

Thames Continuing Professional Development Programme

Terms of Reference

1. What is the Thames CPD Programme?

The Port of London Authority (PLA), Thames Skills Academy (TSA) and Company of Watermen & Lightermen (CWL) have introduced the first Port wide Continuing Professional Development (CPD) Programme for all Masters in command of an Intra-port Commercial Vessel, whether newly qualified or with years of experience. The programme is open to other navigational crew too.

The prime objective is to improve safety on the Thames by everyone participating in the Thames CPD Programme to maintain and refresh their current skills and to learn new skills as the industry changes.

The Thames CPD Programme is mandatory from 1st January 2024, regulated through the PLA General Directions.

2. The Governance Committee

The Committee comprises a representative each appointed by the PLA, CWL and TSA and additional representatives appointed in joint agreement by the PLA, CWL and TSA to represent both passenger and freight services and both larger and smaller employers. Each Committee representative serves for no more than two consecutive terms of three years.

The Governance Committee's purpose is to monitor and review the Thames CPD Programme's training activities and points to ensure the Thames CPD Programme remains relevant to vessel operators and river users. The Committee is responsible for considering proposals to add training activities to the Programme, decide whether they fall into Mandatory, Accredited Training or Skills & Experience and to assess the points to be allocated based on the benefit each activity brings to training and safety on the Thames. Changes made by the Committee will be published on the Thames CPD website.

The Committee will set up an appeals system to allow participants in the Thames CPD Programme to appeal in the case of a dispute over the inclusion of training activities in the Programme and the points allocated. Final appeals and those concerning overall operation of the Programme will be dealt with by the TSA Board.

The Secretariat for the Committee is provided by CWL. The TSA is the Administrator of the Thames CPD Programme.

The Committee will undertake a review of the Governance Committee arrangements annually. Jointly the PLA, CWL and TSA shall have powers to amend, add or remove any provision in these Governance Rules.

3. The Chair of the Committee

The Chair of the Committee is provided by the PLA. The Chair is not permitted to make proposals.

4. Committee Meetings

The Chair will preside or, in his/her absence, a Chair for the meeting will be elected by the voting members present.

Meetings of the Committee shall be called by the Secretariat in consultation with the Chair by giving notice. The Committee shall meet as and when there is business to conduct but it shall meet at least four times a year. The Secretariat in consultation with the Chair shall circulate an agenda at least 10 days before the meeting is to be held. Agendas shall include the opportunity for Committee representatives to declare any conflicts of interest.

The Secretariat shall take Minutes and with the approval of the Chair circulate such Minutes for Committee approval no more than 10 days after the meeting.

The TSA will communicate the outcome of the Committee's consideration to the proposers of additional CPD activities.

A resolution put to the vote of the Committee shall be decided by a show of hands of those entitled to vote. A minimum of 3 operators plus the PLA, TSA and CWL shall constitute quorum to vote on each submission, with 5/6 in favour to accept a new activity. Annex A shows the process to be conducted.

Accidental omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any representative shall not invalidate the proceedings of a meeting.

5. Equal opportunities

The Thames CPD Programme shall be governed and administered in a way that does not discriminate on the grounds of gender, race or ethnic origin, sexual orientation, marital status, religion, nationality, disability or age.

Annex A

- Standing Agenda:
 - i. Welcomes & Apologies and any Conflict-of-Interest Declarations - Chair
 - ii. Aims & Objectives of the Governance Committee (GC) - Chair
 - iii. Review of CPD Training Activities submitted - The order will be determined prior to the meeting and up to ten submissions per meeting will be reviewed. All proposals are assumed to have been read by GC members prior to the meeting. The proposer should not be in the room when their training activity is being reviewed. All proposals are to be displayed on screen. Proposers of multiple proposals will be invited to prioritise the order in which they are put before the GC - TSA/CWL
 - iv. AOB: Ideally submitted before the meeting - Chair
 - v. Date of next meeting - Chair

- Decision making:

See flow chart below

- i. All proposals submitted will have an element of Quality Assurance conducted on them with regards to ensuring sufficient detail is provided and if the training activity is already covered in the established CPD list of training activities. This will be a pre-meeting task led by the TSA.
- ii. All decisions will be recorded on the Thames CPD website.

There will be a pre-meeting of the PLA, CWL and TSA two weeks before each GC meeting to prepare the agenda: which proposals are being considered, in what order (open courses will be considered first and then internal company courses) and AOB.

Proposals should be received one month prior to the next GC meeting. The TSA will ensure all proposals are forwarded to CWL a minimum of two weeks before each GC to include in the GC papers.

Route to CPD point allocation

