity and inclusion in their sector of the maritime industry, have been reviewed by a panel comprising PAC members. A recommendation for the winner of the 2019 award has been made to the Chief Executive.

Post meeting note: The winner has been notified of the Award

Disciplinary Committee

26. On behalf of the Chairman, the Chief Executive reported that there were no allegations of professional misconduct currently under investigation.

Membership Committee

27. The Chairman reported that the Committee had met once since the last Council meeting, at which it had conducted its routine business of considering applications for membership and registration.

Maritime Safety Committee

28. The Chairman reported that Committee had not met since the last Council meeting, but would be meeting later in the month. A recommendation for the winner of the 2019 Maritime Safety Award has been made to the Chief Executive.

Post meeting note: The winner has been informed of the Award

Maritime Environment Committee

29. The Chairman reported that Committee had not met since the last Council meeting, but would be meeting later in the month.

Publications Committee

30. The Chairman reported that the Committee had met once since the last meeting at which it principal discussions had related to the future of the International Journal of Small Craft Technology (IJSCT), and the future publishing strategy for the Transactions (IJME + IJSCT).

• IJSCT

31. In recent years there had been significant reduction in the number of papers being offered for publication, resulting in only one reduced issue being published in 2019 and the likelihood of only one reduced issue in 2020. The subscription rate was for two issues per year. In order to maintain the standing and reputation of the Institution as a learned society publisher, the Committee recommended that the Institution discontinues publishing the IJSCT, and includes papers on small craft in the International Journal of Maritime Engineering. This decision was supported by the Editor of the IJSCT.

32. The Council accepted the recommendation and the Chief Executive was actioned to advise the Council of the financial implication.

• Transactions

33. Increasingly authors, particularly from academia, were looking to publish in journals which were open access and had a high Index factors (achieved by publishing papers which had a high number of citations on other papers) As a consequence, there was a reduction in the number of high quality being submitted for publication. With its current publishing structure, the Institution's Transactions could not meet. The Publications Committee had therefore actioned the Chief Executive to reopen discussions with a commercial publisher, Taylor & Francis, to transfer the responsibility for publishing and marketing, but with the Institution retaining editorial control.

STATUS OF NAVAL ARCHITECTS

34. The President of the Australian raised the issue of a lack status of those who practised as naval architects, and a lack of understanding of their roles and capabilities. It was recognised that there would likely be regional and national differences in such status and understanding. Rob Gehling was actioned to form a Working Group to consider the role and capabilities of naval architects.

CHAIRMAN'S CLOSING REMARKS

35. The President closed the meeting by noting that this was the last Council meeting which he would chair, and that the next meeting of Council would be chaired by the new President. Assuming that Maurizio d'Amico is endorsed by members at the upcoming AGM as the next President, then he would be taking over at a challenging time, challenging for RINA, for the industry, and for us all personally.

36. Having been the President for the last two years he expressed his thanks to all members for their time and full engagement with RINA, as it was the commitment of the members of RINA in these activities that make RINA what it is. I would especially like to thank the members of all our Committees for all the work that they have done during my tenure as President, and in particular those who chair each of the Committees, as it is these individuals who undertake the lion's share of the work. Lastly, he thanked the members of the Board of Trustees, who shoulder the legal responsibilities and obligations associated with being a Trustee. In the last two years all members of the Board had contributed hugely to undertaking the Strategic Review, now being finalised. While he was reluctant to single out any individual I am sure that his fellow Trustees would agree that Paul Wrobel deserved special thanks as he has been the key person coordinating this activity.

37. He noted that he still had six weeks as President and Chairman of the Board of Trustees, and his last duty would be to oversee the appointment of new Trustees. He urged all members of Council to put their names forward for this role in order that the Board had the widest choice of candidates from which to appoint a balanced Board. There would be a meeting of the Board on 22 June at which the decisions as to who to appoint will be made. However, as he would not be chairing Council again, he wished all members of Council and the next President well.

DATE OF NEXT MEETING

38. The next meeting will be held at 11:00 on 16 July 2020

ACTIONS ARISING OR OUTSTANDING FROM THE MEETING

39. Action 01/20 (Para 3): Maritime Environment Committee to draft specification for a Maritime Environment Award

40. Action 02/20 (Para 4): Chief Executive to investigate sponsorship for a Maritime Environment Award.

41. Action 03/20 (Para 5): Maritime Environment Committee to draft Institution's policy on global warming.

42. Action 04/20 (Para 32): Chief Executive to advise on financial impact of ceasing to publish IJSCT.

43. Action 05/20 (Para 34): R Gehling to form WG to consider role and capabilities of naval architects.

