

Document B1

ROYAL INSTITUTION OF NAVAL ARCHITECTS

Minutes of the Professional Affairs Committee Meeting

27th June 2018

1. PRESENT

Mr Dan Spinney	{ DSp }	(Chairman)
Mr Neil Atkins	{ NAt }	
Cdr Mark Barton	{ MBa }	
Dr Simon Benson	{ SBe }	
Mr Andrew Bunney	{ ABu }	
Prof Hossein Ghaemi	{ HGh }	<i>(tele-conference)</i>
Mr Howard Mathers	{ HMa }	<i>(tele-conference)</i>
Mr Hugh Morrison	{ HMo }	
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 David Collins	{ DCo }
Ms Ema Muk-Pavic	{ EMPa }
Mr Alan Stokes	{ ASt }
Ms Gill Stoneman	{ GSt }
Mr Giles Thomas	{ GTh }

2. MEMBERSHIP (*Document A*)

2.1 Members resignations

2.1.1 **DSp** resigned as Chairman and member of the PAC. The Committee acknowledged the great deal of work that **DSp** has done for the PAC. **DSp** attended his first Committee meeting as member on the 24/06/15 and was elected Chairman at the meeting of the 09/11/16.

2.1.2 It was proposed that **NAt** would take Chairmanship of the Committee. His nomination was supported unanimously by PAC members.

2.1.3 The change in Chairmanship will be presented to the RINA Council by **TBI** for their endorsement at the next meeting (12/07/18).

2.2 New Members

2.2.1 It was noted again that the PAC would welcome new members. **MBa** volunteered to contact the Naval Design Partnering (NDP) Consortium and the Defense Equipment & Support (DE&S) to see if they had any volunteers.

Action: MBa

3. PREVIOUS MEETING (*20/02/18*)

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

3.1.1 The PAC noted the minutes of the meeting held on 20 February 2018. Several amendments had been agreed ahead of the meeting by e-mail.

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

Complete

Action 9/18: (Para 4.2.1 – 15/11/17): {**GGi**} to liaise with DNV- GL to organize the accreditation visit.

Complete

- Action 12/18: (Para 5.3.3 – 15/11/17): {**TBI / DS**p} to progress the possibility of adopting *MyCareerPath*.
Ongoing
- Action 16/18: (Para 5.1.5 – 13/06/17): {**DS**p / **HMa**} to prepare articles on the subject of the benefits of recording CPD (up to 200 words max) that **TBI** will publish on RINA Affairs.
Complete
- Action 17/18: (Para 5.1.2 – 15/11/17): **GGi** will place the agenda and the supporting documents for next meetings on the PAC *DROPBOX* account.
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.
Ongoing
- Action 19/18: (Para 5.5.2 – 15/11/17): **EMPa** will locate the signed copy of the “*Diversity Concordat*”.
Ongoing
- Action 20/18: (Para 4.1.2 – 20/02/18): **GGi** to e-mail Plymouth University confirming PAC support for the re-accreditation of the MEng.
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.
Ongoing
- Action 22/18: (Para 4.1.4 – 20/02/18): **NA**t / **DS**p to review submission documents for accreditation PPNS.
Complete
- Action 23/18: (Para 4.1.5 – 20/02/18): **TBI** to inform Westlawn Institute regarding PAC decision on non-accreditation and amending Westlawn’s website.
Complete
- Action 24/18: (Para 4.1.6 – 20/02/18): **GGi** to contact education institutions with expired accreditation, offering re-accreditation.
Complete
- Action 25/18: (Para 4.1.7 – 20/02/18): **GGi** to contact education institutions that have made initial approach inviting them to submit an application for accreditation.
Complete
- Action 26/18: (Para 4.2.2 – 20/02/18): **GGi** to prepare a report of the Atkins accreditation visit.
Complete
- Action 27/18: (Para 5.1.1 – 20/02/18): **GGi** to supply **NA**t with all CPD reports received in the fifth sampling batch.
Complete
- Action 28/18: (Para 5.1.2 – 20/02/18): **NA**t to attend CPD assessor EngC workshop on the 15/03/18.
Complete
- Action 29/18: (Para 5.1.3 – 20/02/18): **NA**t to report about the opinion of a graduate naval architect working for Atkins on suitability of *MyCareerPath*.
Complete
- Action 30/18: (Para 5.2 – 20/02/18): **GGi** to amend KPIs.
Complete

Complete

Action 31/18: (Para 5.3 – 20/02/18): **PAC** to discuss proposal for a “*partial accreditation*” standard.

Complete

Action 32/18: (Para 5.4 – 20/02/18): **PAC** to discuss the need for decoupling EngC academic accreditations and “RINA only” accreditations.

Ongoing

Action 33/18: (Para 5.5 – 20/02/18): **GGi** to prepare an updated version of the accreditation templates.

Complete

Action 34/18: (Para 5.7 – 20/02/18): **TBI / GGi** to make E, D & I policy available on the RINA website.

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.

Ongoing

3.2.1 With reference to Action 21/18 it was noted that Plymouth University website does not reflect the accreditation decision of the PAC.

3.2.2 With reference to Action 23/18 it was noted that the Westlawn Institute website is still unchanged.

3.2.3 With reference to Action 35/18 it is suggested taking the following four sets of documents and comparing them directly, updating them so that all sections are directly comparable, the numbering and order is the same and terminology and phrasing is the same too, such that they are all a contiguous set of documents. The content would essentially remain the same.

- the application form that universities fill in to apply for accreditation;
- the report template that the panel fill in when they are compiling their accreditation report;
- the relevant section of the policy and procedures manual;
- all relevant guidance notes.

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 DI.1*).

University of Plymouth (UK)

4.1.2 With reference to the accreditation of the ***BEng and MEng Marine Technology*** courses at the University of Plymouth the PAC confirmed that it was keen to support the university in this endeavour, and agreed that **GGi** would email them to offer the advice of relevant individuals to support them. **MBa, HMa** and **EMPa** agreed to provide such support.

Action: GGi

MTEC (UK)

4.1.3 The PAC acknowledged ***Document DI.3*** which was the content of an e-mail dated 30/05/18 from **Professor D John Mangan** explaining the pathways changes for the recently accredited ***MSc Marine Technology*** run by the MTEC Consortium.

ABu expressed some concern regarding the transition period from 9 offered pathways to 4.

After discussion the PAC agreed the following:

- The current accreditation would stand if students on the current pathway could continue with existing modules and teaching staff;
- The new format would be subject to a separate accreditation and visit.

It was therefore requested a confirmation that:

- the students who had chosen programmes that have been withdrawn can complete
- there are no changes in the management structure of the 4 remaining pathways

Action: GGi

Belgrade University (Serbia)

4.1.4 The visit to Belgrade University for the accreditation of the ***MSc Mechanical Engineering, specialization Naval Architecture*** took place on the 20th and 21st June. ***Document DI.4*** is the application for accreditation; the report is not yet ready but the Chair of the accreditation panel **ABu** reported verbally to PAC.

He read the conditions and the recommendations of the panel and concluded that re-accreditation would be granted subject to an action plan that would address those conditions.

GGi will circulate the visit report to the PAC for comments and final decision of accreditation.

Action: GGi

Auckland University of Technology (New Zealand)

4.1.5 The PAC noted that this ***BEng Maritime Engineering*** is run for the initial 2 years at AUT, but is completed at the Australian Maritime College that issues the degree. For this reason there is no need for accrediting part of a degree.

In recognition of the value of being associated to RINA when marketing this course the PAC agreed in providing a *statement* from the Institution that would recognise the quality of teaching and contents. The CEO was asked to arrange a format for such *quality acknowledgment*.

Action: TBI

Politeknik Perkapalan Negeri Surabaya (PPNS)(Indonesia)

4.1.6 PPNS submitted an application for accreditation of nine courses. **DSp** and **NA_t** carried out a preliminary review of the submission documents.

Three courses have been accredited by RINA in the past and could be considered for re-accreditation:

- Marine Engineering
- Shipbuilding Engineering
- Design and Construction Engineering

The panel decided that the remaining six did not have a sufficient content related to the activities of the members of RINA:

- Welding Engineering
- Safety Engineering
- Automation Engineering
- Marine Electrical Engineering
- Design and Manufacture Engineering
- Piping Engineering

TBI therefore offered to contact PPNS in person to collect further information about these courses during his visit in August 2018.

Action: TBI

Southampton University (UK)

4.1.7 The Engineering Accreditation Board (EAB) has organised a multi-institutions accreditation visit to Southampton University to take place on the 23rd and 24th January 2019 (**Document D1.7**). Courses of interest to RINA are:

- ***BEng (Hons) Ship Science***
- ***BEng (Hons) Ship Science with Industrial Placement Year***
- ***MEng Ship Science***
- ***MEng Ship Science with Industrial Placement Year***

The RINA panel will be formed by **MBa** and **ABu**. **SBe** will take part as an observer.

University Kuala Lumpur MIMET (Malaysia)

4.1.8 The ***BEng Technology Naval Architecture and Shipbuilding*** at UniKL is due for re-accreditation from the 2018 intake.

TBI offered to contact UniKL in person to collect further information during his visit in August 2018.

Action: TBI

Edit Cowan University (ECU) (Australia)

4.1.9 The ***BEng Naval Architecture*** at ECU expressed interest in RINA accreditation. This course is run for the initial 2 years at ECU, but is completed at the Australian Maritime College that issues the degree. For this reason there is no need for accrediting part of a degree. **GGi** will confirm with ECU regarding the University issuing the degree.

Action: GGi

UTM (Malaysia)

4.1.10 The Bachelor of Engineering in Naval Architecture and Offshore Engineering at UTM is due for re-accreditation. **GGi** confirmed that a preliminary contact has been established to arrange a re-accreditation visit and will inform the PAC as soon as visit dates are suggested. **ASt** and **GTh** have offered to be members of the panel.

Action: GGi

University of Zagreb (Croatia)

4.1.11 The University of Zagreb has expressed an interest for their ***MEng Naval Architecture*** to be accredited by RINA. **GGi** will inform the PAC as soon as a submission for accreditation is received.

Action: GGi

KDU (Sri Lanka)

4.1.12 The KOTELAWALA Defence University KDU expressed interest for accreditation of the ***BEng Marine Engineering***. A submission for accreditation has not been received yet. **TBI** offered to contact KDU in person during his visit in August 2018.

Action: TBI

Westlawn Institute (USA)

4.1.13 The PAC confirmed the previous decision of rejecting the application of accreditation for the course in ***Yacht Design***. **TBI** has duly informed Westlawn of the decision taken by the PAC although it was noted that the Westlawn's website remains unchanged. **TBI** will contact Westlawn again.

Action: TBI

4.2 IPD accreditations

ATKINS

4.2.1 The visit to Atkins took place on the 16/02/18. The report (***Document D2.1***) was noted and the PAC agreed to accredit this scheme. **GGi** will inform Atkins.

Action: GGi

DESG

4.2.2 The panel visited DESG on the 18/05/18. The PAC noted the visit report (*Document D2.2*) and accredited the scheme. **GGi** will inform DESG.

Action: GGi

DNV - GL

4.2.3 The panel visited DNV – GL on the 07/06/18. The PAC noted the visit report (*Document D2.3*) and accredited the scheme. **GGi** will inform DNV - GL.

Action: GGi

LOC

4.2.4 LOC has expressed interest in renewing the accreditation of their graduate training scheme. A date for the visit will be scheduled in August 2018; the panel will be formed by **NAt** and **HMo**.

Action: NAt / HMo

4.3 CPD endorsements

University College London

4.3.1 *Document D3.1* is the application for CPD endorsement submitted by UCL for the *Marine Electrical System* course. RINA secretariat granted endorsement.

Maritime Training Academy

4.3.2 *Document D3.2* is the application for CPD endorsement submitted by MTA for their courses on *surveying, shipbuilding* and *shiprepairs*. RINA secretariat granted endorsement.

ASRANET

4.3.3 It was decided that this agenda item would be progressed after the meeting and **HMo** volunteered to review his previous inputs to ASRANET applications..

Action: HMo

4.4 Degree & Higher Apprenticeship

University of Portsmouth (UoP)

4.4.1 With reference to work based and distance learning courses, the University of Portsmouth would like that PEI would agree on a protocol that would be used as means of assisting candidates with their Professional Review Interviews.

4.4.2 **MBa** offered to contact Steve Richards senior lecturer at UoP to investigate whether the BSc (Hons) and MSc in Maritime Studies would be of interest to RINA.

Action: MBa

4.5. Accreditation for the Military

4.5.1 **MBa** offered to review the situation regarding the lack of an accreditation for military personnel. **MBa** will seek to obtain a copy of the system in use by IMarEST.

Action: MBa

5. Other issues for discussion

5.1 Members CPD report

5.1.1 *Document E5.1* was a report prepared by **NAt** about his attendance to the CPD *assessor* workshop organised by the EngC on the 15/03/18.

5.1.2 *Document E5.1.1* was a report prepared by **NAt** on the activity carried out by the PAC with the random check of members' CPD records. Five batches of members have been analysed; discussions, recommendations and proposed actions were included in the report.

5.1.3 *Document E5.1.2* was a proposed procedure for monitoring and reporting of continuing professional development records of members prepared by **NAt**. A previous proposal was prepared by **ABu** in 2017. The PAC thanked **NAt** for his work and asked him to prepare an update version of his proposal.

Action: NAt

5.1.4. It was agreed that a small subgroup (**NAt, TBl, ABu** and **EMPa**) would meet to discuss the details of the proposed new procedure.

Action: NAt

5.2 KPIs

5.2.1 **GGi** presented to the PAC the *Key Performance Indicators* for the years 2017 and 2016 as requested by the auditors at the 2017 Internal Audit.

5.3 Template of accreditation Certificate

5.3.1 The PAC noted *Documents E5.3.1, E5.3.2, E5.3.3 and E5.3.4* which are the proposed templates for certificates of accreditation. It was agreed that all information should be included in a single page, probably a certificate. The matter will be discussed further by the PAC and at the next meeting.

Action: PAC

5.4 Equality, Diversion and Inclusion (ED&I)

5.4.1 The Institution's policy on E, D & I prepared by the WG (**MBa, HGh, EMPa**) has been made available on the RINA website.

5.4.2 *Document E5.4* is the programme for the *Engineering Ethics* Conference to be held on the 6th September 2018 at the University of Leeds. **MBa** volunteered to attend and report to the PAC in due course.

Action:MBa

5.5 MyCareerPath

5.5.1 With reference to the on-line CPD recording software *MyCareerPath* discussed in previous meetings **TBI** confirmed to have agreed with the EngC an initial period of trial. He has signed a contract that gives RINA use of *MyCareerPath* from the 1st July 2018. **TBI** stated that he was still assessing MYCarreerPAth for suitability for RINA applicaion and that its use would not commence until that suitability was confirmed.

5.6 **Updating of P&PM and guidance documents**

5.6.1 The secretariat will carry out a revision and updating of the P&PM and the guidance documents. The revision of the documents will be reviewed by the PAC and any other relevant RINA committees.

Action: GGi

5.7 **Visits in support of Accreditation**

5.7.1 The Committee confirmed the decision of a mandatory visit to academic Institutions applying for accreditation of their courses. The RINA council will be informed of this decision,

Action: TBI

5.8 **Standards associated with “partial accreditation”**

5.8.1 The PAC confirmed that no *partial accreditation* should be granted.

6. **Engineering Council and related matters**

6.1 **EngC**

6.1.1 The PAC acknowledged *Document F1.1* that is the EngC QAC bulletin dated April 2018. The RINA *interim review* is scheduled for the 16/11/18.

6.1.2 The PAC acknowledged *Document F1.2* that is the EngC registration statistics.

6.1.3 The PAC acknowledged *Document F1.3* that is the minutes of the meeting of the B & C Institutions.

6.1.4 The PAC acknowledged *Document F1.4* that is the EngC five yearly standard review.

6.2 **EAB**

6.2.1 The PAC noted *Document F2.1*: the minutes of the EAB meeting held on the 01/02/18.

6.2.2 The PAC noted *Document F2.2*: the agenda of the meeting to be held on the 12/06/18.

7. ANY OTHER BUSINESS

7.1 AOB

7.1.1 No other business was raised.

8. DATE OF FUTURE MEETINGS

8.1 2018 meetings

8.1.1 The date for next meeting in the year 2018 is as follows:

M3 – 20 11 18