

**Document B1**

**ROYAL INSTITUTION OF NAVAL ARCHITECTS**

**Minutes of the Professional Affairs Committee Meeting**

**20<sup>th</sup> November 2018**

**1. MEMBERS**

1.1 Present

Mr Neil Atkins	{ <b>NAt</b> }	(Chairman)
Cdr Mark Barton	{ <b>MBa</b> }	
Mr Andrew Bunney	{ <b>ABu</b> }	
Mr David Collins	{ <b>DCo</b> }	
Prof Hossein Ghaemi	{ <b>HGH</b> }	(video-conference)
Ms Catherine Ingram	{ <b>CIn</b> }	
Mr Howard Mathers	{ <b>HMa</b> }	
Mr Hugh Morrison	{ <b>HMo</b> }	
Ms Ema Muk-Pavic	{ <b>EMPa</b> }	
Mr Harry Schweidler	{ <b>HSc</b> }	
Mr Jason Steward	{ <b>JSt</b> }	(tele-conference)
Mr Alan Stokes	{ <b>ASt</b> }	(video-conference)
Ms Gill Stoneman	{ <b>GSt</b> }	
Mr Angus Watts	{ <b>AWa</b> }	
Mr Trevor Blakeley	{ <b>TBl</b> }	(RINA, CEO)
Mr Giuseppe Gigantesco	{ <b>GGi</b> }	(RINA, Director Prof Affairs)
Mr Richard Syms	{ <b>RSy</b> }	(EngC Liaison Officer)

1.2 Apologies

Apologies for absence were received from:

Dr Simon Benson	{ <b>SBe</b> }
Mr Giles Thomas	{ <b>GTh</b> }

**2. MEMBERSHIP (Document A)**

**2.1 Members**

2.1.1 **NAt** attended the meeting as the newly elected Chairman.

**2.2 New Members**

2.2.1 **Catherine Ingram, Harry Schweidler** and **Angus Watts** were welcomed as new members. **Jason Steward** was also welcomed as returning member after a period of absence due to work commitments.

**3. PREVIOUS MEETING (27/06/18)**

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

3.1.1 The PAC noted the minutes of the meeting held on 27 June 2018.

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

**3.2 Actions and matters arising (Document B2)**

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

**Routine Action**

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

**Complete**

Action 12/18: (Para 5.3.3 – 15/11/17): {**TBI**} to progress the possibility of adopting *MyCareerPath*.

**Complete**

Action 18/18: (Para 5.1.2 – 15/11/17): **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.

**Routine Action**

Action 19/18: (Para 5.5.2 – 15/11/17): **EMPa** will locate the signed copy of the “*Diversity Concordat*”.

**Complete**

Action 21/18: (Para 4.1.3 – 20/02/18): **TBI** to contact Plymouth University asking them to amend website regarding the non-accredited MEng.

**Complete**

Action 27/18: (Para 5.1.1 – 20/02/18): **GGi** to supply **NAt** with all CPD reports received in the fifth sampling batch.

Minutes of the PAC meeting held on the 20<sup>th</sup> November 2018

- Action 32/18: (Para 5.4 – 20/02/18): **PAC** to discuss the need for decoupling EngC academic accreditations and “RINA only” accreditations. **Complete**
- Action 35/18: (Para 7.1.1 – 20/02/18): **TBI / GGi** to undertake an initial review of the P & P Manual and Guidance Notes. **Complete**
- Action 36/18: (Para 2.2.1 – 27/06/18): **MBa** to contact NDP consortium and DE&S for new members. **Complete**
- Action 37/18: (Para 4.1.2 – 27/06/18): **GGi** to confirm PAC support to University of Plymouth. **Complete**
- Action 38/18: (Para 4.1.3 – 27/06/18): **GGi** to request confirmation of PAC concerns regarding changes in the MTEC courses. **Complete**
- Action 39/18: (Para 4.1.4 – 27/06/18): **GGi** to circulate the accreditation visit report for Belgrade University. **Complete**
- Action 40/18: (Para 4.1.5 – 27/06/18): **TBI** to prepare a “statement of quality” acknowledgement for the BEng at AUT (New Zealand). **Complete**
- Action 41/18: (Para 4.1.6 – 27/06/18): **TBI** to contact PPNS during his visit to Surabaya in August 2018. **Complete**
- Action 42/18: (Para 4.1.8 – 27/06/18): **TBI** to contact UKL MIMET during his visit to Kuala Lumpur in August 2018. **Complete**
- Action 43/18: (Para 4.1.9 – 27/06/18): **GGi** to inform Edith Cowan University that no accreditation is needed. **Complete**
- Action 44/18: (Para 4.1.10 – 27/06/18): **GGi** to confirm details of accreditation visit to UTM. **Cancelled**
- Action 45/18: (Para 4.1.11 – 27/06/18): **GGi** to inform the PAC as soon as University of Zagabria will submit an application for accreditation. **Routine action**
- Action 46/18: (Para 4.1.12 – 27/06/18): **TBI** to contact KDU during his visit to Sri Lanka in August 2018. **Complete**
- Action 47/18: (Para 4.1.13 – 27/06/18): **TBI** to contact Westlawn requesting changes on their website referring to RINA accreditation. **Complete**
- Action 48/18: (Para 4.2.1 – 27/06/18): **GGi** to inform Atkins of positive outcome of the application for accreditation. **Complete**
- Action 49/18: (Para 4.2.2 – 27/06/18): **GGi** to inform DESG of positive outcome of the application for accreditation. **Complete**

- Action 50/18: (Para 4.2.3 – 27/06/18): **GGi** to inform DNV-GL of positive outcome of the application for accreditation. **Complete**
- Action 51/18: (Para 4.2.4 – 27/06/18): RINA panel (**NAAt** and **HMo**) to visit LOC for accreditation of the graduate training scheme. **Complete**
- Action 52/18: (Para 4.3.3 – 27/06/18): **HMo** to review ASRANET application for CPD endorsement. **Complete**
- Action 53/18: (Para 4.4.2 – 27/06/18): **MBa** to contact Steve Richards at University of Portsmouth. **Complete**
- Action 54/18: (Para 4.5.1 – 27/06/18): **MBa** to report regarding accreditation of courses run by the military carried out by IMarEST. **Complete**
- Action 55/18: (Para 5.1.3 – 27/06/18): **NAAt** to prepare an updated version of the procedure for monitoring and reporting of members PD records. **Complete**
- Action 56/18: (Para 5.1.4 – 27/06/18): **NAAt** to set up a meeting at RINA of a subgroup to discuss details of CPD procedure. **Complete**
- Action 57/18: (Para 5.3.1 – 27/06/18): **PAC** to further discuss requirements for template of accreditation certificates. **Ongoing**
- Action 58/18: (Para 5.4.2 – 27/06/18): **MBa** to attend the Engineering Ethics Conference (06/09/18), **Complete**
- Action 59/18: (Para 5.6.1 – 27/06/18): **GGi / TBI** to revise and update the policy and procedures manual. **Complete**
- Action 60/18: (Para 5.7.1 – 27/06/18): **TBI** to inform RINA Council of PAC decision of mandatory visit to academic institutions applying for accreditation of courses. **Complete**

3.2.1 With reference to Action 12/18 **TBI** confirmed that the Institution has signed a contract with the EngC to use *MyCareerPath* as instructed earlier by the PAC. He stated again that this system cannot be customized to the specific needs of the members of RINA. **ABu** replied that the PAC does not have detailed knowledge of *MyCareerPath* in order to take a final decision on this matter. For this reason he proposed setting up a WG that would investigate the use of *MyCareerPath* to suit the specific needs of the members. **TBI** said that he will make both systems available to the members: *MyCareerPath* and the RINA on-line CPD recording scheme.

**Action: TBI**

3.2.2 With reference to Action 52/18 **GGi** will request ASRANET to supply further information as advised by **HMo**.

**Action: GGi**

#### **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*).

4.1.2 The PAC confirmed that such spreadsheet will be kept up-to-date by the Secretariat. It will be available on Dropbox and will be updated at least before each Committee meeting.

**Routine Action: GGi**

##### *University of Plymouth (UK)*

4.1.3 With reference to the accreditation of the *BEng and MEng Marine Technology* courses at the University of Plymouth the PAC nominated **MBa**, **HMa** and **EMPa** to provide advice in order to complete this accreditation.

**Action: MBa, HMa and EMPa**

##### *MTEC (UK)*

4.1.4 The PAC acknowledged that the accreditation panel was satisfied with the clarifications received from the Consortium regarding the major changes in this programme and confirmation of accreditation was granted.

##### *Belgrade University (Serbia)*

4.1.5 With reference to the accreditation of the *MSc Mechanical Engineering, specialization Naval Architecture* at Belgrade University the Action Plan submitted by the University has been accepted by the accreditation panel. The PAC agreed that the accreditation is now complete.

##### *Southampton University (UK)*

4.1.6 The Engineering Accreditation Board (EAB) has organised a multi-institutions accreditation visit to Southampton University to take place on the 16<sup>th</sup> and 17<sup>th</sup> January 2019

(*Document D1.7*). The RINA panel will be formed by **ABu** (*trained member*) and **SBe** (*observer*).

##### *Strathclyde University (UK)*

4.1.7 The Committee noted *Document D1.14* that was the *business case* presented by Strthclyde University for the development of a MSc course in Naval Architecture. The PAC fully supported this proposal. **ASt** offered to be member of the accreditation panel, **NAt** also agreed to support the process.

## 4.2 IPD accreditations

### LOC

4.2.1 The PAC noted the visit report (*Document D2.2*) and accredited the scheme. **GGi** will inform LOC.

**Action: GGi**

## 4.3 CPD endorsements

### BMT (Australia)

4.3.1 *Document D3.1* is the application for CPD renewal of endorsement submitted by BMT (Australia) for the *Submarine Design* course. RINA secretariat granted endorsement before this meeting.

## 5. Other issues for discussion

### 5.1 Members CPD report

5.1.1 *Document E5.1* was a report prepared by **ABu** about a meeting held on the 18/09/18 to discuss CPD policy. **NAt**, **TBI** and **ABu** attended.

5.1.2 *Document E5.2* was a report prepared by **NAt** on his attendance to a PD Forum held at the EngC on the 02/10/18.

5.1.3 *Document E5.3* was the updated RINA policy on CPD prepared by **ABu**. (*Version 2 – 30 October 2018*)

5.1.4 **TBI** stated that the EngC policy on members CPD deals in the same way for registrants and non-registrants. In order to implement lapsing of membership the Institution's by-laws require a disciplinary procedure.

5.1.5 The PAC agreed that the need for reporting CPD should be extended to all members. The PAC agreed that where members persistently failed to report their CPD activities and fail to engage in the CPD process, they will be in breach of the Code of Professional Conduct and will therefore be liable to disciplinary action and may be dismissed from the Institution. **NAt** will present this proposal at the next meeting of Council.

**Action: NAt**

### 5.2 Policy and Procedures Manual (*update*)

5.2.1 **TBI** confirmed that he has completed the updating of the P & P M and the latest version is available in the PAC area of DROPBOX. This version has taken care of avoiding duplication of other documents. Sources for relevant documents have therefore been included. **HMa** offered to review the latest version of the Manual and report to the Committee.

**Action: HMa**

5.2.2 **TBI** agreed that all Institution documents such as the Policy and Procedures Manual and Guidance Notes will be subject to proper document control so that revision status and dates of issue are apparent in all cases.

**Action: TBI**

### 5.3 **Defence PEI Committee**

5.3.1 **MBa** reported on a *Defence PEI Committee* that seeks a recognised route for defence personnel who have sufficient professional expertise to achieve membership of a professional institution.

5.3.2 **TBI** acknowledged this suggestion and agreed to prepare a draft *accelerated* membership application for this type of military personnel.

**Action: TBI**

5.3.3 **MBa** offered to *kick off* a working group to look at “Degree / Higher Apprenticeship” and how the Institution would accredit such schemes.

**Action: MBa**

## 6. **Engineering Council and related matters**

### 6.1 **EngC**

6.1.1 The PAC acknowledged *Document F1.1* that are the notes issued by the EngC of the meeting of PEI heads of membership held on the 02/10/18.

6.1.2 The PAC acknowledged *Document F1.2* that is an EngC document on “*Risk based approach to licensing*”.

6.1.3 The PAC acknowledged *Document F1.3* that is the report on the conference on “*Engineering Ethics*” held on the 06/09/18 at the University of Leeds, attended by **MBa**.

6.1.4 **TBI** agreed to make available to the PAC the reports made by the EngC Liaison Officer.

**Action: TBI**

### 6.2 **EAB**

6.2.1 The PAC noted *Document F2.1*: the minutes of the EAB meeting held on the 12/06/18.

6.2.2 The PAC noted *Document F2.2*: the agenda of the meeting to be held on the 03/10/18.

**7. ANY OTHER BUSINESS**

**7.1 2018 Internal Audit**

7.1.1 **GGi** reminded the PAC of the need to carry out the annual internal audit. Volunteers were invited for this task to be completed in December. **HMa** volunteered.

**Action: HMa**

**8. DATE OF FUTURE MEETINGS**

**8.1 2019 meetings**

8.1.1 The dates for meetings in the year 2019 were agreed as follows:

- **M1** – 21 02 19
- **M2** – 27 06 19
- **M3** – 14 11 18