

ROYAL INSTITUTION OF NAVAL ARCHITECTS

PROFESSIONAL AFFAIRS COMMITTEE

A Standing Committee of the Council

CONSTITUTION AND TERMS OF REFERENCE

(Revision February 2015)

INTRODUCTION

1. The Professional Affairs Committee (PAC) is a Standing Committee responsible to the Council for all matters relating to the education and professional development of members of the Institution.
2. The PAC shall consist of up to twenty members, who will normally be members of the Institution, appointed by the Chairman with the agreement of the Committee to achieve appropriate representation of the educational and training providers, the various sectors of the maritime industry and any other body which through close concern or interest can assist the PAC in its work.
3. Up to five ex-officio members, who need not be members of the Institution, may also be co-opted to provide additional expertise and guidance, as required. Ex-officio members will not be voting members at meetings.
4. The Chairman and Vice- Chairman shall be appointed by Council, on the recommendation of the Committee. Membership of the Committee shall be confirmed annually by the Council.
5. In the absence of the Chairman or Vice-Chairman, meetings may be chaired by a voting member elected by those attending the meeting. A quorum at a meeting shall be five voting members of the Committee who are members of the Institution.
6. The Chairman will be an ex officio member of the Council. The Chairman may be represented at Council meetings by the Vice-Chairman.
7. The membership of the Committee will be reviewed annually to ensure that it provides the optimum combination of up-to-date experience and continuity.

TERMS OF REFERENCE

1. To set, promulgate and advise on the minimum standards of education and professional development required of members.
2. To approve academic courses and company training programmes which meet the Institution's requirements for membership.
3. To carry out such activities as are required of a Nominated and Licensed Body of the Engineering Council (EngC).

Note: Decisions on matters solely relating to the EngC will only be taken by members of the PAC who are Registrants.

4. To maintain liaison and ensure PAC representation where appropriate of all organisations concerned with the education and professional development of members of the Engineering profession and the Institution.
5. To establish and control such permanent or ad hoc panels as might be required to carry out specific responsibilities on behalf of the PAC.
6. To facilitate and promote the achievement of CPD by members of the Institution, through provision of events organised by the Institution and the recognition of courses organised by other bodies, which meet the Institution's requirements for CPD.
7. To propose, keep under review, recommend changes and promote agreements with other professional bodies, for the mutual benefit of members of the Institution and such bodies.
8. To advise other standing committees and groups on all matters relating to education and professional development, and to consider all proposals for change made by those committees and groups.
9. To propose, keep under review, recommend changes to the Institution's policy for scholarships and awards (except where related to publications).
10. To speak on behalf of Council, when called upon to do so, on matter arising out of Council policy relating to education and professional development.