

# ROYAL INSTITUTION OF NAVAL ARCHITECTS

## Professional Affairs Committee Meeting

Draft minutes of the meeting held on Tuesday the 9<sup>th</sup> November 2016

### 1. Present

#### 1.1 Members joining the meeting were:

Mr N Atkins	{ <b>NAt</b> }	
Mr A Bunney	{ <b>ABu</b> }	
Mr D Collins	{ <b>DCo</b> }	
Mr H Mathers	{ <b>HMa</b> }	
Mr H Morrison	{ <b>HMo</b> }	
Ms E Muk-Pavic	{ <b>EMPa</b> }	
Mr D Spinney	{ <b>DSp</b> }	
Mr A Stokes	{ <b>ASt</b> }	( <i>tele-conference</i> )
Mr T Blakaley	{ <b>TBl</b> }	(RINA, CEO)
Mr G Gigantesco	{ <b>GGi</b> }	(RINA, Director Professional Affairs)

### 2. Apologies

#### 2.1 Apologies for absence were received from:

Mr J Barrett	{ <b>JBa</b> }	(EngC liaison officer)
Mr L Foster	{ <b>LFo</b> }	
Prof H Ghaemi	{ <b>HGh</b> }	
Mr D Pitt	{ <b>DPi</b> }	
Mr J Steward	{ <b>JSt</b> }	

**3. Membership**

3.1 The members noted the updated membership list (*Document A*).

3.2 No new members have joined the PAC since last meeting.

3.3 The PAC pointed out that some members listed in Document A have not taken active part in the work of the committee and asked **GGi** to e-mail them asking to confirm their availability.

**Action: {GGi}**

**4. Minutes of the previous meeting 21 06 16**

4.1 The PAC noted *Document B*, the minutes of the previous meeting and accepted it as a true and accurate record.

**MATTERS ARISING FROM THE PREVIOUS PAC MEETINGS**  
**(Document C).**

5. Action 18/16: (Para 18.6 – 10/02/16) {**HMo/DCo**} to review the procedural documents related to the TOR of the PAC.  
**Ongoing**
6. Action 19/16: (Para 19.1.1 – 10/02/16): {**GGi**} to circulate EAB latest meeting minutes.  
**Routine action**
7. Action 24/16: (Para 3.3 – 21/06/16): {**TBI**} to seek RINA Council approval of new Chair for the PAC.  
**Complete**
8. Action 25/16: (Para 19.1.1.2 – 21/06/16): {**PAC**} two members to test *MyCareerPath*.  
**Not Completed, OBE**
9. Action 26/16: (Para 19.1.1.3 – 21/06/16): {**TBI**} to check *MyCareerPath* suitability to RINA.  
**Complete**
10. Action 27/16: (Para 19.1.2.4 – 21/06/16): {**GGi/ASt/EMPa**} to carry out 4<sup>th</sup> batch of CPD reviews.  
**Ongoing**
11. Action 28/16: (Para 20.2 – 21/06/16): {**DSp/ASt**} to finalise accreditation report *AMET*.  
**Complete**
12. Action 29/16: (Para 20.3 – 21/06/16): {**ABu**} to progress accreditation assessment *AIMRI*.  
**Complete**
13. Action 30/16: (Para 20.4 – 21/06/16): {**GGi**} to inform *SNGCE* of accreditation outcome.  
**Complete**
14. Action 31/16: (Para 20.5 – 21/06/16): {**GGi**} to inform the *University of Southampton* re: outcome of monitoring visit.  
**Complete**
15. Action 32/16: (Para 21.2.1 – 21/06/16): {**GGi**} to inform *Frazer-Nash* of IPD accreditation.  
**Complete**
16. Action 33/16: (Para 21.3.1 – 21/06/16): {**ASt**} to assess *SIKA Ltd* application for CPD course endorsement.  
**Complete**
17. Action 34/16: (Para 22.2.5 – 21/06/16): {**ABu**} to prepare updated PAC operational model.  
**Ongoing**
18. Action 35/16: (Para 22.3.1 – 21/06/16): {**GGi**} to prepare list of official documents related to the work of the PAC.  
**Complete**

19. With reference to Action 18/16 **HMo** reported on the progress of his review. He confirmed to have received satisfactory assistance by the Institution's secretariat on this task. **TBI** in fact informed the PAC to have updated on the RINA website all the guidance documents.

20. The PAC requested that a list would be produced containing all the guidance notes with their issue dates. Such list would need to be circulated to the PAC every time there is a change. **TBI** took the action of preparing this list.

**Action: {TBI}**

21. **TBI** confirmed that the new RINA website will reinstate areas restricted to members of each committee. The area restricted to the PAC would contain working documents such as the Policy and Procedure Manual and all the guidance notes.

22. **DSP** and **DCo** reminded the PAC about the lack of alignment between the academic accreditation documents for the submission and for the report of the panel. **GGi** will carry out this task.

**Action: {GGi}**

23. With reference to Action 25/16 and 26/16 **TBI** reported to have carried out a comprehensive analysis of *MyCareerPath* and therefore advised the PAC that such software would not be compatible with the existing RINA documentation. RINA in fact mapped out the Engineering Council generic competencies in a series of professional development objectives specific to the maritime industry and that now form the professional development logbook.

24. The PAC concluded that although it was felt that in future it will be necessary to setup a website based system allowing members to record CPD, *MyCareerPath* is not the appropriate choice at this time. It was agreed, however, that having such *on-line* system would provide good visibility of CPD undertaken by the majority of members.

25. **TBI** proposed that the secretariat would produce an electronic version of the CPD logbook. The PAC welcomed this proposal.

**Action: {TBI}**

26. With reference to Action 27/16 it was confirmed that following the scrutiny of the 4<sup>th</sup> batch of CPD reviews the Working Group will prepare the summary of results of the CPD reporting exercise.

**Action: {ABu/ASt/EMPa}**

## ENGINEERING COUNCIL and RELATED MATTERS

### 27. Engineering Council (EngC)

#### 27.1 Members CPD review

27.1.1 A fourth batch of CPD records is under consideration at present. **GGi** will collate the records received and send them to the CPD Working Group.

**Action: {GGi}**

#### 27.2 Professional Development Seminar

27.2.1 The Engineering Council will hold a Professional Development Seminar on the 24/11/16. **NAt** offered to attend and will report to the PAC in due course.

**Action: {NAt}**

## ACADEMIC COURSE ACCREDITATION

### 28. Academic Accreditations

28.1 **Document E1** is a spreadsheet summarizing the academic accreditations that have been carried out by the Institution from 2002 to date.

28.2 **Document E2** is the panel report for the accreditation of the BEng (Hons) *Yacht and Powercraft Design* and the BEng (Hons) *Yacht Design and Production* at Southampton Solent University. The PAC accredited these courses subject to the recommendations contained in the report. **GGi** will therefore inform the University.

**Action: {GGi}**

28.3 **Document E3** is the panel report for the accreditation of BEng, MEng and MSc courses at Glasgow Strathclyde University (*visit 5<sup>th</sup> and 6<sup>th</sup> Oct '16*). Such document was not ready for this meeting and **GGi** will therefore circulate it soon after.

**Action: {GGi}**

28.4 **Document E4** is the draft report prepared by the EAB for the academic accreditation of the MSc courses at University College London. Such document was not ready for this meeting and **GGi** will circulate the final report when available.

**Action: {GGi}**

28.5 **Document E5** is the initial information document for the accreditation of the undergraduate programme for BEng *Mechanical Engineering* at the University of Malta. The visit is planned for the week starting the 21/11/16 and **GGi** will circulate the report in due course.

**Action: {GGi}**

28.6 **Document E6** is a letter from Southampton University requesting the accreditation of courses that include an *industrial placement year*. The PAC accredited these courses with the recommendation of tightening links between the University and the industry mentors. **GGi** will inform the University and the Engineering Council accordingly.

**Action: {GGi}**

## **29. Other Accreditation Issues**

### **21.1 EAB**

29.1.1 The PAC noted **Document F1.1** that is the minutes of the meeting of the EAB that took place on the 12/07/16.

29.1.2 The PAC noted **Document F1.2** that is the agenda for the meeting of the EAB taking place on the 15/11/16.

29.1.3 **EMPa** agreed to become the Institution's representative for EAB meetings and therefore confirmed her first attendance on the 15/11/16.

### **29.2 IPD accreditations**

29.2.1 **Document F2.1** is the report of the visit (03/11/16) to **BAE Systems (Submarines)** for the re-accreditation of the graduate training scheme. The PAC approved re-accreditation for three years. **GGi** will inform **BAE Systems (Submarines)**.

**Action: {GGi}**

### 30 ANY OTHER BUSINESS

#### 30.1 PAC *modus operandi*

30.1.1 The PAC noted **Document G1** on the Committee's *modus operandi* prepared by **ABu** (dated 01/10/16).

30.1.2 The PAC pointed out that on *para.2* should clarify that members of the *sub-committees* would not necessarily be members of the PAC.

30.1.3 The following *leaders* were agreed for each *sub-committee*:

- Academic Course Accreditation: **D Spinney**
- Initial Professional Development (IPD): **D Collins**
- Continuing Professional Development (CPD): **A Bunney**
- Quality Audits: **A Bunney**, to transition to **H Mathers**

30.1.4 **ABu** will therefore issue the updated version of this document.

**Action: {ABu}**

#### 30.2 Engineering Council Board Retreat 2016 (22/09/16)

30.2.1 The PAC noted **Document G2** dealing with:

- Marketing and Promotion
- Diversity and Inclusion
- Maintaining a Globally Recognised Standard
- Future of Licensing
- Global Partnering

30.2.2 **TBI** offered to supply the relevant RINA's statistics to the PAC.

**Action: {TBI}**

#### 30.3 RINA internal audit

30.3.1 The Institution's annual internal audit will take place before the end of 2016. **ABu** volunteered to be one of the auditors; the second auditor would usually be from the Membership Committee. **HMa** will also attend as observer trainee auditor.

**Action: {ABu / HMa}**

## **23. DATES for NEXT MEETINGS**

### **23.1 2017 meetings**

23.1.1 The dates for next meetings in the year 2017 are as follows:

- **M1** – 21 02 17
- **M2** – 13 06 17
- **M3** – 14 11 17



## ACTIONS OUTSTANDING / ARISING

**Note: paras refer to minutes of meeting in which the action was placed**

Action 18/16: (Para 18.6 – 10/02/16) {**HM****o**/**DC****o**} to review the procedural documents related to the TOR of the PAC.

**Ongoing**

Action 19/16: (Para 19.1.1 – 10/02/16): {**GGi**} to circulate EAB latest meeting minutes.

**Routine action**

Action 27/16: (Para 19.1.2.4 – 21/06/16): {**GGi**/**AS****t**/**EM****Pa**} to carry out 4<sup>th</sup> batch of CPD reviews.

**Ongoing**

Action 34/16: (Para 22.2.5 – 21/06/16): {**ABu**} to prepare updated PAC operational model.

**Ongoing**

Action 36/16: (Para 3.3 – 09/11/16): {**GGi**} to e-mail *inactive* PAC members asking them to confirm whether they are keen to continue supporting the activities of the PAC.

**Arising**

Action 37/16: (Para 20 – 09/11/16): {**TBI**} to prepare a list of all guidance notes, to include their issue dates.

**Arising**

Action 38/16: (Para 22 – 09/11/16): {**GGi**} to review the alignment of documents relating to academic accreditations.

**Arising**

Action 39/16: (Para 25 – 09/11/16): {**TBI**} to produce an electronic copy of the Continuing Professional development (CPD) logbook.

**Arising**

Action 40/16: (Para 26– 09/11/16): {**ABu**/**AS****t**/**EM****Pa**} to prepare the summary of results from the 4th CPD reporting exercise.

**Arising**

Action 41/16: (Para 27.1.1 – 09/11/16): {**GGi**} to collate fourth batch CPD records for the CPD WG.

**Arising**

Action 42/16: (Para 27.2.1 – 09/11/16): {**NAt**} to attend EngC PD seminar (24/11/16) and report to PAC.

**Arising**

Action 43/16: (Para 28.2– 09/11/16): {**GGi**} to inform Southampton Solent University re: accreditation

**Arising**

Action 44/16: (Para 28.3 – 09/11/16): {**GGi**} to inform Strathclyde University re: accreditation.

**Arising**

Action 45/16: (Para 28.4– 09/11/16): {**GGi**} to circulate draft report EAB visit to UCL.

**Arising**

Action 46/16: (Para 28.5 – 09/11/16): {**GGi**} to circulate draft report RINA visit to University of Malta.

**Arising**

Action 47/16: (Para 28.6 – 09/11/16): {**GGi**} to inform Southampton University re: accreditation of programmes with industrial placement year.

**Arising**

Action 48/16: (Para 29.2.1 – 09/11/16): {**GGi**} to inform BAE Systems (Submarines) re: accreditation of the graduate training scheme.

**Arising**

Action 49/16: (Para 30.1.4 – 09/11/16): {**ABu**} to update PAC modus operandi.

**Arising**

Action 50/16: (Para 30.2.2 – 09/11/16): {**TBI**} to supply RINA's statistics to the PAC.

**Arising**