

Document B1

ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of the Professional Affairs Committee Meeting

20th February 2018

1. PRESENT

Mr Dan Spinney	{DSp}	(Chairman)
Mr Neil Atkins	{NAt}	
Cdr Mark Barton	{MBa}	
Prof Hossein Ghaemi	{HGh}	<i>(tele-conference)</i>
Mr Howard Mathers	{HMa}	
Mr Hugh Morrison	{HMo}	
Ms Ema Muk-Pavic	{EMPa}	
Mr Alan Stokes	{ASt}	<i>(tele-conference)</i>
Ms Gill Stoneman	{GSt}	
Mr Giles Thomas	{GTh}	
Mr Trevor Blakeley	{TBl}	(RINA, CEO)
Mr Giuseppe Gigantesco	{GGi}	(RINA, Director Prof Affairs)
Mr Richard Syms	{RSy}	(EngC Liaison Officer)

Apologies for absence were received from:

Mr Simon Benson	{SBe}
Mr Andrew Bunney	{ABu}
Mr David Collins	{DCo}
Mr David Smith	{DSm}

2. MEMBERSHIP (*Document A*)

2.1 Members resignations

2.1.1 **DSm** resigned as member of the PAC. The Committee acknowledged the great deal of assistance that **DSm** has supplied to the PAC being a member since 2006. It was therefore agreed that **TBI** would prepare a *certificate of appreciation* that would have to be agreed by Council at the next meeting on the 11th April 2018.

Action: TBI

2.2 New Members

2.2.1 It was noted that the PAC needs new members from *Academia*, in particular representatives from Strathclyde and Southampton Universities as well as Universities abroad. **TBI** agreed to try to progress this.

Action: TBI

2.2.2 **HMa** suggested approaching the chairs of industrial liaison committees to encourage more academic participation from the (university) department they support. The members did not agree on his proposal.

3. PREVIOUS MEETING (*15/11/17*)

3.1 Minutes of the previous meeting (*Document B1*)

3.1.1 The PAC noted the minutes of the meeting held on 15 November 2017. Several amendments had been agreed ahead of the meeting by e-mail.

3.1.2 The minutes were therefore accepted as a true and accurate record.

3.2 Actions and matters arising (*Document B2*)

Action 1/18: (Para 18.6 – 10/02/16) {**HMo / DCo**} to review the procedural documents related to the TOR of the PAC.

Closed

Action 2/18: (Para 22 – 09/11/16): {**GGi / DSp**} to review the alignment of documents relating to academic accreditations.

Ongoing

Action 3/18: (Para 3.2 – 15/02/17): {**TBI**} to contact universities for PAC membership.

Ongoing

Action 4/18: (Para 9.3 – 15/02/17): {**All**} to complete profile on RINA MyRINA page website.

Closed

Action 5/18: (Para 5.1.5 – 13/06/17): {**TBI**} to publish on RINA Affairs stories of members endorsing the benefits of recording CPD.

- Ongoing**
- Action 6/18: (Para 4.1.2 – 15/11/17): {**GGi**} to inform Plymouth University and the EAB of the PAC decision regarding accreditation of the academic courses.
- Complete**
- Action 7/18: (Para 4.1.3 – 15/11/17): {**GGi**} to inform MTEC Consortium regarding the accreditation results.
- Complete**
- Action 8/18: (Para 4.1.4 – 15/11/17): {**GGi**} to inform Westlawn Institute regarding the accreditation results.
- Complete**
- Action 9/18: (Para 4.2.1 – 15/11/17): {**GGi**} to liaise with DNV-GL to organize the accreditation visit.
- Ongoing**
- Action 10/18: (Para 4.2.2 – 15/11/17): {**GGi**} to liaise with ATKINS to organize the accreditation visit.
- Complete**
- Action 11/18: (Para 5.1.2 – 15/11/17): {**TBI / DS**} to set up Dropbox account for the PAC.
- Complete**
- Action 12/18: (Para 5.3.3 – 15/11/17): {**TBI / DS**} to progress the possibility of adopting *MyCareerPath*.
- Ongoing**
- Action 13/18: (Para 5.5.1 – 15/11/17): {**All Members**} to send comments on the proposed E, D & I Policy.
- Complete**
- Action 14/18: (Para 5.5.2 – 15/11/17): {**TBI**} to provide version of the *Diversity Concordat* to which RINA is a signatory.
- Closed**
- Action 15/18: (Para 5.5.2 – 15/11/17): {**GGi**} to include PAC Chair, subject matter leaders and accreditation panel members in all communications with the organization submitting application for accreditation.
- Closed**
- 3.2.1 With reference to Action 5/18 **DS** and **HMa** will both prepare articles on the subject of the benefits of recording CPD (up to 200 words max) that **TBI** will publish on RINA Affairs.
- Action: DS / HMa / TBI**
- 3.2.2 As a follow up to Action 11/18 **GGi** will place the agenda and the supporting documents for next meeting on the PAC *DROPBOX* account.
- Action: GGi**
- 3.2.3 Additionally, **GGi** will also ensure that all final, approved versions of the minutes of past PAC meetings are uploaded in PDF format to the PAC webpage on the RINA website.
- Action: GGi**

- 3.2.4 With reference to Action 14/18 **EMPa** offered to locate the signed copy of the “*Diversity Concordat*”.

Action: EMPa

4. ACCREDITATIONS / ENDORSEMENTS

4.1 Academic Accreditations

- 4.1.1 The spreadsheet summarizing the academic accreditations that have been carried out by the Institution to date was reviewed (*Document D1.1*).

University of Plymouth

- 4.1.2 With reference to the accreditation of the BEng and MEng courses at the University of Plymouth the PAC confirmed the results agreed at the previous meeting. The Committee also confirmed that the preparation of an Action Plan for the non-accredited MEng course is expected from the University; however the PAC was keen to support the university in this endeavour, and agreed that **GGi** should email them to offer them the advice (verbally, i.e. by telecon) of relevant individuals to support them – **MBa**, **HMa** and **EMPa** agreed to provide this support.

Action: GGi

- 4.1.3 It was requested that Plymouth University would remove from the website the statement of accreditation for the MEng course. **TBI** took the action of contacting the University.

Action: TBI

Politeknik Perkapalan Negeri Surabaya (PPNS)

- 4.1.4 **GGi** informed the PAC of an application for accreditation of nine courses at PPNS. **DSP** and **NAt** offered to review the submission documents within two weeks of the meeting (i.e. a deadline of CoP Tuesday 6th March) with the view of reporting to the PAC about the suitability of these courses for accreditation, and whether they or others would be most appropriate to conduct the assessment.

Action: NAt / DSP

Westlawn Institute

- 4.1.5 The PAC confirmed the results agreed at the previous meeting regarding the accreditation of the course at Westlawn Institute. It was agreed that "*partial accreditation*" without a defined standard is not acceptable, and that the PAC would stick to its conclusion that it would not be content to issue any form of accreditation to Westlawn. **TBI** agreed to

follow up communications with Westlawn as deemed necessary, also ensuring that any reference to accreditation by RINA on Westlawn's website (<http://www.westlawn.edu/who/accreditation.asp>) is removed ASAP.

Action: TBI

Other academic accreditations due for renewal

4.1.6 The following Education Institutions run courses that have been accredited by RINA in the past: AUT (New Zealand), ECU (Australia), Belgrade University (Serbia), MIMET UniKL (Malaysia), UTM (Malaysia), Plymouth University (UK) (*BSc Marine Composite Technology*). **GGi** will contact them asking whether they are requiring re-accreditation.

Action: GGi

4.1.7 The following Education Institutions have made an initial approach to RINA regarding academic accreditation: University of Zagreb (Croatia), Kotelawala Defence University (KDU) (Sri Lanka). **GGi** will contact them requesting the initial submission information.

Action: GGi

4.1.8 The following members of the PAC expressed their interest to be involved in the accreditations mentioned below:

- Belgrade **EMPa**
- Plymouth **MBa - EMPa**
- UNIKL **ASt**
- UTM **ASt – GTh**

4.2 IPD accreditations

DNV - GL

4.2.1 The panel formed by the PAC to undertake the accreditation of the graduate training scheme for DNV – GL was not satisfied with the submission documents received and therefore prepared a list of additional information needed. **GGi** informed DNV – GL and a new submission is expected in the near future.

ATKINS

4.2.2 The panel formed by the PAC for the accreditation of the ATKINS graduate training scheme visited their premises in London on the 16th February 2018. The panel was very satisfied with the information collected during the visit. **GGi** will prepare a report for the PAC.

Action: {GGi}

5. Other issues for discussion

Members CPD report

5.1.1 **NAt** reported to the Committee regarding the results of the fifth batch of randomly-selected members CPD reports. He said that 50% have replied which is in line with the previous 4 batches. **GGi** will send the reports received to **NAt** for completing the assessment.

Action: GGi

5.1.2 **NAt** informed the PAC that he will attend a *CPD assessor* workshop held at the Engineering Council on the 15th March 2018.

Action: NAt

5.1.3 With reference to the on-line CPD recording software *MyCareerPath* discussed in the previous meeting, **NAt** told the PAC that he has asked a graduate naval architect working for Atkins to try using the system and describe whether it could be suitably customized. **NAt** will report these test results to the PAC in due course.

Action: NAt

KPIs

5.2 **GGi** presented to the PAC the *Key Performance Indicators* for the years 2017 and 2016 as requested by the auditors at the Internal Audit. **DSp** noted that there were inconsistencies in the numbers reported in the KPI report (e.g. targets for KPIs 4a, 4b and 4c differ between second-last and last pages of report, and achievement %ages for KPIs 3a, 3b and 3c on the last page are incorrect). **GGi** agreed to correct the report and circulate it by email to the PAC.

Action: GGi

Accreditation v Approval of Academic Courses

- 5.3 The PAC noted Document *E5.3* that is a memo prepared by the CEO dated 12 January 2018. Significant discussion ensued that linked to the Westlawn item (para 4.1.5) and specifically the agreement that the PAC could not accept “*partial accreditation*” as it is currently understood, i.e. without a defined standard. This also linked to the upcoming review of the P&P Manual and Guidance Notes (para 7.1.1), whereupon **TBI** stated that the action on the secretariat there was purely to align documents – it remains with the PAC to determine the need for changing current processes or defining new ones. The PAC discussed compiling a proposal for an explicit standard for “*Partial Accreditation*” to contrast with “*Full Accreditation*” (or alternative terminology such as “*Recognition*” and “*Accreditation*” respectively). This was not taken further at this point, and noted as an action on the PAC for the future.

Action: PAC

Visits in support of Accreditation

- 5.4 The Committee discussed whether visiting academic Institutions applying for accreditation of their courses should be mandatory instead of following the current practice of just undertaking a documentary assessment, supported by a visit by an appropriate member or Secretariat staff to report on facilities. **TBI** reminded the Committee that the policy had been agreed more than 10 years’ previously, in order to develop relationships between the Institution and those universities who could not afford to fund a visit by the accrediting panel. The PAC had indeed previously agreed that a visit was not essential in determining whether the standards set out in the UK-Spec had been achieved, however that was with a different PAC membership, and it was agreed that it would be reasonable for the current PAC to reconsider this position. It was recognised that such an assessment could only be made when adequate documentation had been provided. In discussion, members expressed the view that a visit did allow the gathering of much more information than what is available with a documentary assessment. A vote was conducted to gauge the PAC’s opinion on whether a visit should indeed be required in the future, the conclusion of which was that it should for all accreditations. As the need for a visit is the only difference between an EngC accreditation and a RINA-only accreditation, then this equated to making all accreditations EngC accreditations, and discontinuing RINA-only accreditations. The next step would be for the PAC to compile a proposal to this effect.

Action: PAC

Template of accreditation Certificate

- 5.5 The PAC noted Documents *E5.5.1*, *E5.5.2*, *E5.5.3* and *E5.5.4* and decided that a more detailed set of information should be included. **GGi** will prepare a new draft of these templates.

Action: GGi

Equality, Diversion and Inclusion (ED&I)

5.6 **EMPa** presented *Document E5.6* that is the report of the last meeting of the WG on E, D & I policy which included the latest version of the policy. **TBI** informed the PAC that RINA Council (*meeting 25th January 2018*) has endorsed in principle the draft policy requesting the inclusion of some amendments.

5.7 The PAC *requested* that the policy should be available on the RINA website, and that the secretariat would action this.

Action: TBI / GGi

6. Engineering Council and related matters

6.1 The PAC acknowledged *Document F1.1* that is the report prepared by **NAt** about the Degree & Higher Apprenticeship Session he attended on the 07/07/17 at the Royal Academy of Engineering.

6.2 The PAC acknowledged *Document F1.2* that is a discussion document prepared by the Engineering *Professors* Council on designing Apprenticeships for Success.

6.3 The PAC acknowledged *Document F2* that is the report of the EAB accreditation workshop held on the 25th September 2017.

6.4 The PAC acknowledged *Document F3.1* the Engineering Council CPD policy statement, *Document F3.2* a Guidance Note on CPD issued by the Engineering Council and *Document F3.3* a CPD review flowchart issued by the Engineering Council. **ASt** and **NAt** to review the three Engineering Council documents to confirm that they do not conflict with RINA policy on CPD.

Action: ASt / NAt

7. ANY OTHER BUSINESS

7.1 2017 RINA Internal Audit

7.1.1 The annual Institution's internal audit was conducted by **ABu** and **HMa** on the 20th December 2017. The PAC noted the report (*Documents G1 and G2*) and in particular the recommendation that, "*following earlier observation of inconsistencies in the P&P Manual in previous audits, it is now recommended that a full review of the Manual together with associated Guidance Notes is undertaken... to eliminate ambiguities, clarify definitions and ensure that procedures match practice.*" The corrective action that the secretariat agreed to conduct was to "*undertake an initial review of the P&P Manual and Guidance Notes. The resulting recommendations will be passed to the PAC and Membership Committee for their review and agreement.*"

Action: TBI / GGi

8. DATES OF FUTURE MEETINGS

8.1 2018 meetings

8.1.1 The dates for next meetings in the year 2018 are as follows:

- **M2** – 12 06 18
- **M3** – 20 11 18