

THE OBJECTIVES OF THE NAUTICAL INSTITUTE

The objectives of The Nautical Institute shall be to promote and co-ordinate in the public interest the development of nautical studies in all its branches so as to:

1. Encourage and promote a high standard of qualification, competence and knowledge among those in control of seagoing craft including non-displacement craft.
2. Facilitate the exchange and publication of information and ideas on nautical science and to encourage and publish appropriate research.
3. Establish and maintain appropriate educational and professional standards of membership.
4. Liaise with and influence Government Departments and other bodies concerned with statutory and other qualifications, and with universities and other educational institutes and authorities in the furtherance of education and training in nautical science and practice.
5. Encourage the formation of Branches worldwide.

THE OBJECTIVES OF THE LONDON BRANCH OF THE NAUTICAL INSTITUTE

In furtherance of the objectives of the Nautical Institute and for the benefit of its members, the Branch will have as its objectives the following:

1. Encourage recruitment of members into the Nautical Institute.
2. Promote the activities and increase the membership of the Nautical Institute in the London Branch.
3. Co-operate with local branches of other organisations (ImarEst; RIN; RINA; HCMM) to promote a high standard of professional competence and knowledge.
4. Provide support and advice to local government departments and other regulatory bodies concerned with statutory and other qualifications, and with centres of learning in the furtherance of education and training in nautical science and practice.

THE STRUCTURE OF THE LONDON BRANCH OF THE NAUTICAL INSTITUTE

To accomplish its objectives, the Branch functions under the guidance of a committee consisting of:

Chairman
Vice-Chairman (Shore)
Vice-Chairman (Sea-going)
Treasurer
Secretary
Programme Secretary
Committee Members

Committees meetings are arranged to take place every other month beginning in May, with an AGM in April each year

THE OPERATION OF THE LONDON BRANCH OF THE NAUTICAL INSTITUTE

To carry out its mandate and to achieve its various objectives, the Branch hosts technical meetings twice a year. These technical meetings are arranged jointly under the Joint Meetings (JM) agreement with IMarEst, HCMM, RINA, RIN and BACS. The London Branch sponsored meetings take place in May/June and November/December each year, and will be on subjects of current interest as chosen by the committee in line with the overall NI Strategic Plan. We will also host other meetings throughout the year on suitable subjects, when the opportunity arises

The business of running the Branch is the main focus of the Annual General meeting and it is at this time, the results of the Business Plan for the past year will be reported to the membership. The Business Plan for the subsequent year is then submitted for approval by the membership together with an update of the business plans for medium and long terms.

Nautical Institute Branch By-Laws state that: Branch committee members shall be elected for a maximum term of three years and may then offer themselves for re-election to further terms of up to three years. There shall be no limit to a member's length of service on the Branch committee. The maximum term of office for Branch officers shall be three years, at the end of which they may offer themselves for re-election to a further maximum term of three years. After six years in office, Branch officers shall stand down. However, in the event there are no new volunteers to be elected as a Branch officer, the Branch committee may apply to Council for dispensation to waive this clause and such application shall be renewed annually as necessary.

BRANCH ACTIVITIES /PROJECTS

A. Short Term (one fiscal year or less)

The Branch fiscal year runs from 1st April – 31st March. For the Branch fiscal year 2011-12 the Branch will undertake the following activities:

1. Recruit new members into Nautical Institute
2. Campaign for new and younger members to take part in Branch activities
3. Strengthen ties with local organisations with similar interests
4. Host a Summer Social event in June to encourage and promote networking and recruitment of new members.
5. Host an event in September to celebrate the 40th anniversary of The Nautical Institute. The venue will be HMS President and the theme will be Professional Development
6. Organise the European Command Seminar as part of a joint conference with the Bristol Channel Branch in Bristol in November, with the theme "Ship/Port Interface – can it be made more efficient?"

B. Medium Term (two-five fiscal years)

For the Branch fiscal years 2012 to 2016 the Branch will undertake the following activities:

1. Continue to host Seminar in 2013 and 2015

2. Sponsor technical meetings twice per year on topics of local, national and international issues in promoting issues in the NI Strategic Plan

C. Ongoing Activities

The Branch will continue to support the following activities as ongoing projects:

1. **Technical Meetings:** Two per year in May/June and November/December.
2. **Social Event:** Annually in January/February (Dinner) and Summer (Outing)
3. **Conference:** Bi-annually in October/November
4. **Remembrance Day** service wreath laying on behalf of Nautical Institute at Merchant Navy Memorial, Tower Hill
5. **London Nautical School:** Donate and present the prize for navigation at the annual prize giving ceremony each year

BRANCH ASSETS

Fixed Assets

The Branch maintains extensive records of its activities from its inception but which are in no standard format and have not been purged for outdated or duplicate material. Research into the Branch's history would be unnecessarily time-consuming and difficult without a complete review and standardization of the materials.

Financial Assets

The Branch holds its financial assets in the following manner-

Administration/Social Account – is the working account for the London Branch and is held at Barclays, Caterham Branch, Croydon. It is a Community Account which comes under their Small Business Accounts. We have opted to forego a nominal interest in return for unlimited use of standard banking services free of charge. This includes unlimited cheque writing and a monthly statement. Hon. Treasurer holds the chequebook and account signatories (two of three required) are Hon Treasurer and two other designated committee members.

No 2 Account – is the account used for Seminars/Conferences organised by London Branch and also held at Barclays, Caterham Branch, Croydon. This has a **Business Premium Account** associated with it into which the bulk is transferred when the account is not active (i.e. between events), and this part of the account earns interest at a variable rate. Hon Treasurer holds chequebook and two of three mandated signatories are again required.

Branch Funding Requirements

Our technical meetings are held on board HQS Wellington under the Joint Meetings agreement at no cost to the London Branch. Committee meetings are also held at no cost to the Branch thanks to the generosity of the host organisations – Bentleys, RTI International, UK P&I Club and London Nautical School. Because all communication with the members is by e-mail and flyer inserts into Seaways, there are at present no admin costs for the Branch.

Branch funding requirements are:

- A. Annual Dinner – Funded entirely by members payments. Any surplus is donated to the chosen charity of the evening and funds may be donated from social account to round the raffle and donations up.
- B. Annual Service for Seafarers – £75 donated yearly from Social account
- C. LNS Book Prize – we donate a prize each year for navigation to the London Nautical School funded from the Social account – Value approx £25
- D. Speakers' entertainments and travel expenses – budgeted from Administrative account.
- E. Law Society Accreditation – to allow us to issue CPD Certificates accredited by the Law Society for attendance at technical meetings and seminars - £100 per annum from No 2 account.
- F. Bi-annual Seminar/Conference – funded entirely by delegates fees and sponsorship.

Branch Funding

Funds flow into the Branch to support its operations primarily from three sources:

- A. Seminar/Function Profits - The bi-annual seminar is the only source of locally – generated funds. The sub-committee sets the fees accordingly, finding a middle ground between assured profitability and maximum participation by the membership and the public in general. The profits from the seminar are invested in the No2/Business premium account. An agreed sum from the profits is transferred to the admin/social account.
- B. Interest from No 2 Account is transferred to Admin/Social Account.
- C. Subvention - This is an annual allowance provided by Nautical Institute Head Office for the purpose of developing the Branch mainly in the area of expenses to hold meetings. The current level is set by NIHQ at 500 pounds sterling for the London Branch. We have not needed to call for a subvention since 2000.

SUMMARY

The Business Plan delineated above represents the submission by the committee of the London Branch of the Nautical Institute. By choosing activities that are both financially sustainable, and are approved by the general membership, it is hoped that the Branch will consolidate its present position and continue to be a well-known and respected member of the marine community in London.

All members of the Branch, whether on the committee or not, are strongly encouraged to offer constructive criticism and suggestions for improvement of this process. Members who wish to participate in the realization of this ambitious plan are welcomed by the committee. This may not necessarily require election to the committee; offers of advice, contact names, ideas for projects and information generally are always appreciated. Contacts within the committee are listed on the Branch website.