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THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Chief Executive: Trevor Blakeley CEng FRINA FIMarEST FIMechE



PAC/15Feb2017

Date: 20/03/2017

The Chairman and Members of the Professional Affairs Committee

Dear Committee members,

Professional Affairs COMMITTEE MEETING – 15 FEB 2017

The draft minutes of the Professional Affairs Committee meeting held on 15 February 2017 are enclosed.

The minutes will be published on the Professional Affairs Committee Forum.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Giuseppe Gigantesco'.

Giuseppe Gigantesco
Director Professional Affairs

Enclosures:

1. Minutes of Professional Affairs Committee meeting held on 15 February 2017

ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of the Professional Affairs Committee Meeting – 15 Feb 2017

1 PRESENT

Mr D Spinney	{ DSp }	(Chairman)
Mr N Atkins	{ NAt }	
Cdr M Barton	{ MBa }	
Mr A Bunney	{ ABu }	
Prof H Ghaemi	{ HGh }	(tele-conference)
Mr H Mathers	{ HMa }	
Mr H Morrison	{ HMo }	
Ms E Muk-Pavic	{ EMPa }	
Mr D Smith	{ DSm }	(tele-conference)
Mr A Stokes	{ ASt }	(tele-conference)
Mr T Blakeley	{ TBl }	(RINA, CEO)
Mr G Gigantesco	{ GGi }	(RINA, Director Professional Affairs)
Mr R Syms	{ RSy }	(EngC Liaison Officer)

Apologies for absence were received from:

Mr D Collins	{ DCo }
Mr L Foster	{ LFo }
Mr D Pitt	{ DPi }

2. MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the meeting held on 9 Nov 2016 were accepted as a true and accurate record.

3. MEMBERSHIP

3.1 **TBl** confirmed that there are no *ex-officio* members of this Committee and that he would update the TOR to reflect this.

Action: {TBl}

3.2 It was suggested increasing the presence of members from Academia. **TBl** therefore offered to contact Southampton University, the University of Newcastle and Plymouth University to seek representatives.

Action: {TBl}

- 3.3 **TBI** will also update the RINA website to reflect the current membership of the PAC.
Action: {TBI}

4. **ACTIONS ARISING FROM THE PREVIOUS MEETINGS**

- 4.1 Action 1/17: (Para 18.6 – 10/02/16) **{HMo/DCo}** to review the procedural documents related to the TOR of the PAC.
Ongoing
- 4.2 Action 2/17: (Para 19.1.1 – 10/02/16): **{GGi}** to circulate EAB latest meeting minutes.
Routine action
- 4.3 Action 3/17: (Para 19.1.2.4 – 21/06/16): **{GGi/ASt/EMPa}** to carry out 4th batch of CPD reviews.
Complete
- 4.4 Action 4/17: (Para 22.2.5 – 21/06/16): **{ABu}** to prepare updated PAC operational model.
Complete
- 4.5 Action 5/17: (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.
Complete
- 4.6 Action 6/17: (Para 20 – 09/11/16): **{TBI}** to prepare a list of all guidance notes, to include their issue dates.
Complete
- 4.7 Action 7/17: (Para 22 – 09/11/16): **{GGi}** to review the alignment of documents relating to academic accreditations.
Outstanding
- 4.8 Action 8/17: (Para 25 – 09/11/16): **{TBI}** to produce an electronic copy of the Continuing Professional development (CPD) logbook.
Ongoing
- 4.9 Action 9/17: (Para 26– 09/11/16): **{ABu/ASt/EMPa}** to prepare the summary of results from the 4th CPD reporting exercise.
Complete
- 4.10 Action 10/17: (Para 27.1.1 – 09/11/16): **{GGi}** to collate fourth batch CPD records for the CPD WG.
Complete
- 4.11 Action 11/17: (Para 27.2.1 – 09/11/16): **{NAI}** to attend EngC PD seminar (24/11/16) and report to PAC.
Complete
- 4.12 Action 12/17: (Para 28.2– 09/11/16): **{GGi}** to inform Southampton Solent University re: accreditation
Complete
- 4.13 Action 13/17: (Para 28.3 – 09/11/16): **{GGi}** to inform Strathclyde University re: accreditation.
Complete
- 4.14 Action 14/17: (Para 28.4– 09/11/16): **{GGi}** to circulate draft report EAB visit to UCL.
Complete

- Complete**
- 4.15 Action 15/17: (Para 28.5 – 09/11/16): {**GGi**} to circulate draft report RINA visit to University of Malta.
- Complete**
- 4.16 Action 16/17: (Para 28.6 – 09/11/16): {**GGi**} to inform Southampton University re: accreditation of programmes with industrial placement year.
- Complete**
- 4.17 Action 17/17: (Para 29.2.1 – 09/11/16): {**GGi**} to inform BAE Systems (Submarines) re: accreditation of the graduate training scheme.
- Complete**
- 4.18 Action 18/17: (Para 30.1.4 – 09/11/16): {**ABu**} to update PAC *modus operandi*.
- Complete**
- 4.19 Action 19/17: (Para 30.2.2 – 09/11/16): {**TBI**} to supply RINA’s statistics to the PAC.
- Complete**

5. **REVIEW OF “MODUS OPERANDI”**

- 5.1 The members discussed the revised Committee’s *modus operandi* prepared by **ABu**.
- 5.2 It was suggested that the “*sub-committees*” referred to in Para.2 would be renamed as “*panels*” as recommended by the Technical Committees Working Group Report.
- 5.3 These panels will each have a lead person responsible for progressing relevant actions.
- 5.4 **TBI** took the action of preparing a revised “*modus operandi*” document reflecting the above-mentioned decisions.

Action: {TBI}

Post meeting note: Chief Executive’s Memo dated 18 Feb 2017 – Professional Affairs Committee – Modus Operandi has been forwarded for review and comment by the PAC.

6. **ENGINEERING COUNCIL AND RELATED MATTERS**

CPD review

6.1 **Members CPD review**

- 6.1.1 The review of a fourth batch of CPD records was completed before the meeting. The PAC noted **Document D1** that summarizes the findings of this review.

6.2 **CPD communication**

- 6.2.1 It was agreed that the analysis of reports prepared by **TBI** should be published in RINA Affairs and the website as appropriate.

Action: {TBI}

6.2.2 There was a view from a few members that, following the reviews of the 4 batches of CPD records, sufficient information is now available to agree a policy for “reporting members CPD”, particularly with reference to sanctions for members that persistently would not supply any records. It was agreed that **ABu** will prepare a draft policy update for discussion at the next PAC.

Action: {ABu}

6.3 EngC CPD seminar

6.3.1 The Report of the Engineering Council seminar on Professional Development held on the 24/11/16 (attended by **NAt**) was acknowledged.

6.4 Electronic version of CPD logbook

6.4.1 **TBI** confirmed that the electronic CPD logbook will be ready in time for next meeting of the PAC (*scheduled for the 13/06/17*).

Action: {TBI}

7. ACADEMIC COURSE ACCREDITATION

Accreditation spreadsheet

7.1 The spreadsheet summarizing the academic accreditations that have been carried out by the Institution from 2002 to date was presented and discussed.

University of Malta

7.2 The PAC agreed to accredit the BEng (Hons) course at the *University of Malta* for a full period of five years. The letter from the *University of Malta* summarizing the action plan in response to the recommendations contained in the report was noted.

University of Plymouth

7.3 The PAC agreed that the members of the EAB panel representing RINA will be:

- Roger Daniel
- David Smith
- Ema Muk-Pavic (*observer*)
- Howard Mathers (*observer*)

University College London

7.4 The final report prepared by the EAB for the academic accreditation of the MSc courses at UCL was noted. The PAC agreed to accredit the courses at UCL for a period of five years. The action plan provided by UCL was noted.

Gender balance criterion for academic accreditation

7.5 **DSp** asked **EMPa** and **HGh** to prepare a draft item for inclusion in the academic accreditation review procedure aiming at dealing with this issue.

Action: {EMPa / HGh}

8. OTHER ACCREDITATION ISSUES

8.1 EAB

8.1.1 The minutes of the meeting of the EAB that took place on the 12/11/16 were noted.

8.1.2 The PAC noted **Document F1.2** that is the agenda for the meeting of the EAB taking place on the 07/03/17. **EMPa** confirmed her intention to attend the meeting to be held on 7 March 2017.

8.2 IPD accreditations

Babcock

8.2.1 The application for accreditation of *Babcock* graduate training scheme at Rosyth (UK - Scotland) was noted. The joint visit with the IMarEST, the IMechE and the IET is scheduled for the 7th March '17. The nominated representative is **David Smith**.

8.3 CPD Endorsements

ASRANet

8.3.1 The brief synopsis of the ASRANet courses applying for RINA CPD endorsement was noted. The full description of the courses had been circulated to the PAC before the meeting, but it was considered that additional information should be requested.

Action: {GGi}

ATKINS

8.3.2 **Document F3.2** is the application for endorsement of the ATKINS Safety and Environmental Management Training (SEMT) course.

8.3.2.1 The report prepared by **HMa** was noted. It was agreed that the ATKINS SEMT course should be accredited for three years. **GGi** will inform Atkins.

Action: {GGi}

9 RINA WEBSITE & FORUMS

9.1 **TBI** acquainted the PAC with the new Technical Committees' structure of the Institution which now consisted of:

- IMO Committee
- Maritime Safety Committee
- Maritime Innovation Committee

- Maritime Environment Committee

9.2 **TBI** stated that the *Small Craft Committee* and the *High Speed Vessel Committee* were no longer in existence although there are relevant forums on the RINA website that would cater for the needs of those members who are involved with that type of work.

9.3 **TBI** demonstrated how to navigate the RINA website and the new forum and group pages. All committee members were requested to complete their profile page for the preparation of a *Technical Register* and advise the Secretariat of any problems they encountered.

Action {All}

10 ANY OTHER BUSINESS

10.1 RINA Internal Audit

10.1.1 The PAC noted the report of the annual internal audit carried out on the 9th December 2016 by **ABu, Giles Thomas** (*from RINA Membership Committee*) and **HMa** (*observer*). The results of the audit and the recommendations specified by the auditors were accepted.

10.1.2 **GGi** was actioned to forward Key Performance Indicators (KPI) regarding the activities of the Professional Affairs Department as requested in the audit report.

Action: {GGi}

10.2 Document Configuration Control and Access

10.2.1 In discussion on Document Configuration Control it was stated that all current documents should be controlled by means of an effective document control system. It was also stated that members of the PAC should have instant access to controlled documents relevant to the work of the PAC.

10.2.2 **TBI** Agreed to forward details of the Institution's Document Control procedure, and to investigate how instant access to documents could be safely provided.

Action: {TBI}

Post meeting note: Chief Executive's email dated 7 Mar 2017 describes the Documentation Control procedure and how PAC related documents can be accessed.

11. DATES OF FUTURE MEETINGS

11.1 2017 meetings

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

- **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 1/17: (Para 18.6 – 10/02/16) {**HMo/DCo**} to review the procedural documents related to the TOR of the PAC.

Ongoing

Action 7/17: (Para 22 – 09/11/16): {**GGi**} to review the alignment of documents relating to academic accreditations.

Outstanding

Action 20/17: (Para 3.1 – 15/02/17): {**TBI**} to update the TOR of the PAC.

Arising

Action 21/17: (Para 3.2 – 15/02/17): {**TBI**} to contact universities for PAC membership.

Arising

Action 22/17: (Para 3.3 – 15/02/17): {**TBI**} to update membership of the PAC on RINA website.

Arising

Action 23/17: (Para 5.4 – 15/02/17): {**TBI**} to prepare revised “*modus operandi*”.

Arising

Action 24/17: (Para 6.2.1 – 15/02/17): {**TBI**} to publish analysis of CPD reports prepared in RINA Affairs and the website in due course.

Arising

Action 25/17: (Para 6.2.2 – 15/02/17): {**ABu**} to prepare a draft CPD monitoring policy.

Arising

Action 26/17: (Para 6.4.1 – 15/02/17): {**TBI**} to prepare electronic CPD logbook.

Arising

Action 27/17: (Para 7.5 – 15/02/17): {**EMPa/HGh**} to prepare document on *gender balance criterion* for academic accreditations.

Arising

Action 28/17: (Para 8.3.1– 15/02/17): {**GGi**} to request additional information re: ASRANet courses.

Arising

Action 29/17: (Para 8.3.2.1 – 15/02/17): {**GGi**} to inform ATKINS of successful outcome of CPD endorsement application.

Arising

Action 30/17: (Para 9.3 – 15/02/17): {**All**} to complete profile page on RINA website.

Arising

Action 31/17: (Para 10.1.2 – 15/02/17): {**GGi**} to inform PAC of KPIs for the year 2016.

Arising

Action 32/17: (Para 10.2.2 – 15/02/17): {**TBI**} to confirm that an effective document control process is in place..

Arising

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