



THE ROYAL
INSTITUTION
OF NAVAL
ARCHITECTS

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS
COUNCIL 2021
MINUTES OF MEETING 19TH OCTOBER 2021

Sec/Council 19 October 21


15th November 2021

Dear Council members,

COUNCIL MEETING – 19th October 2021

The draft minutes of the Council meeting held on 19th October 2021 are enclosed.

Yours sincerely



Chris Boyd

Chief Executive

Enclosure:

Minutes of Council meeting held on 19th October 2021.

Revision 0 - Changes to Minutes:

N/A

1. ENCLOSURE TO COUNCIL 19TH OCTOBER 2021

Minutes of Council meeting held on 19th October 2021.

M d'Amico	I K A P Utama
R Birmingham	A Dev
C Savage	T Strang
D Monioudis	D Molyneux
T Allan	K Hutchinson
R Cripps	D Molyneux
J Frier	H Theunissen
J Kee Paik	P Kujala
R Perez Fernandez	J Black
T Boardley	O Soloman Ologe
P French	S De Villers
R Gehling	R Millar
M Barton (Vice Chair PAC)	A Kumar
R Downs	Y Kamath
N MacLennan	C Boyd (Chief Executive (CEO)
P Krishnankutty	Giuseppe Gigantesco (Dir, Prof.
A Aitken	Affairs)
E Pang	Dmitriy Ponkratov (Dir. Technical)
M. H. Ghaemi	

Table 1 Council attendee list

Apologies for absence:

F Spencer
M Hart
B Lau
C De Marco
G Chopra
N Overfield
G MacDonald
E Pang – miss the start
S Charity - Secretariat

1.1 Declaration of Interests

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

1.2 Minutes of the meeting held on 20th July 2021.

1.2.1 Enclosure 2 Minutes of the meeting held on 20th July 2021 were presented and approved.

1.3 Actions arising from previous meetings.

1.3.1 01/21 CEO to continue investigating sponsorship for a Maritime Environment Award. ONGOING

1.3.2 Action 02/21 CEO to propose the council composition transition strategy. ONGOING

- 1.3.3 Action 03/21 CEO to discuss with WG Chair a focus group regarding the geographical representation following the review of the WG report on the Role & Responsibilities of the Naval Architect by council. ONGOING
- 1.3.4 Action 07/21 CEO to look at the feasibility of charging for YouTube as raised by David Aldwinckle. Please note that we await the recommendations from Digital First the consultants appointed by the Board to review RINA digital architecture. CLOSED – included in digital review study.
- 1.3.5 Action 08/21 CEO to issue branding procedure once complete. ONGOING
- 1.3.6 Action 09/21 RINA Governance Document should be adjusted in tandem with the recent By-Law changes as these two documents complement each other. Whilst the updating of the Governance Document is the responsibility of the Board, it nevertheless affects in a big way Council's activity. Certainly, Council has not viewed this document recently, hence David Aldwinckle intervention for RINA to review it. ONGOING

RINA is registered as a Charity, therefore places responsibilities upon the Standing Committees in supporting Society and the Public, e.g. The IMO Committee's input into IMO. So, Council must ensure the Governance Document is comprehensive and up to date in addressing Council's technical and professional needs as well.

2. PROPOSED CHANGES TO THE BY-LAWS

2.1.1 The CE shared enclosure 3 proposed changes to the By-Laws proposed 13th April 2021 and approved on the 20th of July 2021, apart from By-Law 57 where Sarah Watts raised a concern about the use of the word “liable” and its legal context. The CE to work offline with Sarah regarding By-Law 57 to provide the correct context.

2.1.2 Jim Black raised a grammatical error regarding By-Law 58 and should read:

‘consisting of Corporate Members OR may include an independent member’, and not ‘consisting of Corporate Members AND may include an independent member’.
This has been amended.

2.1.3 By-Law 42 and 58 are approved by Council and issued to the Privy Council for incorporation into the By-Laws.

2.2 Changes to the By-Laws

By-Law		Engineering comment	Council	Re-wording
General		Gender Drafting – The Engineering Council believes that the RINA should expedite the redrafting of its By-Laws introducing gender neutral phraseology in line with the Office of the Parliamentary Counsel’s ‘Guide to Gender-Neutral Drafting’.	Neutral The Council	The By-laws have been redrafted in accordance with the guide to gender-neutral drafting and ready for submission.
By-Law 42 – Applications from European Union Nationals	Council will assess and take decisions on applications for membership and registration from persons holding appropriate professional qualifications from other European Union Member States in accordance with the appropriate European Union Directives.	The Panel queried the relevance of the specific reference to the European Union. The members felt that the wording might be altered to <i>‘...from other countries as relevant...’</i> .		Council will assess and take decisions on applications for membership and registration from persons holding appropriate professional qualifications from other European Union Member States <i>from other countries as relevant</i> in accordance with the appropriate European Union Directives.
By-Law 57 – Expulsion of Members	If any member be convicted by a competent tribunal of any offence of any kind which in the opinion of the Council renders him unfit to be a member, the Council shall have the right to expel him from the Institution provided that at	The PCGP’s view was that as ‘conviction’ refers specifically to criminal law and does not cover civil matters, it would be more appropriate to use the words <i>‘found liable’</i> .		If any member be convicted <i>found liable</i> by a competent tribunal of any offence of any kind which in the opinion of the Council renders him <i>them</i> unfit to be a member, the Council shall have the right

	least two-thirds of the members of Council present at a meeting of the Council vote in favour of such a course, provided that the member shall have the right of appeal to the Appeal Committee established by the Council pursuant to By- Laws 58.		to expel <i>them</i> from the Institution provided that at least two-thirds of the members of Council present at a meeting of the Council vote in favour of such a course, provided that the member shall have the right of appeal to the Appeal Committee established by the Council pursuant to By- Laws 58.
By-Law 58 – Investigation of Offence	<p>a) For the purposes of this By-Law ‘improper conduct’ shall mean: -</p> <ul style="list-style-type: none"> (i) the making of any false representation in applying to the Institution for election or transfer to any class of membership; or (ii) any breach of these By-laws or of any Regulation, Council Rule or direction made or given thereunder; or (iii) any conduct injurious to the Institution. 	<p>The Panel considered that there should be an expansion of the definition of ‘improper conduct’. It should not include criminal matters unless the ‘crime’ was committed in connection with professional practice. The Institution only has authority to sanction its members in respect of professional activity. To sanction for, say, murder is only within the power of the State. If the Institution no longer wants a murderer as a member, it should remove that member for breach of the membership contract (e.g., by bringing the Institution into disrepute or ‘...conduct injurious to the Institution...’) and not as a professional practice sanction.</p> <p>The Panel considered that it would be beneficial if an extra clause be added to By-Law 58 in the definition of ‘improper conduct’ along the lines of:</p> <p><i>58 (a) (iv) any professional misbehaviour or incompetence by members of the Institution</i></p>	<p>a) For the purposes of this By-Law ‘improper conduct’ shall mean: -</p> <ul style="list-style-type: none"> (i) the making of any false representation in applying to the Institution for election or transfer to any class of membership; or (ii) any breach of these By-laws or of any Regulation, Council Rule or direction made or given thereunder; or (iii) any conduct injurious to the Institution. (iv) <i>any professional misbehaviour or incompetence by members of the Institution in the course of their professional practice.</i>

		<i>in the course of their professional practice.</i>	
By-Law 58 (c) (i)	(i) that any allegation of improper conduct shall be properly investigated and (if sufficiently serious) be referred for adjudication by an impartial tribunal consisting either wholly of Corporate Members.	In both the current and proposed By-Laws, there seems to be a drafting error in the final phrase which reads, ' <i>...tribunal consisting either wholly of Corporate Members</i> ';'. It seems there should be a subsequent section explaining what the alternative make-up of the tribunal should be. In any event, the PCGP believes that any such tribunal should include at least one independent member."	<p>It is a drafting error as stated. As far as I can ascertain it stems from changes made to the composition of the Disciplinary Board carrying out the investigation and the change of responsibility for disciplinary matters from Council to the Board exacerbated by the various changes to Council Rule 14 over a period of time.</p> <p>I think that the phrase should read '<i>consisting of Corporate Members or may include an independent member</i>'.</p>

3. TECHNICAL COMMITTEE STRATEGY

3.1 Proposal

3.1.1 Edwin Pang, Chair IMO Committee brought forward a notion to discuss the technical committee's strategy and purpose, for the Council consideration. For some time now, the Technical Committee Chairs have struggled to have a clear focus and engagement from the membership and the committees, and there have been many discussions around this.

3.1.2 There have also been some voluntary and experimental initiatives – the container ship safety working group, and the work we have done with mentoring a university student based on a subject of interest to the IMO Committee.

3.1.3 A more formal system that provides strategy and direction for the Institution was discussed amongst Council, namely:

- The Institution adopts an annual focus area or theme (or one each for Safety, Environmental and Innovation)
- This means that through the next year, the conference program, the requests for IJME, the articles in *The Naval Architect*, the Branch and Division programmes, technical committee work, any mentoring initiatives etc should adopt these themes as they shape and plan their work.
- At the end of the year, the work that has been carried out under these themes are collected and consolidated, and possibly presented in some form – at AGM, Annual Dinner, or maybe we have an annual conference

3.1.4 This is the just the general outline, and more work needs to be done, but it provides focus, but also engagement, and we will be able to demonstrate progress over a year as having brought into focus and perhaps moved the needle of whatever topics we have picked.

3.1.5 For safety, we could perhaps adopt containership safety since the working group is already in place, but then endeavour to put in place all the other supporting blocks.

3.2 Council Discussion

3.2.1 The Council had a strong debate regarding the technical committees' strategy and purpose and the following comments and actions were recorded:

3.2.2 The President committed that Council should consider a 5-year strategy as they are the core purpose of RINA to discuss research, technology, innovation etc.

3.2.3 Rob Gehling suggested that a quarterly roto be put together and subjects selected to be focused on that year and promoted for example in *The Naval Architect*.

- 3.2.4 David Aldwinckle commented that Council delegates responsibility to technical committees who are in a good position to deal with difficult subjects such as decarbonisation.
- 3.2.5 Tom Strang stated that there should be clear guidelines for technical committees that consider the expertise required. The Environmental Committee is struggling to attract membership to engage and move the institution forward. We must find a focus for activities he has experienced young naval architects not wanting to join RINA.
- 3.2.6 Bob Cripps asked how we get to this level and create a formal relationship and or a management committee of chairs to focus on selected topics and proposals as per Edwin's proposal. Council needs to establish a formal mechanism to move this forward.
- 3.2.7 Edwin Pang made a comment that members outside of the UK get involved in many projects such as domestic ferry projects in Asia and there should be a way of informing members.
- 3.2.8 Alan Bain commented on what is *RINA's role* as an NGO and its representation at peak bodies? We are in a powerful position to unlock opinion and provide broader focus and influence in these areas therefore there must be a coherence between the committees.
- 3.2.9 Cat Savage followed up by suggesting there should be a high-level focus as per other PEI's and develop a strategy from top to bottom.
- 3.2.10 Rob Gehling suggested that we should tap into specialist members and focus on three points of interest as per Edwin's paper and this should draw members' interests.
- 3.2.11 Tom Allan supports this proposal and likes the idea to provide support to all other regions and get them involved in Council and technical committees.
- 3.2.12 Tom Strang suggested an option for committee Chairs to submit a proposal for the strategy.
- 3.2.13 The President provided commentary that there should be a forum of experts who focus on papers and conferences and provide an outcome and or our position considering the position of all our stakeholders.
- 3.2.14 Arun Dev suggested that there should be more activities within the branches to focus on engagement with the technical committees which should be measured and driven through KPI's, with conclusive reporting every six months. If we look at the Singapore Joint Branch, there are 1500 members with a ratio of 20% RINA 80% IMarEST, so membership has been diluted a lot.

- 3.2.15 Paul Crossland recommended that the technical programme and schedule should be considered a year in advance as within his committee he is currently engaged in September 22 look ahead.
- 3.2.16 Tom Strang commented on the opinion of the broader outposts within membership and whether Council should conduct a membership survey which focuses on our strategy towards innovation, environment, and safety.
- 3.2.17 Alex Aitken commented that within the Western Joint Branch there is a young member competition which engages young people, and the Chief Executive will take this offline to incorporate in the youth ambassador strategy.

4. BOARD – MINUTES OF MEETING

- 4.1.1 The CE presented the Board minutes from the meeting held on the 21st July 2021 for information.
- 4.1.2 The Risk Register section *environmental roles 4.2*, should include the risk to consider the carbon footprint regarding requisite for financial transactions such as bank loans from the supplier etc. and mitigate any risk. This will be included in the next Risk Register review.

5. CHAIRMAN'S REPORT

- 5.1.1 The Chairman - Mr. Maurizio d'Amico - welcomed everyone to the fourth Council meeting of 2021.
- 5.1.2 Since our last meeting, a full agenda of online meetings and presentations have taken place, and I would like to thank all Divisions/Section/Branch chairperson, treasurers and secretaries for their hard work maintaining a full program of events which have been well supported by members.
- 5.1.3 The Secretariat has issued the 2021-22 budget for the Board approval and the budget is realistic but readdresses the trend with positive pipeline targets. A major project for the next year is the digital program enabling improved communication and business efficiency.
- 5.1.4 The 2020-2021 budget forecasted a deficit of -£188k, but this is now realised at £400k. Events and publication advertising income reduced significantly during COVID and unforeseen costs including tightening cyber security, membership CRM contract variations and secretariat IT equipment had an impact on the institution finances.
- 5.1.5 Other PEI membership fees were benchmarked, and RINA membership fees are up to 38% lower than others so a 5% increase has been added to fees for 2021-2022. This will be reviewed at the end of the 2021-2022 financial year.
- 5.1.6 A full review of the Institution's Charibond and Charifund portfolio was conducted by the Board Funding Group, Chaired by the Treasurer. Independent Investment Reviews Ltd provided consultant services and questionnaires were issued to sector funding managers. Casenove, CCLA and Newton funding management companies made a final presentation and CCLA were selected by the group to manage the Institution's Charifund portfolio. The Treasurer will provide an update at the next Board meeting.
- 5.1.7 Digital Project - The governance framework has been completed and the Digital Transformation Steering Committee (DTSG) formed to oversee the implementation phase of the projects. A specialised program manager has been selected to develop the digital roadmap, options and technical specifications, procurement and management of contractors and budget. The Chief Executive will act as the Senior Responsible Officer and form the technical committee reporting to the Governance Authority consisting of the Board and members.
- 5.1.8 The program includes a new website, moving into the cloud, new membership CRM and reducing patchwork management.

- 5.1.9 Currently the Institution's *Tribe* membership CRM mailing system is no longer supported by Microsoft, so IT have found a temporary solution enabling bulk emails to be sent to members. This is a temporary solution before we move to the cloud-based system. This enables renewals 2022 to be issued without delay, but it's imperative for the Institution to move forward with the digital tools to meet the strategic objectives.
- 5.1.10 The standing committees have continued to meet, and we look forward to the chairperson reports during this council meeting and we thank everyone for their continued support and commitment.
- 5.1.11 The following areas of productivity to your attention:
- **Digital Study** –the project has been costed at £400k and will be funded using the Institution's Charifund option. We have new Council members so just to reiterate some of the Institution strategic objectives:
 - Strategic Direction G – Maintain and extend the Institutions standing as a leading maritime Professional Institution.
 - Strategic Direction F – Address the future challenges for the sector with a wider range of events, improve the accessibility of conferences to members and encourage high quality of papers
 - Strategic Direction E – Make full and effective use of current and developing IT and digital solutions
 - Strategic Direction B Improve RINA's engagement and profile with the Maritime Community through an open, welcoming, and outward face to all possible stakeholders
 - **RINA Funds** – the Board Fund Steering Group reviewed and attended presentations by selected funding managers and CCLA Investment Manager was selected to manage the Institution funds.
 - **Financial Audit** – The Treasurer has completed a financial audit of the secretariat in accordance with the Charities Act 2006.
 - **Task Force Group** in the secretariat:
 - **Marketing & Communication** – staff members have actively been working on improving social media (mission crafting, news etc.), events and publications and advertising.
 - RINA video being prepared for COP 26 International Maritime Hub and will be ready by the end of October 2021 to promote RINA.
 - Captivation – included in the digital program to look at the brand freshness.
 - **Membership** – the Secretariat has been addressing the membership attrition rates for 2021 and asking members why they are not renewing or losing touch with the Institution. This is due to many reasons including, but not limited to the onboarding process from student member to AMRINA, contact details not updated, members expectations out of phase with the Institution etc.

- The Executive has engaged with HAE Consultants who specialise in membership *renewal and retention* and offer years of experience in sustainable membership models. The primary focus is retaining existing members and improving the Institution processes to understand what benefits RINA should be offering and increase membership.
- **Events** – we have developed the events program for 2021-22 which has been challenging due to COVID uncertainties, but please find the program below

Conferences 2021-2022

- Zero Carbon conference with Maersk McKinney centre – agreement in principle and currently confirming keynote speakers
- Autonomous Ships conference with OneSea. London, April-May 2022 – last minute location change before announcement
- Warship with BMT, Bristol, 8 - 9 June 2022.
- ICCAS, Japan, 13-15 September 2022.
- Historic ship conference with the Royal Navy Museum, Portsmouth, Oct-Nov 2022.
- Waterjet propulsion in association with MARIC, online/hybrid.

Courses 2021-2022

1. Cyber - on demand e-learning course – under final review
2. Dry-Docking (UK and Middle East)
3. WEGEMT
4. Contract Management

- **Student Champions** – this program has gathered pace and the secretariat has visited many Universities as travel restrictions have eased and we welcome the active inclusion of students in the Institution programs. The student champions also act as a source for recruiting new members.
- **Youth Development** – as per the student champion this initiative is being developed and the Executive welcomes Council members willing to support the program. Currently the RINA Youth policy, awareness, and engagement is under development.

5.1.12 We continue with our focus on **sustainability** and shipping plays a major role in areas such as decarbonisation and net-zero, alternate fuels, life cycle analysis, EEDI/EEXI, safety and manoeuvrability, environmental impact etc.

5.1.13 The Executive has signed a knowledge partnership with the Mærsk McKinney Møller Center for Zero Carbon Shipping <https://zerocarbonshipping.com> offering the following benefits:

- Knowledge sharing when developing strategies and action plans

- MMMCZS/RINA event
- Access to the centre work streams and NavigaTE model (technoeconomic model)
- Knowledge sharing and developing strategies and plans
- Opportunity to be part of the Centre projects, where relevant
- Access to Centre network partners
- Access to Centre events
- Included in Centre communications.

5.1.14 **Leadership** is paramount and we must be vigilant and address areas where the Institution needs to react and provide a welcoming and outward looking face to everyone whilst addressing the future challenges for the sector.

6. COMMITTEE CHAIRPERSONS REPORT

6.1 Maritime Environment Committee

6.1.1 The MEC met 4th October 2021 by video to carry out its normal duties and updated the outstanding action items. It was a small core group as usual, and this remains one of our key concerns – how to engage the broader membership.

6.1.2 We took most of the meeting to discuss in some detail the way or working, focus and how the MEC interacts with members and Council.

6.1.3 Several key issues were identified in our discussions:

1. Disconnect between ship operator/users and academia. How to reconnect and RINA's role
2. New materials and env impact and LCA approach – link to decarbonisation
3. Education and Training – STEM activity and how to encourage next generation of engineers to look at Naval Architecture
4. IMO issues
 - i. Marpol Annex VI Decarbonisation
 - ii. Ballast Water issues and new design
 - iii. Recycling – the lifecycle costs focusing on the environmental life cycle of production of materials and disposal.
5. Decarbonisation
 - a. Support IMO committee
 - b. Future fuels (including Nuclear)
 - i. Impacts on design & operation,
 - ii. Pathways,
 - iii. LCA,
 - iv. Infrastructure,
 - v. Training,
 - vi. Safety and environmental impact,
 - c. Engage with academia to see what impact decarbonisation will have on business impact with particular focus on logistics and supply chains
 - d. FIT for 55 – EU decarbonisation strategy – is there anything for RINA to do
 - e. Education and Training
6. Contacts with external organisations
 - a. LR, Shipping Champions for COP 26 and beyond, Getting to Zero

6.1.4 The committee also discussed whether these would be best served by individual working groups under the MEC or by more cross RINA working groups drawing the broader expertise in the other committees. The consensus was the latter.

6.2 IMO Committee

- 6.2.1 The IMO Committee has not formally met since the last council meeting, but in the interim, Committee members have attended ISWG-GHG 9 on LCA guidelines of maritime fuels, CCC 7 and MSC 104. For the latter two meetings our interest has been in the container ship safety agenda items, but sadly due to lack of time, the relevant papers were not discussed. Members, including the chair are attending ISWG-GHG 10 this week.
- 6.2.2 IMO HQ has been reopened and IMO meetings are now hybrid in nature.
- 6.2.3 Over the summer, the Committee has been working to help finalise amendments to MEPC.1 Circ.815 on the calculation of wind assist for EEDI certification together with MARIN and ABS, in a small group of member states which includes Germany, China, Japan, Finland and France. We have also been working on finalisation of draft guidelines on use of in-service sea trials to demonstrate the reference speed v_{ref} for use in EEXI calculations, together with Japan and BIMCO. Both these documents will be submitted to MEPC 77 at the end of November and are likely to be approved.
- 6.2.4 MARIN have been looking at submitting a proposal to MSC to amend the heel turn criteria of the Intact stability code, based on work they had done on the SEWOL disaster. While this seems to be a laudable aim on the surface, preliminary impact analysis that was conducted by MARIN on our request seems to increase the required GM to a level significantly above that required by applicable damage stability regulations. We have expressed reservation about supporting this proposal, however, require further impact analysis to be conducted.

6.3 Maritime Safety Committee

- 6.3.1 The Safety Committee met in September and several subjects were discussed including a potential fishing vessel safety seminar and the new UK regulations for small fishing vessels (<15m).
- 6.3.2 Following on from the Container Ship Workshop the working group circulated the draft framework document detailing how the workshop had been advertised, structured, and facilitated by the Institution for its members. This document was produced by the Secretariat in conjunction with the Working Group. The purpose of the document being, in the first instance, to inform and assist in the future running of similar events by the Safety Committee and other Technical Committees. The draft version of the document is attached for the Council to approve, prior to wider circulation (see reference 1 attached).

- 6.3.3 Additionally, the Secretariat, on behalf of the Container Ship Working Group, contacted all members that had expressed an interest in the Workshop advising them of the progress following the event (see reference 2 attached). The Secretariat also contacted several universities with details of the research topics that were highlighted during the workshop. A further article, following the report in *The Naval Architect*, also was published in *Seaways*, the journal of the Nautical Institute and had received very favourable feedback. There continues to be dialogue with the IMO Committee to ensure that the paper submitted to IMO is raised at the earliest opportunity. The emerging issue of bulk carriers carrying containers was also raised.
- 6.3.4 It was agreed that the Safety Workshop, that was run shortly before coronavirus interruptions, should be run again in 2022. Alongside this it was agreed that a Safety and Risk Management Conference should be run in 2022, (possibly in conjunction with the Nautical Institute) and the Secretariat agreed to include this in next year's events diary.

Reference 1: *Event Framework Guide - Draft*

Reference 2: *Email to Members following Container Ship Workshop*

Reference 1 Event Framework Guide – Draft

ONLINE EVENT GUIDE

DRAFT

The following guide will describe the framework for online events to be followed, initially, by technical committees of the Royal Institution of Naval Architects. It is intended as a general guide, so particular aspects of different events may require a specific approach. The guide has been initially developed under the Safety committee request to organise an online workshop. Therefore, the examples provided will refer to those.

The procedure will be divided into:

1. Concept
2. Message
3. Programme
4. Organization and support
5. Conduct
6. Processing
7. Evaluation

Concept

With concept we refer to the idea pitched by the committee. After approval of a presentation, conference or workshop, the Institution should be made aware to see if it is in line with the goals and agenda of RINA. Also, for quality, relevance, and interest.

Message

The message comprises of both the content and the delivery format. RINA currently utilises social media and e-shots as a means of contacting the potential audience. The content should be easily understandable by the members, and the objective be clear. That message will be sent to the secretariat alongside artwork, for editing and distribution. The delivery format will be agreed with the committee and a test will be sent out for approval. Currently RINA is developing a Branding book and guidelines document to be shared with committees and branches.

Programme

The programme could be developed before the general announcement or after. It will be announced in the promotion as well as the registration or joining instructions. That registration will be done by the secretariat using the website capabilities, forms, email registration and/or the meeting platform used.

The secretariat will inform the committee on the progress of the registration and collect any feedback from members/delegates before the event.

Organization and support

With the programme agreed, the secretariat will recommend the possible support during the event. That could be before, during or after the event. Depending on the specific needs, the secretariat may request a member of the staff to coordinate the event as a chair or IT support.

The Chair of the workshop should understand the subject sufficiently well to be able to organise the questions prior to the meeting, allow the concurrent questions to be incorporated into the structure of the workshop and ensure continuous flow of discussion.

Additionally, the Chair needs to be able to manage the discussion and to close lengthy or inappropriate interjections, whilst maintaining a close watch on time.

The members of the panel should have a diverse range of experience to allow wide ranging discussion on the subject.

Conduct

To start the workshop a presentation by a member of the panel, allows the subject of the Workshop to be introduced and it should be made clear that comments that are made by the Panel do not reflect the opinion of RINA.

Although the questions that are submitted prior to the workshop could not be shown to the Panel Members, the topic areas must be allocated to members of the panel in advance by the Chairman of the Workshop. The submitted questions need to be sorted into topic areas and then summarised. It will then ensure that the questions asked are not too specific, and allows the Panel to talk around the subject, to stimulate further discussion. It also allows contentious issues to be avoided by the Panel members.

Allowing online questions can then be incorporated into the discussion on the topic area. The online questions/comments can be either posed/stated by the Chair or where there is a particularly interesting question and time allowed then the originator could be asked to speak. An important role of a Workshop is to establish the views of the membership and therefore allowing as many people as possible to contribute to the discussions both before, during and after the workshop.

The Chair should prepare a schedule for the workshop, to manage the time associated with the various subjects that are raised. As there may be either too much or too little time, preparation should be made for both eventualities. The Panel should each prepare statements that could be used if required, which pose questions and therefore provoke discussion.

Communication between the Chairman, Panel and HQ should be kept separate to the meeting forum and allow prompting etc as required.

Processing

After the conference the secretariat will collect all the questions, recordings and immediate feedback received. Once that information has been put in a standard RINA format it will be circulated among the committee members for approval. The videos will be shared in a raw

format for the committee to decide if any part needs to be removed from the video. That information should be given in the following format: **“Remove Hour:Minute:Second - Hour:Minute:Second”** to avoid any confusion. The secretariat will be in charge of the opening slide, editing and release. That release is currently being done using YouTube.

Evaluation

After the event (about a week) the panel and the secretariat must meet for a debrief. Any suggestions for improvement should be put forward, as well as other initiatives for the use of the documentation created during and after the event. For example, other publication in magazines.

Timeframe

Depending on the event, the time from concept to delivery can vary. However, the secretariat recommends at least two months from the first announcement for online events. For physical events that will vary from 6 months to 1 year and should be evaluated on a case-by-case basis.

Other

There are general suggestions for all events which, if possible, should be followed.

1. To have a general e-shot that covers the whole membership. Request an early registration and any contribution that may want to send. From that feedback prepare a second email targeting that smaller audience.
2. If there are no presentations in the event format. To have at least an introductory presentation to give context.
3. To have separate means of communication between the chair, IT, the secretariat, and the panel.
4. Agree a standardised opening to the event which states the protocol for the event and states that the view of the Panel is not necessarily those of RINA and that the event is being recorded.

Reference 2: Email to Members following Container Ship Workshop

Dear Participant,

On behalf of the Royal Institution of Naval Architects we would like to thank you for your participation in the Container Ship Safety - Workshop 2021 organised by the Safety Committee. Your contributions before, during and after the event were collated, and the main results were:

- IMO CCC 7 paper
- The Naval Architect article
- Seaways article
- Workshop recording

We are pleased to inform you that a paper citing the work developed as a result of the workshop was produced and has been submitted to the IMO Sub-Committee on Carriage of Cargo and Containers (document CCC 7/INF.14). Also, the Naval Architect published last June an article called “RINA Workshop Tackles Container Ships Safety”. That article discussed the multifaceted problem that container ships operators are enduring, lashing solutions, stronger and smart containers, commercial pressures, stability, hull structure and size were among the topics mentioned. RINA has a mandate to make knowledge widely available to achieve safer shipping, for that reason, the recording of the meeting has been made available on YouTube, under the name “Container Ship Safety - Workshop 2021” (https://youtu.be/WL0Y2w_csMY)

We look forward to welcoming you to future RINA workshops and events.

Best regards, **Jaime Perez Martinez MSc BEng** Technical Manager

The Royal Institution of Naval Architects

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Email: jmartinez@rina.org.uk Web:

https://www.rina.org.uk/events_programme

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6.4 **Maritime Innovation Committee**

- 6.4.1 The Committee has not met since the last meeting. The next meeting is arranged for Thursday 21 October 2021.
- 6.4.2 However, discussions have been taking place between the Chairman and the Chief Executive regarding the establishment of a Cyber Sub-Group under the Maritime Innovation Committee.
- 6.4.3 Following on from the work the Chief Executive has been doing to ensure RINA's compliance with ISO 27001 "The International Standard for Information Security", it is evident that RINA could take the lead and be seen as being instrumental in the industry in raising awareness for all maritime organisations to demonstrate compliance with not only ISO27001 but also IMO MSC428 (98) and this could potentially lead to the development of a formal training course offered by RINA.
- 6.4.4 In respect to IMO MSC428 (98) the sub-group would also be able to provide input into the IMO for solutions to improve maritime cyber risk.

6.5 **Professional Affairs Committee**

- 6.5.1 The most recent PAC meeting was held on 13th October 2021 and the next meeting is scheduled for February 2022. The meeting on 13th October was held at RINA HQ with a video link for those PAC members who could not attend in person. This is the first time since February 2020 that the PAC has met at RINA HQ.

PAC Membership

- 6.5.2 David Manley, the newly appointed Professor of Naval Architecture at UCL, has agreed to join the PAC. The membership of the PAC currently stands at 16 with a good mix of industrial and academic experience. We are, however, still seeking new members of the PAC to improve our mix of backgrounds, experience, and ages.

Accreditations

- 6.5.3 As predicted, the PAC is being put under pressure to support several degree course accreditations and other training programme reviews in a condensed time as things open after COVID restrictions. The PAC is being supported by an experienced assessor who recently resigned from the PAC and action is being taken to train new assessors.
- 6.5.4 The University of Strathclyde accreditation meeting took place on-line in early September. The RINA panel comprised two experienced assessors and one observer in training. The accreditation was successful with only one requirement (compulsory action) which will be checked and hopefully cleared when a member of the RINA panel makes a visit to the University later this year. The visit has been arranged as part of the formal accreditation process.

- 6.5.5 The reaccreditation of courses for the University of Malta will take place on-line on 25th – 27th October 2021. The RINA panel will comprise two experienced assessors and one observer. A subsequent visit will be made to the university on behalf of the RINA panel.
- 6.5.6 The reaccreditation of the undergraduate and postgraduate courses at the University of Newcastle upon Tyne is scheduled for 8th and 9th November 2021. This will be a face-to-face accreditation for the first time since COVID restrictions were introduced. The RINA panel will comprise two experienced assessors and two observers.
- 6.5.7 There is no further update on the planned accreditations for the University Kuala Lumpur Malaysian Institute of Marine Engineering Technology (UNIKL MIMET) and the University Technology Malaysia (UTM).

Engineering Council licence review

- 6.5.8 Following the Engineering Council licence review which took place on 1st June 2021 and was noted in the last PAC report to Council, the final EngC report has been received. An action plan has been drawn up to manage the resulting actions which will be undertaken by the PAC and the Secretariat.

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

- 6.5.9 A review of IPD for the UK Maritime and Coastguard Agency (MCA) will take place on 5th November 2021. This was planned as a face-to-face meeting, but the MCA has just advised that they will not permit visitors at their HQ in Southampton. Consequently, the IPD review will take place on-line.

Continuing Professional Development (CPD)

- 6.5.10 In the last PAC report to Council, it was reported that the response rate of members to requests for CPD reviews was disappointing. Of the 60 requests which were issued in February 2021 (some of which were carried over from 2020), responses have now been received from 23 members. The response rate remains poor; some of the members who are not responding were first asked in 2020 and have been reminded on several occasions. The Secretariat is taking action to ensure that members are fully aware of the need to undertake CPD and submit reports if requested to do so. The Secretariat will also ensure that the email or postal addresses for members are correct.
- 6.5.11 That said, if we get to the position in 2022 where there are members who have been ignoring requests for two years, RINA will take action in accordance with the CPD Procedure. Council is therefore advised that there is a significant likelihood that some members could have their RINA membership cancelled and their Engineering Council registration removed. These are serious steps which may result in the people concerned not being able to continue their employment because they will have lost their professional registration.

ED&I

- 6.5.12 The work of the ED&I working Group is continuing, but there is nothing of significance to report to Council this time.

6.6 Publications Committee

- 6.6.1 The committee has had one online meeting since the last Council and work to develop a sustainable technical review team to support the production of IJME continues.

- 6.6.2 The Council has had one online meeting since the last Council.

- 6.6.3 The PC continues to develop the IJME and has had a good influx of papers to its 2021 editions.

- 6.6.4 Work to identify a replacement Editor in Chief is ongoing.

- 6.6.5 The PC is pleased to announce that it has agreed a further prize sponsored by the Cyprus Marine and Maritime Institute to be awarded to a young author.

- 6.6.6 The PC will be pleased to contribute to the technical specification of RINA's digital portal with a view on the needs to assist contributors to technical papers.

- 6.6.7 The PC believes indexing by the CNKI of RINA's papers would be a valuable to increasing the engagement and raising the value of IJME.

6.6.8 Membership Committee

- 6.6.9 The Membership Committee has met once (on 2 Sept 21) since the last Council Meeting and conducted its routine business of considering applications for membership and registration.

- 6.6.10 The meeting was chaired by Martyn Hart, who as Vice-Chairman has agreed to act as Chairman until June 2022. The intention is to ask the new UCL Professor (David Manley FRINA) to join the committee and take on the chairmanship in mid-2022. For the intervening period John Kernaghan will become Acting Vice-Chairman.

- 6.6.11 Applications considered in June & Sept totalled 104, an increase compared to the 80 processed in the Jan & Mar sessions. The outcome was 37 Fellows and 53 Members due to members seeking to advance their professional standing.

- 6.6.12 The Membership Committee will meet next on 4 November 2021.

6.7 Disciplinary Committee

- 6.7.1 The CE reported that there were no allegations of professional misconduct currently under investigation.

6.8 General

- 6.8.1 The followings notes were taken from members commenting on the committee reports:
- 6.8.2 For the attention of the council there is a framework document that has been developed within the Safety Committee and it will be available for review, and usage by the Technical Committees for similar online events.
- 6.8.3 Cat savage commented on improving communications for members CPD and supported by Lucy Santini whereby members details should be maintained and updated.
- 6.8.4 Rob Gehling provided insight not Engineers Australia annual CPD return rate is 10%.

Currently two RINA members are included in the UNSW Canberra course accreditation.
- 6.8.5 Hossein Ghaemi suggested that we should focus on the role of the shipowner and shipowners' association and get more proactive with our strategy, as participation will enhance research and get RINA involved.
- 6.8.6 Peter French asked the CE if digital project budget has any tolerance to overrun or delays etc.? The CE confirmed that a tolerance margin has been considered within the costings and digital governance strategy.

7. ANY OTHER BUSINESS

- 7.1.1 Arun Dev commented that membership should be appreciated and to consider a potential discount for members recommending others
- 7.1.2 The new logo was not deemed appropriate for the Indo-Pacific conference in May 2022, and the writing is too small. The CE will feed this information back to the marketing and communication manager in the secretariat.
- 7.2 **Date of Next Meeting**
- 7.2.1 The next meeting will be held at 11:00 GMT on Wednesday 19th January 2022.

8. ACTION ARISING OR OUTSTANDING FROM THE MEETING.

- 8.1.1 Action 01/21 CE to continue investigating sponsorship for a Maritime Environment Award.
- 8.1.2 Action 02/21 CEO to propose the council composition transition strategy.
- 8.1.3 Action 03/21 CEO to discuss with WG Chair a focus group regarding the geographical representation following the review of the WG report on the Role & Responsibilities of the Naval Architect, by Council.

- 8.1.4 Action 08/21 CEO to issue branding procedure once complete.

- 8.1.5 Action 09/21 RINA Governance Document should be adjusted in tandem with the recent By-Law changes as these two documents complement each other. Whilst the updating of the Governance Document is the responsibility of the Board, it nevertheless affects in a big way Council's activity. Certainly, Council has not viewed this document recently, hence David Aldwinckle intervention for RINA to review it.

RINA is registered as a Charity, therefore places responsibilities upon the Standing Committees in supporting Society and the Public, e.g. The IMO Committee's input into IMO. So, council must ensure the Governance Document is comprehensive and up to date in addressing Council's technical and professional needs as well.

- 8.1.6 Action 10/21 – Committee of Chair meeting to be arranged to discuss the technical committees' guidelines and focus on selected topics and proposals as per the Technical Committee Strategy discussion. Council needs to establish a formal mechanism to move this forward and develop a high-level focus as per other PEI's strategy.

The CE will set up a meeting for the Chairs and provide secretariat support.

- 8.1.7 Action 11/21 - The Risk Register section *environmental roles 4.2*, should include the risk to consider the carbon footprint regarding requisite for financial transactions such as bank loans from the supplier etc. and mitigate any risk. This will be included in the next Risk Register review.