

Registered Company number: 03253764
Registered Charity number: 1058262

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021

Trustees	Captain Timothy Cheal Captain Stephen Gobbi Mr Allan Graveson Captain David R Harrison (resigned 6 October 2020) Mr Adrian Hibbert (resigned 8 April 2020) Ms Kathryn Jones - CAA Nominee (appointed 7 July 2021) Mr Brian Johnson (resigned 8 October 2020) Mr John Lloyd Mr Andrew Moll Mr Alastair Muir Mr Crispin Orr Mr Sean Parker - CAA Nominee (resigned 7 July 2021) Captain Edward J Pooley Sir Alan Massey KCB CBE Ms Ruth Kaufman OBE, Chair (appointed 6 October 2020)
Executive Director	Mr Robert Robson OBE (appointed 21 April 2020)
Chief Executive	Mr Ian L Dugmore (resigned 21 April 2020)
Company secretary	Mrs Stephanie KC Dykes
Registered Company number	03253764
Registered Charity number	1058262
Registered office	One Kingdom Street Paddington Central London W2 6BD
Independent auditors	Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	Natwest Bank plc 12 High Street Hitchin Hertfordshire SG5 1YY Nationwide Building Society Kings Park Road Northampton NN3 6NW

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their Annual Report together with the audited financial statements for the period 1 April 2020 to 31 March 2021. The Annual Report serves the purposes of both a Trustees' report and a Directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board of Trustees reviewed the charity's strategic position in 2021 and has agreed revised and updated versions of its headline statements, including CHIRP's accepted definition of Human Factors as it applies to the Charity, and a description of our beneficiary group.

Vision

A world in which aviation and maritime safety are continuously improved by tackling human factors safety-related issues, underpinned by a strong safety culture.

Mission

The Mission of the Charity is to help improve aviation and maritime safety and build a Just Culture by managing an independent and influential programme for the confidential reporting of human factors –related safety issues.

We will do this by:

- Receiving and considering reports that might not otherwise be submitted through formal reporting processes;
- Analysing the data to identify issues and trends;
- Disseminating safety-related reports and trends that we consider will be of public benefit.

Human Factors Definition

Human Factors is the consideration of mental and physical capabilities, limitations and actions that relate to the way humans interface and perform within their environment safely, comfortably and effectively.

Beneficiaries

Our beneficiaries are a large and diverse community that in the broadest sense includes all those whose lives are touched by the aviation and maritime industries and who benefit from the Charity's Mission.

The community includes

- Individuals who are directly affected by improved safety: aviators, mariners, the public; and,
- Individuals and Organisations that could or do play a role in improving safety

Governing Document

The CHIRP Charitable Trust is a registered charity and was formed as a company limited by guarantee on 1 November 1996.

The Trustees reviewed the Objects of the Charity in 2020 and registered the amended version with the Charity Commission:

- 1) To gather information on the circumstances of incidents and accidents involving aviation and maritime modes of transportation through a confidential reporting system for the collection of Human Factors safety-related issues, to analyse data and identify trends.
- 2) To advise interested bodies on Human Factors issues relevant to air and maritime transport safety with the aim of the preservation of human life and the protection of the environment.

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Aims

The Aims of the Charity are synonymous with its Vision and Mission, namely, to seek the continued improvement of safety in the maritime and aviation worlds through a focus on the reporting of human-factor issues.

The Charity delivers two programmes focused on these aims – a Maritime Programme and an Aviation Programme. The latter has four areas of focus: Air Transport, General Aviation, Drones and Cabin Crew. Detailed descriptions of how these programmes support the Aims of the Charity can be found in this report under the section Reporting Programmes below.

The delivery of the Programmes' objectives will enable the Charity to further deliver on its charitable objects.

STRATEGY REVIEW

During 2020 the Trustees identified the need to refresh the Charity's strategic position. A Strategic Review Group of Trustees, Executive Director and Programme Directors was established and a framework for a strategic awayday was created.

The Board and staff met in a virtual Awayday setting in May 2021 to work through the first phase of a Strategy review. Key topics discussed include:

- Definition of Vision and Mission
- Definition of Human Factors as applied to CHIRP
- Definition of our Beneficiary group
- A model of a Theory of Change that CHIRP could adopt
- A STEEPLE analysis
- A SWOT analysis

At the time of signing this report the outcomes of the day are being considered by the Strategy Review Group and will be worked through by the Board with a view to establishing a baseline strategy for the Charity during 2022.

The Programmes continue to follow an established pathway of reporting, feedback and learning, which will be examined as part of the ongoing Review. In the short term, the focus is on building brand awareness such that reports are generated in sufficient volumes to provide meaningful anonymised feedback to operators, regulators and the general public in order that safety related issues can be identified and mitigated.

The Review will develop a Theory of Change, incorporating measures for Key Performance Indicators which will enable the charity to demonstrate its impact to an even greater degree.

Factors affecting the Charity's ability to achieve its objectives

Positive factors	Impact
Relationships with the Civil Aviation Authority (CAA)	Strong relationships with the CAA have been nurtured during a time of extreme stress for the Aviation industry in reaction to the COVID 19 restrictions. Bilateral communications have enabled that relationship to be enhanced as demonstrated by the agreement to fund the 2021/2 funding request in full at the start of the year.

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Relationships with maritime funders and regulator	Details can be found under the Maritime programme report, which demonstrate the value of the strong relationships built up over time with key sponsors. The relationship with the Maritime and Coastguard Agency is core to CHIRP's success and a formal liaison process has been established at Chair/CEO level.
Brand strength	Despite the global disruption caused by the COVID 19 pandemic the reporting structures of CHIRP in its various programmes have remained robust and open. The Maritime programme delivered some leading articles on the awareness of the issues of working in a COVID world which received strong positive reviews.
Database enhancement	The Aviation programme has significantly enhanced the ability to track trends and themes through focused development of its database. The benefits are being seen in the enhanced reporting available.
Governance review	The detailed review of the Charity's governance commenced in 2019 has seen significant progress towards a more streamlined and focused Board structure. There is clearer understanding of the Skills required on the Board and a focused programme for Trustee recruitment is under way.
Working model	The decision by the Charity to move to a remote working model to enhance efficiencies in early 2020 proved beneficial when the restrictions imposed by the pandemic regulations began. Systems, working patterns and behaviours were already established and proved a strength to the charity's ability to deliver. Virtual Advisory Board, Trustee and staff meetings proved seamless through the year.
Negative factors	Impact
COVID-19	The pandemic effectively halted the aviation industry which resulted in fewer reports being received. However the absence of flying for a significant part of the year in anything like normal volumes enables the charity to focus on delivering its programme in a targeted way. Advisory Boards maintained their meeting schedule and a new programme covering Drones was established. The maritime programme saw different challenges with seafarers at sea for abnormal lengths of time with significant difficulties in repatriation. Longer times at sea led to fatigue and other human factor related safety issues which impacted on safety, making the ability to have open confidential reporting channels even more important.

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Organisational structure

Board of Trustees

The Board of Trustees has overall responsibility for the direction and management of the Charity's business. During the year the Chair of Trustees, Captain David Harrison, retired and the Nominations Committee led an open recruitment process, which resulted in Ms Ruth Kaufman OBE accepting the role of Chair in October 2020.

Advisory Boards – volunteer led

Advisory Boards assist the Programme Directors by providing subject matter expertise when reviewing reports. The five Boards cover:

- maritime operations;
- commercial air transport operations;
- cabin crew safety related tasks;
- drone operations: and,
- general aviation activities.

Advisory Board panellists are volunteers and contribute significantly to the Charity's aims as they have deep technical expertise in their respective fields, and they assist in the determination and resolution of issues raised in reports and, through the Directors, provide the Trustees with feedback on the programme's performance.

Executive

The Board of Trustees is supported by a small executive team.

- Executive Director – responsible to the Board for the safe and effective management and delivery of the day-to-day activities of the Charity. Robert Robson has been in post since April 2020.
- Director Aviation – responsible for the delivery of the Aviation programme. Steve Forward has been in post since April 2020.
- Director Maritime – responsible for the delivery of the Maritime Programme. Following Jeff Parfitt's decision in March 2021 to seek new opportunities, an open recruitment process resulted in the appointment of Adam Parnell, who joined the Charity on August 2 2021.
- Support – Administration Manager and Company Secretary - operation and financial support. Stephanie Dykes returned from maternity leave in August 2021.
- Cabin Crew Programme Manager. Until October 2020, this role was combined with the Support role above. Jennifer Curran has taken over this role as of August 2021.

As a result of maternity leave, the last two roles were separated and two maternity leave cover roles were established. This organisational arrangement was confirmed in August 2021 in order to provide the correct focus on these two important areas.

Board structure review

Following a governance review during the year the Board decided to move in line with the Charity Governance Code and a number of initiatives have been put into place:

1. The Board formally signed off the new shape in their July 2020 Board meeting
2. The Board will aim to have between 10-12 trustees; there should be at least two Trustees with senior aviation experience, and two with senior maritime experience.
3. Trustees will normally be selected through an open process managed by a Nominations Committee, which will recommend new trustees to the Board.
4. The Chair's role was the first role to be subject to this open process with a successful appointment in October 2020.
5. All trustees now have an agreed tenure and the Nominations Committee manage the process actively. A recruitment process for up to five new Trustees will run through the summer of 2021.
6. There will no longer be ex officio roles. However, the Board will continue to invite the CAA to nominate a Trustee whose nomination will be reviewed formally by the Nominations Committee and recommended to the Board if approved. All other trustee appointments will be guided by the results of the Board Skills Audit

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(see below);

7. There is an intent to establish a stakeholder reference group, to include the CAA, Maritime and Coastguard Agency and the two Accident Investigation Boards to maintain strong relationships with those organisations.
8. A programme of Trustee Training has been introduced within a formal induction programme.

Charity Governance Code

During the year the Board conducted a review of its operations using the recommendations of the Charity Governance Code as its template.

Key findings include:	Actions
The requirement for refreshed Board-led strategy	In course in 2021 – led by a Trustee and staff Strategy Review Group. Resolution due 2022.
Clarification of the role of Legal Members	Completed through a Membership Review Group and consultation forum. Recommendation to AGM in November 2021
Clearer regular financial reporting to the Board	Complete – new quarterly reporting pack created through Xero financial software. KPI work is in course as part of the strategic review
Clearer stakeholder management and communication	Plans in place for a wider communication of the Charity's achievements at the annual AGM and a refresh of the charity's communications channels in 2022.
Formal trustee induction process required	Designed and in place for new Trustees
Need for programme for Board development	Board reflection encouraged in Trustee-only section of board agenda Board effectiveness will be reviewed

Legal Membership

During the year the Board established a Membership Review Group to oversee a review of the Legal Membership of CHIRP in order that the Members can provide the best possible interaction with the Trustees.

The aims of the Review were to consider the current Membership model and propose ways of bringing our processes up to date.

A refreshed proposal for Membership will be submitted for approval at the AGM on 11 November 2021 under the following principles of operation:

1. Trustees of the CHIRP Charitable Trust shall be Members of the Charity.
2. The Trustee Board will, in accordance with the Articles, agree new Members.
3. The process for managing the Membership will meet required legal standards, including the maintenance of a Register of Members, which will be owned by the Company Secretary.
4. A list of new Advisory Board panellists who have attended three meetings will be submitted annually to the Board at the October meeting where they will be formally nominated to be Members of the Charity at the next AGM.

Members will have all rights and obligations conferred by the Companies Act 2006. Rights and obligations shall include:

- Right to attend the AGM and ask questions of the Board
- Right to call an EGM
- Right to vote for and against the election of Trustees
- Right to describe themselves as a Member of the Charity

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- Obligation to exercise these rights only in the interests of the Charity
 - Obligation to contribute no more than £10 in the event of the winding up of the Trust
5. Members will be individuals not organisations.
 6. If Members have not participated in the work of the Charity for a calendar year their Membership status will be reviewed.
 7. In exceptional circumstances, individuals who are neither Trustees nor Advisory Board panellists may be invited by the Board to become Members.
 8. Advisory Board Chairs and Vice Chairs are required to be Members
 9. All members of Advisory Boards, unless they have declined the invitation, will normally be Members of the Charity.

Board Skills Audit

The Board ran a thorough Audit of the current and required skills to ensure that CHIRP can deliver its objects.

The findings of that review indicated that, as a result of establishing formal tenure, the removal of ex-officio roles and the analysis of anticipated skills gaps, the Board should seek Trustees with specific experience in a range of areas that will increase the diversity and create greater breadth and depth on the Board.

Trustee induction process

Following selection Trustees complete a Declaration of Eligibility and go through an induction process which was revised and updated to meet good practice in 2021. This programme will include attendance on an established course on the Role of a Trustee, the sharing of key documents and induction briefings by the Chair, Executive Director, Programme Directors and Company Secretary.

Remuneration

The Charity has four employed staff whose remuneration is overseen by a Remuneration Committee.

The committee consists of two Trustees with the Chair of Trustees in attendance. It is supported by an independent HR Advisor. A summary of the Terms of Reference follows:

Composition, Attendees, Quorum and Reporting

1. The Remuneration Committee will consist of not less than two trustees and may include independent members appointed by the Board.
2. The Charity's HR Adviser and the Executive Director will be in attendance.
3. Members of the Remuneration Committee will have a good knowledge of the charity and have no financial or other interests in the remuneration decisions taken.
4. The Board of Trustees will appoint the Chair of the Remuneration Committee, who will be a Trustee.
5. The Chair will serve for three years with an option for a further 3-year term. Membership will be reviewed annually taking into account trustee tenure on the Board
6. The Remuneration Committee will report to the Board at least annually.

Overall Responsibility

Remuneration Committee will hold the best interests of the charity in mind and will:

- Make recommendations to the board on all aspects of the remuneration and terms and conditions of service of the Executive Director, Director Aviation and Director Maritime and any other members of staff.
- Ensure that the level of remuneration is set at a level which is appropriate for the Charity to attract, retain and motivate staff of the calibre and quality to run the charity successfully.
- Develop a policy that supports the vision, mission objects and strategic priorities of the charity.
- Provide oversight to the Executive Director's plans for the level of investment in professional training and development for staff ensuring that they are aligned to affordability through the budget process.
- Ensure that there are adequate processes in place for reviewing the work of the Executive Director and other Directors.
- Ensure that contractual terms on termination, and any payment made, are fair to the individual and the charity

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OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

This Report has been compiled in compliance with the Charity Commission guidance on public benefit, and as required by the Charities (Accounts and Reports) Regulations 2008 describes the Charity's achievements throughout the period of the report in bringing to the attention of the relevant aviation and maritime agencies those safety related issues that have been assessed to be a direct benefit to the public.

IMPACT OF COVID-19 ON ACTIVITIES

The scale and nature of the Charity's business mean that there is little direct but significant tangential impact from COVID-19. The UK-wide lockdowns during the year had the following effect:

- **Working practices** – the CHIRP modus operandi was that of a virtual office before the arrival of COVID and the UK-wide lockdown. As such IT and working methods were unaffected by the guidelines and rules.
- **Virus control measures** – given the remote working arrangements the control measures have had limited impact apart from the inability to interact on a personal basis. Inevitably this leads to sub optimal, although still effective, communication.
- **Fundraising** – at the time of writing, maritime sponsorships are holding up well and the CAA funded the whole of the 2021-22 aviation bid upfront at the end of March. This issue is being monitored through the Charity's risk register.
- **Impact on beneficiaries** – this has been severe for those who work in or are users of the aviation and maritime worlds, which have undergone a huge and dislocating change. With aviation in recovery mode and with the maritime world still affected by constraints on travel to and from ports, mental health issues are being reported. Uncertainty as regards future flying operations will have an impact through the Human Factors and we anticipate a return to previous reporting levels with an anticipated focus on recency, stress and uncertainty. The impact on wider beneficiaries, that is the travelling public, is severe and the return to even a semblance of normal working will take many months.
- **Financial** – at present there is no identified impact on the charity's finances, but we remain cautious as grant funding across the charity sector remains tight. Time spent on maintaining relationships and putting the CHIRP impact message across is crucial and is well spent. The charity holds no investments so is unaffected by the market volatility. Existing funds are closely monitored and there is sufficient for the charity to maintain its operations as a going concern for at least the next twelve months.
- **Control** – the charity can maintain its controls through understood processes put in place to serve the remote working style of the staff.

REPORTING PROGRAMMES

- The **Aviation** programmes are independent, confidential, and voluntary and complement the existing mandatory reporting programmes recommended by the International Civil Aviation Organisation (ICAO) and the European Commission. They are funded by a grant from the UK Civil Aviation Authority (CAA).
- The **Maritime** programme is also independent, confidential and voluntary and is funded by grants from a number of maritime institutions and charities.

ACHIEVEMENTS AND PERFORMANCE

The Board receives reports at each meeting on key areas relating to the Programmes' objectives. During the period of this report the principal areas were:

- the cost-effective management and operation of the aviation and maritime programmes.
- the review and analysis of information provided through the aviation and maritime programmes.
- the communication of safety related issues to operational managements and, when relevant, Regulatory agencies.
- the dissemination of information to user groups and relevant third parties.

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AVIATION PROGRAMME

Overview

- Aviation reports are normally submitted to CHIRP through email notification via our website or App forms. It is CHIRP's policy to initially acknowledge all report submissions by a simple confirmatory holding email to the reporter so that they know that their report has been received. A triage process is then undertaken to determine whether the issue is suitable for CHIRP involvement, and by which programme manager, before engaging further with the reporter, normally by email, to seek additional information if necessary and to determine their appetite for more widespread engagement and action to be taken with company and regulatory actors and stakeholders. In some cases, a telephone follow-up interview is held with the reporter to obtain as much relevant detail as possible on specific incidents/areas of concern.
- Following initial submission and triage, appropriate reports are selected by the relevant programme manager for review by the associated Advisory Board to obtain their specialist advice, counsel and guidance on how CHIRP should respond. Prior to dissemination for such discussions, any information that could allow the Advisory Board members to identify the reporter is removed.
- Once CHIRP has completed its enquiries and interventions where appropriate, a closing response is sent to the reporter. This is usually by email outlining what has been done and advising them, before it occurs, of the intention to publish their report in FEEDBACK if appropriate. This gives the reporter the opportunity to consent to publication or not. Once published, the report is closed by CHIRP and the reporter's personal details are removed from the CHIRP email system and database so that future confidentiality can be ensured.
- CHIRP has a strong relationship with the CAA and submits a monthly report to their Safety & Business Delivery Department detailing reported subjects for that month. Thematic and consolidated entity reports are also routinely referred to the CAA throughout the year depending on prevalent concerns.

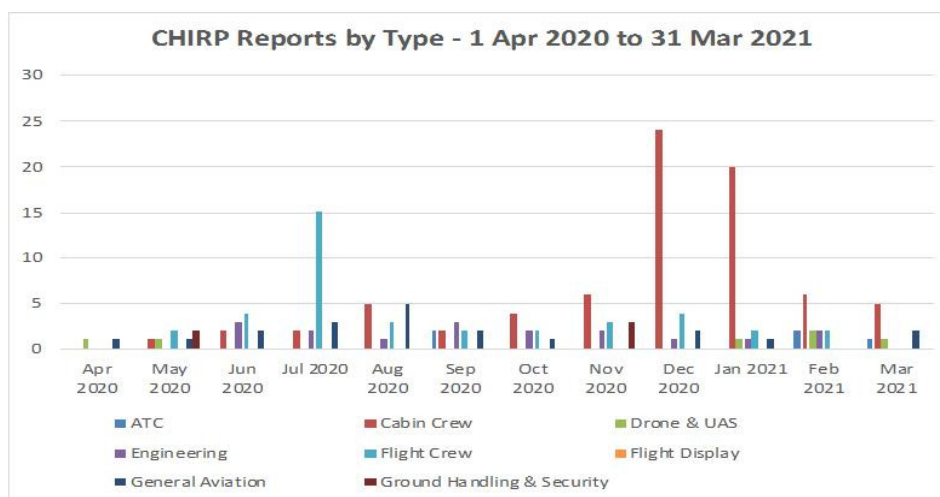
Reporting Activity

- This reporting period encompassed the three UK-wide COVID-19 lockdown periods where aviation was significantly curtailed (although not completely ceased, with some commercial passenger, freight, services and General Aviation activities still being undertaken).
- During the period, a total of only 169 aviation reports were received; this represents a marked decrease on the previous reporting period when 667 reports were received. The number of aviation programme reports received in the different categories of reporting for FY2019-20 and FY2020-21 are as shown in the table and graph below. The peaks in reporting in Jul 2020 and Dec 2020/Jan 2021 represent the non-lockdown periods when some flying resumed.

Category of reporting	Previous reporting period (1 April 2019 – 31 March 2020)	Current reporting period (1 April 2020 – 31 March 2021)
Air Traffic Control	12	5
Cabin Crew	560	77
Drones and UAS	4	6
Engineering	18	17
Flight Crew (commercial)	118	39
Flight Display	2	0
General Aviation	44	20
Ground Handling & Security	11	5
Totals	769	169

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Aviation Programme Funding

Prior to this reporting period, the CAA agreed the CHIRP FY2020-21 funding bid of £197.6k; this was paid in 4 instalments of £49.4k. In March 2021, the CAA agreed to meet the Charity's forthcoming FY2021-22 bid of £199.228k.

Aviation Programme Detailed Outcome and Themes

The hiatus in flying resulting from the various COVID-19 lockdowns and movement restrictions meant that reporting levels this year were markedly reduced. As a result, care must be taken when analysing the limited number of reports to deduce any themes or trends. Notwithstanding, the following topics were raised within the associated reporting types

Flight Crew (FC) Reports

- There were a number of reports in the period that related to industrial relations as companies restructured and laid-off Flight Crew. Some companies threatened a 'fire and rehire' policy, whilst others were allegedly using sickness within their redundancy matrices; both aspects meaning that Flight Crew reportedly feared calling in sick in case this was a 'black mark' on their records. Although CHIRP has no remit to investigate contractual or industrial relations issues, these can be difficult to separate from safety concerns and so some issues were pursued with the CAA and associated companies to ensure that overall safety was maintained during such restructures.
- As flying restarts, one of the key CHIRP concerns is the ability of the overall system to cope with a potentially rapidly increasing tempo whilst the supporting activities of air traffic control, ground handling and engineering personnel are also returning from furlough or experience newly recruited staff potentially lacking in recency and experience. Amongst other specific single-issue topics, key reporting themes over the period were:
 - Stress and distraction due to financial hardship caused by greatly reduced flying within low-cost 'paid per flight' companies.
 - Flight Crew continuing to fly when sick (including with COVID-19) because of the need to maintain income.
 - Poor company cultures and fears over future redundancy criteria in respect of flight crew reporting sick (including from poor mental health due to stress).
 - Stress and distraction caused by late-notice changes to operating procedures and rosters due to changes in COVID-19 restrictions.
 - Lack of robustness and increased errors and omissions in the overall aviation system due to reduced

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manning, personnel on furlough, unfamiliarity with tasks and lack of recency due to reduced levels of operations over the COVID-19 period.

Air Traffic Control Officer (ATCO) Reports

- CHIRP continues to receive relatively few reports from ATCOs, and it has not been possible to determine any particular themes. There were some concerns about potential overload as flying restarted post-COVID, and one where a reportedly poor safety culture in air traffic control meant that controllers were operating within a toxic environment of over-bearing management.

General Aviation (GA) Reports

- The majority of GA reports continue to be admissions of error and/or requests for advice on better courses of action in the reported circumstances. It is commendable that so many pilots are prepared to altruistically share sometimes embarrassing experiences in the hope of preventing other pilots making similar errors. That this is an effective process is borne out by the comments received in response to publishing these reports.
- As might be anticipated, the return to flying by GA pilots after a long lay-off meant that there were a number of reports which described errors or omissions from pilots who were rusty and/or pre-occupied with the task of actual flying rather than maintaining overall situational awareness of their flight.
- Specific matters raised by CHIRP to the CAA were formal letters regarding the efficacy of IMC training for PPL(A) licence holders, and the inadequacy of the current NOTAM system in respect of its usability and relevance to GA flights.

Engineering

- Engineering reports reflected poor management of aircraft maintenance, concerns over redundancies due to COVID-19, personnel not following procedures, and reported breaches of health & safety during maintenance operations. Even taking into account the reduced levels of reporting due to COVID-19, CHIRP continues to receive relatively few engineering reports compared to other sectors, and developing an improved reporting culture among engineering personnel remains an aim for the CHIRP Engineering Programme Manager.

Ground Handling and Security Reports

- With little airline travel occurring during COVID-19 lockdowns, there was concomitant widespread laying-off of ground-handling personnel and an associated reduction in Ground Handling & Security reporting.
- Ground Handling & Security (GHS) activities at airports are important elements of safe operations but are also areas where employment is characterised by high levels of contract work and significant turnover of staff. These conditions are not conducive to safety reporting and relatively few reports are received despite the evidence, particularly in ground handling, of frequent reportable occurrences. CHIRP, with the support of the CAA, has previously sought to encourage reporting by GHS personnel.
- Developing an improved reporting culture within such a transient and vulnerable population will take many years but, with the further support of the CAA, CHIRP is investigating ways of reinvigorating its efforts to increase its exposure and penetration in this area.
- This will likely result in the recruitment of a Ground Handling & Security Programme Manager for FY 2022-23, who will be able to devote their entire attention to this area as opposed to the Engineering Programme Manager attempting to service this need in addition to his primary engineering focus.

Drone and UAS Reports

- CHIRP initiated its Drone/UAS safety reporting programme in October 2019 and, with the recruitment of a Drone/UAS Programme Manager in September 2020, robust processes and procedures are taking shape. As part of this, the inaugural Drone/UAS Advisory Board meeting took place in January 2020, and CHIRP successfully lobbied the CAA to be included as a recognised reporting path for confidential reporting within the CAA's CAP722 'Unmanned Aircraft System Operations in UK Airspace' document.
- All drone/UAS reporters are encouraged to use CAA reporting processes as necessary and appropriate. In particular, commercial remote pilots and their staff will be expected to report safety issues to their company in the first instance and the company will then forward reportable issues to the CAA. As for

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manned-aviation, CHIRP's role is therefore to provide a safety-net for reporters who are unwilling to use formal reporting systems either for fear of reprisal or their desire to remain anonymous. Similar to manned-GA, remote pilots flying drones/UAS for leisure often wish to report safety issues to share an experience, seek reassurance, or ask for guidance about their actions. Importantly, remote pilots who fly drones for recreational or leisure purposes may have no background or knowledge of aviation, good airmanship or reporting processes. It is important, therefore, that CHIRP also guides and educates them on becoming 'air-minded' and to think of themselves as part of the national aviation community.

- CHIRP received 6 drone/UAS reports in the period FY2020-21. Reported subjects included a drone collision with a tree, concerns over drones being inappropriately used for commercial purposes, and drones overflying people and property contrary to regulations. Those reporters who wished to report drones as a nuisance, concern or an invasion of privacy were advised to contact the local police or report through the CAA's whistle-blowing process. CHIRP has no remit to act as a conduit for such reporting.

Cabin Crew Reports

- Cabin Crew historically provide the greatest number of reports to CHIRP, and this was again the case in FY2020-21. This is because Cabin Crew are generally less well-informed about regulations and procedures and so many reports to CHIRP simply result in them being offered guidance on the applicable regulations which often resolve the issue for the reporter.
- During the FY2020-21 period, most reports concerned COVID-19 issues. Within this, and similar to previous years, the most frequently reported cabin crew issue was 'Duties', with reports discussing a range of issues varying from long working blocks, minimum rest between duties down-route, and fears about the use of sickness reporting in future redundancy decisions.
- A number of reports were received relating to Cabin Crew health and wellbeing (primarily regarding fears about contact with passengers who may have COVID-19), with many referring to levels of PPE and their perception that sales of duty-free etc were causing unnecessary risks due to increased exposure to passengers.
- Delays to roster publications were reported, and reports of recency concerns were also raised, including Cabin Crew who had completed conversion courses prior to lockdown and were being rostered to fly on unfamiliar aircraft after an extended period of absence.
- Reports of fatigue from ultra-long-haul flights and non-stopover 'rest outbound/operate return' flights also featured. The CAA authorised specific exemptions for these operations due to the inadequacies of accommodation and COVID-19 prevalence in some countries. But there were justified concerns about the reality of cabin crew attempting to rest on flights outbound and then immediately operate on the return leg. Conversely, for flights which did not involve 'rest and return', other reporters complained of poor conditions in some stopover locations, especially when these were national government-provided accommodation with minimal/austere facilities and variable-quality food and refreshment.
- Some reporters complained that crewing levels were too low, although investigations found that most were at the required levels and that the associated cabin crew had essentially become accustomed to the more generous pre-COVID-19 crewing levels which had provided for a more relaxed working tempo.

Research & Analysis

- The Charity provides disidentified report data in response to specific requests from its sponsors and other aviation safety entities. The new database makes it possible to analyse the reports that we have more easily and extract trends and themes, and we hope to make more use of this facility in the future.

Database upgrade

- In FY 2020-21, the Aviation Programme invested approximately £36k to migrate its outdated database to a more integrated web-based system designed and managed by CData Marine, the CHIRP IT contractors. This migration included a completely redesigned user interface with report tracking capabilities and basic search and analysis functionality.
- Once experience with this new database is gained, CHIRP intends to expand the analytical functions to include report-file management and increased search and commentary capabilities.
- The revised database also now incorporates drone/UAS reporting for the first time, thereby giving a one-stop-shop for all CHIRP's aviation reporting and tracking.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Future Projects

Drone programme - the Aviation Programme expects to further develop its drone reporting programme in 2021-22 by establishing a functioning Advisory Board and developing detailed processes and engagement strategies with the drone community. Funding for a Drone/UAS Programme Manager was agreed as part of the CAA bid for FY2020-21, and was continued in FY2021-22.

Ground Handling & Security Programme – Although CHIRP previously attempted to introduce a Ground Handling & Security reporting programme in 2016, it never gained substantive traction with the Ground Handling Community and CHIRP did not have the staff resources to pursue greater involvement. Ground Handling operations should be a rich source of reporting for CHIRP given the generally transient and unskilled nature of the workforce and the unregulated nature of its largely contracted-out organisations. The CAA are very keen for CHIRP to reinvigorate its Ground Handling & Security programme but this will likely require a dedicated Programme Manager to manage the planning and communication of activities. CHIRP will develop an implementation plan this year with the aim of recruiting a Programme Manager for FY 2022-23.

App development – the Aviation Programme App will be thoroughly reviewed to enhance its scope, efficiency and use.

Communication Strategy – although significant effort is afforded to the production of the various forms of FEEDBACK, it is not readily evident that these are as widely accessed or read as they could be. The format of FEEDBACK was refreshed in FY2020-21 in order to make them more coherent and engaging across all sectors but other forms of more digitally-aware communication need to be investigated and better targeted. The Aviation Programme aspires to develop a more comprehensive communications strategy during FY2021-22.

Database development – Following on from the successful migration of the Aviation database, CHIRP will further refine the programme to include improved interfaces, report file handling and increased analytical capabilities.

Harassment & Discrimination Reporting – The CAA have proposed that CHIRP provides a confidential service for the reporting of harassment and discrimination in aviation. The scope of the reporting programme would be limited to be a portal for reporting, signposting for reporters to appropriate agencies, and the reporting of aggregated statistics to the CAA. A concept of operations has been approved by the Trustees and by the CAA and the programme will commence in Autumn 2021.

Peer-Pilot Assistance Network (P-PAN) – In FY2020-21, CHIRP monitored the development of the regulatory requirement for commercial flight crew to have access to a P-PAN to address mental health breakdowns. Contrary to previous expectations, the CAA were not able to fund such activities for operators too small to have their own in-house facility and so, in order to run such a capability, CHIRP would have had to seek commercial or external charitable funding. This was not deemed feasible or appropriate by the Trustees and so CHIRP ceased plans to provide a P-PAN focus.

MARITIME PROGRAMME

Programme progress – 2020 saw the maritime programme demonstrate the power of its reach and influence as the COVID-19 situation gripped the global maritime industry: we continued to serve as the “Voice of the Mariner.”

We published our **2020 Annual Digest**, containing a wealth of learning, expert advice and guidance and feedback from our reporting programme. Inevitably there was a focus on the COVID issues but we kept true to the wider picture and the deep-seated and longer lasting issues that impact on safety at sea. The Digest pulls together the separate Insight articles and key reports from our quarterly FEEDBACK publications.

In three deep Insight articles the maritime team brought some important factors concerning the health and welfare of seafarers into sharp relief:

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1. **Focus on Seafarer wellbeing during the COVID-19 pandemic** – by Dr Claire Pekcan, Director of Safe Marine Ltd and member of the CHIRP Maritime Advisory Board. This paper focused on the seafarers of the world; the men and women who operate the ships that carry our food, our medicines, our energy and our raw materials that we need to see us through the pandemic. The paper examined the topic through both generic and specific headings:
 - Seafarers work and employment
 - Work and health
 - Sleepiness, Fatigue and Stress
 - Impact of the COVID 19 pandemic on seafarers
 - Guidance and Advice

Through widespread dissemination of this report in both CHIRP media and via our sponsors the report achieved a global reach.

2. **Trapped by COVID-19 – highlighting the plight of seafarers on board vessels**
The paper focused on the very significant issues affecting the seafarer including:
 - Travel difficulties preventing repatriation
 - Quarantine concerns on arrival
 - In country restrictions preventing the reaching of ports for embarkation
 - Expiry of certificates – medical and professional
 - Extensions of service
 - Fatigue
 - Low morale
 - Mental health issues aggravated by the combined effect of the working and social environment
 - Difficulty in accessing medical care
3. **COVID-19 – general medical advice to masters and crew** – Dr Suzanne Stannard, Consultant Norwegian Centre of Maritime and Diving Medicine and member of the CHIRP Maritime Advisory Board. A short, focused and ready to use aide memoir covering
 - The nature of COVID-19
 - Preventing the spread
 - When to seek help
 - Management of suspected or real cases on board
 - When going into port
 - Crew changes

In our Human Factor reporting we highlighted the need for equality of treatment in our report on **Unsuitable PPE for female seafarers** in a report that went beyond the now understood Covid-related PPE issue into the crucial safety aspects of needed excellent PPE in the maritime workplace to ensure maximum safety. Working with colleagues at the Solent University, we sought to develop a deeper research database which will influence future improvements by encouraging participation in in depth surveys.

Sea of Distractions – when mobile phones and maritime service collide - funded by the Lloyds Register Foundation and produced in association with Professor Vince Walsh of the Institute of Cognitive Neuroscience, University College, London in 2021. A breakthrough video highlighting the dangers inherent in our world of modern communications devices and focusing on the dangers of the use of mobile phones in a bridge watchkeeping scenario.

Reports received - a total of 150 (2018:98, 2019:151 2020:260) maritime reports were received during the period. The Maritime Programme also receives multiple reports on a single subject matter of low risk which are not entered through the database. The 150 total breaks down as follows: 96 reports were not used for

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publication, 20 remain open, and 34 were published in Maritime FEEDBACK following review by the Maritime Advisory Board.

Team - two part-time Maritime Advisors and a part-time Deputy Director (Maritime) are now in place to assist the part-time Director (Maritime). In collaboration with The Nautical Institute, CHIRP Maritime liaises with 14 global Maritime Ambassadors. There is also an independent CHIRP ambassador in Chennai, India. The ambassadors give talks and other representations around the world, notably in Hong Kong, China and India. These are ideal opportunities to promote CHIRP and its work directly to seafarers.

The Witherby Group continue to distribute all CHIRP Maritime publications to a targeted 50,000 member vessels at zero cost to CHIRP and the maritime programme enjoys good relationships with Safety4Sea and The Maritime Advocate.

- The COVID effect has resulted in a retrenching of hard copy publications with the Annual Digest scaling back to 500 copies (from 1,000) and FEEDBACK to 20,000 (from 60,000). However, it is noted that most recently the FEEDBACK circulation is rising as organisations and colleges re-open.

Future Projects – the Strategy Review currently underway, together with the arrival of a new Director Maritime, enable a fresh look at the 5-year view for CHIRP maritime.

Funding – despite intense competition a good case for support has seen healthy funding commitments received.

Funder	Amount (k)	Term remaining
Thomas Miller	£10 per annum restricted	2 years
TK Foundation	£40k per annum (\$50k) unrestricted	1 year
Corporation of Trinity House	£18k unrestricted;	0 year (TBC new application pending)
Lloyds Register Foundation	£20k unrestricted; £30k restricted	0 year (new application required late August 21)
Britannia Steamship Insurance Association	£15k unrestricted	Until further notice
The Seafarers Charity	£60k unrestricted	0 year (TBC new application pending)
	Post year-end event	
ITF Seafarers Trust	£60k restricted	1 year

COMMUNICATION OF PROGRAMME ISSUES

The output from CHIRP is achieved by a variety of means. All of the Charity's publications are available for download from the Charity's website or via a smartphone and tablet app.

1. **To individuals** - reporters are advised individually on the outcome of their reports before the **casework file is closed and the reporter's personal details deleted.**
2. **To stakeholder groups** - quarterly **FEEDBACK** newsletters are produced for different sectors of the reporting populations to raise awareness of safety-related issues raised by reporters.

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Publications

• **AVIATION**

After discussion by the Advisory Boards, reports with educational themes and identified value for wider dissemination are then published in the respective Air Transport, General Aviation, Cabin Crew, Drone/UAS and Ground Handling & Security FEEDBACK newsletters.

- **Air Transport FEEDBACK** is distributed in electronic version, by email only, to approximately 37,000 flight crew, air traffic controllers, engineers and ground handling subscribers. The CAA maintains a license database and passes CHIRP the email addresses of the registered license holders for FEEDBACK distribution.
- **Cabin Crew FEEDBACK** is distributed in hard-copy and electronic versions. There is no consolidated list of cabin crew email addresses because they are not licensed by the CAA. Electronic versions are distributed to those cabin crew who ask to subscribe, and to the principal airline companies who add FEEDBACK to their electronic company information portals. Hard copies are also normally sent to the airline companies for distribution via their crew rooms, although this was suspended during COVID-19 due to bio-security protocols.
- **General Aviation FEEDBACK** is also distributed in hard-copy and electronic versions. Approximately 38,000 electronic versions are distributed by email to pilots, air traffic controllers and engineers using the CAA license database information. About 2,000 hard copies are distributed by post to flying clubs, flying training establishments and air traffic control towers so that unlicensed students and the wider aviation community have access.
- **Drone/UAS FEEDBACK** is a further version of FEEDBACK which is associated with the new Drone/UAS Advisory Board initiative. Distributed electronically, the CAA provides approximately 6,500 email addresses from their drone registration database. The first edition was published in late April 2020 and some positive feedback from readers has been received.
- **Ground Handling and Security** reports are reviewed by the Air Transport Board but are published in hard copy in a separate FEEDBACK newsletter. There has only been one edition to date due to the limited number of reports received.

In addition to the email and hard-copy distributions, all FEEDBACK versions are posted to the CHIRP website and are also accessible using the CHIRP App. Overall, during this reporting period, 35 reports were printed in editions of Air Transport FEEDBACK, 22 reports in editions of General Aviation FEEDBACK, 8 reports in editions of Cabin Crew FEEDBACK and 4 reports in the single edition of Drone/UAS FEEDBACK. There were no editions of Ground Handling & Security FEEDBACK published during the period.

• **MARITIME**

- 20,000 copies are published each quarter in English and distributed via Nautilus International and The Mission to Seafarers. Approximately 6,000 copies are distributed in foreign languages (Chinese, Filipino and Portuguese) via Dalian Maritime University, Wallem's Hong Kong and Britannia P&I. Hard copy remains the main medium for communicating the safety lessons learned from the confidential reports submitted.
The 20,000 hard copy is down from the previous years of 57,000 due to the COVID effect, however, there has been a recent noticeable upturn as organisations and colleges re-open.
- Digital distribution is 50,000+ and is on a global basis in 4 languages. CHIRP Maritime's Facebook page now has over 3,328 followers and 942 on Twitter.
- The promotion of the work completed by CHIRP Maritime is also enhanced through an e-newsletter with a distribution to over 2,009 people via 'Mailchimp'.
- 14 volunteer Maritime Ambassadors representing the Nautical Institute Mariners' Alerting and Reporting System (MARS) programme and the Charity's near miss reporting programme have been appointed to promote the two programmes to mariners in their local area or region. Their mission is to improve the

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safety of individuals employed within or associated with maritime operations and to promote the submission of hazardous occurrence and incident reports. These Ambassadors are located in Australia, Ghana, Greece, Hong Kong, New Zealand, South Africa, Singapore, Turkey and the UK. 2020 has seen the appointment of the first independent CHIRP Maritime ambassador in Chennai, India.

• **GENERAL**

- **Industry and the various aviation associations** have visibility of CHIRP safety issues through representation on CHIRP Advisory Boards. In addition, relevant safety-related issues are also communicated to participating and non-participating managements when appropriate. The CAA also has visibility of safety issues at working-level through its representation on Aviation Advisory Boards, and CHIRP regularly contributes to the Authority's formal pre-audit assessments of aviation entities; in this respect, CHIRP provides briefs to the CAA to meet its calendar timetable for audits and inspections of operators, maintenance organisations, airports, air navigation service providers etc. These briefs draw on CHIRP reports and advisory board expertise to provide processed dis-identified intelligence on the relevant entity.
- **Presentations** - the Charity continues to provide ad-hoc advice and assistance in the management and operation of a confidential reporting programme both nationally and internationally. Presentations are given to related and non-related industry and interested groups on request and in support of promoting CHIRP. The Charity presents several times each year to the members of the UK Flight Safety Committee Flight Safety Officers Course, and articles are produced for a wide variety of publications in order to raise the Charity's profile and disseminate safety information. Most recently, a new publication 'Aviation Insight' has been developed to provide educational material on topical issues in the Aviation environment – Issue 1, published in May 2020, covered the human factors safety issues associated with post-COVID-19 return to flying.
- **Professional networks** - the Charity contributes to the work of other national professional groups associated with aviation and maritime safety e.g. the Honourable Company of Air Pilots, the UK Flight Safety Committee and the maritime Human Element Advisory Group.
- **International**- the Charity is a founding member of the International Confidential Aviation Safety Systems (ICASS) Group and provides assistance to other ICAO Member States in the development and management of National confidential reporting programmes.

Communication Strategy – although significant effort is afforded to the production of the various forms of FEEDBACK, it is not readily evident that these are as widely accessed or read as they could be. The format of FEEDBACK was refreshed in FY2020-21 in order to make them more coherent and engaging across all sectors but other forms of more digitally-aware communication need to be investigated and better targeted. The Charity aspires to develop a more comprehensive communications strategy during FY2021-22.

RESERVES POLICY

The CHIRP Charitable Trust provides a confidential programme reporting service to users across the Maritime and Aviation industries. The Trustees wish to ensure that they can maintain that service through different economic and income cycles.

Income has proved volatile at times in the past and a provision has historically been made from within the restricted funding of each programme to ensure that CHIRP's operations could be closed safely if income should cease altogether. However, there has been no allocation of funds held to ensure that the charity can continue to operate if there are unexpected costs or a short-term hiatus in income.

There are currently no Unrestricted funds and thus no ability to hold a General Contingency Fund. This restricts CHIRP's ability to deal with unexpected events that have a whole-charity impact.

The Trustees now seek to develop a reserves policy that ensures sustainability of services in the event of income or expenditure risk materialising, and that includes a General Contingency Fund to give CHIRP more flexibility in meeting unbudgeted or unexpected expenditure requirements.

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The Reserves policy recognises that some funders will wish to restrict their funding to one or other of the two main programmes. We therefore plan to hold three funds: an Aviation Contingency Fund; a Maritime Contingency Fund; and an Unrestricted General Contingency Fund.

The intention behind the Aviation and Maritime Contingency Funds is to ensure that programme delivery can continue smoothly in the event of short-term funding fluctuations. For 2021/22, the target minimums will be based on three months operating costs: Aviation Contingency Fund is £55,000 and Maritime Contingency Fund is £68,000.

The intention behind the Unrestricted General Contingency Fund is to be able to meet unexpected additional costs regardless of whether they are due to aviation or maritime programme costs, or shared overhead costs.

Our medium-term goal is to build up an Unrestricted General Contingency Fund of £60,000 (target based on the potential for £20k of unbudgeted cost for each programme and general overheads).

Progress towards building up the Unrestricted General Contingency Fund will be reviewed and the target updated as appropriate in future years.

RISK MANAGEMENT

The major risks to which the charity is exposed, as identified by the trustees, are reviewed through the "Business Risk Register"; systems and procedures have been established to mitigate those risks identified and to review the risks annually.

The principal risks are associated with reserves, governance, management of the programmes in relation to maintaining the confidence of sponsors, and finance. These are set out in the table below.

These risks are mitigated through:

1. the acknowledged expertise that resides within the Board of Trustees.
2. the thorough governance review undertaken by the Board.
3. specialist Advisory Boards with industry-wide participation including nominees from the sponsoring agencies under an independent chair.
4. the promulgation of issues raised through the programmes together with the actions taken.
5. regular performance reports on the cost-effectiveness of each programme.
6. focus on maintaining a healthy financial position.

The Charity notes the Charity Commission's focus on cyber-crime and during the year completed the processes to register with Cyber Essentials.

Key Risk	Mitigation	Initial/Residual risk assessment
The Charity holds no funds in a general reserve as defined by the Charity Commission. This constrains its ability to develop and grow, as well as its ability to fund unexpected costs. The Aviation Reserve is not set to cover unexpected cost.	1. Programme restricted funds hold restricted reserves. 2. Reserves policy being generated to cover General Reserve.	High/Medium

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FOR THE YEAR ENDED 31 MARCH 2021

<p>A significant, multiple and public breach of CHIRP's databases through poor internal discipline leads to a temporary cessation of report flow due to loss of confidence from reporters.</p>	<ol style="list-style-type: none"> 1. All CHIRP staff instructed in processes for data use and protection. 2. CHIRP database is protected within its storage and operating environment (review service providers security arrangements in support of contract). 3. CHIRP staff comply with password security policy. 4. See Risk Item 6 regarding data protection and management. 5. CHIRP IT devices have appropriate protective software Anti-Virus, Firewall etc. 6. Maintain current database separation pending review of long - term database needs 7. Registering with Cyber Essential kitemark 	<p>Medium/Low</p>
<p>Business is unable to remain effective due to lack of suitable staff or staff retention.</p>	<p>HR policies are appropriate and fit for purpose.</p> <ol style="list-style-type: none"> 1. Ops Manual reviewed and updated periodically. 2. Staff succession and training plan in place to identify possible replacements on either a short term (stop gap) basis or for future recruitment into role. 3. Staff grievance/whistle-blower plan is suitable for the organisation. 4. Viability of volunteer or secondment role as a possible mitigating step to secure continuity kept under review. 5. Maintain contact lists of all who are regularly involved in CHIRP activities, including Trustees. 	<p>Medium/Medium</p>
<p>Public release of reporter's information and/or identity by an external party leads to temporary cessation of report flow due to loss of confidence from reporters.</p>	<ol style="list-style-type: none"> 1. Clear policy for all advisory boards or external meetings regarding the use of CHIRP information and or data. 2. Raise awareness within wider community of the role that confidentiality plays in ensuring reporters are protected. 3. Use of clear concise and standard confidentiality statement in all E-Mail or written communication. 4. Ensure all reports are anonymised before disseminating 	<p>Medium/Medium</p>

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The organisation fails to attract sufficient finances to meet programme expectations for current planned or new initiatives. Inability to function due to loss or withdrawal of sponsorship or Funding streams insufficient to sustain programmes.	1. Aviation Programme is dependent on CAA sponsorship. 2. Maritime Programme has multiple sponsors but reliant on small number of key sponsors committed for 3 years. 3. Neither Programme is likely to become unviable due to lack of funding without warning. However, a contingency plan is required to enable either Programme to continue independently of the other.	Medium/Low
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FINANCIAL REVIEW

- **Income** for the year was £638,362 (2020: £401,254). The increase in income can be accounted for by the receipt of a full year of funding from the CAA just prior to year-end. Normally payments are received quarterly through the year. This early and welcome payment has had the effect of increasing income to abnormal levels and the Trustees will review the situation closely at the end of the current financial year to better manage income receipts and ensure smoother cashflows.
- **Direct total charitable expenditure** for the year was £455,586 (2020: £396,386).
- **Key variances - rounded**

£k	2021	2020	
Staff costs	178	89	Addition of Director Maritime to the employee payroll. Addition of Executive Director to employee payroll.
Contractors	111	139	Director Maritime costs moved from contractor to employee. Additional costs to cover maternity leave posts of Cabin Crew Manager and Administration Assistant plus maternity pay for the Cabin Crew Progr Manager & Company Secretary
General direct costs	108	88	Significant upgrade of the Aviation database
Premises	9	25	Move to remote working model
Travel	0.1	13	Positive financial impact of remote working and virtual meetings and COVID-19 restrictions limiting contact
Other support costs	2.9	10	Reduction in support cost to the maritime programme
Governance costs	8	20	Significant reduction in meeting costs

- A surplus of £182,776 (2020: £4,868) was added to previous carry forward balances to give funds carried forward of £386,391 (2020: £203,615.)
 - Aviation Funds - £287,644 (2020: £119,200)
 - Maritime Funds - £98,747 (2020: £84,415)

The trustees are satisfied that the assets of the charity are adequate to fulfil its obligations as a going concern for the twelve months ahead.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

The Charity's activities, together with the factors likely to affect its future development, performance and position are set out in this Report and the financial summary is set out below:

- The Charity meets its day-to-day working capital requirements through a single grant provided by the CAA for the Aviation Programme and sponsorship from several maritime institutions for the Maritime Programme.
- In March 2021, the CAA approved the Charity's business proposal for the 2021-22 financial year and, exceptionally, paid the full amount in one sum. This income of £199,228 was credited just prior to the financial year end of the Charity, hence the significant reported surplus for the year.
- In FY2020-21, core sponsors and sponsors for special projects contributed £241,435 (2020: £238,407) to the Maritime Programme.
- The CHIRP Trustees are able to modify the charitable activities to ensure that the charity continues to exist within its means.
- After considering the financial position, the directors, who are the trustees, have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and accounts.

GOING CONCERN

In light of the global pandemic during the financial year, the Trustees have reviewed the funding sources to assess the sustainability of the Charity. Cashflow forecasts for the period April 2021-October 2022 for the Aviation and Maritime programmes and for the whole charity have been produced and discussed in the context of the Charity's Reserves policy.

Relations with the Civil Aviation Authority are strong and Trustees have received no indications that the funding of the Aviation programme will be affected negatively. Grants from sponsors to the Maritime programme remain under constant review and overall funding levels remain in accordance with expectations.

The Trustees have reviewed the financial position of the charity and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

PROVISION OF INFORMATION TO AUDITOR

In the case of each of the persons who are trustees at the date of this report:

- (a) so far as each trustee is aware, there is no relevant audit information of which the company's auditor is unaware; and
- (b) each trustee has taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

FINANCIAL RISK POLICIES AND EXPOSURES

The charity's policy in respect of cash funds is to deposit appropriate amounts in separate institutions to minimise exposure risk. The Charity has no invested funds.

AUDITOR

PEM have expressed a willingness to remain in office as the company's auditor. A resolution to re-appoint PEM as auditor of the company will be proposed at the forthcoming Annual General Meeting.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Approved by order of the members of the board of Trustees and signed on their behalf by:



Ms Ruth Kaufman OBE
Chair

Date: 7 October 2021

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST

OPINION

We have audited the financial statements of The CHIRP Charitable Trust (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST
(CONTINUED)

OTHER INFORMATION

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST
(CONTINUED)

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST
(CONTINUED)

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the charity sector
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;

To address the risk of fraud through management bias and override of controls, we;

- tested journal entries to identify unusual transactions;
- investigated the rationale behind significant or unusual transactions;
- performed audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST
(CONTINUED)

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims;

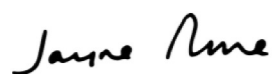
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Jayne Rowe (Senior Statutory Auditor)

for and on behalf of

Peters Elworthy & Moore

Chartered Accountants

Statutory Auditors

Salisbury House

Station Road

Cambridge

CB1 2LA

Date: 20 October 2021

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:				
Donations and legacies	3	638,235	638,235	400,307
Investments	4	127	127	947
		<u>638,362</u>	<u>638,362</u>	<u>401,254</u>
Total income				
Expenditure on:				
Charitable activities	5	455,586	455,586	396,386
		<u>455,586</u>	<u>455,586</u>	<u>396,386</u>
Total expenditure				
		<u>182,776</u>	<u>182,776</u>	4,868
Net movement in funds				
Reconciliation of funds:				
Total funds brought forward		203,615	203,615	198,747
Net movement in funds		182,776	182,776	4,868
		<u>386,391</u>	<u>386,391</u>	<u>203,615</u>
Total funds carried forward				

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 31 to 44 form part of these financial statements.

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 03253764

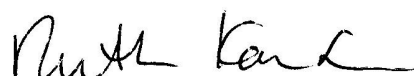
BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	8	3,926	3,643
		3,926	3,643
Current assets			
Debtors	9	6,362	5,560
Cash at bank and in hand		401,129	218,733
		407,491	224,293
Creditors: amounts falling due within one year	10	(25,026)	(24,321)
Net current assets		382,465	199,972
Total net assets		386,391	203,615
Charity funds			
Restricted funds	11	386,391	203,615
Total funds		386,391	203,615

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Ms Ruth Kaufman OBE
 (Chair of Trustees)

Date: 7 October 2021

The notes on pages 31 to 44 form part of these financial statements.

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities	184,639	21,068
	<hr/>	<hr/>
Cash flows from investing activities		
Dividends, interests and rents from investments	127	947
Purchase of tangible fixed assets	(2,370)	(3,833)
	<hr/>	<hr/>
Net cash used in investing activities	(2,243)	(2,886)
	<hr/>	<hr/>
Cash flows from financing activities		
	<hr/>	<hr/>
Net cash provided by financing activities	-	-
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	182,396	18,182
Cash and cash equivalents at the beginning of the year	218,733	200,551
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	401,129	218,733
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 31 to 44 form part of these financial statements

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. GENERAL INFORMATION

The Company is a company limited by guarantee and incorporated in England and Wales. The members of the company are the Trustees named on page 1. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £1 per member of the Company. The address of the registered office is listed on page 1.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with second edition October 2019 (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

2.2 GOING CONCERN

In light of the global pandemic during the financial year, the Trustees have reviewed the funding sources to assess the sustainability of the Charity. Cashflow forecasts for the period April 2021-October 2022 for the Aviation and Maritime programmes and for the whole charity have been produced and discussed in the context of the Charity's Reserves policy.

Relations with the Civil Aviation Authority are strong and Trustees have received no indications that the funding of the Aviation programme will be affected negatively. Grants from sponsors to the Maritime programme remain under constant review and overall funding levels remain in accordance with expectations.

The Trustees have reviewed the financial position of the charity and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

2.3 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. ACCOUNTING POLICIES (CONTINUED)

2.4 INCOME

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.5 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.6 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Office equipment	-	14% straight line
Computer equipment	-	33% straight line

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. ACCOUNTING POLICIES (CONTINUED)

2.7 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.10 FINANCIAL INSTRUMENTS

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 PENSIONS

The Company contributes towards employees' defined contribution pension scheme for employees where they have not opted out of contributions. The company does not operate its own scheme.

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

3. INCOME FROM DONATIONS

	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Grants	628,985	628,985	400,307
Sponsorship	9,250	9,250	-
	<u>638,235</u>	<u>638,235</u>	<u>400,307</u>
TOTAL 2020	<u>400,307</u>	<u>400,307</u>	

4. INVESTMENT INCOME

	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank interest received	127	127	947
TOTAL 2020	<u>947</u>	<u>947</u>	

5. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Aviation	196,932	31,722	228,654	138,006
Maritime	202,385	24,547	226,932	258,380
	<u>399,317</u>	<u>56,269</u>	<u>455,586</u>	<u>396,386</u>
TOTAL 2020	<u>317,741</u>	<u>78,645</u>	<u>396,386</u>	

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

In 2021 and 2020 all expenditure was restricted.

Analysis of direct costs

	Aviation 2021 £	Maritime 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	103,650	74,364	178,014	89,060
General direct costs	61,500	47,432	108,932	88,785
Healthcare	547	137	684	693
Contractors	31,235	80,452	111,687	139,203
	<u>196,932</u>	<u>202,385</u>	<u>399,317</u>	<u>317,741</u>
TOTAL 2020	<u>93,605</u>	<u>224,136</u>	<u>317,741</u>	

Analysis of support costs

	Aviation 2021 £	Maritime 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	18,472	13,915	32,387	9,084
Depreciation	1,856	231	2,087	-
Premises and office costs	5,648	4,044	9,692	25,608
Travel and subsistence	151	31	182	13,459
Other support costs	1,131	1,861	2,992	10,437
Governance costs	4,464	4,465	8,929	20,057
	<u>31,722</u>	<u>24,547</u>	<u>56,269</u>	<u>78,645</u>
TOTAL 2020	<u>44,401</u>	<u>34,244</u>	<u>78,645</u>	

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

6. AUDITORS' REMUNERATION

	2021	2020
	£	£
Fees payable to the Company's auditor for the audit of the Company's annual accounts	6,000	5,000
Fees payable to the Company's auditor in respect of: All non-audit services not included above	2,473	2,961
	<u><u> </u></u>	<u><u> </u></u>

7. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	180,833	88,220
Social security costs	20,102	7,085
Contribution to defined contribution pension schemes	9,466	2,839
	<u><u>210,401</u></u>	<u><u>98,144</u></u>

The average number of persons employed by the Company during the year was as follows:

	2021	2020
	No.	No.
Management and administration of the charity	4	2
	<u><u> </u></u>	<u><u> </u></u>

At the time of signing the accounts the FTE of employees is 2.5.

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021	2020
	No.	No.
In the band £60,001 - £70,000	2	-
In the band £70,001 - £80,000	-	1

The key management personnel of the charity comprise the Trustees, Executive Director, Aviation Director and Maritime Director. The total employment benefits including employer's national insurance contributions and pension contributions of the key management personnel were £95,939 (2020 - £55,898).

During the year no (2020 - 3) Trustees received reimbursement of £nil expenses (2020 - £1,572) in respect to travel, accommodation and subsistence cost incurred in their role as Trustees.

No Trustees received any remuneration or benefits in kind from the charity (2020 - none).

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. TANGIBLE FIXED ASSETS

	Office equipment £	Computer equipment £	Total £
COST OR VALUATION			
At 1 April 2020	1,136	4,645	5,781
Additions	-	2,370	2,370
At 31 March 2021	<u>1,136</u>	<u>7,015</u>	<u>8,151</u>
DEPRECIATION			
At 1 April 2020	1,080	1,058	2,138
Charge for the year	40	2,047	2,087
At 31 March 2021	<u>1,120</u>	<u>3,105</u>	<u>4,225</u>
NET BOOK VALUE			
At 31 March 2021	<u>16</u>	<u>3,910</u>	<u>3,926</u>
At 31 March 2020	<u>56</u>	<u>3,587</u>	<u>3,643</u>

9. DEBTORS

	2021 £	2020 £
DUE WITHIN ONE YEAR		
Trade debtors	1,000	-
Other debtors	173	-
Prepayments and accrued income	5,189	5,560
	<u>6,362</u>	<u>5,560</u>

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	10,406	-
Other taxation and social security	6,489	2,815
Other creditors	292	-
Accruals	7,839	21,506
	25,026	24,321

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

11. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
RESTRICTED FUNDS					
Aviation programme	119,200	396,927	(228,483)	-	287,644
Maritime programme - General	76,892	142,185	(152,334)	523	67,266
Maritime programme - Annual Digest	-	9,250	(7)	-	9,243
Maritime programme - Lloyd's Register Foundation	7,000	16,000	(8,749)	(7,000)	7,251
Maritime programme - International Federation for Aids to Navigation	523	-	-	(523)	-
Maritime programme - Thomas Miller	-	10,000	(10,000)	-	-
Maritime programme - ITF Seafarers Trust	-	50,000	(49,013)	-	987
Maritime programme - Lloyd's Register Foundation Sponsors	-	7,000	(7,000)	-	-
Maritime programme - Lloyd's Register Foundation Far East	-	7,000	-	7,000	14,000
	<u>203,615</u>	<u>638,362</u>	<u>(455,586)</u>	<u>-</u>	<u>386,391</u>

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

11. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
RESTRICTED FUNDS				
Aviation programme	84,512	172,110	(137,422)	119,200
Maritime programme - General	106,031	160,166	(189,305)	76,892
Maritime programme - Annual Digest	-	8,978	(8,978)	-
Maritime programme - Lloyd's Register Foundation	899	30,000	(23,899)	7,000
Maritime programme - International Federation for Aids to Navigation	7,305	10,000	(16,782)	523
Maritime programme - Thomas Miller	-	10,000	(10,000)	-
Maritime programme - ITF Seafarers Trust	-	10,000	(10,000)	-
	<u>198,747</u>	<u>401,254</u>	<u>(396,386)</u>	<u>203,615</u>

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

11. STATEMENT OF FUNDS (CONTINUED)

Aviation programme

Funding to support an independent, voluntary, confidential reporting system. This also cover the general costs associated with running such a system.

Maritime programme - General

Funding to support CHIRP's general maritime activities offering independent, voluntary, confidential reporting medium to those working in maritime.

Maritime programme - Annual Digest

Fund to support the production of the CHIRP Maritime Annual Digest.

Maritime programme - TK Foundation

Supporting the broader outreach of CHIRP, including funding a Maritime Advisor to attend conferences overseas and meetings with international stakeholders.

Maritime programme - Lloyd's Register Foundation

Supporting the cost of a study to advance CHIRP's operations in association with a university.

Maritime programme - International Federation for Aids to Navigation

To cover general maritime costs and support CHIRP's work in the Middle East.

Maritime programme - Thomas Miller

To promote safety and awareness for international seafarers.

Maritime programme - Trinity House

Funding CHIRP's media presence in the Maritime industry and promotion of CHIRP's offerings.

Maritime programme - Lloyd's Register Foundation Sponsors

Supporting the cost of a study to advance CHIRP's operations in association with a university - specifically sponsor costs.

Maritime programme - Lloyd's Register Foundation Far East

Supporting the cost of a study to advance CHIRP's operations in association with a university - specifically funding travel to the Far East.

Transfers

Transfer from Maritime programme - LRF to Maritime Programme - LRF Far East due to decision to disclose greater detail of monies received for this programme. Remaining transfer on completed project to clear fund balance.

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	3,926	3,926
Current assets	407,491	407,491
Creditors due within one year	(25,026)	(25,026)
TOTAL	<u><u>386,391</u></u>	<u><u>386,391</u></u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	3,643	3,643
Current assets	224,293	224,293
Creditors due within one year	(24,321)	(24,321)
TOTAL	<u><u>203,615</u></u>	<u><u>203,615</u></u>

13. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	182,776	4,868
ADJUSTMENTS FOR:		
Depreciation charges	2,087	286
Dividends, interests and rents from investments	(127)	(947)
(Increase)/decrease in debtors	(801)	10,662
Increase in creditors	704	6,199
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u><u>184,639</u></u>	<u><u>21,068</u></u>

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021 £	2020 £
Cash in hand	401,129	218,733
TOTAL CASH AND CASH EQUIVALENTS	401,129	218,733

15. ANALYSIS OF CHANGES IN NET DEBT

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	218,733	182,396	401,129
	218,733	182,396	401,129

16. PENSION COMMITMENTS

During the year contributions to employees' personal pensions totalled £9,473 (2020 - £3,332). The balance outstanding as at 31 March 2021 was £292 (2020 - £255).

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

17. OPERATING LEASE COMMITMENTS

At 31 March 2021 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021	2020
	£	£
AMOUNTS PAYABLE		
Not later than 1 year	1,915	1,957
Later than 1 year and not later than 5 years	798	2,713
	<u>2,713</u>	<u>4,670</u>

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	2021	2020
	£	£
Operating lease rentals	<u>2,132</u>	<u>5,219</u>

18. RELATED PARTY TRANSACTIONS

There are no related party transactions in the period that require disclosure.